



A GenCorp Company

**CONSULTANT'S TIME-KEEPING AND CONTACT REPORT
FOR DIRECT SELLING COMMUNICATIONS WITH
THE U.S. GOVERNMENT**

TIME-KEEPING:

Name of Firm: _____

Address: _____

Phone: _____ Agreement Number _____

INSTRUCTIONS:

The Consultant shall complete and submit this form to the buyer within one (1) week of engaging in any communications on Aerojet-General Corporation's behalf to the Legislative Branch or an Executive Branch Agency ("Government") regarding the awarding of a specific contract or the extension or modification of a contract unless such communications constitute advice and analysis directly applying the Consultant's professional or technical discipline, and are:

1. Rendered directly in the preparation, submission, or negotiation of a bid or proposal; _____ or _____
2. Made within the context of contract administration or performance; _____ or _____
3. Required or reasonably understood to be required by or pursuant to law or regulations; _____ or _____
4. Required by contract.

REPORTING:

Include preparatory and related activity, not just time spent in contact with a federal official. Please identify such directly associated costs as travel.

| ACTIVITY DESCRIPTION | NUMBER OF HOURS/OTHERS COSTS | TOTAL COST * |
|----------------------|------------------------------|--------------|
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* If payment is based on a retainer, compute cost as a ratio of hours/average per month x monthly fee.