



DEFENSE CONTRACT MANAGEMENT AGENCY

3901 A. AVENUE, BUILDING 10500
FORT LEE, VIRGINIA 23801-1809

[Signature date]

MEMORANDUM FOR RECORD

SUBJECT: Shelter-in-Place **Exemption to Perform Mission Essential Functions** for Defense Contract Management Agency (DCMA) Military and Civilian Employees

In an order issued in **March** 2020, [**LOCATION** County(ies)/State] mandated “shelter in place” requirements for all individuals residing in the [county(ies) or state], under penalty of **misdemeanor**, pursuant to [State] Health and Safety Code § #####.

The “**shelter in place**” mandate provides exceptions, including an exception for individuals [insert language that mirrors or summarizes the applicable exception in the mandate].

The attachment to this memorandum is a copy of the memorandum dated March 20, 2020, from the Undersecretary of Defense for Acquisition and Sustainment, with its attachments, which identifies Defense Industrial Base (DIB) members and reminds them of their “special responsibility to maintain” their normal work schedules.

Please be advised that **the carrier of this memorandum has been designated as personnel performing mission essential functions necessary for the continuation of national security and the defense critical infrastructure sector performed by the Department of Defense**, under the cognizance of DCMA [**LOCATION**] located at **### STREET ADDRESS, CITY, XX #####** in [**LOCATION**] County. As such, please allow this memorandum to serve as adequate notice of a legitimate exception to the “shelter in place” requirements for the purpose of travel to and from their designated work site in [**LOCATION**] County, in furtherance of essential government functions.

Questions regarding the content of this memorandum can be directed to **Mr./Ms. FIRST LAST NAME**, DCMA [**LOCATION**] Deputy Commander, at **(###) ###-####** or via email at **FIRST.I.LAST.civ@mail.mil**. For direct contact to the authorizer of this memorandum, **Colonel FIRST LAST NAME** can be reached at **(###) ###-####** or via email at **FIRST.I.LAST.mil@mail.mil**.

John Doe
COL, USA or Civilian Director
Commander/Director

Attachment(s):

TAB A. March 20, 2020 Undersecretary of Defense Memorandum