



Naval District Washington

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NDW Personnel Adapt to Teleworking During COVID-19 Pandemic

By Mass Communication Specialist 2nd Class Jason Amadi, Naval District Washington Public Affairs

WASHINGTON (NNS) -- Many Naval District Washington (NDW) personnel are teleworking to adhere to physical distancing protocols and help mitigate the spread of COVID-19.

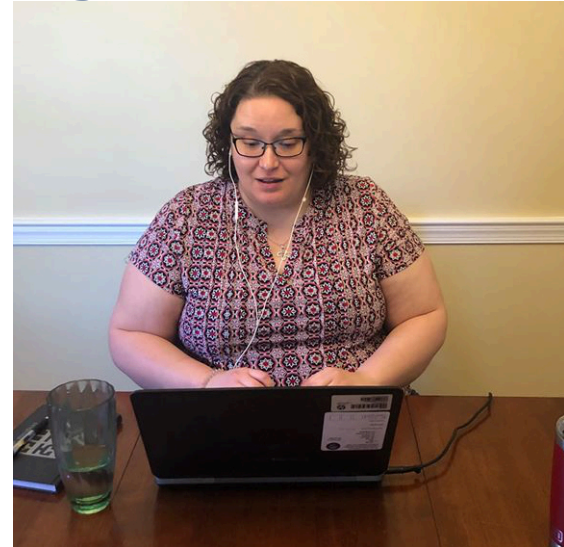
Teleworking can present benefits and challenges to personnel, as they must find ways to blend their work and home life.

"At this time, it's essential that people stay home," said Andrea Burckman, NDW total force manpower management director. "Our people need to protect their families

and ensure the mission continues. We're still here to do a job and if our people are not protecting themselves and their families, we're not going to have a workforce that's able to effectively accomplish our mission. For personnel, one of the positives of teleworking is that they're able to balance work and family life a little more."

Due to the COVID-19 pandemic, many schools and daycare facilities are closed. Teleworking enables personnel to care for their young children without having to take any leave days from work.

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NDW personnel are finding themselves adapting to the "new normal" due to the current COVID-19 pandemic. According to Rebecca Baker, NDW individual deployment support coordinator (above), it was challenging at first but now she is able to balance being an employee for the Fleet and Family Support Center while being a mom to a 2-and-a-half-year-old at the same time.

DEFEATING COVID-19

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Update to Restriction of Movement Guidance

From Commander, Navy Installations Command Public Affairs

WASHINGTON (NNS) -- Even during unprecedented times, defending the nation is what the Navy does best, while ensuring those who don the uniform remain safe.

In an effort to mitigate the spread of COVID-19 and keep Sailors healthy, unit commanders now have the authority to place personnel on a 14-day Restriction of Movement (ROM) period prior to deploying, getting underway or conducting operations.

According to NAVADMIN 113/20, which provides an update to previous guidance regarding ROM, unit commanders can also place new personnel on ROM status prior to integrating them with their shipmates.

When personnel are on ROM, they will be directed to remain in their homes, quarters such as unaccompanied housing,

or temporary lodging that meet Centers for Disease Control and Prevention (CDC) COVID-19 guidance. Sailors in a ROM period may conduct essential tasks, such as laundry and outdoor exercise, while maintaining six feet from others.

Complete details are available in NAVADMIN 113/20, which was released April 17. The NAVADMIN can be found at <https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2020/NAV20113.txt>

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“At first it was absolutely difficult,” said Rebeca Baker, NDW individual deployment support coordinator. “It was hard trying to balance being an employee for the Fleet and Family Support Center, being a mom with a 2-and-a-half -year-old at home that’s missing his friends and trying to keep the house in order. It was stressful. I had to find a way to make sure everyone had what they needed when nine million people needed me all at once.”

After weeks of teleworking, Baker found that establishing routine was the key to successful teleworking.

“Setting up boundaries, with some flexibility, helped more than anything. I have a separate space for my work and try to keep it as calm as possible so I can really focus on supporting the military families I’m working with as they’re going through the deployment process. They still need a high level of support and my dedication, especially with everything else going on in the world. I’ve also had to make time for myself. I don’t have to be 100% perfect all

the time and none of us do. I found that I have to treat myself with the same compassion that I treat everyone else at this time,” said Baker.

At this time, personnel may face a variety of challenges and can benefit from resources available to them such as the Department of the Navy Civilian Employee Assistance Program (DONCEAP).

“Many are going to have issues at this time, whether it’s financial, legal or issues with family care. Reaching out through the DONCEAP program is very important. Also, NDW Human Resources is available to answer any questions you might have about telework or leave. For leadership, it’s not just about the mission, we want to make sure people and their families come out of this healthy,” said Burckman.

For more information on DONCEAP, visit www.magellanascend.com.

Get more information about the Navy from US Navy facebook or twitter.

For more news from Naval District Washington, visit www.navy.mil/local/ndw/.



How to Properly Wear a Cloth Face Covering

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

Weekly Tip for Working at Home

Get Dressed



It might seem like a simple tip, but it’s a crucial one. You don’t need to dress as formally as you might for work, but the simple act of changing clothes serves as a signal that it’s time to wake up and get things done. Do not underestimate the power of putting on clothes suitable for public viewing. It makes you feel human [and] confident and helps draw the line between being at work and being at home.

Use Official News Sources

Monitor official news resources and public health updates regularly to stay informed. Navy Region Naval District Washington will continue to provide weekly (or more frequently as needed) updates.



See Navy-specific updates for the Navy family on the [NDW FaceBook Page](#)

News Shorts

Copayments Waived for COVID-19 Tests On or After March 18

Did you know you can ask to have TRICARE copayments waived for certain COVID-19 testing and office visits related to the testing? This applies to tests and visits on or after March 18.

This may apply to you if you paid any copayments for certain testing and the resulting office visits with a TRICARE network or non-network provider. The test must be one approved, cleared, or authorized by the Food and Drug Administration to detect SARS-CoV-2 or diagnose COVID-19. To apply for a reimbursement, file a factual appeal for reimbursement.

For more information related to the coronavirus, visit the [FAQ](#) page. You can also learn more about TRICARE and COVID-19.

Sign up for email alerts, and keep up with TRICARE and COVID-19 updates.

DeCA guidance requires employees, customers to have a face covering to enter commissaries

By DeCA Corporate Communications

FORT LEE, Va. – Commissaries are requiring some form of face covering for store employees and customers to enter a commissary.

The Defense Commissary Agency (DeCA) guidance is effective April 10 and applies to all agency stores and other facilities worldwide where no local directive has yet been issued, said Rear Adm. (Ret.) Robert J. Bianchi, DOD special assistant for commissary operations.

“If an installation commander has already issued a directive to require face coverings in DeCA commissaries, this order shall not supersede their policy, and all patrons and employees shall adhere to current rules,” Bianchi said. “Many bases have already imposed this requirement, but at locations

where there is no guidance, this is protection of our employees and our customers.”

DeCA’s guidance falls in line with April 5 Department of Defense guidance mandating that “all individuals on DoD property, installations, and facilities will wear cloth face coverings when they cannot maintain 6 feet of social distance in public areas or work centers.”

On April 3, DeCA announced to employees it was working through the procurement process to purchase and distribute personal protective equipment (PPE) to stores as fast as possible.

The commissary agency is purchasing disposable masks and gloves through the commercial supply system that will be made available to employees.

See the full article at the [The Defense Commissary Agency \(DeCA\) website](#).