



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

July 7, 2021

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

SUBJECT: Coronavirus Disease 2019 – Transition to Health Protection Condition Alpha 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) Office of Management & Budget Memorandum M-21-25, “Integrating Planning for A Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment,” June 10, 2021
 - (c) Under Secretary of Defense for Personnel and Readiness Memorandum, “Force Health Protection Guidance (Supplement 17) Revision 1 - Department of Defense Guidance for the Use of Masks, Personal Protective Equipment, and Non-Pharmaceutical Interventions During the Coronavirus Disease 2019 Pandemic, June 22, 2021

Coronavirus Disease 2019 (COVID-19) cases and positive test results in the National Capital Region and communities nationwide have significantly decreased since May 2021. The Pentagon Reservation has met all decision criteria to change Health Protection Condition (HPCON) levels from HPCON Bravo to HPCON Alpha.

These criteria, set forth in reference (a), include the daily average of new cases per 100,000 population over the last 7 days within a 30-mile radius of the Pentagon Reservation of fewer than 2 cases; sustained 2-week downward trajectory of documented COVID-19 cases in the local community; a downward trajectory in positive tests as a percentage of total tests over the preceding 7-day period; and military medical treatment facilities or local hospitals maintaining the capacity to treat all patients without situational standards of care.

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, government civilian employees, and on-site contractor workforce; and within our workspaces on the Pentagon Reservation. Supervisors and managers will 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.

HPCON Alpha is not the final DoD plan for final reentry to the Pentagon Reservation or other military installations. Aligned with White House and Office of Management and Budget (OMB) direction, final reentry of the federal workforce to physical workplaces can only begin after OMB approval of DoD reentry and post-reentry plans, changes to DoD safe federal workplace plans, consultation and negotiations with unions as applicable and advance notice to

DoD employees for reentry. This planning is underway and will come from the Office of the Under Secretary of Defense for Personnel and Readiness. HPCON Alpha does enable DoD to continue to mitigate the threat of COVID-19 while enabling mission and continuing to maximize telework and flexible work opportunities.

Effective Friday, July 9, 2021 at 0500, the Pentagon Reservation will transition to HPCON Alpha and the following measures will be in effect:

- Aligned with reference (b), commanders and supervisors will provide maximum telework opportunities to all current telework eligible employees;
- Physical distancing remains at 6 feet in accordance with references (a) & (c).
- Occupancy will not exceed more than 90% of normal occupancy in the Pentagon Reservation workplace with exceptions approved by me. The 90% maximum occupancy target is a limitation as to how many may be in the office, not a goal which organizations should be striving to achieve;
- Medically vulnerable personnel will continue to be permitted to self-declare their condition and pursue telework, when possible, with supervisors taking precautions to limit their exposure while in the workplace;
- Personnel should continue to comply with guidance from reference (c) regarding mask wearing, including mask wearing requirements for persons who are not fully vaccinated and the requirement to wear masks on public conveyances and mass transit;
- The Pentagon Athletic Center will be fully operational by reservation at capacities restricted by distancing requirements;
- Entrance screening for visitors will continue at 100%;
- The Pentagon Reservation will open for public tours and the 9/11 Memorial will open;
- Gatherings on the Pentagon Reservation are restricted by 6 foot distancing requirements for meetings held in conference centers, auditoriums, gatherings, and ceremonies;
- Current COVID-19 parking permits will expire July 31, 2021. As of August 1, 2021, permanent parking permit issuance will resume and assigned parking will be enforced;
- Food court and concession options remain available and options for indoor seating may be expanded with appropriate spacing and increased cleaning;
- Both campuses (Washington, DC and Gulfport, MS) of the Armed Forces Retirement Home will change from HPCON Charlie to HPCON Bravo; and
- COVID-19 vaccinations remain available through DiLorenzo Tricare Health Clinic.

Components impacted by this change should provide personnel ample notification (typically 30 days), to adjust work schedules or telework status (consistent with any applicable collective bargaining agreements), transportation arrangements, and other such considerations.

My point of contact for this is [REDACTED] Office of the Director of Administration and Management, [REDACTED]



Michael B. Donley

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