



March 20, 2020

Trusted Shipbuilding Partners:

Like many of you, HII-NNS is adapting to the evolving COVID-19 situation and making plans for ensuring the safety of our employees and surrounding community. We are also making plans to maximize our operational capability for the coming weeks and months. As partners in the shipbuilding business, it's important that we stay aligned as the situation evolves. In the interest of ensuring the shipbuilding community minimizes the impact of COVID-19, while striving to continue the important business of shipbuilding, HII-NNS requests the following:

Companies consider their role as part of a “critical infrastructure industry”

We hope and expect that you are taking steps to ensure the safety of your workforce, consistent with Centers for Disease Control (CDC) guidelines. In some cases, however, as communities began to take steps to further protect the health and safety of their residents, we have learned that some of our suppliers are not being permitted by their state or locality to be fully staffed. We want to be sure that you are aware the President's Coronavirus Guidelines and the Presidential Policy Directive/PPD-21 identify the Defense Industrial Base as a “critical infrastructure industry” that, while following CDC guidance to protect its workforce, also bears a “special responsibility to maintain your normal work schedule.” The Department of Defense (DOD) has separately confirmed this in multiple letters addressed to our shipyard and the defense industrial base this week. Two of these critical communications are provided as attachments to this letter and will also be available at our supplier information website (https://supplier.huntingtoningalls.com/sourcing/current_suppliers.html).

Because your company, and your sub tier suppliers, are an important part of our country's naval shipbuilding supply chain and defense industrial base, impacts to your performance will potentially hinder HII-NNS's ability to meet critical shipbuilding objectives as planned. If your company is impacted by shelter-in-place or other similar state or local government mandates, HII-NNS requests you and your sub tier suppliers consider the “special responsibility” your companies have as part of a “critical infrastructure industry” when making operational plans. In addition, HII-NNS requests that you **notify HII-NNS as soon as possible via email or letter** (addressed to the HII-NNS Buyer/POC and also NNSSuppliernotification@hii-nns.com).

Companies notify HII of specific impacts from COVID-19

In addition to providing notice of any impacts from state or local government mandates, HII-NNS reiterates that if your company (or any of your suppliers) begins to, or expects to, experience any impacts from COVID-19, please notify us as soon as possible by completing and submitting the attached “COVID-19 Supplier Impact Report.xlsx”. The report includes key information that HII-NNS will use to assess production impacts and explore whether federal government action or other options are available to alleviate such impacts. Completed reports should be provided via email to NNSSuppliernotification@hii-nns.com and please include your normal buyer POC on copy.

HII-NNS appreciates your partnership during these unprecedented times.

Respectfully,

Bryan Caccavale
Vice President, Supply Chain Management

COVID-19 Supplier Impact Report

Supplier Name:

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Supplier Number:

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Date Reported:

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Description of Impacts	Efforts Taken to Mitigate Impacts	Impacted Purchase Order Number	Impacted Purchase Order Item(s) / Line(s)	Current Delivery Dates	Revised Delivery Dates (based on latest estimates)

Identify broad business impacts not covered above
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ACQUISITION
AND SUSTAINMENT

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

MAR 20 2020

MEMORANDUM FOR DEFENSE INDUSTRIAL BASE

SUBJECT: Defense Industrial Base Essential Critical Infrastructure Workforce

The Defense Industrial Base (DIB) is identified as a Critical Infrastructure Sector by the Department of Homeland Security. The DIB sector is defined as the worldwide industrial complex that enables research and development as well as design, production, delivery, and maintenance of military weapons systems/software systems, subsystems, and components or parts, as well as purchased services to meet U.S. Military requirements. The attached Department of Homeland Security memorandum dated March 19, 2020, identifies the essential critical infrastructure workers during COVID-19 response emergency, and provides guidance to State and local officials as they work to protect their communities while ensuring continuity of functions critical to public health and safety as well as economic and national security.

Consistent with the President's guidelines: *"If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, you have a special responsibility to maintain your normal work schedule."* The Essential Critical Infrastructure Workforce for the DIB includes workers who support the essential products and services required to meet national security commitments to the Federal Government and the U.S. Military. These individuals, include, but are not limited to, aerospace; mechanical and software engineers; manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon systems mechanics and maintainers; suppliers of medical supplies and pharmaceuticals, and critical transportation. These include personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense and government-owned/contractor-operated and government-owned/government-operated facilities.

Companies aligned with the essential critical infrastructure workforce definition are expected to maintain their normal work schedules. Everyone should follow guidance from the Centers for Disease Control and Prevention as well as State and local government officials regarding strategies to limit disease spread. If your contract or subcontract supports the development, production, testing, fielding, or sustainment of our weapon systems/software systems, or the infrastructure to support those activities, are considered Essential Critical Infrastructure. If your efforts support manning, training, equipping, deploying, or supporting our military forces, your work is considered Essential Critical Infrastructure. If you are performing such tasks as providing office supplies, recreational support, or lawn care, they are not considered part of the Essential Critical Infrastructure Workforce. We will continue to assess the conditions as the COVID-19 situation evolves.

We need your support and dedication in these trying times to ensure the security of this Nation. I understand that this national emergency presents a challenge and we are dedicated to working closely with you to ensure the safety of the workforce and accomplishments of the national security mission.

A handwritten signature in black ink, appearing to read "Ellen M. Lord". The signature is fluid and cursive, with the first name "Ellen" and last name "Lord" being the most prominent parts.

Ellen M. Lord

Attachments:

As stated



DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY REFER TO
6200
Ser 00/109
20 Mar 20

MEMORANDUM

From: Commander, Naval Sea Systems Command
To: Naval Systems Command Prime Contractors

Subj: NAVSEA COVID-19 GUIDANCE FOR INDUSTRY

1. This letter outlines NAVSEA's response to the corona virus disease (COVID-19) and outlines expectations and guidance for Industry. While NAVSEA remains operational; we will take appropriate steps to prioritize all resources to slow the transmission of COVID-19, while ensuring our mission-critical activities continue.

2. NAVSEA continues to emphasize performance, particularly completion of mission essential and emergency tasks by both government and industry. We are making every effort to carry on business as usual, including contract negotiations, contract awards, and contract administration functions such as billing, invoicing, and payments. Additionally, we are looking at all options necessary to prevent industry from getting in extremis including items such as a temporary reduction in retentions/withholds. I am also actively soliciting your ideas if there are other items/policies in place that could be improved to ensure you can continue to support the Navy during these exceptionally challenging times. Please send those directly to your contracting officer.

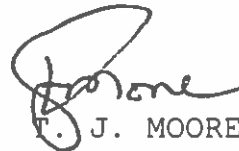
3. At the same time, we recognize that the COVID-19 presents unique challenges to both Government and Industry. We are continuously implementing and refining policies related to contractor and third party access to Government facilities, official and personal travel (including notification, approvals, and restrictions), telework and social distancing, and a variety of other requirements and preventive measures to keep all of us as safe as possible. NAVSEA understands contractors are also implementing their own guidance to protect their workforce and the mission. Given the mission essential functions you perform, while ensuring the safety and well-being of the workforce, I cannot stress enough the importance of accomplishing the mission and notifying NAVSEA of any impediments that are considered likely to interfere with the timely accomplishment of your

Subj: NAVSEA COVID-19 GUIDANCE FOR INDUSTRY

contract. Additionally, NAVSEA requests you alert your cognizant contracting officer and/or contracting officer representative in the event a member of your workforce tests positive for COVID-19.

4. Contractors are encouraged to disseminate this correspondence to their suppliers. Nothing in this correspondence should be understood or relied upon as direction or authority to deviate from, or otherwise change, in any manner whatsoever, any of the terms and conditions of any NAVSEA contract.

5. This is a dynamic and changing environment. If at any point you have questions, please contact a NAVSEA contracting officer immediately. We welcome and need your feedback to ensure we continue to protect our workforce while ensuring all our mission critical activities continue. I thank you for your cooperation and attention to this important health and safety matter. My point of contact for questions on this correspondence is Mr. James G. Lofgren via email: james.lofgren@navy.mil or 202-781-2918.



T. J. MOORE