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Subject: NAVFAC Southwest Continuity of Operations (COOP) Phase 2
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Attachments: [COVID-19 Definitions.pptx](#)
[20200320 COOP Phase 2 Implementation Guidance.pdf](#)

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Subject: NAVFAC Southwest Continuity of Operations (COOP) Phase 2

For Official Use Only

Good afternoon NAVFAC Southwest Leadership,

BLUF: The purpose of this email is to direct the execution of Phase 2 of NAVFAC Southwest's Phased Continuity of Operations Plan (COOP) in response to "slowing the spread and flattening the curve" of COVID-19.

As a result of the Governor's direction for CA tonight and NORTHCOM setting Health Protection Condition Charlie (Minus) {See attached}, I am directing we shift to COOP phase II.

Remember, COOP phase II sends home Non Essential Non Remote capable on Weather Safety Leave (WSL). In many cases we are already pretty much there.

As reassurance to your folks who may ask, when the Governor talked about essential employees, the mentioned Grocery store workers, Fast Food Drive thru servers etc, so we are not out of alignment with the Governor's intent. Additionally, this declaration is not binding on federal employees. We will be driven by workforce safety and mission requirements. Please be advised that federal employees (active duty and government civilian) are exempt

from the stay-at-home order. If you have been authorized to work by your supervisor prior to this order, please continue to follow the direction of your supervisor and execute Phase II of our COOP according to your workforce category.

This phased COOP is intended to protect the health and well-being of our workforce while maintaining mission readiness to the maximum extent possible. NAVFAC SW remains in Phase II Mitigate, which focuses our actions on sustaining Mission Essential Functions (MEFs) and supporting Critical Fleet Operations throughout all phases of COVID-19 response. Our three priorities are:

- Protecting our people;
- Maintaining mission readiness; and
- Supporting the whole-of-government effort.

For Public Works Officers, FEADS, OICC, ROICCs: Direct the execution of your phased COOP based on YOUR assessment and YOUR guidelines / authorities as they relate to your Base and supported Command's missions. You have the flexibility to tailor these guidelines as applicable to your base's and or team's mission. If you have specific questions related to legal authorities please send those up and our XO/BD/BL/SLs teams will research and respond. If you have specific operational support questions tee those up for the OPS team.

PHASED-APPROACH TO CONTINUITY OF OPERATION (COOP) PLAN FOR NAVFAC SW

PHASE 0: Preparations < COMPLETE

PHASE 1: Implementation of Phase 1 < COMPLETE

EXECUTE PHASE 2:

- 1) The goal is to send a set percentage of the workforce home under both telework and weather / safety authorities to work remotely.
- 2) Employees will be directed to work remotely as much as they are able to via telework, paperwork, personal email, flex hours, etc.
- 3) For the times they are unable to do productive work, they would be in an weather / safety admin leave status. This allows us to reduce our footprint for overall employee safety by reducing the potential for passing the virus – slow the spread, flatten the curve.
- 4) Given that we know the telework bandwidth may be insufficient, it gives our employees a status other than taking annual leave – which would cause many issues as this progresses over the coming months. It also prevents employees from giving up on telework and coming back to work to save annual leave, thereby defeating our safety purpose of slowing the spread and flattening the curve.
- 5) Determinations will be made and documented at the Supervisory level for B|NAVFAC

SW Core (Public Works Officers, FEADS, OICC, ROICCs for field offices) and the execution of Phase 2 includes: Non Mission Essential Remote capable (workload can be accomplished via telework).

- 6) For Military personnel, Supervisors will:
- Execute watch rotation for less critical missions
 - Those not on watch muster via phone/text

COMMANDER'S INTENT

Purpose: To ensure NAVFAC Southwest Mission Essential Functions (MEFs) that directly support Critical Fleet Operations (CFOs) as determined by USMC, COMTHIRDFLT, and Type Commanders are sustained regardless of the scale and scope of an outbreak. As necessary, Base Operating Support (BOS) functions that do not support CFOs may be degraded or deferred to mitigate the threat to personnel executing those functions and/or spread of COVID-19.

Method: In order to protect the workforce throughout the mission, we will focus our efforts through an escalating series of Force Health Protection (FHP) measures as recommended by the Base/Region Public Health Emergency Officers (PHEOs). These measures may include social distancing, stringent cleanliness protocols, use of personal protective equipment (PPE), telework, and restriction of movement (ROM).

Risk Mitigation: Risks will be mitigated by minimizing exposure through Health Protection measures.

End State: Well-managed preparedness, response, and recovery, when balanced against mission requirements, and available manpower, fiscal, and other resources, timely decision-making and action to effect an adequate degree of protection against COVID-19.

COMMANDER'S GUIDANCE

The following functions are Mission Essential Functions (MEFs) that will be sustained in throughout COVID-19 response:

- Fire and emergency medical services
- Port operations
- Air operations
- Force protection
- Safety
- Emergency management (to include crisis action team, battle watch, and regional dispatch)
- Public works (to include transportation and utilities)
- Mass Care, to include housing (all types), galley, Child / Youth Services
- Fleet Logistics San Diego / DLA

- Base and Tenant Command Mission Essential Functions
- Mission Essential Base projects and BOS

Designation of Mission Essential Personnel (MEP):

- Public Works Officers, Business and Support Line Leaders will designate sufficient personnel to ensure workforce availability to execute support missions.
- Personnel required to execute MEFs will be designated as mission essential personnel (MEP) and **MEP (Physical Presence Required)**.
- Only those people directly needed to execute MEF support will be designated as essential; all efforts will be made to identify alternate work locations for personnel responsible for management or indirect support.
- **Depending on Mission Essential Function and or emergent requirements this designation will likely change over the course of time so everyone must remain flexible.**

DIRECTION

The goal is to send an increased percentage of the workforce home, note the key word in COOP is “continuity” especially for Mission Critical Functions for the USMC and Fleet. The execution of Phase 2 means the following employees are directed to remain at home for telework or weather/safety administrative status, as applicable:

- A percentage of Mission Essential Non-Remote Capable personnel. (Note this is a change from previous guidance on COOP Level 2.) For those BLs/SLs, PWDs, OICCs, ROICCs, and FEADs who have not already done so, and where possible designate a percentage of your Mission Essential workforce to remain at home. For example, for Mission Essential Personnel consider developing a rotating schedule, for example Port/Starboard teams, 30% rotating schedule, etc. This will reduce the health risk to our workforce and while maintain critical mission capability for both the short and long-term. Note that this is a graduated response and distinct from COOP Phase 3, which is essentially closure of the Federal workplace.

As a reminder, the following are the personnel who have already been directed to remain at home under Phase 1:

- Non Mission Essential Non-Remote Capable personnel;
- Non Mission Essential Remote Capable personnel;
- Employees at higher risk of susceptibility as identified by the CDC;
- Employees who depend upon public transit; and
- Employees who have children without school or daycare to attend due to closure(s) or higher risk people (as identified by the CDC) at home with them.

We waived requirements for telework agreements, telework training, and telework eligibility in TWMS with implementation of Phase 1 in order to allow our supervisors greater flexibility in

managing the workforce and to save bandwidth/time on paperwork in the near term, Ref: 5 U.S.C. 6504 (d). Employees are directed to work remotely as much as possible via telework, paperwork, personal computers, flex hours, etc.

Phase 2 implementation guidance is contained as an attachment to this e-mail.

PHASED COOP

The following is the last Phase of the NAVFAC Southwest COOP that has NOT yet been implemented:

- PHASE 3: When directed by the NAVFAC Southwest Commanding Officer, execution of Phase 3 includes:
 - 1) Directing Mission Essential Non-Remote Capable personnel to remain at home, and is essentially closure of the Federal Workplace.
 - 2) Note that some critical functions still require on-site workers to perform duties, similar to a weekend or federal holiday.

WORKPLACE AND PERSONAL HYGIENE

Your health and safety is of utmost importance to me. As a reminder:

- Wash your hands often with soap and water for 20 seconds.
- Use a hand sanitizer that contains 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- As much as possible, keep a distance of six feet between yourself and other people.
- Stay at home if you are sick.
- Have only essential personnel attend meetings and provide a recap for those that cannot attend.
- Use VTC or conference calls to connect with larger groups.

Some common definitions related to COVID-19 are attached.

MY ASK AGAIN... TAKE CARE OF YOURSELVES & EACH OTHER!

- Look out for each other, go home if you are sick, work with your supervisor as appropriate for telework or leave, and practice social distancing, etc...
- I know the concerns are escalating, and with the actions and directives continue to flow in, let's continue to navigate this together.
- For our supervisors, this is an opportunity for good judgement and leadership.
- Many of us are already within the "at risk population" because of age, we have elderly family members we want to protect, and we have children being sent home from school that need our love and care....
- Let's keep looking out for each other, let's do it at a distance or via phones when we can.

Stay Healthy – Stay Safe - Keep Charging!

Very Respectfully,

CAPT Mike Oestereicher, CEC, USN

Commanding Officer, NAVFAC Southwest &

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NAVFAC SOUTHWEST
COOP PHASE TWO IMPLEMENTATION GUIDANCE

The intent of this document is to provide guidance for NAVFAC Southwest employees in implementing **Phase 2** of the Command’s Continuity of Operations Plan (COOP). The phased COOP is intended to protect the health and well-being of our workforce while maintaining mission readiness to the maximum extent possible. Our three priorities are:

- Protecting our people
- Maintaining mission readiness; and
- Supporting the whole-of-government effort.

Business/Support Line Leaders, Public Works Officers, FEAD Directors, OICCs, and ROICCs have the flexibility to tailor these guidelines as applicable to meet individual base or team mission.

The main difference between this Phase 2 guidance and COOP Phase 1 guidance is the designation of personnel who are directed to remain at home for telework or safety/administrative status.

Supervisor:

In addition to those directed under Phase 1 to remain at home for telework or weather/safety administrative status, direct the following employees to remain at home for telework or weather/safety administrative status, as applicable:

- A percentage of Mission Essential Non-Remote Capable (physical presence required) personnel. (Note this is a change from previous guidance on COOP Level 2.)
 - a. For those BLs/SLs, PWDs, OICCs, ROICCs, and FEADs who have not already done so and where possible, designate a percentage of your Mission Essential workforce to remain at home.
 - b. For example, for Mission Essential Personnel consider developing a rotating schedule, for example Port/Starboard teams, 30% rotating schedule, etc.
 - c. This will reduce the health risk to our workforce and while maintain critical mission capability for both the short and long-term.
 - d. Note that this is a graduated response and distinct from COOP Phase 3, which is essentially closure of the Federal workplace.

Additional Guidance:

Supervisors may temporarily authorize Maxi-flex (with no core hours and no defined tour of duty) for maximum flexibility in support of continuity of operations. Employees will use the “in” “out” feature within SLDCADA and add a note “authorized flexible schedule for COVID 19 COOP.”

Previous Phase 1 Guidance applies and is included as Enclosure (1).

NAVFAC SOUTHWEST
COOP PHASE ONE IMPLEMENTATION GUIDANCE

The intent of this document is to provide guidance for NAVFAC Southwest employees in implementing **Phase 1** of the Command's Continuity of Operations Plan (COOP). The phased COOP is intended to protect the health and well-being of our workforce while maintaining mission readiness to the maximum extent possible. Our three priorities are:

- Protecting our people
- Maintaining mission readiness; and
- Supporting the whole-of-government effort.

Business/Support Line Leaders, Public Works Officers, FEAD Directors, OICCs, and ROICCs have the flexibility to tailor these guidelines as applicable to meet individual base or team mission.

Supervisor:

1. Direct the following employees to remain at home for telework or weather/safety administrative status, as applicable:
 - a. Non Mission Essential Non-Remote Capable personnel;
 - b. Non Mission Essential Remote Capable personnel;
 - c. Employees at higher risk of susceptibility as identified by the CDC;
 - d. Employees who depend upon public transit;
 - e. Employees who have children without school or daycare to attend due to closure(s) or higher risk people (as identified by the CDC) at home with them.
2. Ensure you have multiple methods of contacting your employees, including home and personal cell phones and personal e-mail.
3. Ensure Non Mission Essential Non-Remote Capable employees have some productive work to perform while at home. This includes mandatory training, online training, policy and SOP review, continuous learning, etc.
4. Ensure employees secure spaces appropriately.
5. On a daily basis, contact your personnel via conference call, phone, text, etc. to discuss planned work, etc. for all personnel that are teleworking or those who are directed to work remotely as a result of the phased COOP. Conference call lines can be reserved as outlined in the attached. DCS can also be used for group collaboration. Directions are contained in the Remote Access Options attachment on the next page and available at the following link:
[https://hub.navy.mil/webcenter/portal/sw/SW+Home.](https://hub.navy.mil/webcenter/portal/sw/SW+Home)



Conference call
availability and rese

6. Place employees on weather/safety administrative leave:
 - a. If taskings are complete and no additional work can be conducted remotely. Supervisors should proactively focus on training, process review, etc. to the maximum

- extent practical to limit time employees spend on weather/safety administrative leave. This may change on a daily basis.
- b. For time periods in which the employee cannot perform productive work, examples of which include dependent care requirements that preclude accomplishment of work even when in telework status and maximum work schedule flexibilities (i.e. maxiflex) are applied. DCPAS Advisory 2020024 authorizes civilians to telework in an emergency with a child or other person requiring supervision at home, and 5CFR 630.1603, in which weather/safety administrative leave is authorized for conditions that prevent an employee or group of employees from safely traveling to or safely performing work at an approved location. When an employee can no longer perform duties in telework status, the employee must notify the supervisor and the supervisor will determine whether to place the employee in weather/safety administrative leave status. Supervisors are to authorize maxiflex work schedules to ensure employees minimize the need to use paid leave.
7. Ensure employee time is accurately reflected in SLDCADA.
 - a. For regular work accomplished at home, SLDCADA Code RG shall be used with an Environmental Code of TS for telework.
 - b. If a supervisor authorizes weather/safety admin leave, employees will use SLDCADA Code LN with an Environmental hazard code of PS.
 - c. Contact LER or the Payroll Team if there are any questions about weather and safety leave.
 8. Inform personnel if emergent mission requirements require recall to work on site.
 9. Ensure contracts for employees hired through staffing contracts are modified as necessary to meet COOP Phase 1 intent.
 10. Notify employees if HPCON level or COOP Phase implementation changes as soon as feasible.
 11. Notify employees when COOP is discontinued and when employees are expected to return safely back to work as soon as feasible.

Employee:

Prior to departing your workspace:

1. Verify your work category with your supervisor.
2. If you will be working remotely forward your phone to the number you would like to receive calls.
3. To forward your work **phone** to a home number, the process is: *12 -9 -1 + your 10 digit home number. #72 un-forwards the phone after the service is no longer required.
4. If you are a non-remote capable employee (meaning you won't be teleworking or taking calls), update your voicemail at work utilizing this voicemail script: "I will be out of the office for the duration of the current health situation. In my absence please contact (list of POCs and numbers to reach them)."
5. If you are a non-remote capable employee (meaning you won't be teleworking), set up your out of office **e-mail** to state: "I will be out of the office for the duration of the current

- health situation. In my absence, please contact (list of POCs or list specific program backups) at (office email address(es)).” Employees who will be teleworking do not need to set up an out of office message as they will be answering e-mail remotely.
6. Clear out MS Outlook e-mail to free up space as mailbox sizes cannot be increased and perform a green shutdown before you leave.
 7. If you have a SIPRNet account, log in prior to departure, as it’s currently unclear whether the 30 day requirement for logging in before account disablement will be relaxed.
 8. If applicable, bring your government issued laptop home with you.
 - a. For Remote Capable employees, primary means of accomplishing telework should be a government issued laptop.
 - b. Should you need to utilize a CAC-enabled NMCI keyboard with a personal computer to gain access, notify your supervisor, as it CANNOT be plugged back into a government computer upon return to work and will need to be replaced.
 - c. Use of personal email accounts (Gmail, Yahoo, MSN, ETC.) to conduct official government business is NOT authorized.
 9. Secure your workspace, including:
 - a. Dispose of or take home any perishable items (food, etc.), sanitize and secure your work area.
 - b. Postpone or cancel any recurring water deliveries into your work area.
 - c. Close all windows in your spaces before departing your office space.
 - d. Turn off and unplug any electronic devices in your area that you will not use while in a telework status.
 - e. Ensure sensitive, PII, and personal items are appropriately stored and secured.
 - f. Ensure your space is locked, if applicable, prior to departure.

While in telework or weather/administrative leave status:

1. Check whether you can access systems via VPN or OWA via government issued laptop. VPN access is extremely limited. OWA is the preferred method of remotely accessing e-mail. Remote access options and guidance on the effective use of remote work options are attached and available via the following link:
<https://hub.navfac.navy.mil/webcenter/portal/sw/SW+Home>.



Remote Access
Options_Final_V1.0

2. A list of commonly used applications and whether they can be accessed without a VPN is available on the NAVFAC SW Portal at the above link. Notify your supervisor immediately if you cannot access required systems or applications. Your immediate supervisor will determine next steps.
3. Maintain a safe work area for teleworking within your home. Eliminate distractions wherever possible.
4. Notify your supervisor as soon as possible if you are injured or become ill or sick while teleworking.

5. Follow all requirements regarding protecting sensitive data and PII. Employees are NOT authorized to take Classified (e.g. Confidential and Secret) documents home. Contact your supervisor if there is an emergency regarding the need to access classified information.
6. Protect government records/assets from theft, damage etc. Secure your home work area when not in use.
7. Notify your supervisor daily when you commence and suspend telework, including planned and accomplished actions and whether you intend to use weather/safety administrative leave.
8. Participate in conference calls or other communications as dictated by your supervisor.
9. The immediate Supervisor is authorized to place you on weather/safety administrative leave when taskings are completed and no additional taskings are required. Note this may change on a daily basis.
10. Accurately annotate each workday during this period utilizing the appropriate SLDCADA codes.
 - a. Follow guidance noted above under Supervisor, paragraphs 6 and 7.
 - b. Contact your supervisor if you have any questions about weather and safety leave.
 - c. A worksheet is included below to assist with tracking.



Worksheet in
Timekeeping.xlsx

11. Be prepared to be recalled to work on site by your supervisor or other leadership if emergent mission requirements dictate your physical presence and report as directed.
12. Report to work as directed when COOP is discontinued.

COVID-19 Definitions/Terms of Art



To ensure accurate use of common terms, the following CDC Definitions are provided:

- **Quarantine:** quarantine in general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.
- **Isolation:** isolation means the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by Federal, State, or local public health order.
- **Social Distancing:** social distancing means remaining out of congregate settings, avoiding local public transportation (e.g., bus, subway, taxi, ride share, etc.), and maintaining distance (approximately 6 feet or 2 meters) from others. If social distancing is recommended, presence in congregate settings or use of local public transportation should only occur with approval of local or State health authorities.
- **Stay Home:** (not commonly used by DoD but utilized by CDC on their website): stay home for 14 days from the time you left an area with widespread, ongoing community spread (level 3 travel health notice countries) and practice social distancing. Stay at home. This action is further delineated into the areas below which define how the individual will be monitored.
- **Self-Monitoring:** means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the Self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.