



ACQUISITION  
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

MAR 05 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: Continuation of Essential Contractor Services

Today's changing environment has increased the need for continuity of operations capabilities and plans that enable agencies to continue their essential functions across a broad spectrum of emergencies. Threats to continuity of operations include natural disasters, severe/inclement weather, pandemic, and a variety of other crisis situations.

This memorandum reminds Contracting Officers to use the provision at Defense Federal Acquisition Regulation Supplement (DFARS) 252.237-7024 and clause at DFARS 252.237-7023, as prescribed at DFARS 237.7603, in all solicitations and contracts for services in support of mission-essential functions. Contracting Officers, in consultation with Program Managers and Requirements Owners, are encouraged to regularly evaluate their requirements and contracts to determine if it is appropriate to add this clause, requiring the contractor to provide a Mission-Essential Contractor Services Plan. This determination must occur on a contract by contract basis, as it may have both scope and cost implications.

For additional information regarding the use of Essential Contractor Services, please contact Lt Col Bryan Lamb at 703-693-0497 or [bryan.d.lamb.mil@mail.mil](mailto:bryan.d.lamb.mil@mail.mil).

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Defense Pricing and Contracting