



DEPUTY SECRETARY OF DEFENSE
1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

JAN 06 2022

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

SUBJECT: Coronavirus Disease 2019 – Adherence to Health Protection Condition
Charlie Occupancy Limits on the Pentagon Reservation

Reference: 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

We have seen a dramatic increase in coronavirus disease 2019 (COVID-19) cases and positive test results on the Pentagon Reservation and in the communities surrounding the National Capital Region. Increased transmission of this virus is expected to continue through at least January 2022.

To mitigate risk and reduce the spread within the Pentagon Reservation, I direct the Director of Administration and Management (DA&M) to move the Pentagon Reservation to Health Protection Condition (HPCON) Charlie, with an occupancy limit of less than 25%, as a force health protection measure. It is my intent for you to comply with this limit to the fullest extent possible in your front offices and associated workplaces, including maximum exercise of telework capability for classified and unclassified work and, where necessary, rotating or sharing of work assignments for mission critical tasks that can only be performed at the workplace. We are experiencing a rapidly evolving situation and your carefully considered requests for exception from the occupancy rate may be granted by the DA&M but must be limited to mission critical activities and must explain why alternatives to a higher occupancy rate are insufficient.

Your continued diligence and adherence to occupancy limits will aid in reducing the surge of new cases on the Pentagon Reservation and protecting our workforce while ensuring that the critical missions of the Department continue. The DA&M will continue to monitor the spread of COVID-19 and recommend future adjustments to HPCON levels as necessary.

A handwritten signature in black ink, likely belonging to the Deputy Secretary of Defense, is located at the bottom of the page. The signature is stylized and cursive.