

**(U) Based on updated classification guidance, this is a re-release of the 17 March 2020 COVID-19 ARC Announcement with a classification downgrade. As always, please be mindful of Operation Security (OPSEC) concerns.**

(U) Notice to Contractors Regarding COVID-19 (Novel Coronavirus) Update – Re-Release with Downgraded Classification

(U) Thursday, 19 March 2020

(U//FOUO) Today the DIRNSA announced to the Agency workforce steps that will be taken to increase social distancing. Beginning tomorrow, 18 March 2020, the Agency will operate under COVID-19 Code Yellow, which means a 50% reduction in the NSA affiliates, to include Contractor employees in Agency spaces. The 50% reduction includes an alternate work week schedule with one week “in” Agency spaces and the next week “out” of Agency spaces.

1. The first work week (Team Gold) begins on Wednesday, 18 March, and ends Saturday, 21 March.
2. The second work week (Team Black) begins on Sunday, 22 March, and ends on Saturday, 28 March.
3. All subsequent work weeks shall run Sunday through Saturday, until further notice.
4. Specific days worked during the work week shall correspond with an individual’s normal work schedule (e.g., Monday through Friday).

(U) Unless specifically notified otherwise, contractor employees sitting in Agency spaces will be required to work the alternate work week schedule. The Contracting Officer Representative (COR) or Contracting Officer (CO) will advise each company the number of full-time equivalents (FTEs) required for each week’s team (Team Gold and Team Black). The company should work with the respective COR or CO to identify specific individuals for each FTE requirement. In order to maintain separation between Team Gold and Team Black, contractor employees shall not transfer between teams.

(U) Contractor employees will not be allowed to direct charge on the “out week”, unless they have approval from the CO or COR to perform meaningful work that is within the scope of the contract at the contractor’s facility. Upon approval from the CO and COR, the contractor personnel may then report to a vendor’s SCIF or facility to perform direct chargeable work during the assigned “out week”.

(U) As a reminder, telework by contractor personnel at private residences is not permitted for any work directly charged to an Agency contract.

(U) As always, please be mindful of Operations Security (OPSEC) concerns.