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Memorandum

From: Aileen N. Chase, USPS Project Manager

To: All USPS Contract Employees

Date: January 12, 2015

RE: USPS Contract Onboarding

Command Security Corporation (CSC) is honored to have been awarded the USPS National Law Enforcement Communication Center (NLECC) and Security Services Contract. We understand that the privilege of serving the U.S. Postal Service (USPS) brings with it a significant responsibility to protect USPS employees, infrastructure and customers. We look forward to meeting this responsibility with you as a part of our team.

On-boarding

CSC will assume responsibility for the Security Services on Feb 1, 2015 and the NLECC on March 1, 2015. This provides for a short period of time to coordinate and manage the activities necessary to integrate you into our Team. We understand that quickly providing you with accurate information about your compensation, benefits and performance expectations at CSC is just as important as completing the administrative activities required by our on-boarding process. It is our intent to manage these activities as quickly and efficiently as we can.

Security Services employees will be contacted by a CSC manager in the next few days to discuss your interest in joining the Command Team and begin the application process. We will begin coordination with NLECC no later than January 23, 2015. The process will include the completion of a CSC application, an interview, a thorough background and drug test, I-9 verification and uniform fittings.

Services Contract Act (SCA)

As the USPS is managed under the SCA – an Act of Congress that requires contractors on certain Federal contracts to meet prevailing wage determination (DOL WD) and health and benefit (H&W) rates and other defined requirements – it is imperative for us to ensure that our compensation and benefits program conforms to the SCA obligations of the contract. We will provide you with the compensation details as soon as possible.

Health and Welfare (H&W) Benefits

In addition to straight and overtime rates that comply with the SCA, we have developed an H&W benefits package that is as closely aligned with your previous program as possible. While many tenured employees on the contract have received some or all of the value of their H&W benefits in cash, we understand that there were plans in place to change the program to meet Congress' intent to provide employees on Federal Services contracts with "bona fide" benefits – as opposed to cash.

CSC's program will follow through with the planned changes and, beginning February 1, 2015, the value of the H&W rate will be provided in "bona fide" benefits – not cash – to all full and part-time employees. The benefit package will consist of:

- *Indemnified Medical Benefits;
- Dental;
- Vision;
- Life Insurance;
- Disability;
- Employee Assistance Program;
- *Health Reimbursement Account (HRA).

*Full time employees that have proof of other qualified employer sponsored group coverage – not to include Medicare or Tricare – may elect to waive the medical benefits. Those employees that waive medical coverage will receive the value of their medical benefits in a HRA. Employees can rollover the balance of the HRA indefinitely from year to year.

Vacation

In addition to the H&W, CSC will provide competitive vacation benefits that comply with the SCA. Our responsibility for vacation benefits will begin on the first day of the new contract. Your existing employer is responsible for compensating any vacation that you may have earned but have not taken prior to the end of the contract. To ensure compliance with the SCA and DOL WD, our vacation benefits will meet the existing requirements. Please be aware that in accordance with DOL WD, they may differ slightly from one location to another. We will communicate as soon as possible the specific policy to each site location.

We look forward to you joining the Command Team and realize that many of your questions and concerns likely remain unanswered – in particular the benefits program. The attached Benefit Question and Answers document may help answer some of your questions. In addition to answers to the most commonly asked questions, the document provides a contact number for FCE Benefits, Inc. – CSC's benefits administrator – to answer any further questions you may have at this time.