



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
**103 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0103**

SAAL-ZA

MAR 24 2020

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Promoting Resiliency of the Defense Industrial Base during the COVID-19 Pandemic**

1. Upfront, thank you for supporting our nation in this time of crisis. I am grateful and touched by the work and dedication the entire workforce is giving in this time of need. I am impressed with your response under these Coronavirus Disease (COVID-19) conditions as you continue to deliver modernization capabilities.
2. Our mission of delivering materiel capabilities to the Warfighter is accomplished by the total force, including military, civilian, and Defense Industrial Base (DIB) partners. In order to deliver capability, our first priority is our people and keeping them safe.
3. The DIB plays a vital role developing, producing, and sustaining capabilities needed to meet mission requirements. The goods and services provided by the DIB directly contribute to the readiness of our Army. The resiliency of this vendor base and supply chain is essential in our ability to maintain readiness moving forward. Accordingly, the DIB is critical during the nation's response to the COVID-19 pandemic.
4. Undoubtedly, the impacts of the nation's emergency response to COVID-19 have been acutely felt by contractors and vendors providing services and products to the Army, especially as several states require temporary closure of offices and facilities, employees to shelter in place, and federal guidelines promote increased use of telework. As I'm sure you are already doing, and to ensure these impacts do not undermine the ability of our industrial base partners to support Army readiness, I ask that you consider the following in your decision making:
  - a. Contracting officers and program managers should maintain robust and clear communications with contractors to determine impacts of the COVID-19 pandemic affecting performance on Army contracts. Contracting officers should endeavor to assess the impacts of specific contract terms and conditions in cases where contractors request assistance.
  - b. Contracting officers and program managers should ascertain contractor impacts relating to state and local laws, regulations, and orders governing access to offices and facilities. Army contracting officers and program managers should be proactive and transparent in efforts to attempt to resolve or mitigate such impacts, as appropriate.

SAAL-ZA

SUBJECT: Promoting Resiliency of the Defense Industrial Base during the COVID-19 Pandemic

d. Contracting officers and program managers should work with contractors to identify and determine supply chain impacts and risks associated with the COVID-19 pandemic.

e. Contracting officers and program managers should determine the impacts and feasibility of telework arrangements for contract requirements, as appropriate. Whenever possible, contracting officers should promote contractor use of telework and workplace arrangements, consistent with federal public health guidelines designed to minimize risks to the workforce. Contracting officers should work with contractors to review specific contract terms and conditions to assess the feasibility of these arrangements. Each situation should be evaluated on a case-by-case basis in an effort to best promote the welfare and safety of the workforce while ensuring mission continuity.

f. In instances where contractor employees have tested positive for COVID-19 or have interacted with others who have tested positive, contracting officers should communicate to contractors that employees should follow quarantine and other guidelines established by public health authorities. Contracting officers should assess resulting impacts to contract requirements and work with vendors to modify contract terms where appropriate.

5. I stand ready to support as needed, and these circumstances present unprecedented challenges to our continued work on behalf of Army readiness. I encourage you to pursue and maintain continuous communication with the DIB as we navigate through these challenges together. The resiliency and strength of our team is a national asset and critical to our Army's ability to meet mission requirements around the world, and we must do what we can to support it. Again, thank you for your outstanding drive to get the Army and the nation through this time of need.



Bruce D. Jette

DISTRIBUTION:

Director, Army National Guard

Commander

U.S. Army Materiel Command

U.S. Army Medical Command

(CONT)

**SAAL-ZA**

**SUBJECT: Promoting Resiliency of the Defense Industrial Base during the COVID-19 Pandemic**

**DISTRIBUTION: (CONT)**

U.S. Army Corps of Engineers

**PROGRAM EXECUTIVE OFFICER:**

Assembled Chemical Weapons Alternatives  
Aviation  
Combat Support & Combat Service Support  
Command Control Communications-Tactical  
Enterprise Information Systems  
Ground Combat Systems  
Intelligence, Electronic Warfare & Sensors  
Missiles & Space  
Soldier  
Simulation, Training & Instrumentation

**JOINT PROGRAM EXECUTIVE OFFICER:**

Armaments & Ammunition  
Chemical, Biological, Radiological and Nuclear Defense

**HEAD OF CONTRACTING ACTIVITY:**

U.S. Army Materiel Command  
U.S. Army Medical Command  
U.S. Army Corps of Engineers  
National Guard Bureau  
Rapid Capabilities and Critical Technologies Office