



September 28, 2020

PAE National Benefits Center Contract
WARN Notification Update

State

WARN Coordinator
Missouri Department of Higher Education & Workforce Development
Office of Workforce Development
PO Box 1087
Jefferson City, MO 65102
Email: ETT.DWD@dhewd.mo.gov

Dear WARN Coordinator,

You were previously provided notice on or about July 31, 2020 pursuant to the Worker Adjustment and Retraining Notification Act (WARN) of a planned separation of employment due to the United States Citizenship and Immigration Services' (USCIS) sudden and unforeseen decision to descope its contract with PAE at the site located at 850 NW Chipman Road, Suite 5000, Lee's Summit, MO 64063 and 2620 NE McBaine Drive, Lee's Summit, MO 64064. This is to provide you with an update regarding that earlier WARN notice.

USCIS granted a 90-day extension of the current contract through November 29, 2020. Therefore, the earliest possible date of separation has been extended until **November 29, 2020**. This notice is given conditional upon the non-renewal of PAE's contract with USCIS beyond November 29, 2020. We will continue to update you as information becomes available. The impacted employees are not represented by a union.

Due to the uncertain revenue stream of USCIS, this notice is being provided at the earliest possible time conditioned on the possibility of a mass layoff less than 60 days after notice of non-renewal by USCIS.

We are providing this information as soon as reasonably practicable and apologize that we were not able to provide more advance notice.

P&A&E

The number of P&A&E impacted employees is 405. A list of the positions is below:

PAE NBC Lees Summit Titles	Number of Incumbents
Program Manager	1
Quality Manager	1
Assistant Site Manager	2
Computer Operator I	3
Data Entry Operator II	6
File Clerk	6
General Clerk I	155
General Clerk II	151
General Clerk III	33
Manager Business Analysis	1
Operations Manager	1
Product Manager	2
Shipper/Packer	7
Shipping Packer	4
Supervisor	21
Technical Writer II	1
Truck Driver	1
Truck Driver - Heavy	2
Change Control Manager	1
QCTS Auditor	1
Senior Quality Analyst	1
QCTS Auditor	4

Notifications have been sent to the following.

Lee's Summit Notifications:

State

WARN Coordinator
Missouri Department of Higher Education & Workforce Development
Office of Workforce Development
PO Box 1087
Jefferson City, MO 65102
Email: ETT.DWD@dhewd.mo.gov

P/A/E

Jackson County

County Executive Frank White, Jr.
Jackson County Missouri
Jackson County Courthouse
415 E 12th Street
Kansas City, MO 64106
Email: mhenosy@jacksongov.org

WIB

Chairperson Betty Freeman-Boots
Eastern Jackson County Workforce Development Board
400 NW Murray Road
Lee's Summit, MO 64081
816-246-4343
Email: bfreeman@jkv.org

Mayor William A. Baird

220 SE Green St.
Lee's Summit, MO 64063
wbaird@cityofls.net



July 29, 2020

**National Benefits Center (NBC)
WARN NOTIFICATION UPDATE**

VIA Electronic Mail

WARN Coordinator

Missouri Department of Higher Education & Workforce Development
Office of Workforce Development
PO Box 1087
Jefferson City, MO 65102
Email: ETT.DWD@dhewd.mo.gov

Dear WARN Coordinator,

You were first previously provided notice on or about May 22, 2020 pursuant to the Worker Adjustment and Retraining Notification Act (WARN) of a planned separation of employment due to the United States Citizenship and Immigration Services' (USCIS) sudden and unforeseen decision to descope its contract with PAE at the site located at 7600 West 119th Street, Overland Park, KS 66213. This is to provide you with an update regarding that earlier WARN notice.

USCIS has granted a 30-day extension of the current contract but has indicated that it will have the option of non-renewal on a monthly basis until November 29, 2020. Therefore, the earliest possible date of separation has been extended until August 29, 2020. This notice is given conditional upon the non-renewal of PAE's contract with USCIS beyond August 29, 2020. If USCIS again exercises its option to renew for another 30 days, the separation date will be extended until September 29, 2020. If USCIS again exercises its option to renew the contract for an additional 30 days, your separation date will likewise be extended until October 29, 2020. Finally, if USCIS again exercises its option to renew the contract for an additional 30 days, your separation date will likewise be extended until November 29, 2020. The impacted employees are not represented by a union.

Due to the uncertain revenue stream of USCIS, this notice is being provided at the earliest possible time conditioned on the possibility of a mass layoff less than 60 days after notice of non-renewal by USCIS.

The number of PAE impacted employees is 27. A list of the positions is below:

Position Titles	Number of incumbents
Administrative Services Supervisor	2
Quality Review Specialist II	8
Quality Review Specialist III	7

P/A/E

Shipper/Packer	10
Total	27

In the event services are needed at the end of the current or future extensions, notifications have been sent to the following.

Johnson County

Chairman Ed Eilert
Johnson County Board of Commissioners
111 S Cherry Street
Olathe, KS 66061
Email: ed.eilert@jocogov.org

City

Mayor Carl Gerlach
City of Overland Park
City Hall
8500 Santa Fe Drive
Overland Park, KS 66212
Email: carl.gerlach@opkansas.org

WARN Coordinator

Missouri Department of Higher Education & Workforce Development
Office of Workforce Development
PO Box 1087
Jefferson City, MO 65102
Email: ETT.DWD@dhewd.mo.gov

WIB

Commissioner Jim Allen
Workforce Partnership
8535 Bluejacket Street
Lenexa, KS 66214
Fax (913)642-7260
Email: FDJO@workforcepartnership.com



May 22, 2020

RE: EMPLOYER WARN NOTICE

VIA ELECTRONIC MAIL

WARN Coordinator
Missouri Department of Higher Education & Workforce Development
Office of Workforce Development
PO Box 1087
Jefferson City, MO 65102
Email: ETT.DWD@dhewd.mo.gov

Dear WARN Coordinator,

This notice is being provided pursuant to the Worker Adjustment and Retraining Notification Act (WARN) which requires employers to provide notice of a pending mass layoff.

As a result of unforeseen business circumstances, PAE is required to immediately conduct layoffs at its site located at 850 NW Chipman Road, Suite 5000, Lee's Summit, MO 64063 and 2640 McBaine Drive, Lee's Summit, MO. 64064. The layoffs are anticipated to be permanent. There are no bumping rights. The impacted employees are not represented by a union. At this time and based on the information currently available, we anticipate that layoffs will begin May 29, 2020.

We are providing this information as soon as reasonably practicable. We apologize that we were not able to provide more advance notice. The United States Citizenship and Immigration Services (UCIS) recently notified PAE's National Business Center of its intent to significantly reduce the scope of the contracted services at this location due to budgetary constraints and without providing 60 days' notice. The contract change in scope is effective May 30, 2020.

As you may be aware from recent media reports, the coronavirus (COVID-19) pandemic has had a significant impact on UCIS's financial outlook. Since the declaration of the national emergency, USCIS has reported that its application and petition receipts dropped to half their previous levels and with them, agency revenue significantly declined. USCIS has requested \$1.2 billion in emergency funding from Congress due to the forecast that the agency will run out of money this summer. PAE has been advised that this agency budget shortfall necessitated this sudden and unexpected contract change.

P&A&E

The number of employees affected 697. A list of the affected positions is below.

Service Contract Act (SCA) Positions	
General Clerk Level I	313
General Clerk Level II	262
General Clerk Level III	40
Shipper/Packer	4
Truck Drivers	2
Data Entry Clerk Level II	11
Computer Operators	4
Non-SCA	
Human Resources Generalist	1
Operations Manager	1
Supervisor	17
Recruiter	6
Quality Auditor	21
Quality Analyst	2
Quality Review Specialist III	11
Quality Supervisor	1
Product Manager	1

Frank Kose,
NBC Program Manager

PAE

PAE
850 NW Chipman Road, Suite 5000
Lee's Summit, MO 64063