EXCELSIOR:

Supercharge Your Talent



2017 Joint ERG Summit & Elevate Forum





Mick Jaggers

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PRIVATE/PROPRIETARY LEVEL I COVERSHEET

DESIGNATION CRITERIA / AUTHORITY

Information must meet one or more of the following:

- Provides Northrop Grumman a competitive edge.
- Unrestricted, outside disclosure may cause adverse effects to Northrop Grumman or to an individual
- Relates to or describes some aspect of the company's business that is not generally known outside the company.
- Indicates operational direction over a period of time that is not otherwise. known outside the company.
- Is important to the technical or financial aspects of a product or the business as a whole and is not generally known outside the company.

Designation Authority:

Originator

PROCESS / MARKING / IDENTIFICATION

Print Media

- Mark the title/cover page and all pages containing Private/Proprietary Level Linformation.
- Attach appropriate coversheet.

Electronic Media

- Mark/label removable storage media "NG P/P LI" (tapes, diskettes, CD's, memory sticks, etc.)
- Insert appropriate coversheet.

STORAGE (Print and Electronic Media)

- Keep in lockable container, office, or approved open area to which access is controlled during working hours and secured during nonworking hours. Business units may designate open storage limitations.
- Electronic media must be encrypted.

TRANSMISSION / DISSEMINATION

INTERNAL (Within access-controlled company elements, including subsidiaries, or when electronically transmitted via the Northrop Grumman Global Network)

Print Media

Use private/proprietary envelope for company mail.

Electronic Media

 Transmit via the Northrop Grumman Global Network using normal procedures; no additional protection required.

EXTERNAL (Outside company elements, including subsidiaries, and whenever electronically transmitted via the Internet or other non-Northrop Grumman system)

Print Media

- U.S. Mail
- Express Carrier
- · Hand carry; maintain in possession of a company employee.

Electronic Media

Encrypted transmission only.

DISPOSITION-RETENTION (Print and Electronic Media)

Retain in accordance with CO No. A302, Records Management.

DISPOSITION-DESTRUCTION

Print Media

Place in a burn barrel or shred.

Electronic Media

Electronically delete file and reuse the media.

NOTE: A business-type strip shredder is sufficient as a minimum shredding process for Level I waste paper. Shredder remains may be collected and disposed of with regular waste paper. Level I sensitive scrap may be released to a contracted destruction supplier provided the service contract includes an appropriate nondisclosure agreement. The cognizant company element Law Department should be contacted for any additional guidance.

NORTHROP GRUMMAN

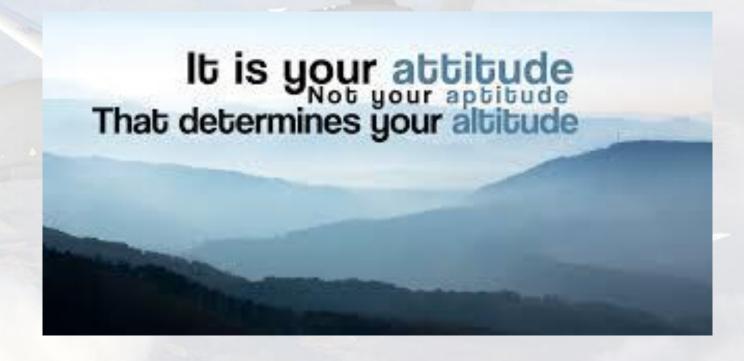
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PRIVATE/PROPRIETARY LEVEL I COVERSHEET



The moment

Attitude



The moment

Attitude

Humility

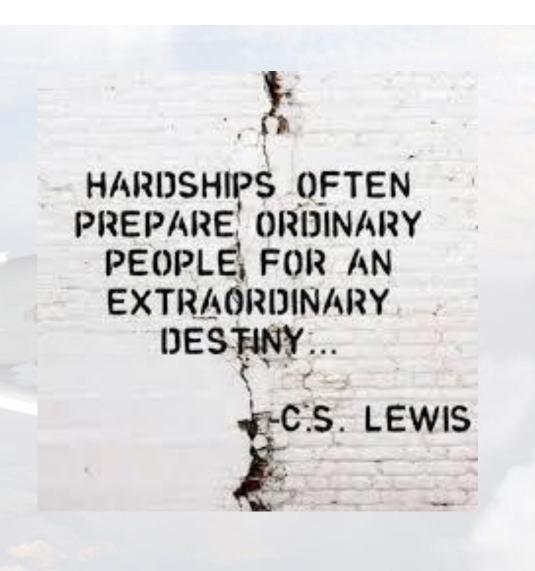
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Humility is not thinking less of yourself, it's thinking of yourself less.
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The moment

Attitude

Humility

Adversity



The moments

Adversity

Humility

Attitude



Thank you, Mick Jaggers!



