



ACQUISITION  
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

MAR 10 2020

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER

COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

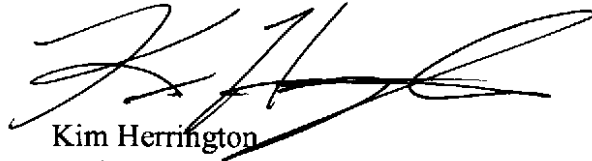
SUBJECT: Planning for Potential Novel Coronavirus Contract Impacts

Department of Defense (DoD) missions are accomplished by the total force: military, civilian, and contractor. The global situation concerning the novel coronavirus disease (COVID-19) is rapidly evolving, and the entire workforce is encouraged to monitor the Centers for Disease Control and Prevention's (CDC) website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> for the latest information on appropriate health and safety precautions regarding COVID-19.

As a result of the current COVID-19 situation, contracting officers are strongly encouraged to engage with their Government program managers and requirements owners to determine what, if any, measures should be taken to ensure the welfare and safety of the total force, while ensuring mission continuity. It is vital that close communication and coordination between these stakeholders continue as the situation evolves, and the team should consider all potential scenarios at the contract level as the impacts may vary based on specific situation or location.

Contracting officers, in consultation with Government program managers and requirements owners, are the authority in the event contract performance is affected due to the COVID-19 situation (e.g. the need for alternate work locations, travel restrictions, or schedule changes). Communication between the Government and contractors is key to total workforce safety and mission continuity. Therefore, contracting officers should be as transparent as possible as they make decisions potentially impacting contract performance or contractor personnel. Contracting officers should also encourage their contractor site leads/leadership to engage with their employees as soon as possible to share information and discuss any COVID-19 concerns they have, and ask their contractors to identify potential impacts to the welfare and safety of their workforce or contract performance, which impacts our total force.

In addition to monitoring the CDC website, please review DoD emergency preparedness guidance provided by the Defense Civilian Personnel Advisory Service at <https://www.dcpas.osd.mil/OD/EmergencyPreparedness>. Lastly, review component, agency, and installation guidance, and provide information and direction to contractors as appropriate. My point of contact for this memorandum is Lt Col Bryan Lamb at 703 693-0497 or [bryan.d.lamb.mil@mail.mil](mailto:bryan.d.lamb.mil@mail.mil).

A handwritten signature in black ink, appearing to read 'K. Herrington', written over a horizontal line.

Kim Herrington  
Acting Principal Director,  
Defense Pricing and Contracting