DEPARTMENT OF THE ARMY
406th ARMY FIELD SUPPORT BRIGADE
LOGISTICS READINSS CENTER
BUILDING 6, MELOY DRIVE, SUITE 205
FORT BENNING, GA 31905

ASFL-OZA 3 March 2025

MEMORANDUM FOR U.S. Army Contracting Command - Rock Island, 3055 Rodman Avenue, CCRC-V, Rock Island, IL 61299-8000

SUBJECT: Mission-Essential Contractor Services/Functions as Defined In DFARS 252.237.7023

1. Contractors providing services designated as essential by the Director of Logistics Readiness Center are expected to use all means at their disposal to continue to provide such services, in accordance with the terms and conditions of the contract during periods of crisis, until appropriately released or evacuated by Government or military authority.

2. The following functional tasks are listed as mission essential services that could be necessary during periods of crisis.

a. Installation Motor Pool Operations, consisting of:

(1) Vehicle Issue and Dispatch – 1 or 2 personnel per shift, depending on workload.

(2) Passenger and Cargo Services – number of drivers dependent upon workload.

b. Personnel Movements (i.e. Passenger Services) – coordinate for commercial buses for evacuation as necessary from sites affected by the crisis – supervisor and two travel clerks.

c. Material Movements (i.e. Freight) – supervisor and crew (number depends on magnitude).

d. Subsistence Supply Management Office Operations for issuance of MREs.

e. Bulk Fuel and Aircraft Refueling for emergency aircraft arriving/departing Lawson Army Airfield.

f. Ammunition Supply Point Operations – only as necessary to provide ammunition for security force if crisis demands.

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g. Materiel Maintenance Operations – supervisor and mechanics necessary to maintain/repair first response equipment.

h. Arrival /Departure Airfield Control Group as necessary to support arriving/departing aircraft supporting contingency operations.

3. Point of contact for this memorandum is Cabot Cavin, COR, 706-545-4031 Email: cabot.d.cavin.civ@army.mil.

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Director
Logistics Readiness Center