E3 Federal Solutions
External Referral Bonus Program

ABOUT THE PROGRAM

E3’s Referral Program has extended to the general public. You do not need to be an employee to receive financial incentives for helping us identify and hire talented professionals in the Washington, DC Metropolitan Area.

We are offering a referral bonus of $1,000 per hire for each position listed below. Bonuses are paid to the referring party 90 days after the referred candidate’s start date with E3. Bonus recipients are responsible for all Federal and State taxes.

ELIGIBLE POSITIONS

A fundamental element of the Transportation Security Administration’s (TSA) risk-based approach to aviation security is passenger pre-screening. The TSA Secure Flight program plays a critical role in vetting passenger populations to identify potential threats to our aviation infrastructure and supports the Office of Intelligence and Analysis (OIA) mission to provide security professionals with timely and actionable information to prevent a terrorist attack on air transportation.

If you know people who are motivated by mission and measure their success by the impact they make, we invite you to refer them to E3. E3 is currently seeking qualified technical professionals who have a desire to make a difference in the TSA Secure Flight program. For a complete list of current openings in Annapolis Junction, MD, please visit our website.

To submit a qualified referral, please submit the candidate’s resume to Jobs@E3Federal.com, and include "External Referral" in the subject line. Your referral must be an active candidate interested in new opportunities. The resume must include the candidate’s full name and contact information (i.e., email address and phone number).

General Rules

If you are eligible to participate in the program, E3 shall pay you a one-time per candidate external referral payment if the referral results in a successful full-time hire. The referred candidate must:

- Acknowledge he or she was referred by you
- Complete 90 days of continuous, active employment with E3
- Be in good performance standing at the end of the 90-day period and remain employed by E3 at the time the external referral bonus is to be paid

You must complete and return IRS Form W-9 (and any other documentation that E3 may require) to receive the referral bonus. This form will be supplied to you by E3 once your referred candidate has commenced employment with E3.

E3 will process the external referral bonus approximately 30 days after the referred employee completes 90 days of employment and you have submitted the required paperwork. Payments will be made on a 1099 basis paid by company check from E3.

Eligibility

You must be an individual person (i.e., not a business entity) and a legal resident of the United States who is at least 18 years of age to participate in the program.

You are not eligible for an external referral payment if the candidate you refer is a:

- Self-referral
- Former E3 employee
- Family member of a current E3 employee
- Recent or current applicant to E3 (if they have applied to E3 within the last 12 months)