



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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Lieutenant Governor

☆
JEMAL J. BEALE
Brigadier General
The Adjutant General

NGNJ-TAG

26 March 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: New Jersey National Guard COVID-19 Mission Command Guidance

1. References: See Enclosure 1.
2. In order to align with national and state emergency health proclamations, I have declared a Public Health Emergency for all NJ National Guard (NJNG) installations and facilities. Elements of the NJNG are currently operating under Health Protection Conditions Bravo and Charlie. Therefore, effective immediately, I have implemented measures under the NJNG Continuity of Operations Plan to limit operations to only those of a mission-critical nature. I have enacted these measures to limit the spread of COVID-19, in order to protect the force, and to preserve our readiness to respond when called. These measures will remain in effect until 9 May 2020, unless extended or retract in writing by me.
3. In response to the aforesaid emergency health proclamations, we have already implemented extraordinary measures to maximize social distancing: e.g., cancelation of large training events, postponement of IDT periods, maximized telework for full-time workforce members, etc. In addition to and in concert with these measures, I have delegated the approval authority for granting a form of excused absence, called "weather and safety leave" (see enclosed). Under specific emergency conditions, weather and safety leave may be granted to federal employees who are not eligible for telework and whose presence in the workplace has been assessed by their commanders as not mission-critical, during this Public Health Emergency.
4. Weather and safety leave approval authorities will incorporate this workforce management tool into their scheduling plans and use it in concert with other such management tools available: e.g., telework, alternate work schedules, shift work, etc. Approval authorities will adhere to the enclosed weather and safety leave instructions. Additionally, due to the nature of this type of leave authority, approval authorities will use weather and safety leave only when all other workforce management tools have been exhausted; moreover, they will ensure rigorous internal management controls are implemented and followed, to prevent its abuse/misuse.

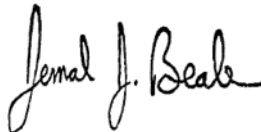
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5. Should a partial evacuation order be issued in conjunction with a WHO pandemic declaration, or the COOP plan be implemented, we may order members already on weather and safety leave to immediately begin teleworking from home. This may occur whether or not they are telework ready.

6. As this emergency situation develops, additional guidance and clarification will continue to come through command channels. In the meantime, please continue to encourage your Soldiers and Airmen to use their chains of command as their primary source of information regarding the NJNG's response to this emergency. Furthermore, please also encourage your Soldiers, Airmen, and their Families, when seeking information from sources outside their chains of command, to rely on only trusted sources.

7. The point of contact for this memorandum is the Acting Director, J1-HRO Mrs. Kathy Christian, (609) 562-0852 or kathy.l.christian.civ@mail.mil.



JEMAL J. BEALE
Brigadier General, NJARNG
The Adjutant General

4 Encls

1. Reference
2. Delegation of Authority
3. Weather and Safety Leave Guidance
4. Leave and Telework Guidance

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