



DEPARTMENT OF THE NAVY

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From: Chief of the Contracting Office

Subj: NRL CONTRACTOR OCONUS TRAVEL AND TELEWORK GUIDANCE

1. The Chief of Naval Research (CNR) has directed all inbound and outbound OCONUS mission essential and non-essential official travel be canceled or suspended due to escalating concerns over the global spread of the Coronavirus (COVID-19) unless an exception is granted by the CNR. The following guidance is provided to the NRL contractor community:

a. CURRENT OFFICIAL CONTRACTOR OCONUS TRAVEL – Contractor OCONUS travelers may complete their in-progress official OCONUS travel. Upon the contractor OCONUS traveler's return, the ACCESS PROHIBITION section below applies.

b. FUTURE OFFICIAL CONTRACTOR OCONUS TRAVEL – The travel restrictions on official OCONUS travel apply whether the OCONUS travel was contained in the contract at award or subsequently identified during contract performance. Contracting Officer's Representatives (COR) and their contractor counterparts are to confer on the cancellation of all official OCONUS travel plans. CORs may work through their chain-of-command to seek an exception for contractor OCONUS "Mission Essential Travel," if such travel is deemed necessary. If an exception is granted by the CNR, upon the contractor traveler's return from OCONUS, the ACCESS PROHIBITION section below applies.

c. CONTRACTOR OCONUS PERSONAL TRAVEL – NRL does not have the authority to restrict contractor OCONUS personal travel. Contractor OCONUS travelers should notify the COR prior to traveling. Upon the contractor OCONUS traveler's return, the ACCESS PROHIBITION section below applies.

d. ACCESS PROHIBITION – CONTRACTOR OCONUS TRAVEL (OFFICIAL & PERSONAL) – Upon return, OCONUS travelers are required to observe a 14-day prohibition against physically accessing all NRL facilities (e.g., NRL-DC, NRL-Stennis, NRL-Monterey, and all others). Provided the traveler has not developed symptoms of an illness, the return of physical access to NRL facilities must be coordinated with the responsible COR.

e. CONTRACT TELEWORK – A contractor may be able to telework if prohibited from physically accessing an NRL facility. The COR and the contractor company must first determine that requirements within the contract can be successfully performed remotely via telework, and the contractor company must have an established telework policy.

2. This guidance will remain in effect until it is formally rescinded.



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