

From: [Redacted]  
To: [Redacted]

Subject: CIG WORKFORCE UPDATE 02APR20  
Date: 2020/04/02 20:56:08  
Priority: Normal  
Type: Note

(b)(3):10 USC 424;(b)(6)

Classification: ~~UNCLASSIFIED//FOUO~~

x

# (U) CIG Workforce Update

(U) DIA is now at Health Protection Condition (HPCON) Charlie.

02 April 2020/1700 EST

## BREAKING NEWS

[Redacted Content]

(b)(3):10 USC 424

~~(U//FOUO)~~ PERSONNEL TRAVEL RESTRICTIONS

(b)(3):10 USC  
424

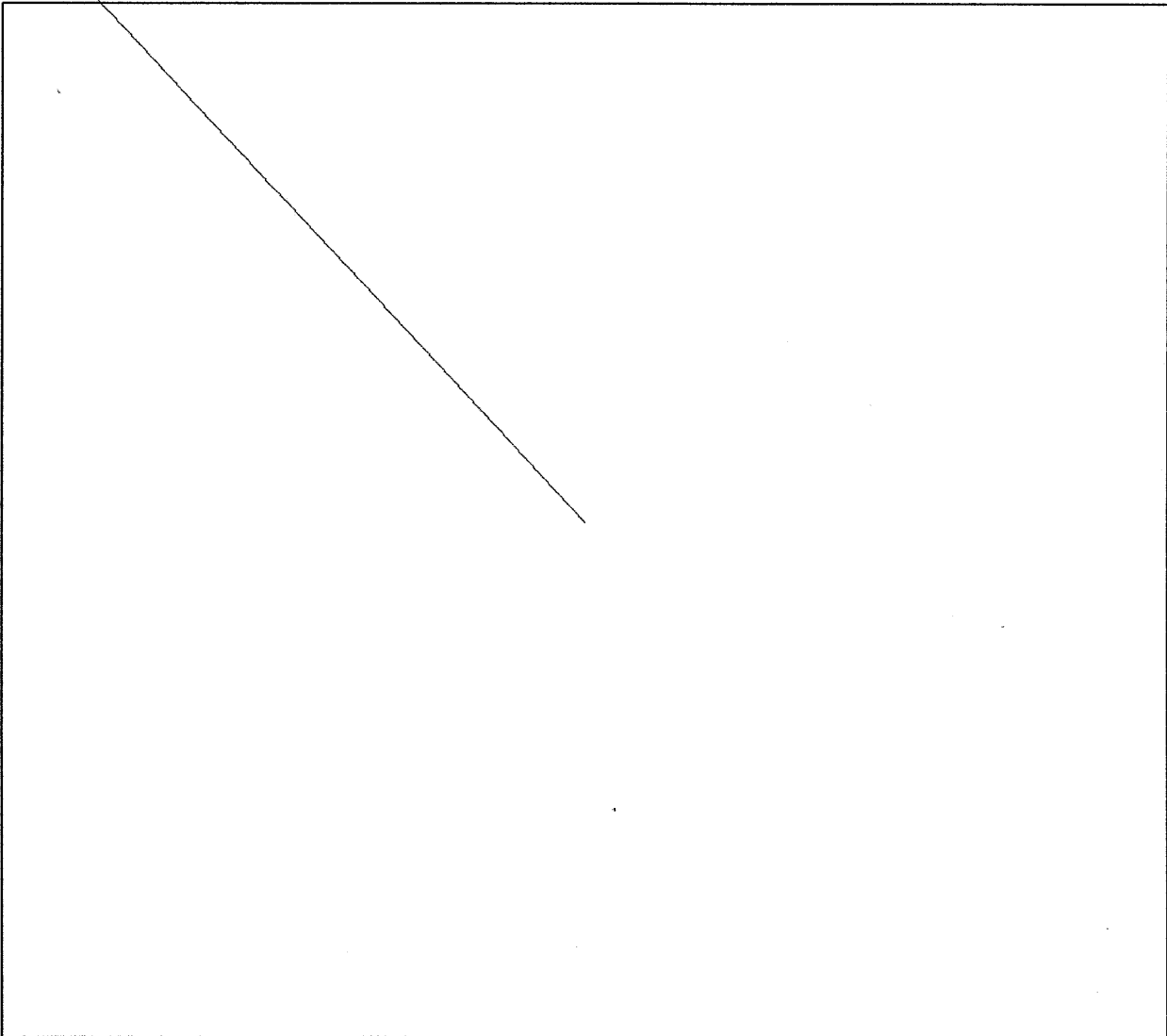
(U) Travel among the [redacted] DIA facilities [redacted]

[redacted] To reduce risk of infection, and possible cross-contamination, minimize travel between the different DIA buildings. For example, if you work at Reston and need to communicate with HQ, call or utilize a Tandberg whenever possible.

- (U) If you, or someone living with you, **traveled to/from, or stopped in**, any foreign country, or the states of California, Colorado, Florida, Louisiana, Massachusetts, New Jersey, New York, Texas, and/or Washington within the past 14 days, you may not access any DIA facility. You must return home and self-monitor for 14 days before requesting a medical clearance to return to work. If you have symptoms, such as cough, fever, or shortness of breath, call your medical provider and notify your supervisor for further guidance. In keeping with the Governors of Maryland, Virginia, and District of Columbia "Stay-at-Home" orders, travel should be limited to home and duty station, unless traveling for gas, food, and medical emergencies, or as stated in the Executive Orders. Continue to maintain social distancing of at least six feet from any person while in public. This new guidance is intended to minimize exposure to you and your fellow employees.

Links: [Maryland Executive Order](#) | [Virginia Executive Order](#) | [D.C. Executive Order](#)

(b)(3):10  
USC 424



(b)(3):10 USC 424

**\*\*Important Recurring Data\*\***

**I. (U) DIA Director Critical Information Requirements** (Top of Page)

(b)(3):10  
USC 424

(U) LTG Ashley requests that all employees avoid inadvertently spreading possible contagions by going straight to their desks upon arriving at work. Detours and delays increase the potential risk of infection. Practice social distancing by avoiding face-to-face meetings and conducting business by telephone, [redacted] or other available options. Try to avoid touching surfaces and use body parts other than fingers (e.g., elbows or wrists) when you must. Use the hand sanitizer located at the main entrances and dispersed throughout the building.

**\*\*End Important Recurring Data\*\***

**II. (U) Travel Guidance** (Top of Page)

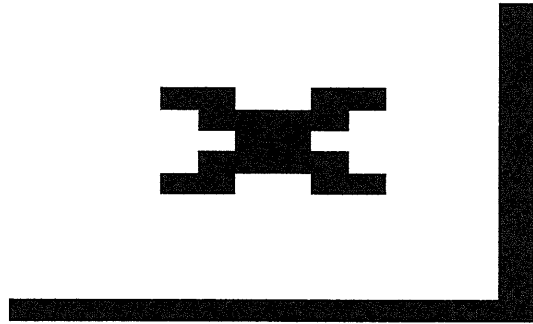
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**(U) To return to work, even though the DIA Clinic is closed, you MUST still call [redacted] for authorization before you return to duty.**

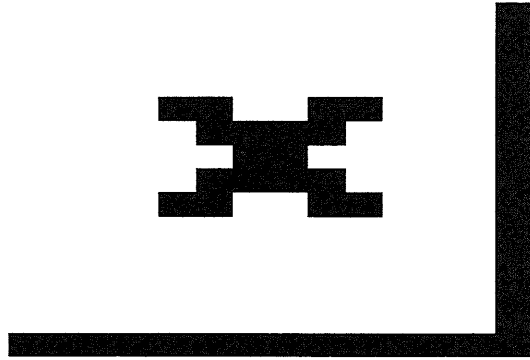
Map is UNCLASSIFIED

SOURCE: World Health Organization



**(U) CONUS COVID-19 Statistics:**  
Map is UNCLASSIFIED

SOURCE: Center for Disease Control 02 April 2020



(b)(3):10 USC 424

(U) So, how should you handle grocery shopping? See Appendix A.

(U) How long can the COVID-19 virus stay in the air and on surfaces? See Appendix B.

(U) COVID-19 Increased Risks. See Appendix C.

(U) COVID-19 Diagnosis

(U) Medical providers will evaluate patients with symptoms of illness, including symptoms of COVID-19 (cough, fever, and shortness of breath), by completing a diagnostic assessment that includes, but is not limited to, the following: history of present illness and symptoms (the most important part of the evaluation), travel history/exposure history, past medical history, family medical history, current medications, and social history.

(U) Medical providers will then order laboratory and other tests to assist with making a diagnosis. These tests may include blood tests, strep tests, and flu tests.

(U) Given the severe shortage of COVID-19 laboratory tests and personal protective equipment (PPE), not all patients presenting COVID-19 symptoms will be tested. Medical providers are following CDC guidance along with clinical judgment to determine if a COVID-19 laboratory test will be ordered.

(U) Medical providers will then make a diagnosis to a reasonable degree of medical certainty:

- (U) A confirmed case/diagnosis based on medical provider diagnostic assessment of clinical symptoms and a COVID-19 positive laboratory test.
- (U) A presumptive clinical case/diagnosis case based on medical provider diagnostic assessment of clinical symptoms and without a COVID-19 laboratory test.

(U) Medical providers will initiate a COVID-19 treatment plan for both groups of patients.

(U) The CDC definition of a presumptive case of COVID-19 is different from a presumptive clinical case/diagnosis made by a medical provider. Per the CDC, a presumptive case of COVID-19 meant that a state laboratory confirmed a positive laboratory test for COVID-19, but the CDC laboratory had not confirmed it yet.

(U) If you think you might be getting sick, stay at home! Please do not threaten the safety of your co-workers!

~~(U) (FOUO)~~ If you are out for self-monitoring for COVID-19, have a test pending for COVID-19, tested positive for COVID-19, or were diagnosed with COVID-19, you are not permitted back into any DIA facility until you have been approved by the DIA Surgeon General. This applies to ALL personnel working in ALL DIA facilities (military, civilian, or contractor). Absolutely no one can approve you coming back into the building other than the DIA Surgeon General, who can be contacted at

(b)(3):10 USC 424

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(U/~~FOUO~~) How to Contact OSG and Get Cleared: Employees, or supervisors on behalf of their employees, may request medical clearance, by sending an email on [redacted] OSG will need the name and contact number(s) for the employee.

[redacted]  
(b)(3):10 USC 424

(U) Please remember it is important to continue practicing social distancing, hand hygiene, and respiratory hygiene to minimize your risk of exposure to and transmission of COVID-19.

(b)(3):10 USC 424

**V. (U) Office of Human Resources Update** (Top of Page)

(U) Civilian employees, on military duty for more than 30 days, are entitled to Federal Employees Health Benefits (FEHB) coverage for up to 24 months. Further, employees activated under a contingency operation, may be entitled to an additional 22 days of military leave per calendar year. A full list of benefits available to DIA employees serving on active military orders will be posted to the CIGG website later this week.

(U) CIO Updates to Admin Leave Coding for Timecards



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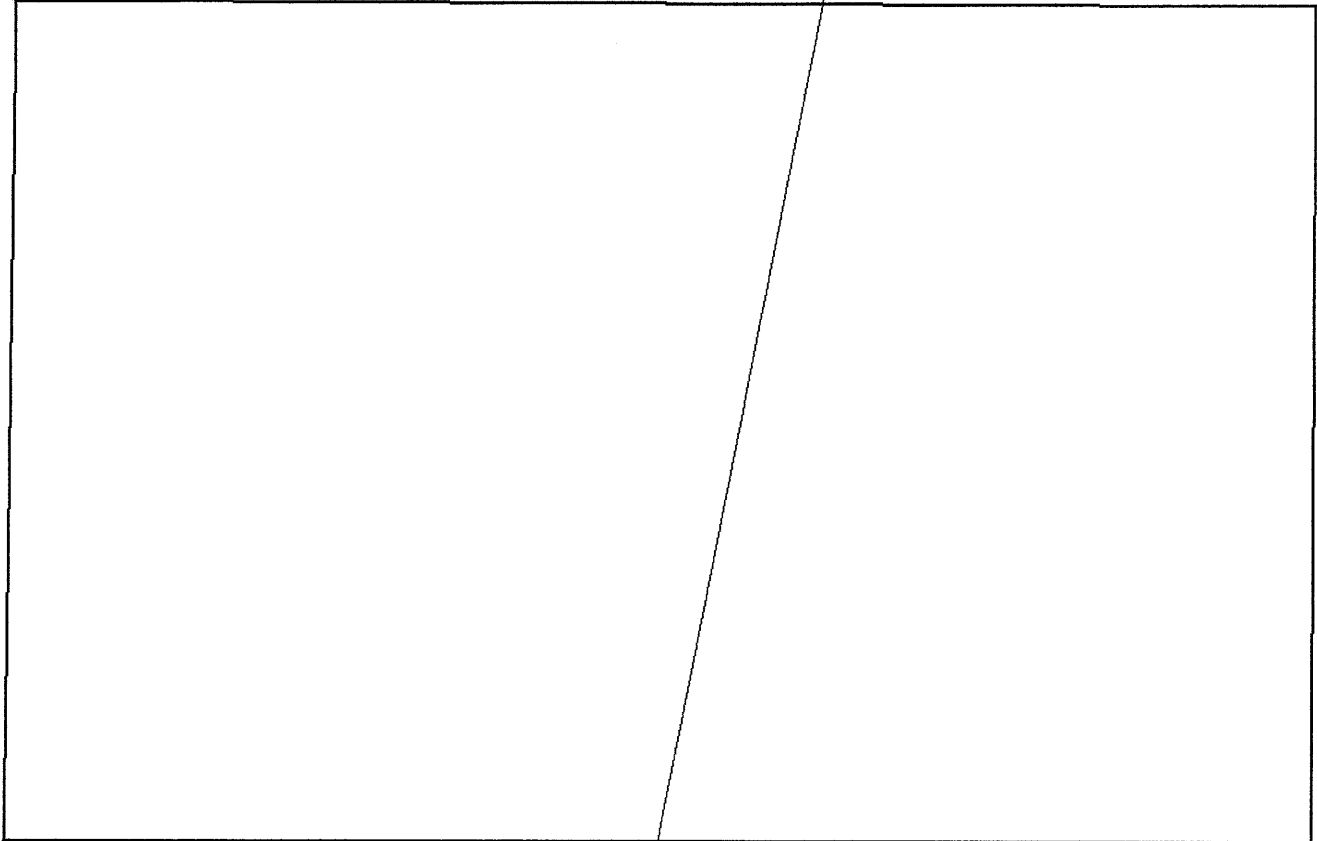
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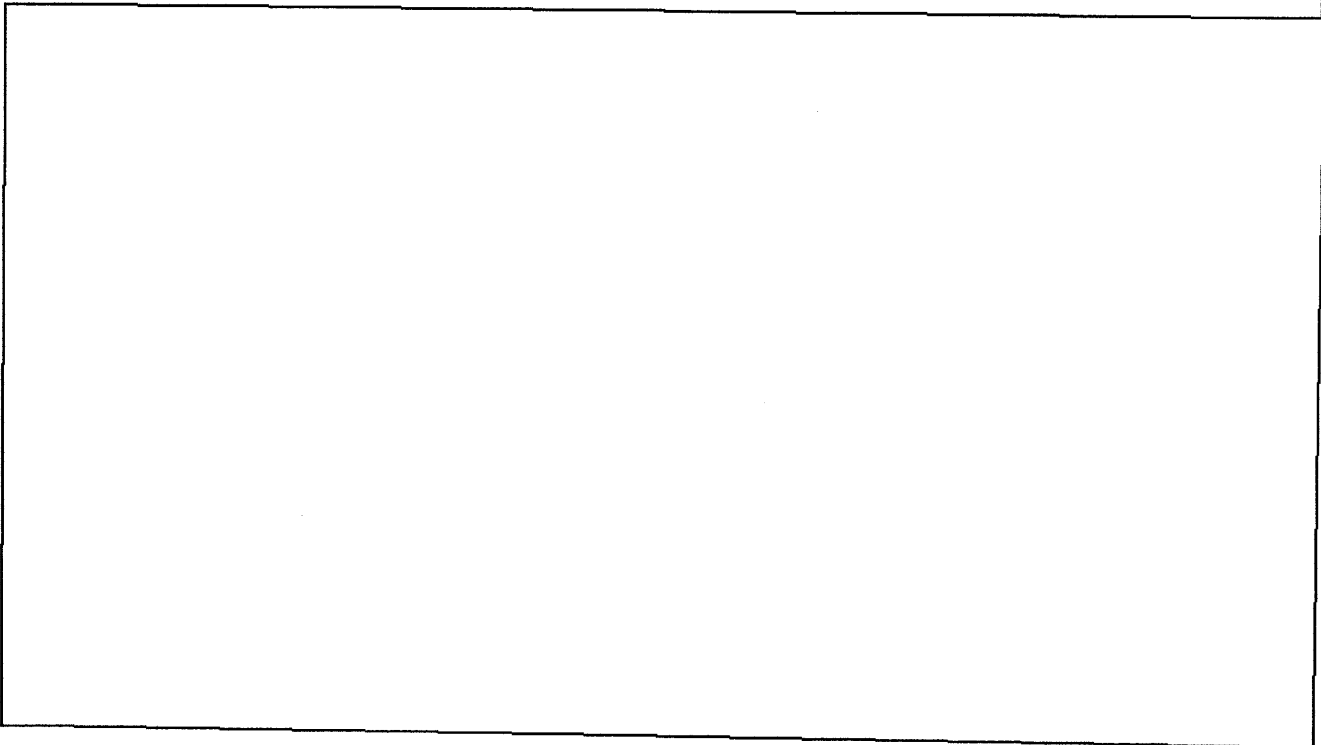
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(b)(3):10 USC 424



(U) To reduce risk of infection, and possible cross-contamination, do not move between different DIA buildings. If you work at Reston and need to communicate with HQ, use a phone/Tandberg whenever possible.



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(b)(3):10 USC 424;(b)(3):50 USC 3024(i)

**XIII. (U) Office/Special Office/IIC Information** (Top of Page)

(U) The DI's top priority continues to be "protect the workforce." As such, DI has implemented a manning plan that seeks to optimize the available workforce, by limiting the number of officers in the workplace at any given time (the target being 25 percent), and by establishing a strategic reserve used to supplement gaps due to illness, isolation, daycare needs, or at-risk personnel not available.

(U) [REDACTED] The exceptions in DI are NCMI and MARS, which continue to operate with 100 percent of available personnel, working daily on these critical mission areas.

(U) [REDACTED] These are officers aligned to perform DI's mission-essential functions on a week-on/week-off schedule. Each team represents ~25 percent of the respective offices' overall manning, with some variations due to mission requirements. In all cases, DI leaders are constantly reviewing requirements to ensure only those officers necessary are in the workplace. In addition to overall numbers, DI is ensuring that social distancing is enforced in all

(b)(3):10  
USC 424



(b)(3):10 USC 424;(b)(3):50 USC 3024  
(i)

that we do, including meetings and seating assignments. These safe operating procedures are critical to protecting the strategic reserve [redacted]

(U) [redacted] This is DI's strategic reserve. DI has already cross-leveled the Directorate to ensure that NCMC has personnel aligned to all critical tasks.

(U) [redacted] officers who are not available to work right now. This includes officers identified as "At Risk", have daycare requirements, are in self-isolation, or are sick.

[redacted] priority, for those not sick or performing daycare, is telework.

(b)(3):10 USC 424;(b)(3):50 USC 3024(i)

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### (U) If You're Picking Up Prepacked Groceries

(U) The steps are basically the same for this option as for delivery. If you've ordered and are merely having someone put the groceries in your car in a parking lot, consider opening your car door yourself rather than having the person bringing the items to your car touch the handle. If you can tip on a supermarket's app, do so rather than handing over cash.

### (U) If You're Buying Groceries In A Store

(U) A key way to prevent the virus's spread is to stay six feet away from other people. Here are a few other ideas:

(U) Go shopping at a time that's less busy. If you type in the store's name and location in Google search, a box often will pop up showing when foot traffic there is highest.

(U) Take germicide (hand sanitizer/wipes) with you. Some stores offer wipes to disinfect carts before and after you shop. If they do not, bring your own wipes and wipe your cart yourself.

(U) Use a credit or debit card. That way, you don't have to hand over bills or receive change. Also, use your own pen to sign receipts. If you can, use a virtual payment system so that you don't have to open your wallet at all.

### (U) Appendix B. (Top of page)

(U) A recent study from National Institutes of Health, CDC, UCLA and Princeton University scientists in The New England Journal of Medicine published findings about how long the virus strand that causes COVID-19 can live on surfaces and in the air.

(U) According to the report, SARS-CoV-2 (the virus) is detectable for:

(U) Up to 3 hours in aerosols (droplets in the air).

(U) Up to 4 hours on copper.

(U) Up to 24 hours on cardboard.

(U) Up to 3 days on plastic and stainless steel.

(U) Due to the virus' sustainability in the air and on these surfaces, infected individuals may be spreading the virus unknowingly. This study reinforces the recommended guidance from the CDC to help prevent the spread of germs. For more information on this study, search the New England Journal of Medicine for DOI: 10.1056/NEJMc2004973.

### (U) Appendix C. (Top of page)

(U) Underlying Medical Conditions That May Increase the Risk of Serious COVID-19 for Individuals of Any Age

(U) Blood disorders (e.g., sickle cell disease or on blood thinners).

(U) Chronic kidney disease as defined by your doctor. Patient has been told to avoid or reduce the dose of medications because of kidney disease, or is under treatment for kidney disease, including receiving dialysis.

(U) Chronic liver disease as defined by your doctor (e.g., cirrhosis, chronic hepatitis). Patient has been told to avoid or reduce the dose of medications because of liver disease or is under treatment for liver disease.

(U) Compromised immune system (immunosuppression) (e.g., seeing a doctor for cancer and treatment such as chemotherapy or radiation, received an organ or bone marrow transplant, taking high doses of corticosteroids or other immunosuppressant medications, HIV, or AIDS).

(U) Current or recent pregnancy in the last two weeks.

(U) Endocrine disorders (e.g., diabetes mellitus).

(U) Metabolic disorders (such as inherited metabolic disorders and mitochondrial disorders).

(U) Heart disease (such as congenital heart disease, congestive heart failure, and coronary artery disease).

(U) Lung disease, including asthma or chronic obstructive pulmonary disease, (chronic bronchitis or emphysema) or other chronic conditions associated with impaired lung function or that require home oxygen.

(U) Neurological, neurologic, and neurodevelopment conditions (including disorders of the brain, spinal cord, peripheral nerve, and muscle, such as cerebral palsy, epilepsy (seizure disorders), stroke, intellectual disability, moderate to severe developmental delay, muscular dystrophy, or spinal cord injury).

(b)(3):10 USC 424

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(U) During the Coronavirus Disease 2019 (COVID-19) pandemic, DIA will leverage telework flexibilities to maximize personnel dispersion and prevent disease transmission. Effective immediately, DIA organizations will make a management decision regarding telework eligibility for each employee to perform unclassified telework based on mission need and the nature of the individual employee's work.

(U) Supervisor approval is required prior to telework. Those employees deemed telework-eligible by their management will be directed to telework from home and instructed not to return to their duty stations until further notice.

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02 April 2020/1700 EST

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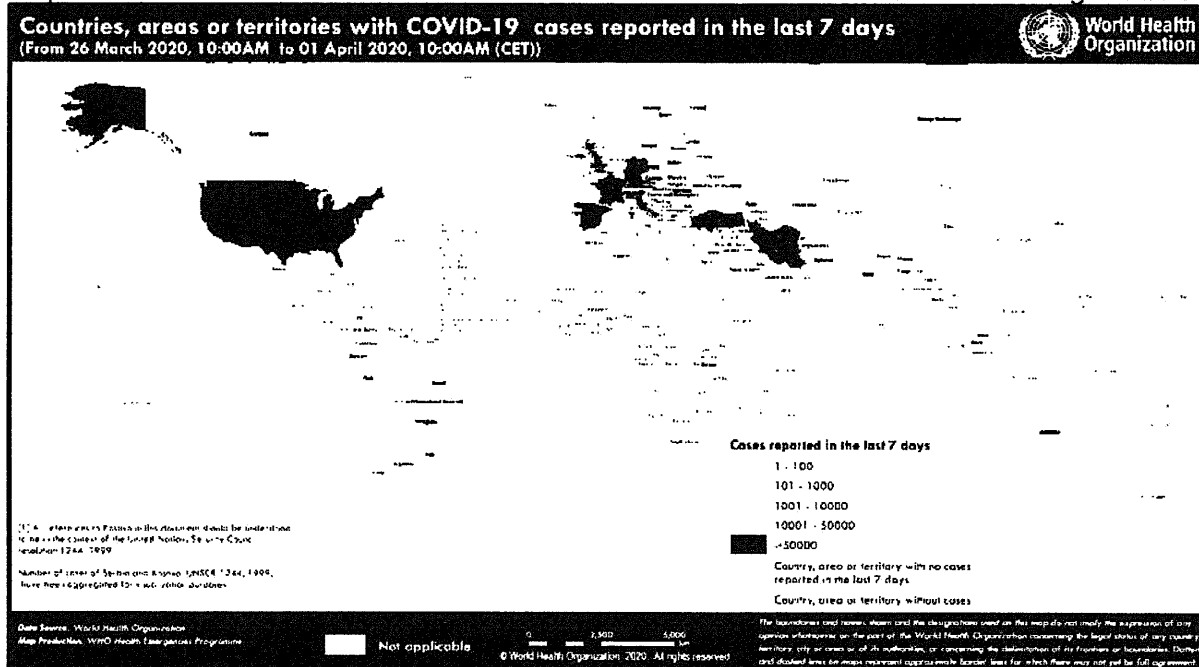
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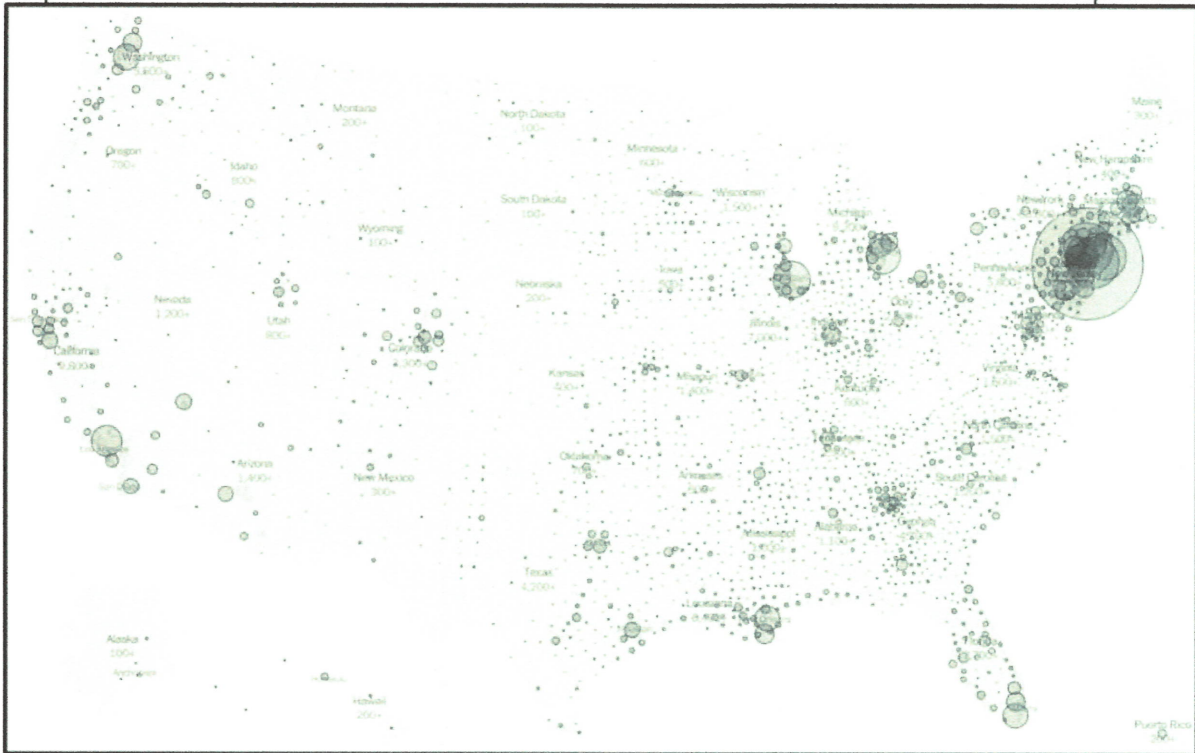


Figure 2: Reported Cases

**\*\*New Data\*\* ICOD 02 0600L APRIL 2020**

(U) 214,461 (+26,214) confirmed cases

(U) 4,841 (+920) deaths

(U) States of Interest:

- (U) Alabama: 1,106 (+107) confirmed cases; 28 (+15) deaths
- (U) Colorado: 3,346 (+356) confirmed cases; 80 (+12) deaths
- (U) District of Columbia: 586 (+91) confirmed cases; 11 (+2) deaths
- (U) Florida: 7,765 (+1,024) confirmed cases; 100 (+15) deaths
- (U) Hawaii: 258 (+34) confirmed cases; 1 (+0) deaths
- (U) Illinois: 6,980 (+986) confirmed cases; 146 (+39) deaths
- (U) Maryland: 1,985 (+323) confirmed cases; 33 (+15) deaths
- (U) Nebraska: 249 (+56) confirmed cases; 5 (+1) deaths
- (U) Virginia: 1,511 (+261) confirmed cases; 34 (+7) deaths

(U) Source: Centers for Disease Control and Prevention

**\*\*End New Data\*\***

**III. (U) DIA Surgeon General Update** (Top of Page)

(U) So, how should you handle grocery shopping? See Appendix A.

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[Redacted]

(b)(3):10 USC 424;(b)(3):50 USC 3024  
(i)

been diagnosed COVID-19 positive, will have their DIA intelligence community badges turned off until they are approved for return by the Surgeon General.

~~(U//FOUO)~~ How to Contact OSG and Get Cleared: Employees, or supervisors on behalf of their employees, may request medical clearance, by sending an email on NIPR or JWICS. OSG will need the name and contact number(s) for the employee.

- NIPR: (b)(3):10 USC 424

- JWICS: (b)(3):10 USC 424

(U) Those employees without email access will need to call (b)(3):10 USC 424

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(b)(3):10 USC 424;(b)(3):50 USC 3024(i)



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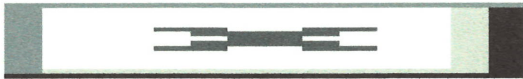
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<b>To:</b>	
<b>Subject:</b>	CICG WORKFORCE UPDATE 06APR2020
<b>Date:</b>	2020/04/06 22:33:37
<b>Priority:</b>	Normal
<b>Type:</b>	Note

Classification: ~~UNCLASSIFIED//FOUO~~

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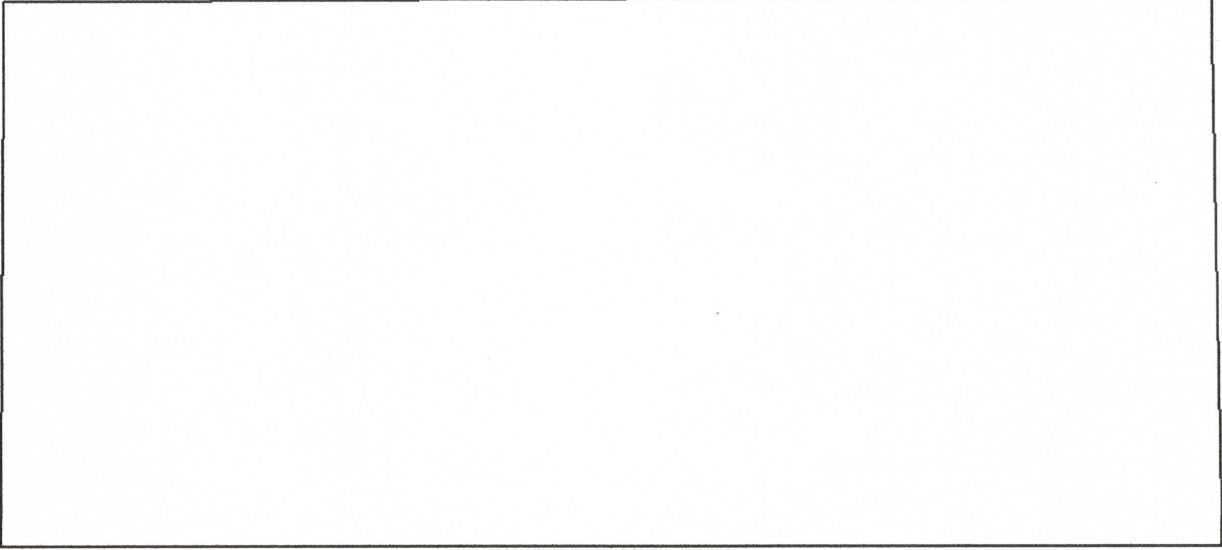
(b)(3):10 USC 424;(b)(6)

06 April 2020/1700 EST



DIA Health Protection Condition (HPCON): Charlie OPORD

**(U) If you might be getting sick, stay home!** Please do not threaten the safety of your coworkers by reporting to work when feeling sick. Disregarding this notice may be construed as failure to follow guidance, and could result in administrative action.



(b)(3):10 USC 424



Resource Page: [www.dia.mil/coronavirus](http://www.dia.mil/coronavirus) \*\* Due to the evolving situation, you are advised to regularly check the DIA website and the CIG SharePoint site, read the Workforce Update Daily, and maintain contact with your supervisor. \*\* For the latest information on COVID-19, please consider visiting the websites for the Center for Disease Control and Prevention (CDC) and/or the World Health Organization.

**(U) Message from the Director**

Team,

(U) As you're likely aware, the CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain.

(U) Based on Secretary of Defense guidance (published April 5, 2020), effective immediately and to the extent practical, all individuals within DIA facilities should wear a cloth face covering when they cannot maintain six feet of social distance. This guidance includes military personnel, civilian employees, contractors, and all other individuals who enter DIA facilities.

(U) To facilitate compliance with this new guidance, I am temporarily relaxing the current appearance standards for personnel in DIA facilities as they relate to visual identification. The wearing of a protective facemask is, effective immediately, authorized in DIA facilities. However, full-face covering masks or Halloween-type masks are not permitted. Additionally, employees must comply with security and/or law enforcement officials' request to lower or remove masks completely for visual identification, this includes at checkpoints.

(U) Since many stores are sold out of facemasks, you're encouraged to fashion face coverings from household items or common materials, such as clean T-shirts, bandanas, gaiters, cloth napkins or other cloths that can cover the nose and mouth area. There are several tutorials for making cloth face coverings on the CDC webpage or U.S. Surgeon General web pages.

(U) If you're making your own face covering, ensure that they fit appropriately. The proper wear includes fitting snugly but comfortably against the side of your face, must secure with ties and ear loops, and include multiple layers of fabric but allow breathing without restriction.

(U) Keep in mind, coverings must be routinely laundered and machine-dried without damage to or change in shape. Properly removing the mask means avoiding touching eyes, nose, or mouth, and washing hands immediately after removal.

(U) It's important that we all do our part to reduce the spread of this virus. Wear your mask when in close quarters.

Thanks

Be safe

VR, Bob

(NOTE: See message w/links on NIPR.)

**(U) DIA Director Critical Information Requirements** All employees should avoid inadvertently spreading possible contagions by going straight to their desks upon arriving at work. Detours and delays increase the potential risk of infection. Practice social distancing by avoiding face-to-face meetings and conducting business by telephone, VOIP, Tandberg, or other available options. Avoid touching surfaces and use

body parts other than fingers (e.g., elbows or wrists) when you must. Use the hand sanitizers at the main entrances and dispersed throughout the building.

(b)(3):10 USC 424

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Withheld pursuant to exemption

(b)(3):10 USC 424

of the Freedom of Information and Privacy Act

**\*\*New Data\*\***

-

**(U) Question:** Was the cleaning staff given additional guidance on how to best keep the building safe?

**(U) Answer:** Yes, they have received instruction from the Surgeon General, as well as guidance and training from their company, which follows OSHA and CDC guidance.

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**\*\*End New Data\*\***

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**~~(U//FOUO)~~ DIA Surgeon General Update** If you are self-monitoring, have a test pending, tested positive, or were diagnosed with COVID-19, you are not permitted into any DIA facility until you have been approved by the OSG. This applies to ALL personnel working in ALL DIA facilities (military, civilian, or contractor). Absolutely no one can approve you coming back into the building other than the OSG. OSG will need the name and contact number(s) for the employee. Individuals sent home for self-monitoring, individuals with pending or positive COVID-19 tests, or who have been diagnosed COVID-19 positive, will have their DIA IC badges turned off until they are approved for return by the OSG.

(b)(3):10 USC 424

**(U) Travel Guidance** If you, or someone living with you, **traveled to or from, or stopped in**, any foreign country, or the states of California, Colorado, Florida, Louisiana, Massachusetts, New Jersey, New York, Texas, or Washington within the past 14 days, you may not access any DIA facility. You must return home and self-monitor for 14 days before requesting a medical clearance to return to work. If you have symptoms, such as cough, fever, or shortness of breath, call your medical provider and notify your supervisor. In keeping with the District of Columbia, Maryland, and Virginia Governors' "Stay-at-Home" orders, travel should be limited to home and duty station, unless traveling for gas, food, and medical emergencies, or as stated in the Executive Orders.

Links: [Maryland Executive Order](#) | [Virginia Executive Order](#) | [D.C. Executive Order](#)

(U) CDC COVID-19 Statistics

**\*\*New Data\*\* ICD 06 0530L APRIL 2020**

(U) Nationwide: 336,776 (+122,315 since 2 Apr WFU) confirmed cases; 9,655 (+4,814 since 2 Apr WFU) deaths.

(U) States of Interest:

- (U) Alabama: 1,841 (+735 since 2 Apr) confirmed cases; 45 (+17 since 2 Apr) deaths
- (U) Colorado: 4,950 (+1,604 since 2 Apr) confirmed cases; 376 (+296 since 2 Apr) deaths
  - (U) District of Columbia: 998 (+412 since 2 Apr) confirmed cases; 22 (+11 since 2 Apr) deaths
  - (U) Florida: 12,342 (+4,577 since 2 Apr) confirmed cases; 220 (+120 since 2 Apr) deaths
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- (U) Nebraska: 377 (+128 since 2 Apr) confirmed cases; 8 (+3 since 2 Apr) deaths

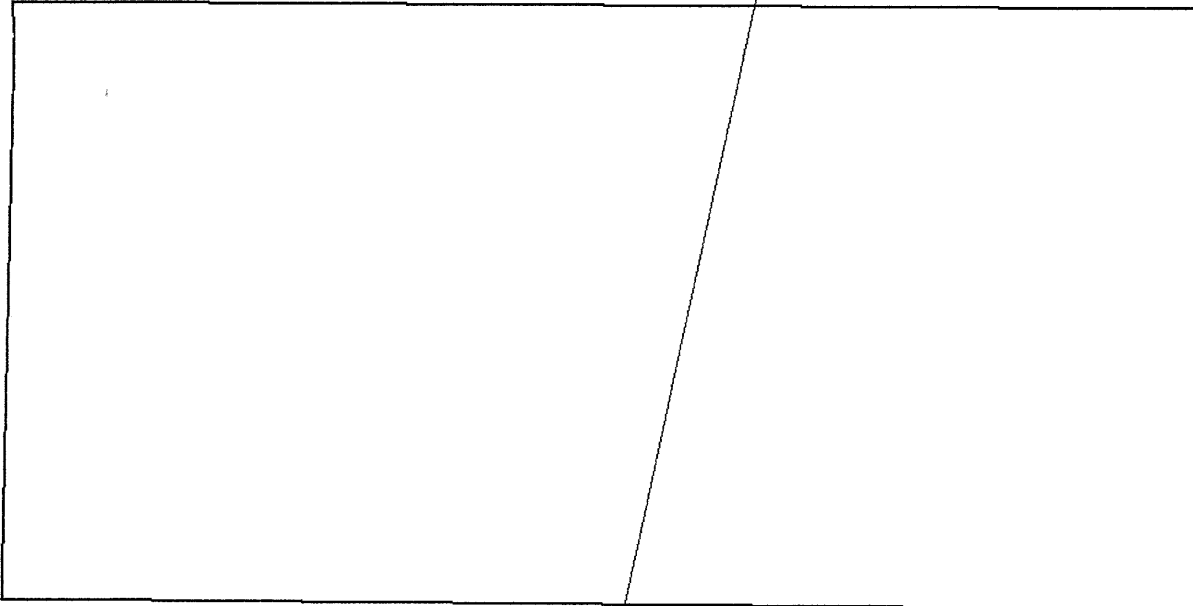


- (U) Virginia: 2,637 (+1,126 since 2 Apr) confirmed cases; 52 (+18 since 2 Apr) deaths

**\*\*End New Data\*\***

To reduce risk of infection, and possible cross-contamination, minimize travel between DIA buildings. For example, if you work at Reston and need to communicate with HQ, call or use a Tandberg whenever possible.

(b)(3):10 USC 424;(b)(3):50 USC 3024(i)



**(U) Office/Special Office/IIC Information**

(U) The DI's top priority continues to be "protect the workforce." As such, DI has implemented a staffing plan that seeks to optimize the available workforce, by limiting the number of officers in the workplace at any given time, and by establishing a strategic reserve used to supplement gaps due to illness, isolation, daycare needs, or at-risk personnel not available.



The exceptions in DI are NCMI and MARS, which continue to operate with 100 percent of available personnel, working daily on these critical mission areas.

- (U) [redacted] officers aligned to perform DI's mission-essential functions on a week-on/week-off schedule. Each team represents ~25 percent of the respective offices' overall manning, with some variations due to mission requirements.
- (U) [redacted] strategic reserve, used to supplement gaps.
  - (U) Team Gold: These are officers who are not available to work right now. This includes officers identified as "At Risk", have daycare requirements, are in self-isolation, or are sick. [redacted] priority, for those not sick or performing daycare, is telework. [redacted]

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Non Responsive Record;(b)(3):10 USC 424;(b)(6)

of the Freedom of Information and Privacy Act



# COVID-19 Integration and Coordination Group (CICG)

Agency-level Workforce Update

06 April 2020/1700 EST

DIA Health Protection Condition (HPCON): Charlie OPORD

## **BREAKING NEWS**

**(U) If you might be getting sick, stay home!** Please do not threaten the safety of your coworkers by reporting to work when feeling sick. Disregarding this notice may be construed as failure to follow guidance, and **could result in administrative action.**

(b)(3):10 USC 424;

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## (U) Message from the Director

Team,

(U) As you're likely aware, the CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain.

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(U) It's important that we all do our part to reduce the spread of this virus. Wear your mask when in close quarters.

Thanks

Be safe

VR, Bob

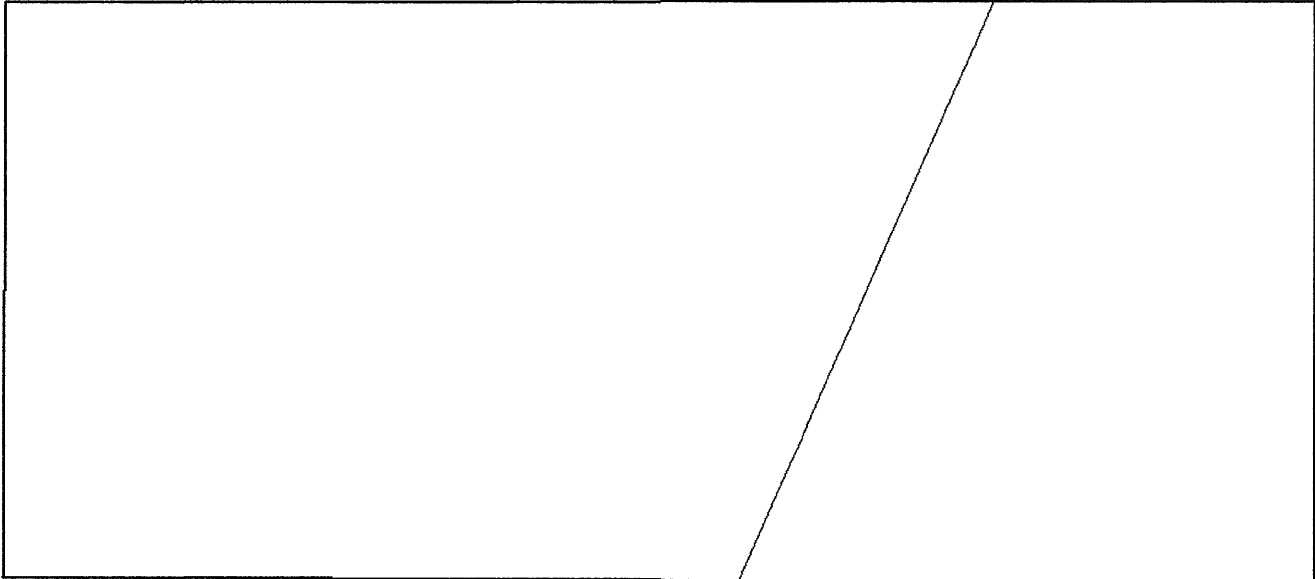
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(b)(3):10 USC 424



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**(U) Workforce Q&A**

**\*\*New Data\*\***

**(U) Question:** Was the cleaning staff given additional guidance on how to best keep the building safe?

**(U) Answer:** Yes, they have received instruction from the Surgeon General, as well as guidance and training from their company, which follows OSHA and CDC guidance.

**\*\*End New Data\*\***

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(b)(3):10 USC 424

(b)(3):50 USC 3024(i);(b)(3):10 USC 424

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