



Date: March 23, 2020
To: RICO Team
From: Dave Mueller, CEO
Reference: RICO has Obligation to Maintain Work Schedule

RICO has a special responsibility to maintain our **normal work schedule** while following Centers for Disease Control (CDC) guidelines and will **remain open** as part of our classification as '**Essential Critical Infrastructure**' and the **Defense Industrial Base**. This is in compliance with all state, federal and Department of Defense guidelines. Specifically:

1. Presidential Policy Directive 21 (PPD-21) titled, "*Critical Infrastructure Security and Resilience*." RICO has received multiple communications reminding us that we are subcontractors to rated orders by the Defense Priorities and Allocations Systems (DPAS) for equipment used by the US Navy, Army and Marines. The President's guidelines state: "***If you work in a critical infrastructure industry, you have a special responsible to maintain your normal work schedule.***"
2. The Department of Homeland Security's March 19, 2020 document titled, "*Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response*." The "Essential Critical Infrastructure Workforce" includes personnel for companies and their subcontractors who perform under contract to the Department of Defense.
3. Ohio Governor Mike DeWine's March 22, 2020 "Stay at Home" which includes a list of industries that are to remain open. RICO qualifies under sections 5(d), 12(a) and 12(v).

I ask for everyone's support in meeting our obligations (both military and commercial) who meet the definition of "Critical Infrastructure" or work within the Defense Industrial Base.

Most importantly, I would like to reaffirm that we are **committed to everyone's safety**. We will continue to **follow guidelines from the CDC** as well as State and local government officials regarding strategies to limit disease spread.

If you anticipate any difficulties with your work schedule, please work directly with your supervisor.

Respectfully,
Dave Mueller, CEO

Attachments: March 20, 2020 letter from Under Secretary of Defense

P.S. For work purposes, please keep a copy of this letter with you in case questioned by any law enforcement official.



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