MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF COST ASSESSMENT AND PROGRAM EVALUATION
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ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Pentagon Reservation Tenants - Required Reporting of Suspected and Positive COVID-19 Cases

Effective immediately, Pentagon Reservation Tenants (Pentagon, Mark Center, and Raven Rock Mountain Complex) will report suspected exposure to or positive test results for the COVID-19 virus. The collection of this data is necessary to track and trace exposure of individuals who work at the Pentagon Reservation and surrounding DoD buildings. It is also necessary to monitor the recovery and return to work status of these individuals. Further, this information is essential in determining Health Protection Conditions (HPCONs) as well as assessing overall risk to the inhabitants of these buildings.

COVID-19 reporting requirements apply to all personnel who have access to the Pentagon Reservation and surrounding DoD buildings. Supervisors and Contracting Officer Representatives will immediately report new and updated information concerning exposure, test results, and change in duty status of the covered workforce. Such reports will be provided via encrypted email to pfpa.oem.covid19@mail.mil using the attached format.

In view of the public health emergency, the collection by DoD Components of COVID-19-related information (consistent with guidance from the U.S. Centers for Disease Control and Prevention on who should stay home from work) from personnel whose place of duty is in the DoD workplace is authorized, provided such information is collected and maintained in accordance with relevant laws, including the Privacy Act, as applicable.
Pleased direct questions concerning this memorandum to the Pentagon Operations Center, (703) 697-1001.

Lisa. W. Hershman

Attachment:
As stated
COVID-19 Reporting Requirements Concerning Members of the Workforce with Access to the Pentagon Reservation (Pentagon, Mark Center, Raven Rock Mountain Complex) and Surrounding DoD Buildings

Until an official form is approved for reporting purposes, supervisors and Contracting Officer Representatives (COR) will immediately (within 2 hours of notification) provide the following information about members of the workforce (service members, civilian employees, and contractor employees) who have potential or confirmed COVID-19 exposure, using encrypted email, to the Pentagon Force Protection Agency (PFPA) Office of Emergency Management at pfpa.oem.covid19@mail.mil:

1. Contact information/phone/e-mail of the person (supervisor or COR) reporting the information.

2. Information concerning the COVID-19 status of the affected member of the workforce:
   1. Full Name (Last, First, Middle Initial)
   2. DoD ID #
   3. Travel outside the National Capital Region in the last 30 days (dates and locations)
   4. Employment status (military, civilian employee, contractor employee)
   5. Branch of service (if military)
   6. DoD Component (e.g., USAF, DFAS, DISA, PFPA, OSD, JS, etc.)
   7. Primary Work Location (e.g., Pentagon, Mark Center, Leased Facility, etc.)
   8. COVID-19 Symptoms and test results, if applicable
   9. Status (e.g., Self-Isolation at home, hospital, directed quarantine, etc.)
      a. If self-isolating, provide reason (e.g., close contact, recent travel overseas, etc.)
      b. If directed quarantine, please include documentation
   10. Whether Individual Has Access to the Pentagon Reservation
   11. Whether Individual Has Access to other DoD Facilities (Identify locations)
   12. Status on recovery and return to work

PROTECTING PERSONAL INFORMATION: All personally identifiable information, including protected health information, will be used and disclosed only as necessary to safeguard public health and safety in accordance with DoDI 5400.11, DoDI 6025.18, and DoDI 6200.03. For initial reporting, please only provide the information requested. If additional information is needed, someone will contact you.

Questions about COVID-19 reporting requirements for the NCR? Contact the Pentagon Operations Center at 703-697-1001.

Note: This number is NOT for reporting purposes. It is only for questions. Send reports to pfpa.oem.covid19@mail.mil.