



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

17 March 2020

MEMORANDUM FOR AIR FORCE AND SPACE FORCE PROGRAM EXECUTIVE
OFFICERS

FROM: SAF/AQ

SUBJECT: Department of the Air Force Mission Essential Activities during COVID-19

As we work through the COVID-19 pandemic, I appreciate your many efforts to keep our workforce and their families safe while lessening impacts to both critical national security programs and the Defense Industrial Base (DIB) that supports them.

Many of our industry partners are facing the dilemma of local shelter-in-place orders impacting their ability to meet the terms of their contracts. Similar to the guidance I issued you, many industry partners are seeking to continue mission essential activities—while taking all protective measures prescribed by the Center for Disease Control to protect their workforces and their families—while also complying with local laws.

The Department of Homeland Security (DHS) considers our Defense Industrial Base part of the nation's critical infrastructure. In the *President's Coronavirus Guidelines for America*, he states "If you work in a Critical Infrastructure Industry, as defined by DHS...you have a special responsibility to maintain your normal work schedule". This guidance specifies that restrictions on gatherings of more than ten people primarily applies to "social gatherings," not work-related activities critical to national security. Consequently, depending upon their particular facts and circumstances, activities performed on Air Force and Space Force contracts may be considered mission essential and necessary for continuation as part of our nation's critical infrastructure.

Wherever state, county, or city shelter-in-place orders allow essential or otherwise necessary activities to continue, I authorize you to identify and attest to programmatic activities you consider to be mission essential to the Department of the Air Force. Our industry partners will find these attestations helpful when engaging with local officials to gain exemption from shelter-in-place orders for their personnel while following all recommended protective measures.

Thank you for working to protect our Airmen, Space Professionals, and their families while ensuring our current and future national security remains unquestioned during this time of crisis.

A handwritten signature in blue ink, appearing to read "W. B. Roper, Jr.", written over a horizontal line.

William B. Roper, Jr.
Assistant Secretary of the Air Force
(Acquisition, Technology & Logistics)