



## communications

Command & Control Systems and Software

Date: October 23, 2009  
To: All Employees  
From: Jennifer Strapko, SVP HR  
Subject: Implementation of E-verify

This memo is to inform you of recently enacted legislation which requires Federal Contractors to conduct employment eligibility verifications of certain current employees and what you may see in the coming months from HR.

As of September 8, 2009, employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause are required to use E-Verify, an Internet-based system for employers operated by the Department of Homeland Security and the Social Security Administration, to determine the employment eligibility of:

- Employees performing direct, substantial work under those federal contracts
- New hires organization wide regardless of whether they are working on a federal contract

Employees hired by the company prior to November 6, 1986 and any employee who holds an active security clearance under the National Industrial Security Program Operating System (NISPOM) will not be subject to the E-verify requirement.

We have received our first contract/task order awards/modifications including the E-verify FAR clause and must begin the process of initiating E-verify for those employees who are not exempt, per the provisions above, and are assigned to the covered contracts. You will be contacted by a member of the HR Department to review the I-9 form the company has on file from your hire date. If the documentation you originally provided is still valid (not expired) the HR Representative will input your information into the E-verify system. If the documents you provided for the original I-9 are expired then you will be required to complete a new I-9 electronically and submit documents to support your identity and eligibility. A copy of the most recent I-9 form is attached for your reference. Please note that HR must see or receive a copy of a government issued photo ID per E-verify regulations if a new I-9 is submitted.

The E-verify system reports confirmation of employee's identity and employment eligibility. If either component is not initially confirmed, HR will notify you of the report and provide instructions on how to dispute the non-confirmation. If a non-confirmation notice is made employees are required to contact the Department of Homeland Security and/or Social Security Administration within eight federal working days to file a dispute. While the dispute is being researched the employee's status with the company is protected. If the non-confirmation is not over-turned or disputed, we are required to end the employment relationship.

We will only contact those employees who are subject to the E-verify requirement. You do not need to do anything unless an HR Representative contacts you. Please be advised that we have a limited number of days from your assignment to a covered contract to initiate the E-verify request or will be non-compliant with the regulations. You must reply promptly to HR regarding requests for documentation and I-9 review or submission.

Thank you in advance for your cooperation.