



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 10TH AIR BASE WING  
USAF ACADEMY COLORADO

24 March 2020

MEMORANDUM FOR ALL USAFA PERSONNEL

FROM: 10 ABW/CC

SUBJECT: USAFA Continuity of Operations – Notification of Activation and Guidance

1. On 12 Mar 20, the Crisis Action Team (CAT) and Emergency Operations Center (EOC) were activated in response to the COVID-19 pandemic. As part of USAFA's pandemic risk mitigation actions, all organizations were directed to develop plans in accordance with AFI 10-208, *Air Force Continuity of Operations (COOP) Program* and USAFA COOP planning guidance to ensure continuity of operations as the threat evolved. This identification of activities, constraints, and associated resource/manpower requirements to continue mission essential functions and day-to-day business operations established the operating plan for the execution of USAFA's COOP.
2. As the CAT Director and Installation Commander, this memo serves to officially activate USAFA's COOP plan. Mission Element leaders may execute their plan or portions of their plan at any time to ensure the ability to execute essential functions and business operations. Activation of the COOP plan maximizes the capability to telework for both military service members and civilians.
3. In accordance with DODI 1035.01\_AFI 36-816, *Civilian Telework Program*, during any period that a Component is operating under the COOP plan, that plan shall supersede the telework policy and the provisions of the telework agreement. Mission Element leaders may direct mission-essential and non-mission essential employees that are telework eligible (regardless of having entered into a telework agreement) to telework each regularly scheduled or modified work day at an approved location (e.g., the employee's residence) during this emergency situation. Employees designated as mission-critical may be required to work either onsite or via telework consistent with mission requirements. If telework is mandated, government furnished computers should be provided to the employee.
4. Mission Element leaders may authorize any combination of weather/safety leave and telework based upon mission requirements and the availability of work (e.g., employee cannot access materials necessary to continue work during the emergency, lack of portable work available). Employees who are unable to work due to personal situations (e.g., illness, dependent care responsibilities) must request leave appropriate for the circumstance (e.g., sick leave, annual leave, credit hours taken, etc.). General guidelines on telework and excused absence are provided in the attached Activated COOP Telework and Leave Decision Tree.
5. As the pandemic threat evolves and health professional guidance is refined, I expect all organizations to adjust plans as necessary to ensure the protection of all USAFA personnel while maintaining operations. For questions regarding the COOP program, please contact the USAFA/A3/9 (333-4153 or [john.garver@usafa.edu](mailto:john.garver@usafa.edu)). For questions regarding telework and leave policies, please contact the 10 FSS Civilian Personnel Office at 333-4361.

BRIAN S. HARTLESS, Colonel, USAF  
Commander

Attachment:  
Activated COOP Telework and Leave Decision Tree