

August 20, 2015

Dear Valued GIW Shop Floor Leadership Team,

It was my pleasure to kick off the GIW Comprehensive Supervisor / Lead man Training in June. If you were unable to attend the first class it will be offered again in October. Contemporary Leadership training will continue through this year and into 2016 providing you tools to improve the effectiveness of your shop floor leadership.

In the spirit of continuous improvement and development as a company, teams and individuals, GIW management believes there is a better view regarding the roles of our supervisors and lead men on the shop floor.

The Past: “Supervise production operations in accordance with plant policies and procedures; and to train and coach production employees.”

The Future: “Inspire and develop a highly competent and trustworthy team that continuously produces the highest quality products in the safest and most cost-effective way.”

GIW shop floor leadership and culture vision:

The GIW shop floor leadership takes a personal interest in their teams and inspire them to accomplish mutually agreed upon goals. They recognize that integrity and credibility are key leadership ingredients to effectively lead their teams to high performance and hold each other accountable in a professional and fair manner. They help their team to learn new skills, develop on the job, and let them know how their own jobs contribute to GIW’s success. The shop floor leaders share organizational problems and challenges with their teams and engage them to help solve the problems and meet the challenges. They have a vision of how much better things can be in their own area and enthusiastically communicate this vision with their leadership and their teams.

In accordance with the above vision, GIW will provide training and tools to develop the knowledge and skills needed to empower our supervisor / lead men with an appropriate span of control and decision making authority to change our shop floor management to empowered self-directed work teams where decision making and problem solving happens on the level where the work is done.

This vision and plan will make GIW a more agile company to continue our growth and prosperity. We want to be the employer of choice in the CSRA area. In order to achieve this, we know our company success will only happen if you succeed in your leadership roles.

To get to this vision as close as possible, we need to embrace a journey of continuous learning and development. This change can't happen overnight and we need to work together as a team and trust each other to make this happen. Only with trustworthy people with high work ethics can this vision come true.

This journey has begun in June 2015 and will continue until we achieve our objectives.

Training will be scheduled each month for four hours onsite over the course of a year. After a year the training will be evaluated, if needed modified, and then continued. This effort will be a substantial investment for GIW. Therefore your attendance and active involvement is very important for your and GIW's future success. Unplanned and unexcused absences will not be taken lightly.

Attendance and attention to the training material is only one aspect of our expectations. In addition we expect that every participant is accountable for his own learning success. Therefore, active participation and asking pertinent questions during the classes is critical. Outside the training we expect that you retain the material and review it from time to time. This is very important for you to stay current and be able to apply the acquired knowledge and skills in real work situations to make better decisions and achieve better results. Finally, we expect that over time you master the material to the point where you are able to teach your teams, which ultimately will make you and your team more productive. In addition you make an important contribution to identify and develop future shop floor leadership personnel, which is critical for succession planning and GIW's sustained success.

We are fully aware that this will be a demanding journey which will take some time. However, we are convinced that this path forward is a necessary requirement to ensure GIW's and your sustained success. I am convinced that if everybody puts forward his best effort, success and rewards will follow. We are committed to provide the training and support for your success. We expect your commitment to fully embrace this plan.

Thank you for your support, loyalty, and commitment to GIW.

Sincerely,

A handwritten signature in blue ink that reads "Thomas Mueller". The signature is fluid and cursive, with a long horizontal stroke at the end.

Thomas Mueller

Vice President of Operations

We fully support this endeavor and wish you all great success during this journey.

Keith Milburn, Richard Sterzen, Steve Sharpe, Craig Wieberdink, Bob Kolodziej, Brian Hill, Gary Holley, Michael E Jacobs, Scott Nutial, and Shannon Vick