



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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March 31, 2020

PTAC Support to Defense Industrial Base Critical Infrastructure Workforce

The Procurement Technical Assistance Program (PTAP) was established to expand the number of businesses capable of participating in U.S. Department of Defense (DoD) and federal government contracts. The program is administered by the Defense Logistics Agency's (DLA) Office of Small Business Programs in cooperation with states, local governments and nonprofit organizations who receive cooperative agreements from DLA.

Under the program, awardees operate Procurement Technical Assistance Centers (PTACs); a nationwide network of procurement professionals who help businesses compete for and perform contracts with the DoD, other federal agencies, state and local governments and with government prime contractors. PTACs provide contracting related assistance to businesses that form the Defense Industrial Base (DIB).

On March 20, 2020, the Under Secretary of Defense for Acquisition and Sustainment issued a memorandum that called for companies that aligned with the U.S. Department of Homeland Security's Essential Critical Infrastructure definition to maintain their normal work schedules. Included in the definition for essential critical infrastructure workers is DIB workers who support the essential products and services required to meet national security commitments to the Federal Government and U.S. Military. PTACs play a vital role in keeping the defense business community informed on government contracting related resources and changes due to COVID-19. Additionally, PTACs share client information with government personnel, assisting in the search for suppliers.

While in most situations, PTACs should be able to provide the needed training and assistance virtually, in certain circumstances, a PTAC employee may need to provide assistance to a DIB business or DIB contractor in-person or may need to travel to a location where they can broadcast training to these businesses. If the situation requires you to be onsite, in order to demonstrate your adherence to local stay in place or shelter or place guidance, you may show this letter.

Everyone should follow the Centers for Disease Control and Prevention guidance and your local government guidance regarding ways to limit disease spread. Working together, we will ensure the safety of the workforce while providing support to the defense business community in this time of national emergency. For more information please contact Ms. Sherry Savage, PTAP Program Manager at sherry.savage@dla.mil.

A handwritten signature in black ink, reading "Dwight D. Deneal".

Dwight D. Deneal
Director, Office of Small Business Programs
Defense Logistics Agency

cc:
PTAP Program Manager