

From:	[REDACTED]
To:	[REDACTED]
Subject:	LGM Notes--17 March 2020
Date:	2020/03/17 23:08:33
Priority:	Normal
Type:	Note

Classification: ~~SECRET~~

Classified By: [REDACTED]

Derived From: [REDACTED]

Declassify On: [REDACTED]

Sir,

Here are the notes from today's LGM:

DR Announcements & Tasks

- Thanks for everyone's patience as we developed Coronavirus (COVID-19) plans. We will default to protecting the workforce and will evolve guidance as the situation changes.
- When pushing out workforce COVID-19 guidance, keep the guidance simple and give people something they can execute. Let's over communicate and get as factual and accurate as possible information out to the workforce.
- Keep a sense of normalcy in day-to-day business. COVID-19 will impact manning for the foreseeable future, so keep [REDACTED]
- Think about how we capture degradation of mission with our COVID-19 posture— [REDACTED] will track this issue for DIA. This includes [REDACTED]
[REDACTED] Would like this information captured across the [REDACTED] Offices in a basic roll-up so that it can be provided to USD(I&S).
- Look at plans for how we would implement HPCON C. Need to go through [REDACTED] and see what we would need to implement.
- Put together a chart for each directorate on mission essential functions, and ensure phone rosters are in place and work.
- Interested in [REDACTED] related to the pandemic. This includes [REDACTED] handling COVID-19.

DD

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- Please submit all manning numbers and plans to CIG for your Directorates and offices. We need to ensure visibility on agency-wide procedures for COVID-19 manning.

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leadership focused on 4 Lines of Effort; COVID-19 reporting.

The DIA HQ gym is closed due. The cafeteria will no longer allow dining in options, food must be picked up and brought back to the office. Will put signs out to notify workforce of new procedures.

Per DR request, increasing clean crew manning and intensity. **DR Comment: The cleaning crews do excellent work each day to sanitize the building. Please take the time to thank them for their efforts.**

Hosting COVID-19 synch meetings at 0700 & 1800 via

(b)(1); Sec. 1.4(c); (b)(3):10 USC 424; (b)(5)

- New guidance for DIA building entrance, as of 16 March. Signs have been updated to reflect the new guidance.
- Please ensure all office recall rosters are updated,

▪ Main concern is COVID-19.

DR Comment: Our critical comms have to stay up, please reach out to DR for TDY approval on case-by-case basis. Should have authorities from USD(I&S) to make these approvals in the near-term.

Practicing social distancing, all meetings are virtual.

Max telework, virtual meetings, and discussions.

Implemented telework, flex schedules, and shifts for COVID-19.

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- Service elements implemented Team A and B.

Defense Intelligence Agency

(b)(3):10 USC 424; (b)(6)

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2020/03/17 23:08:20

2020/03/17 23:08:33