



MEMORANDUM
DATE: 25 MARCH 2020
TO: USO SUPPLIER BASE
FROM: CURTIS DEBORD, CEO

TOP SECRET
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25 March 2020

To: USO Supplier Base

Subject: Essential Business Justification

Dear valued Suppliers,

We at US Ordnance continue to monitor the unprecedented outbreak of the Coronavirus Disease (COVID-19) and continue to adapt and take appropriate measures to ensure the health, well-being, and safety of our employees, as well as the continuity of production. We also continue to monitor various local and state authorities' issuance of "Shelter in Place" and "Stay at Home" quarantine or similar orders and mandates that restrict workforce and/or require business closures. These orders generally provide exceptions that allow "essential," "critical," and "life sustaining" businesses or similarly defined terms (hereafter, "essential business") to remain in operation. As a supplier of Defense Articles to the United States Government and our Military, we provide vital products and support as part of the US Government's Defense Industrial Base (DIB), which is identified as a Critical Infrastructure Sector. Based on the definitions in the DIB, US Ordnance verifies that it is an essential business which would make those who supply parts and/or services to US Ordnance an essential business. It is imperative, by using all available options, that production from our suppliers continue and that the status of our supplier base is essential, and therefore exempted from these orders and mandates. Furthermore, US Ordnance confirms to its suppliers that they are each a sub-tier supplier in support of defense programs and/or other essential businesses. As such, we expect that each of our suppliers to justify their own standing as an essential business within our supply chain so they will continue production despite any forthcoming workforce or operating restrictions. Additionally, we call on our supplier base to review and re-prioritize production runs, if necessary, as Government parts *must* take priority to ensure that US Ordnance's directive on national security requirements to the US Government and Military as covered in the DIB are met and adhered to. Any issues that may disrupt production and/or supply chain must be immediately communicated to US Ordnance with appropriate documentation and rationale substantiating supplier disruption.

Accordingly, US Ordnance affirms to its customer(s) that it will continue to remain fully operational to support the needs of its customer(s). We also confirm that we have taken, and continue to take, measures to protect our workforce and ongoing production within our operations, including cleaning and sanitizing protocols, social distancing, and other behavioral best practices.

Thank you for your continued support.

Curtis Debord Sr, CEO

Kristy Chadwell, Sr. Strategic Procurement Manager

Enclosed: DOD DIB Essential Critical Infrastructure Workforce Letter