



DIRECTOR OF ADMINISTRATION AND MANAGEMENT
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

January 6, 2022

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Coronavirus Disease 2019 – Transition to Health Protection Condition Charlie on the Pentagon Reservation

References: (a) Secretary of Defense Memorandum, “Guidance for Commanders’ Risk Based Responses and Implementation of the Health Protection Condition Framework During the Coronavirus Disease 2019 Pandemic,” April 29, 2021
(b) Director of Administration and Management Memorandum, “Updated Mask Guidance for Pentagon Reservation,” July 28, 2021
(c) Director of Administration and Management Memorandum, “COVID-19 – Implementation of Measures Designed to Mitigate the Threat of the Delta and Omicron Variants to the Pentagon Reservation,” December 27, 2021
(d) Under Secretary of Defense for Personnel and Readiness Memorandum, “Tools to Mitigate the Threat of the Omicron Variant of Corona Disease 2019 in the Department of Defense,” December 30, 2021

We are now observing an extremely high rate of new cases and positive test results for Coronavirus Disease 2019 (COVID-19) within a 30-mile radius of the Pentagon. As a result, the Pentagon Reservation will transition from Health Protection Condition (HPCON) Bravo Plus (Bravo+) to HPCON Charlie on Monday, January 10, 2022, at 0500. Significant upward trends, the rise in positive case counts, including the current spread of the Omicron variant, as well as the consideration that the majority of our workforce is fully vaccinated, weighed heavily in the decision to adjust safety plans and force health protection measures to mitigate risk and reduce the spread of COVID-19. The Pentagon Reservation and surrounding communities have exceeded the defined threshold to change HPCON levels from HPCON Bravo+ to HPCON Charlie.

The Department of Defense will continue to maintain force health protection measures mitigating the spread of COVID-19 in our own communities, among our military personnel, DoD civilian employees, and on-site contractor workforce; and within our workspaces on the Pentagon Reservation, by overlapping protective strategies in an attempt to prevent the spread of infection. Supervisors and managers will continue to provide maximum telework opportunities and flexible scheduling when possible to optimize the workforce while defending our nation, taking care of our people, and ensuring success through teamwork. We must remain focused on our national security mission, implementing the Secretary’s priorities, and defeating COVID-19 while adhering to occupancy limits that help mitigate the opportunities for the spread of COVID-19, including the Omicron variant.

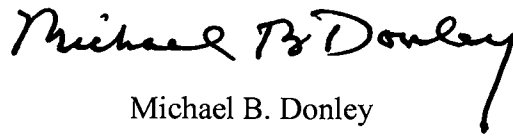
Effective Monday, January 10, 2022, at 0500, the Pentagon Reservation will transition to HPCON Charlie and the following measures will be in effect:

- Organizations are expected to maintain occupancy rates at less than 25% of normal occupancy. All requests for exceptions previously approved under HPCON Bravo Plus must be resubmitted to me after careful consideration of critical mission requirements in the current COVID-19 environment and must explain why alternatives to a higher occupancy rate are insufficient;
- Commanders and supervisors will ensure persons remain out of the workplace and are tested as appropriate in accordance with applicable force health protection guidance;
- Masks must be worn in indoor settings by Service members, DoD civilian employees, onsite contractor personnel, and visitors, regardless of vaccination status, except: (1) when an individual is alone in an office with floor-to-ceiling walls and closed doors; (2) for brief periods of time when eating and drinking while maintaining at least six-foot distance and in accordance with instructions from commanders and supervisors; (3) when the mask is required to be lowered briefly for identification or security purposes; and (4) when necessary to reasonably accommodate an individual with a disability;
- Physical distancing on the Pentagon Reservation will remain at six feet;
- Medically vulnerable personnel will continue to be permitted to pursue telework, when possible, with supervisors taking precautions to limit their exposure while in the workplace;
- The Pentagon Athletic Center will open to active duty military and Pentagon Force Protection Agency first responders only. All annexes will be closed. The Mark Center and Polk Building athletic centers will be closed;
- The Pentagon and Mark Center conference facilities, as well as the Pentagon Auditorium, will not be available for reservations and the Pentagon Apexes and WHS-administered ceremonial spaces will not be available for scheduling;
- The Pentagon Reservation will remain closed to the public for tours, and the 9/11 Memorial will also remain closed with the exception of pre-approved activities;
- Gatherings on the Pentagon Reservation are limited to fewer than 10 persons with exceptions approved by me;
- Promotion and retirement ceremonies indoors should be discouraged or deferred when possible;
- Maximum use should be made of teleconferencing capabilities in lieu of face-to-face meetings;
- Current COVID-19 open parking permits have been extended through February 28, 2022;
- Food court and concession options remain available with no options for indoor seating. Military Department Executive Dining Facilities in the Pentagon may continue take-out food options at their discretion, with no options for seating in their main dining rooms;
- Both campuses (Washington, DC, and Gulfport, MS) of the Armed Forces Retirement Home will remain at HPCON Charlie while closely monitoring local or state restrictions at nursing homes, community living facilities, and retirement homes;
- COVID-19 vaccinations, including booster shots, remain available through the DiLorenzo Pentagon Health Clinic;
- Due to high demand and limited testing resources, other than the screening testing required for unvaccinated personnel coming to the workplace, asymptomatic testing on the Pentagon Reservation must be prioritized to personnel directly supporting mission

critical tasks that have to come to the workplace. Limited testing is available by reservation in 1B843. See the website:
<https://apps.sp.pentagon.mil/sites/Vaccination/Lists/COVID%20TESTING/calendar.aspx>

Components impacted by this change should provide personnel appropriate notification to adjust work schedules or telework status (consistent with any applicable collective bargaining agreements), transportation arrangements, and other such considerations.

My points of contact are Mr. Thomas M. Muir, who may be reached at (703) 692-7138 or thomas.m.muir.civ@mail.mil or Dr. Curt M. Masiello, who may be reached at (571) 372-6955 or curtis.m.masiello.civ@mail.mil.

A handwritten signature in black ink that reads "Michael B. Donley". The signature is written in a cursive style with a long, sweeping tail on the letter "y".

Michael B. Donley

cc:
Special Assistant to the Secretary of Defense
for Protocol
CEO, Armed Forces Retirement Home