Message from CMDT JFSC

16 March 2020

In accordance with the received guidance on Coronavirus (COVID-19), we are making a series of temporary changes to our workforce procedures, best described as "minimum force in contact." Within existing authorities-- including the OPM guidance that applies to pandemics-- our goals are to (1) protect the health and welfare of our workforce and students; (2) continue to meet our teaching and training mission; (3) provide adequate instructional support; and (4) continue to support NDU business practices and requirements.

We are also mindful of our "high risk" categories of teammates. NSA-HR is currently at "HP Con B," which requires heightened hygiene, etc. We will modify our procedures as circumstances and policy changes required. We have promulgated the "stop movement" order and are awaiting further JS guidance on any delegation of approval authority for travel. I've also attached to this email our guidance to all employees regarding "actions on contact" in the event of suspected exposure to the virus.

Here are the details of our action plan--

1. Academic Faculty

- All JAWS, JCWS, and JC2IOS faculty; and DAA Academic Specialists (both Title V and Title X) have been authorized to work from home as an assigned place of duty.

JAWS:

- Faculty members are required to inform the Program Director if working from home, documented on the JAWS Faculty Calendar.

- Faculty will muster daily with the JAWS leadership team via WhatsApp, NLT 0900 to ensure accountability.

- JAWS faculty will come on campus to teach, to conduct R/E/S business if absolutely necessary, or if otherwise directed.

JCWS:

- Faculty will muster daily at 0730 via O365 with the JCWS Operations Officer. Faculty working off-hours to support an online-seminar in another time zone may request an alternative muster time.

- All faculty will be expected to work a full day (8 hours) during the daily 24 hour period.

- Title X faculty will complete ATAAPS entries as normal, reflecting their regular hours for the 24-hour calendar day.

JC2IOS:

- Faculty will remotely muster daily NLT 0900 via text message or phone.

- Faculty will focus on the Joint IO Orientation Course (DL which began today) and instructors will communicate with students via Blackboard.

- Travel will be IAW issued guidance and any leave request will be in accordance with college SOP.

DAA ACADEMIC SPECIALISTS (IRAAD/ACCREDITATION & EVAL/ISD):

- All academic specialists have an existing telework agreement and the situational telework schedule will be documented on their timecard in ATAAPS.

- A daily muster will occur with the DFAP NLT 1000 in order to account for personnel and to provide College updates.

2a. Organic JFSC Title 5:

- Minimize # of personnel in the building through the use of telework with particular attention to those individuals in "high risk" categories.

- Follow OPM guidance for the use of, and accounting for, admin leave, sick leave, and telework.

- Personnel in the building will be assigned on a rotational basis consistent with accomplishment of required NDU/JFSC Business Enterprise requirements.

- Supervisors will set the specific work plan for each employee on telework.

- Accountability/health and welfare will be run through the direct supervisor.

2b. Matrixed Title 5:

- Minimize # of personnel in the building through the use of telework.

- Matrixed employees will follow the general guidance set by JFSC in coordination with functional supervisors at North Campus.

- Matrixed employees will have a telework agreement on file with their respective functional supervisors. Dean of Admin has a record of telework employees.

- Rotational schedules of matrixed employees will be set by the functional manager in coordination with JFSC Dean of Admin.

2c. Contract Employees:

- Follow guidance provided by the respective Contract Officer's Representative (COR).

- Off-Premise work and rotational schedule (if applicable) will be established by the Directorate with overall responsibility and the COR. Dean of Admin will be informed.

- Accountability will be through the COR.

3. Enlisted Community

- All enlisted personnel are placed on a duty from home status, unless directed otherwise by their Department Heads.

- All enlisted personnel will conduct a 0800 phone muster with their Department Heads.

- All enlisted personnel will use VPN-Connect workstations at home to complete work-plans directed by their Department Heads.

4. Exposure Procedures

- Specific guidance for all members of the JFSC workforce who believe they have been exposed, or infected, with COVID 19 is attached.