



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
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16 MAR 2020

MEMORANDUM FOR DISTRIBUTION

Subj: ENABLING FORCE HEALTH PROTECTION TO SUSTAIN MISSION ASSURANCE

Ref: (a) USFF Memorandum "CORONAVIRUS INFORMATION FOR ALL PERSONNEL"
dated 13 MAR 2020
(b) ALNAV 025/20
(c) ALNAV 026/20
(d) NAVADMIN 064/20
(e) NAVADMIN 065/20
(f) COMSCINST 6100.1, Military Sealift Command Pandemic Influenza Plan
(g) MSC QMS N.2.3.5.6100.1-Q COVID-19 Disease Response Plan and Guidance
(h) COMSCINST 12620.1E, Alternate Work Schedules, Time and Attendance for
Civilian Employees
(i) COMSCINST 12600.1A, Command Telework Policy

Encl: (1) COVID-19 List of Staff Actions
(2) CDC Health Protection Measures and Social Distancing Guidelines

1. Purpose and Applicability. This directive promulgates Military Sealift Command (MSC) guidance on force health protection measures in order to maintain continuity of operations and sustain mission assurance while preventing the spread of 2019-2020 novel Coronavirus disease (COVID-19). This directive applies to all Department of Defense (DoD) military and civilian personnel, to include civilian mariners, assigned to COMSC HQ, subordinate commands ashore, awaiting assignment for duty, or traveling between locations. Subordinate commanders shall tailor guidance as required to account for regional and operational chain of command directives, reporting tailored changes to COMSC. Actions affecting contractors performing work for COMSC shall be coordinated through the respective COR.

2. The health and safety of our people and the readiness of our force are critical to the successful execution of our global missions. We must protect our personnel to ensure our forces are manned, trained, and equipped to operate effectively. Finally, we must communicate to our workforce in a clear and transparent manner to minimize disinformation and build confidence in the actions taken to support our personnel. **This memorandum incorporates extensive updates recently promulgated by higher-level guidance and should be read in its entirety.**

3. Policy. References (a) through (e) provide guidance and direct actions that require changes to existing MSC policy and procedures in order to preserve mission capability while affording adequate force health protection against COVID-19. In order to synchronize actions to support higher-level guidance and align communication across the force, recommended policy/procedure changes shall be coordinated through the MSC COVID-19 Operational

Planning Team and subsequently approved for promulgation by COMSC, Executive Director, or Chief of Staff. Upon promulgation, all MSC supervisors shall review updated policy and procedures with assigned employees, ensure implementation, and communicate with his/her respective chain of command to clarify any uncertainties or questions regarding implementation.

4. Action. The following actions are directed to sustain mission assurance and afford protective measures for the workforce, grouped by major area of interest: Movement of Personnel/Travel; Mission Essential Activity/Continuity of Operations; Work Schedules/Telework; Meetings and Conferences; Leave.

5. Movement of Personnel/Travel. A “stop movement” order has been issued for all DoD military and civilian personnel. Effective immediately and until further notice, all Continental United States (CONUS) and Outside of the Continental United States (OCONUS) government-funded travel by MSC personnel, including TAD, TDY and PCS assignments, is canceled. Exceptions to the stop movement order may be granted by COMSC only, for travel that is: (1) determined to be mission essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship.

a. For exceptions proposed for approval by COMSC, supervisors and travelers should carefully plan travel to account for potential mission impact of restrictions on movement en route to or at final destination, especially given that current CDC guidance designates all OCONUS nations as either Travel Health Notice (THN) level 2 or 3 locations.

b. Travel OCONUS requires advance coordination with Area Commanders, to ensure host nation restrictions do not prevent an employee from entering a country or leaving a country. This includes return travel from OCONUS and outbound travel from CONUS.

c. Supervisors have the responsibility to establish communications and track movement and location of all personnel assigned to them, to include during periods of potential restriction of movement en route or upon return from high-risk areas. Individuals traveling under a waiver or exemption remain subject to travel screening protocols.

6. Mission Essential Activity/Continuity of Operations. COMSC retains authority for determination of mission essential activity for purposes of denying or approving movement of personnel, prioritizing and executing actions in support of MSC missions, functions and tasks, or deviating from established policy and directives. Actions by all personnel shall be biased toward mission execution, unless otherwise restricted by higher guidance or prior decision. Any and all travel by personnel requires a mission essential determination, with justification provided by chain of command. Justification should not rest solely on past practice but on what actions are essential for mission execution.

a. All Directors, supervisors, and subordinate commands shall review mission essential personnel (MEP) lists and provide updates via their chain of command for consolidation by Director, Maritime Operations (DMO). Suspense 16 MAR 2020.

b. MSCHQ will follow "report to work" requirements promulgated via the online portal website and local media outlets for Naval Support Activity Hampton Roads or, if required, by their chain of command to report. If mission essential declaration made, all non-essential personnel shall continue to monitor the reporting requirements via the listed outlets or contact their chain of command. Each MSC staff member should register on the Wide Area Alert Network (WAAN) to receive updates via phone or email. Suspense 18 MAR 2020.

7. Work Schedules/Telework. Work schedule and telework agreements for all employees shall be reviewed and revised in order to practice social distancing (limiting personal contact) to prevent the spread of COVID-19, provide for MSC mission assurance, and maximize flexibility for the workforce to deal with personal situations and schedules impacted by COVID-19. In setting work arrangements, supervisors shall consider health protection of those who may be at higher risk to effects of COVID-19. Telework remains a voluntary arrangement for employees work schedules, requiring written agreement between supervisor and employee for every employee who participates.

a. Because of limited remote (in-home) computer connection capacity, and because some employees require access to classified information or other sensitive information that cannot be brought home, telework alone is not the sole answer to social distancing. Continued accomplishment of the mission takes priority over personal preference for a particular work schedule or particular start/stop work hours. Employees must still account for work and non-work hours during this time and take appropriate leave to account for time spent away from normal work-related duties. Those personnel with telework agreements are required to continue to work unless placed in a leave status.

b. Effective 17 MAR 2020, all existing MSCHQ employee work schedules will be reviewed by supervisors and modified as necessary in order to establish a modified routine featuring a sustainable schedule of combined onsite workforce presence and telework. This modified routine shall enable mission, provide for fair and equitable treatment of employees, and account for limitations in capacity of systems and/or hardware to support telework access. Directors, subordinate commanders, and supervisors shall implement a combination of alternative works schedules, to include Maxi-Flex; shift work during regular duty hours (0600-1800); and telework to ensure adequate mission support while achieving social distancing objectives. The limit of two days per week for regular and recurring telework, as specified in reference (i), is suspended until further notice in favor of situational telework.

c. Supervisors shall approve and discuss all work schedule and telework changes with each employee. While access to SIPR may be considered in determination of telework arrangements, it should not be treated as a blanket reason for "no-telework" determination. Many positions can still adequately enable mission execution through occasional access to SIPR rather than requiring continuous access, and supervisors shall make every effort to place personnel on a telework rotation that still supports sufficient classified access for mission while enabling command-wide flexibility for social distancing and rotational schedules. Suspense 20 MAR 2020.

d. In preparation for telework, eligible employees are to ensure that their government laptops and phones have the latest installed updates. Employees are not to perform MSC work on non-government computers or phones. Supervisors and employees are to familiarize themselves without delay with the processes for remotely connecting to the NMCI network. Suspense 20 MAR 2020.

e. Supervisors shall identify additional requirements for telework support as needed for individual employees and submit to Directors for consolidation and prioritization. Directors and Area Commanders shall provide prioritized list of telework requirements to N6 for command wide consolidation, prioritization, and servicing and input to USFF per reference (a). Suspense 18 MAR 2020.

8. Meetings and Conferences. MSC personnel should substitute teleconferences, phone calls, email, and on-line collaboration for face-to-face meetings. When that is not possible, schedule small group meetings in large conference rooms to maximize social distancing. Briefing materials shall be provided electronically and discussed remotely whenever possible. MSC Battle Rhythm Events and OPT meetings will continue as planned, maximizing virtual participation and social distancing.

a. All conferences and major gatherings (i.e., 50 or more people) previously planned or scheduled to be hosted by MSC are postponed until further notice. MSC-hosted training is suspended with the exception of classes conducted in venues capable of supporting social distancing; organizations responsible for training (e.g., Director, Total Force Management (N1) for New Employee Orientation classes) shall promulgate exceptions.

b. Mariner Pools. Director, Total Force Management (N1) shall implement social distancing to the maximum extent possible in managing the San Diego and Norfolk mariner pools and at CIVMAR training centers, supported by Director, Force Training (N04T) and Area Commanders.

9. Leave. Opportunities for leave shall continue to be afforded for all personnel, to the extent practical to assure the safety and health of the workforce balanced against mission requirements.

a. To prevent risk of COVID-19 infection and transmission and in accordance with references (c) and (e), effective immediately military personnel granted leave are restricted to the local area in vicinity of assigned duty location, as determined by the local commander. Civilian personnel granted leave, while not restricted to the local area, are highly discouraged from travel outside of the local area.

b. All personnel requesting leave shall notify their supervisor of planned destination and while on leave shall abide social distance advisories, avoid large gatherings and stay away from known or publicized COVID-19 clusters within their local area. Authority to grant leave outside of local area for all DoD personnel, military and civilian, is retained by the first Flag/SES in an individual's chain of command.

c. Off-duty travel to COVID-19 high-risk areas (i.e., CDC Level 3, Level 2, and out of area) is prohibited for military personnel and highly discouraged for civilian employees. All personnel returning from leave shall be screened for COVID-19 exposure and possible 14-day restriction of movement. An expectation of restriction of movement following a period of leave may be deemed by supervisors to impact mission and be the basis for denying leave to any personnel.

d. “Weather and Safety” leave may be granted for employees in specific circumstances. To qualify for Weather and Safety leave an individual must satisfy all of the following: (a) the employee is denied access to a normally assigned or alternative traditional work setting; (b) cannot telework; and (c) is not sick. An example circumstance where this may occur is when subject to a 14-day restriction of movement due to possible exposure to COVID-19. Director, Total Force Management (N1) shall identify such individuals as exceptions in their daily rollup of worldwide locator data.

e. Other normal leave categories (e.g., Sick Leave, Annual Leave, leave associated with Family Medical Leave Act, etc.) remain in effect.

10. Bargaining Obligations. Director, Total Force Management (N1) shall notify unions representing MSC civilian employees prior to implementation. The need for immediate action to protect the health of the workforce and preserve MSC mission capability may require implementation prior to fulfillment of all statutory impact and implementation bargaining obligations.

11. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference SECNAV M-5210.1, the DON Records Management Manual.

STEVEN C. CADE

Distribution:

Electronic via MSC iNavy Portal:

<https://msc.portal.navy.mil/policies/SitePages/Policies.asp>

COVID 19 List of Staff Actions

1. Travel Approval Process. Director, Corporate Operations (N9), supported by Comptroller (N8) and Director, Total Force Management (N1) shall develop a template and procedure for expeditious request by supervisor, approval, and documentation of exceptions to “stop movement” order, to include mission essential justification by chain of command. Suspend: 17 MAR 2020.
2. Mission Essential Personnel. All Directors, supervisors, and subordinate commands shall review mission essential personnel (MEP) lists and provide updates via their chain of command for consolidation by Director, Maritime Operations (DMO). Suspend: 17 MAR 2020
3. Personnel Locator Database. Director, Total Force Management (N1), in coordination with all other Directors and subordinate commanders, shall develop a command-wide personnel locator database, listing by exception the location of personnel who are not at their assigned place of duty. This report shall be updated daily by 1600 and promulgated for access by all supervisors via online portal. Suspend: 17 MAR 2020 for first report.
4. Mission Essential Communications. MSCHQ will follow "report to work" requirements promulgated via the online portal website and local media outlets for Naval Support Activity Hampton Roads or, if required, by their chain of command to report. If mission essential declaration made, all non-essential personnel shall continue to monitor the reporting requirements via the listed outlets or contact their chain of command. Each MSC staff member should register on the Wide Area Alert Network (WAAN) to receive updates via phone or email. Suspend: 18 MAR 2020.
5. Telework Support. Supervisors shall identify additional requirements for telework support as needed for individual employees and submit to Directors for consolidation and prioritization. Directors and Area Commanders shall provide prioritized list of telework requirements to N6 for command wide consolidation, prioritization, and servicing and input to USFF per reference (a). Suspend: 18 MAR 2020.
6. Telework Preparation. In preparation for telework, eligible employees are to ensure that their government laptops and phones have the latest installed updates. Employees are not to perform MSC work on non-government computers or phones. Supervisors and employees are to familiarize themselves without delay with the processes for remotely connecting to the NMCI network. Suspend: 20 MAR 2020.
7. Work Schedules. Supervisors shall approve and discuss all work schedule and telework changes with each employee. While access to SIPR may be considered in determination of telework arrangements, it should not be treated as a blanket reason for “no-telework” determination. Many positions can still adequately enable mission execution through occasional access to SIPR rather than requiring continuous access, and supervisors shall make every effort to place personnel on a telework rotation that still supports sufficient classified access for mission while enabling command-wide flexibility for social distancing and rotational schedules. Suspend: 20 MAR 2020

Enclosure (1)

COVID 19 List of Staff Actions (continued)

8. Work Schedule Documentation. Director, Total Force Management (N1), supported by Comptroller (N8) and Director for Corporate Operations (N9) shall facilitate process for command-wide updates documenting work schedule/telework agreements and changes to SLCADA database. Suspense: 27 MAR 2020.
9. Event Scheduling. Director, Corporate Operations (N9), in coordination with higher headquarters, other directorates, and Area Commands, shall review schedules and determine alternative dates for significant events requiring postponement. N9 shall also identify alternative options for Battle Rhythm Events to accommodate COVID-19 response, mission assurance, and adjusted/rotational work schedules and provide change recommendations to Executive Director. Suspense: 27 MAR 2020.
10. Continuity of Operations. An effective continuity of operations (COOP) plan is an essential element of ensuring mission readiness. Director of Operations (N3) shall review COOP plans with a specific focus on alterations to plans to account for operations in a COVID-19 environment. Validate COOP mission essential functions and identify shortfalls in capability and/or capacity required to sufficiently execute MSC missions, functions, and tasks should COOP be required. Additional actions should include updating COOP mission essential personnel lists, testing COOP site, and development of develop plans for COOP social distancing, screening of personnel, decontamination, and identify potential alternative site(s) should primary site become contaminated. Suspense: 31 MAR 2020.
11. Facilities Support. Head, Facilities Management (N42) shall ensure cleaning products and sanitation products are available at common watchstations. Personnel shall rapidly communicate about the need for refills with N42. Ensure that equipment and products necessary to exercise protective measures outlined in Enclosure (2) are at as many locations as practicable to maintain cleanliness including but not limited to disinfectant, tissues and cleaning products. Suspense: Recurring, as required.
12. Medical Screening. Force Surgeon (N02H) shall establish pre- and post- travel screening and reception procedures for all travelers, in accordance with reference directives, to include providing military and civilian employees information regarding prescribed actions for them and their family members given their particular circumstances. Suspense: Recurring, as required.

Health Protection Measures, Social Distancing, and Travel Information

Role of the Center for Disease Control (CDC). As the leading U.S. government Public Health Agency, the CDC continues to assess the risk of COVID-19 and to provide guidance for those residing in the U.S. and traveling abroad. Because CDC guidance is principally tailored for persons residing in the continental U.S. (CONUS), some CDC COVID-19 guidance may have limited applicability, particularly for OCONUS MSC MPSRON and Area Commanders, and is not recognized by other sovereign nations. While DoD continues to follow the lead of the CDC, when needed, additional specific measures are authorized to mitigate risk to personnel stationed or deployed around the world, and to protect MSC military members, civilian employees, and their family members.

Information Sources: Consolidated information and updated guidance will continue to be posted on the internal Common Access Card enabled portal available at:

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/Pages/Default.aspx>

and on the CDC external website at:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>

Up to date travel advisories can be found on the CDC website at:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

COVID-19 Hotline. For personnel stationed in the Hampton Roads area, Naval Medical Center Portsmouth now has a dedicated COVID-19 Hotline open to both military and civilian personnel. Please direct your personnel to call 757-953-6200 if they or a family member believe they have symptoms.

General Health Guidance. Compliance with CDC guidance is critical to minimize the spread of COVID-19:

- (1) Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty.
- (2) Avoid close contact with people who are sick.
- (3) Avoid touching your eyes, nose and mouth.
- (4) Stay home when you are sick.
- (5) Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- (6) Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- (7) To the extent possible implement social distancing, i.e., remain out of congregate settings, avoid mass gatherings and maintain at least 6 feet distance from others when possible.
- (8) If individuals feel feverish or develop measured fever, cough or difficulty breathing, immediately self-isolate, limit contact with others and seek advice by telephone from the appropriate healthcare provider to determine whether medical evaluation is required.
- (9) Maximize open doors within area with equivalent classification levels.
- (10) Minimize meetings of more than five persons.

Enclosure (2)