



DEPARTMENT OF THE NAVY  
NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20376-0001

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Ser 00/109  
20 Mar 20

MEMORANDUM

From: Commander, Naval Sea Systems Command  
To: Naval Systems Command Prime Contractors

Subj: NAVSEA COVID-19 GUIDANCE FOR INDUSTRY

1. This letter outlines NAVSEA's response to the corona virus disease (COVID-19) and outlines expectations and guidance for Industry. While NAVSEA remains operational; we will take appropriate steps to prioritize all resources to slow the transmission of COVID-19, while ensuring our mission-critical activities continue.

2. NAVSEA continues to emphasize performance, particularly completion of mission essential and emergency tasks by both government and industry. We are making every effort to carry on business as usual, including contract negotiations, contract awards, and contract administration functions such as billing, invoicing, and payments. Additionally, we are looking at all options necessary to prevent industry from getting in extremis including items such as a temporary reduction in retentions/withholds. I am also actively soliciting your ideas if there are other items/policies in place that could be improved to ensure you can continue to support the Navy during these exceptionally challenging times. Please send those directly to your contracting officer.

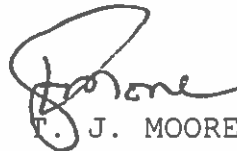
3. At the same time, we recognize that the COVID-19 presents unique challenges to both Government and Industry. We are continuously implementing and refining policies related to contractor and third party access to Government facilities, official and personal travel (including notification, approvals, and restrictions), telework and social distancing, and a variety of other requirements and preventive measures to keep all of us as safe as possible. NAVSEA understands contractors are also implementing their own guidance to protect their workforce and the mission. Given the mission essential functions you perform, while ensuring the safety and well-being of the workforce, I cannot stress enough the importance of accomplishing the mission and notifying NAVSEA of any impediments that are considered likely to interfere with the timely accomplishment of your

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contract. Additionally, NAVSEA requests you alert your cognizant contracting officer and/or contracting officer representative in the event a member of your workforce tests positive for COVID-19.

4. Contractors are encouraged to disseminate this correspondence to their suppliers. Nothing in this correspondence should be understood or relied upon as direction or authority to deviate from, or otherwise change, in any manner whatsoever, any of the terms and conditions of any NAVSEA contract.

5. This is a dynamic and changing environment. If at any point you have questions, please contact a NAVSEA contracting officer immediately. We welcome and need your feedback to ensure we continue to protect our workforce while ensuring all our mission critical activities continue. I thank you for your cooperation and attention to this important health and safety matter. My point of contact for questions on this correspondence is Mr. James G. Lofgren via email: [james.lofgren@navy.mil](mailto:james.lofgren@navy.mil) or 202-781-2918.



T. J. MOORE