



March 23, 2020

Dear Valued Suppliers,

Espey Mfg. & Electronics Corp. (Espey) has been designated a critical infrastructure industry supplier by the US Navy, and our work is essential to National Security. Our suppliers are deemed critical and fall under the President's Coronavirus Guidelines. The Presidential Policy Directive/PPD-21 identifies 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."

If, for any reason, you foresee any interruption or cannot fulfill your delivery commitments, you must notify Espey immediately. Your organization is an essential part of accomplishing the national security mission, so timely, clear, and open communications are the very key to success in maintaining delivery to the programs of the US DoD.

Espey expects that you will continue to carefully follow guidelines from the Center for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA). The guidelines are rapidly changing around COVID-19, and you will continue to take any necessary steps to ensure the health and safety of your employees and community while fulfilling the obligations to the defense industry.

Here are some of the health and safety practices Espey has put in place in our facility:

- Employees are advised and encouraged to stay home if they are exhibiting ANY virus or flu-like symptoms. Our Human Resources Department will assess any confirmed cases of the virus within our local area and continue real-time updates daily.
- All work-related travel is suspended for employees unless deemed mission-critical by our leadership, customers, or will support the need of the USG and the warfighters. Wherever possible, planned visits are accommodated via virtual meetings.
- All Customer & Supplier site visits to are suspended unless deemed mission-critical by our leadership, customers, or will support the need of the USG and the warfighters.
- All eligible employees work remotely, and virtual meetings scheduled.
- All regularly scheduled meetings across the organization are suspended, and the organizer will reschedule those for virtual meetings.
- Our entire facility is cleaned and sanitized on a constant rotational basis throughout the day. Each team member is practicing extreme cleaning measures in real-time and as proactively as possible.

**Espey Mfg. & Electronics Corp.**

233 Ballston Avenue | Saratoga Springs, New York 12866  
518.245.4400 | Fax: 518.245.4421  
contact@espey.com | espey.com



Espey's manufacturing plant continues to be fully operational during our regularly scheduled business hours; 7 AM - 5:30 PM Monday - Thursday. Team members who are working remotely can be contacted by the usual means of phone and email. If you have difficulty reaching your contact, please email [sales@espey.com](mailto:sales@espey.com).

We will continue to monitor the Centers for Disease Control and Prevention, the World Health Organization, and other public health agencies to determine the safest course of action for our team members, customers, and suppliers. The department of defense is counting on our support and dedication to ensure the security of this Nation. If you have any immediate concerns, please contact us as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick T. Enright". The signature is fluid and cursive, with a prominent loop at the beginning and a long, sweeping tail.

***Patrick T. Enright***

President & CEO

Attachments:

MEMORANDUM FOR DEFENSE INDUSTRIAL BASE

MEMORANDUM DEPARTMENT OF THE NAVY

**Espey Mfg. & Electronics Corp.**

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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" being more prominent than the last name "Lord".

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.

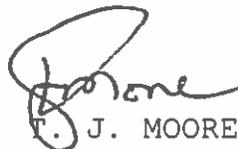
3. At the same time, we recognize that the COVID-19 presents unique challenges to both Government and Industry. We are continuously implementing and refining policies related to contractor and third party access to Government facilities, official and personal travel (including notification, approvals, 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](mailto:james.lofgren@navy.mil) or 202-781-2918.



T. J. MOORE