Senior Leaders,

As the situation with the Novel Coronavirus Disease (COVID-19) evolves, we continue to issue guidance and respond with the underlying focus on our people and our mission. You are well aware the situation is dynamic and subject to change with increasing force health protection (FHP) threat in areas where Department of the Navy (DON) personnel live and work.

This week, the Secretary of Defense issued guidance regarding travel restrictions on travel to Level 2 or Level 3 countries for all DoD personnel. Also, the Secretary of the Navy issued an ALNAV regarding his Vector 15 which describes the precautions organizations and all employees need to take in order to stay healthy and further emphasizes the need for travel restrictions. Meanwhile, the Office of Personnel Management (OPM) issued new questions and answers pertaining to the use of leave in particular situations including a pandemic, and our team has prepared a job aid that discusses telework, which has fast become a critical tool in meeting mission while simultaneously responding to the pandemic.

As the situation changes, I am confident we will receive additional guidance, which we will push to you and your staff, and we will adjust our processes to reflect any additional flexibilities we gain. I encourage all of you to ensure your workforce has the latest information that is available on our CAC-enabled website (https://portal.secnav.navy.mil/orgs/MRA/DONHR/Pages/Coronavirus_details.aspx). Additionally, you are all encouraged to take the following steps to ensure continued mission accomplishment in this situation:

- Review and update continuity of operation plans
- Ensure the contact information for employees is assembled and up to date
- Adjust command telework policy as appropriate
- Review all civilian positions to determine if they are eligible to telework, update telework agreements, and conduct tests to determine technology and processes are in place for effective telework

The health and well-being of our employees remains our top priority – and we encourage employees and their families to take steps recommended by the Centers for Disease Control and Prevention.

Our intent is to continue to communicate with you, support our mission, while taking prudent COVID-19 precautions. My POC for civilian personnel is Ms. Sandra Ringer Mendoza (sandra.ringermendoza@navy.mil).

v/r
Cathy

Catherine L. Kessmeier
Principal Deputy Assistant Secretary of the Navy (Manpower & Reserve Affairs)