



**DEPARTMENT OF THE AIR FORCE
10TH CONTRACTING SQUADRON
USAF ACADEMY COLORADO**

17 March 2020

MEMORANDUM FOR USAFA CONTRACTOR FORCE

FROM: 10 CONS/PK

SUBJECT: Potential Contract Impacts due to Coronavirus (COVID-19)

1. The USAFA mission is successfully accomplished by an integrated team comprised of military, civilian and contractor personnel. As the global situation concerning COVID-19 continues to evolve, our entire workforce is encouraged to monitor the Centers for Disease Control and Prevention (CDC) website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> for the latest information on health and safety precautions regarding Coronavirus.
2. Contractors, along with government personnel, should be following public health officials' guidance on protecting the public from the spread of COVID-19. As such, we ask that you encourage sick employees to stay home. If contractor employees presenting as ill report to work on the USAFA installation, COR's have been directed to contact Contracting Officers who, in turn, will contact you to potentially request removal of the employee from the base. If you have employees who work on base who have been exposed to and/or tested positive for the Coronavirus, please contact your Contracting Officer so the information may be reported to the USAFA Public Health Office.
3. In the days and weeks ahead, COVID-19 may present unique challenges to contracts and contractor performance – each potential contracting situation will have to be evaluated and handled as the contract terms provide and modifications to requirements necessitate. Contracting Officers are your primary communication focal point should you experience or anticipate impacts to contract performance from actions taken in the interest of public health. As a reminder, Contracting Officers are the liaison between the Contractor workforce and Contracting Officer Representatives (COR's) and are the only government personnel authorized to direct/redirect any contract action. Should you receive contract performance direction from any other government personnel, please contact your Contracting Officer POC before making any change to contract performance.
4. Your patience and partnership during this difficult time is greatly appreciated. As business and mission partners, we will pull together, rise to the challenge, and make it through. Again, thank you and stay safe.

KIM M. DIERCKS
Director

Serve ~ Maintain ~ Protect