



memo

To: All Employees
From: Karen Velkey, HII Corporate Vice President, Benefits and Compensation
Date: March 23, 2020
Subject: Immediate Access To Medical Coverage For Newly Hired Represented Employees

Dear HII employees:

As we continue to track the coronavirus (COVID-19) pandemic, the senior crisis management team is taking precautionary measures to keep employees healthy and offer greater access to medical care. As part of this effort, HII has worked with union leaders at Ingalls and Newport News to temporarily suspend the waiting period for represented employees so newly hired employees will have immediate access to medical coverage. This means that represented employees currently in their initial waiting period can now enroll themselves and their dependents in medical coverage starting Monday, March 23. This change is not retroactive and includes medical coverage only. All other elected benefits will start on their original date.

Eligible employees will be contacted by labor relations with more information. Employees should log into UPoint from www.hiibenefits.com or call the Huntington Ingalls Benefits Center (HIBC) at 1-877-216-3222 to enroll. HIBC representatives are available from 9 a.m. to 6 p.m. ET Monday through Friday. Due to high call volume, enrolling online will result in faster enrollment processing.

A handwritten signature in black ink that reads 'Karen Velkey'.