MEMORANDUM FOR UNDER SECRETARIES OF DEFENSE
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF COST ASSESSMENT AND PROGRAM EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF OPERATIONAL TEST AND EVALUATION
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Required Reporting for Suspected COVID-19 Cases and Positive COVID-19 Cases for Defense Agencies and Field Activities

The Chief Management Officer of the Department of Defense is responsible for collecting COVID-19 information from Defense Agencies and Field Activities. In view of the current public health emergency, Defense Agencies and Field Activities are authorized to collect COVID-19 related information from personnel whose place of duty is in the DoD workplace, consistent with guidance from the U.S. Centers for Disease Control and Prevention.

Directors of the Defense Agencies and Field Activities are directed, through their appropriate designees, to notify the Pentagon Force Protection Agency (PFPA), Office of Emergency Management (OEM), if they have service members, DoD civilian employees, or employees of DoD contractors within their organizations who are symptomatic for COVID-19, potentially exposed to the COVID-19 virus, or have tested positive for COVID-19. Defense Agencies and Field Activities shall collect and maintain such information within their respective components in accordance with the Privacy Act, utilizing the newly published DD Form 3112, Personnel Accountability and Assessment Notification for Coronavirus Disease 2019 (COVID-19) Exposure (April 2020). This Form can be found at https://www.whs.mil/Coronavirus/. Copies of completed forms may then be forwarded to PFPA OEM via encrypted email at pfpa.oem.covid19@mail.mil. Components should report within 2 hours of notification. In order to avoid duplicate reporting and tracking, you are asked to advise PFPA in your forwarding communication if this same information is also being collected and reported to DoD by some other entity, such as a Military Department, the Joint Chiefs of Staff, or your higher headquarters.
For questions regarding COVID-19 reporting requirements contact the Pentagon Operations Center at (703) 697-1001. Please note this number is for questions and not for reporting purposes.

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