

COVID-19 Guidance – NDUP Update #2

NDU Shipmates:

On Friday, I shared with you [COVID-19 Guidance - Update #1](#) and indicated that periodic updates would be forthcoming as we refined our academic and enterprise business processes and incorporated additional higher headquarters guidance as it is received.

Before discussing those updates, I first want to thank you all for the great work last week preparing for transaction of our JPME II courses to a distance learning methodology. I know this was a heavy lift by the whole NDU team, but for this phase of our COVID-19 response this was especially true for our faculty and students. It is not too early to begin to think about how we can apply this experience with distance education to our Institutional Improvement efforts. We also need feedback on how our academic and enterprise business support capabilities are enabling or hindering our efforts to deliver curriculum virtually. It is very important that we capture these lessons learned and to that end the Provost will be engaging with our Deans of Faculty and Academic Programs and Institutional Research team to develop an appropriate assessment strategy.

There are two new developments:

1. The continuing spread of the 2019 Novel Coronavirus (COVID-19) necessitated this weekend the immediate implementation of travel restrictions for domestic DoD travel; the attached memo directs restrictions necessary to preserve force readiness, limit the continuing spread of the virus, and preserve the health and welfare of Service members, DoD civilians, their families, and our local communities.
2. On Sunday, the Acting Director for OMB provided Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus. Subsequently, OPM changed the operating status to Open with maximum telework flexibilities to all current telework eligible employees, pursuant to direction from agency heads.

At this time, the Provost and Chief Operating Officer are working with their Directors/Supervisors to explore and offer maximum telework flexibilities to all current telework eligible employees, consistent with operational requirements. I have encouraged them to use all existing authorities to offer telework to additional employees, to the extent their work can be telework enabled. The result of this work will be an operational plan that optimizes functional area capabilities and resources to safely, effectively and efficiently deliver mission-critical functions and other Government services.

Finally, while we are maximizing the flexibilities afforded to us in this time of significant challenge, it is important to note that Administrative Leave is not authorized at this time. Employees in a telework position should work with their Supervisors to maximize their productivity with available telework flexibilities (including but not limited to staggered work schedules and other operational mitigation measures). Any employee in a telework position not choosing to telework and not physically working must request Sick or Annual Leave, unless they have met the requirements under OMB M-20-13.

As noted in Update #1, all guidance can be found on the NDU Coronavirus COVID-19 Update pages in SharePoint (for faculty and staff) at <https://portal.ndu.edu/Pages/Coronavirus-Updates.aspx> and in O365 (for faculty and students) at <https://ndu.sharepoint.com/sites/o365users/SitePages/Coronavirus-Updates.aspx>

Thank you for your dedication to the NDU mission and for your flexibility and patience as we explore a new battle rhythm for delivering education to our students and bringing supporting capabilities to our programs and operations.

r/ FJR

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