

National Aeronautics and Space Administration
Headquarters
Washington, DC 20546-0001



24 March 2020

MEMORANDUM FOR NASA CONTRACTOR COMMUNITY

SUBJECT: Preserving Readiness of the Space Industrial Base and Mission Operational Readiness due to the Coronavirus (COVID-19) Situation

As we navigate this difficult time, the protection and care of the NASA family continues to be NASA's top priority and the key consideration as we make decisions on how to move forward. In keeping with the precautions for the Coronavirus (COVID-19) issued by the Centers for Disease Control and Prevention (CDC) and the evolving development of NASA's facilities identified as stage 3 or 4, meaning that only essential functions may be performed onsite, and all other work is under mandatory telework restrictions. As such, NASA is working very diligently to ensure NASA's onsite and offsite contractors can maximize the use of telework and can receive payment. To ensure payment, NASA is expediting the review and approval of invoices to ensure payment to contractors. We highly encourage you to submit any outstanding invoices for review and approval.

FOR ON-SITE CONTRACTORS: As a result, of restricted access to the NASA locations, NASA is invoking NFS clause 1852.242-72, entitled Denied Access to NASA Facilities in your contract. The clause requires you as a NASA Contractor to maintain readiness to assume full performance of all contract requirements when the emergency has passed, and the local municipalities and NASA determine that conditions allow a return to normal operations.

FOR OFF-SITE CONTRACTORS: As a result of any Federal, State, or local government directive, decision, or recommendation related to the COVID-19 situation, if you had to stop work for activities that employees could not perform remotely, you should contact your Contracting Officer per the directions below. If you need to stop work in the future due to CDC precautions and/or guidelines, you should also contact your contracting officer per the directions below. Any stoppage or interruption of work and resulting adjustments to the contract shall be treated consistently with FAR 52.242-15 Stop Work Order (including Alternate I). The Contractor also is hereby notified that it shall maintain its readiness to assume full performance of all contract requirements when the emergency has passed, the federal, state, and local municipalities determines that conditions allow a return to normal operations.

FOR ON-SITE AND OFF-SITE CONTRACTORS: NASA is also establishing Advance Agreements to identify the treatment of special or unusual costs covering employees who are unable to work remotely. In recognition that some employees may not be able to perform NASA work remotely, you should contact your Contracting Officer immediately regarding the details of the Advanced Agreement under the conditions that will be provided, allow for the placement of

such employees under a form of weather and safety leave (consistent with your company procedures), in order for such leave to be an allowable cost under the contract and subject to provisional payment. This leave would be allowed solely for covering employees unable to work remotely because of this COVID-19 situation and keeping employees in a mobile ready state to maintain the Space Industrial Base and other skilled professionals and key personnel, per OMB Memo 20-18. Any costs provisionally paid for weather and safety leave purposes will be subject to reconciliation and settlement as part of an equitable adjustment to the contract after a return to normal operations. Circumstances and conditions may vary according to contract type (terms and conditions and fixed-price vs cost reimbursement).

After you have contacted your Contracting Officer, *please complete the following link* to document your notification [NASA Contractor Notification of COVID-19 Impacts](#)
If you are unable to complete the notification link, please contact your contracting Officer for assistance.

Any questions concerning this letter shall be directed to your local Contracting Officer.

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