

## INTEROFFICE MEMORANDUM

Date: March 25, 2020  
To: All VSE Employees  
From: John Cuomo & VSE Executive team  
Re: COVID-19 Update as of 25 March 2020 [REVISIONS March 30]

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Together as a VSE family, and even as a global community, we are facing truly unprecedented times. The corona virus pandemic is affecting our families and friends, our business and industry, and our way of life.

**Presently, because of the essential nature of our operations and the customers that we support, all of our businesses are open at the time of this writing.**

While there is no new guidance since our last update (re-attached here), the Executive leadership and I want to communicate regularly so that you have a sense for how VSE is navigating this environment with your tireless support and our collective interest in sustaining our business in this trying time.

I thought it would be helpful to share with you our priorities as we push through this difficult and uncertain period:

- **Safety and Support:** We have transitioned to remote work wherever possible, and continue to transition the remaining employees as equipment becomes available. For those onsite, we have increased the number of shifts and are spreading teams out to ensure social distancing. We also greatly enhanced our sanitation and disinfecting practices throughout the workday.
- **Paid Time Off:** For full-time employees under our corporate leave policy:
  - Employees are permitted to take up to 80 hours negative PTO if they have exhausted their paid leave and floating holidays and cannot work due to illness, childcare concerns, or any other circumstances.
  - Employees working at U.S. Government sites that are subject to attendance and leave policies under separate contracts will be evaluated on a case-by-case basis.
  - Please know that we are continuing to assess this developing situation and will continue to provide updates and necessary policy changes to support our teams.
- **Communication:** The Executive Team meets daily for updates and planning during this ever-changing time. Each Group President and EVP additionally regularly holds calls with their leaders to provide information, answer questions and provide business unit or department-

specific updates. I plan to communicate with you all at least weekly to provide you company-wide updates.

- **Business Performance:** The economic impact of this pandemic will impact our business in ways not yet fully known. We are analyzing customer inputs and backlog daily, and attempting to understand customer demand for the near future. Today, all of our businesses are operating and servicing our customers and markets. Business continuity is a daily focus.

Our businesses have been laser-focused on growth and performance to our Quarter 1 2020 Key Results. We have one week remaining to finish strong before we look to Quarter 2.

***What can you do? ...***

- Look to each other first to support each other as one VSE family, and to be there for any individual VSE team member who needs us.
- Execute with precision in order to be able to keep our federal and other essential customers running during this critical time.

**So much of what we do impacts extremely important operations and critical functions in our country and beyond that is needed right now as we navigate through this time.**

- ⇒ OUR services keep the military operating
- ⇒ OUR products and distribution keep food, sanitation and other vehicles on the roads
- ⇒ OUR repair teams keep freight, cargo and passengers flying
- ⇒ OUR teams support 911 emergency programs across the US
- ⇒ OUR parts and distribution support the United States Postal Service as they handle essential deliveries during times of emergency
- ⇒ OUR business supports land, sea and air assets of our customers to support mission critical needs
- ⇒ WE support and contribute to the Department of Defense, the Department of Justice, Department of Energy ... and far more.

**Thank you** for the teamwork. **Thank you** for being there for each other. **Thank you** for being there for our customers during these critical times.

There is no doubt that we have difficult times ahead, but it's times like these that truly show the world what we're made of. We will absolutely come out the other side of this stronger and Better Together.

- John Cuomo and the VSE Executive Team