



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221**

March 13, 2020

**SUBJECT: DLA Acquisition Message on Health and Safety Precautions and Contractor Reporting for COVID-19**

DLA Contractors,

I would like to thank you for your continued support of the DLA mission. As Deputy Director of DLA Acquisition, I would like to reach out to you and all of your employees at contractor, military, and government sites regarding current health and safety precautions for the novel Coronavirus, also known as COVID-19.

The global situation continues to evolve and there are many sources of information available to you and your employees. Those of you that have employees in affected areas or have already experienced employee impact due to COVID-19, please continue to follow the protocols and guidance provided by the military base, local public health departments and local governments in those areas.

For those of you with employees that have not yet been affected by COVID-19, the Centers for Disease Control and Prevention (CDC) website, ([www.cdc.gov](http://www.cdc.gov)), is the nation's authoritative source for COVID-19. On this site you and your employees can find facts about protecting you and your family from the virus, symptoms, guidance and the latest travel advisories.

I ask that you keep us informed of potential impacts to the welfare and safety of your workforce or contract performance. Because each contract may have different terms and conditions, in the event your contract performance is impacted due to this evolving situation, keep in mind that it may require a variety of resolutions. The contracting officer is the agency authority and can discuss options to minimize impacts to your company's requirements.

It is vital that we continue to maintain close communication and coordination as we work as a team to provide critical mission support to the nation's warfighters during this situation.

Thank you again for all you do!

Sincerely,

A handwritten signature in black ink, appearing to read "Roxanne J. Banks", is positioned above the typed name.

Roxanne J. Banks  
Deputy Director, DLA Acquisition