



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