MEMORANDUM

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

Subj: NAVAIR CORONAVIRUS GUIDANCE FOR INDUSTRY

1. Naval Air Systems Command (NAVAIR) continues to monitor the ongoing outbreak of the Coronavirus (COVID-19) and implement preventive measures to ensure the health and safety of the workforce on federal installations. In so doing, NAVAIR recognizes that there often is a large contractor presence at these locations. To ensure all individuals at government installations are protected to the maximum extent practicable, NAVAIR is requesting the contractor community consider implementing the following measures:

   a. Discontinue contractor employee non-mission critical travel in support of a NAVAIR contract/procurement vehicle to any location for which the Department of State has a current Level 4, Do Not Travel Advisory or Level 3, Reconsider Travel advisory due to COVID-19. While travel within the United States is currently unrestricted, monitor the news for state and/or federal announcements regarding in-country travel and consider implementing preventive measures aligned with those recommendations. In lieu of travel to designated travel restricted locations, consider participation via alternative means (e.g., Webex, video teleconference, telephone etc.) Department of State travel advisory information is available at: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/

   b. Discourage contractor employees from embarking on personal travel to any location for which the Department of State has a current Level 4 or Level 3 advisory due to COVID-19 and consider the same to the extent recommended for any in-country areas subsequently designated by the cognizant state or federal authority. To the extent a contractor employee has a current Security Clearance issued by the United States Government or performs sensitive duties on a government contract, remind those employees that in accordance with Security Executive Agent Directive 3 (SEAD-3), effective 12 June 2017, they must disclose planned travel outside the United States to their cognizant security office as a condition of maintaining their security clearance.

   c. Upon return from travel to any location for which the Department of State has a current Level 4 of Level 3 advisory due to COVID-19, or any in-country area subsequently designated by the cognizant state or federal authority, consider requesting contractor employees comply with the Centers for Disease (CDC) guidance available at https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html

   d. Advise Contractor employees remaining in a location for which the Department of State has a current Level 4 or Level 3 advisory due to COVID-19, that they should follow guidance issued by the cognizant Combatant Commander or United States Embassy. In the event
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in-country areas become subject to recommended travel restrictions, advise contractor employees remaining in such areas that they should follow the guidance issued by the cognizant state or federal authorities.

   e. Regardless of travel status, discourage contractor employees exhibiting symptoms of acute respiratory illness from traveling to federal government installations/facilities to the maximum extent practicable.

2. Contractors are encouraged to disseminate this correspondence to their suppliers. We request you alert your cognizant contracting officer and/or contracting officer representative in the event widespread impacts to the welfare or safety of your workforce as a consequence of the ongoing COVID-19 outbreak are expected to adversely impact performance under any NAVAIR contract. Once the Department of State rescinds a Level 4 or Level 3 advisory for a particular location, these preventive measures will no longer be necessary. Contractors are encouraged to monitor the Department of State webpage for updated travel advisory information, the CDC webpage for updated recommended medical protocols, and the news for announcements from cognizant state or federal authorities with respect to your local area. Finally, nothing in this correspondence in fact is, or intended to be, 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 NAVAIR contract. 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 Stephanie A. Diehl via email: Stephanie.Diehl@navy.mil or at (301) 757-5248.

    G. D. PETERS