



## OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

ACQUISITION  
AND SUSTAINMENT

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: Defense Industrial Base Contract Considerations

The Defense Industrial Base (DIB) is identified as a Critical Infrastructure Sector by the Department of Homeland Security (DHS) Memorandum, dated March 19, 2020 and amplified in the attached Under Secretary of Defense (Acquisition and Sustainment) Memorandum to the Industrial Base, date March 20, 2020. DHS defines the Essential Critical Infrastructure Workforce to include personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities. Companies aligned with the essential critical infrastructure workforce definition are expected to maintain staffing and work schedules necessary to meet contract requirements. In some cases, this may be the normal work schedules that had been in place before the declared national emergency. Everyone should follow guidance from the Centers for Disease Control and Prevention (CDC) as well as State and local government officials regarding strategies to limit disease spread.

Contractor personnel performing under DO or DX rated defense contracts are considered to be part of the Essential Critical Infrastructure Workforce. For contractor personnel performing under unrated orders but that directly support mission readiness, national security, the Senior Procurement Executives and their associated Heads of Contracting Activities, Program Executive Officers, and unit commanders/directors (O-6/civilian equivalent and above) are permitted to determine which contracted functions are part of the Essential Critical Infrastructure Workforce. Contractor personnel performing under unrated contracts that do not directly support mission readiness or national security are not to be considered elements of the Essential Critical Infrastructure Workforce.

Guiding all decisions about if and how to maintain operations is the need to appropriately balance public safety to stop or slow the spread of this disease, while ensuring the continued

delivery of critical infrastructure and functions. Our contracting professionals, mission and requirements owners, and contractors guided by the DHS authorities and informed by the critical public health guidance are ideally suited to make the decisions needed to protect our mission and the total force that delivers that capability daily.

Please ensure widest distribution of this guidance. My point of contact for this memo is Mr. Scott Calisti, who can be reached at 571-242-1145 or Jeff Grover at 703-380-9783. Thank you.

Kim Herrington  
Acting Principal Director,  
Defense Pricing and Contracting

Attachment:  
As stated.