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FM COMDT COGARD WASHINGTON DC//CG-1/CG-6//

TO ALCOAST

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COMDTNOTE 6200

SUBJ: 2019 NOVEL CORONAVIRUS (COVID-19) GUIDANCE - USCG
TELEWORK CAPABILITIES - SITREP 2

A. COMDT COGARD WASHINGTON DC 140102 MAR 20/ALCOAST
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B. Coast Guard Telework Program, COMDTINST 5330.4
(series)

1. This ALCOAST is an update to REF (A) and provides amplifying information to prioritize the assignment of telework capabilities and most efficiently use limited telework resources. Additionally, this message provides amplifying information on telework options, the relative bandwidth demands, and what functions can be performed with each.

2. Telework Priorities. Supervisors must maximize telework and minimize the density of the workforce at CG worksites. Supervisors and employees must work together to assess the mission essential tasks that should be completed using the minimum network bandwidth option for the duties assigned. Supervisors of civilian employees can require employees to telework. IAW with REF (B), telework-ready employees are expected to telework. If duties are suited for telework, but the member is not telework-ready, the member should work from home, with their first task at home being completion of telework training and execution of a telework agreement. Even if the work would not

normally be considered appropriate for telework, supervisors should make all attempts to identify work assignments employees could work on off-site (remote work), including professional development. Supervisors should establish daily contact with employees to assess status of work and identify work assignments that can be performed with or without access to the Coast Guard network.

Employees should be prepared at any time during the work day to perform duties, i.e. call into meetings, special projects, etc. If an employee is, despite all reasonable attempts unable to telework or work remotely, supervisors can place the employee on "weather and safety" leave. Employees unable to work due to illness or other personal commitments should be placed on sick, annual or other appropriate personal leave. Use of weather and safety is not authorized for use based on illness or unavailability to perform work based on a personal commitment

3. Telework Operational Security (OPSEC). As you telework, be aware that our adversaries could target you while working at home to compromise our critical information. Critical information is anything an adversary could use against you, the Coast Guard, DHS or our Nation. IAW REF (B), teleworkers may access and view electronic For Official Use Only (FOUO) information from home worksites. Processing, storing, or printing hard copy FOUO information from home worksites is strictly prohibited.

4. Telework Capacity. USCG telework technical capacity remains limited. During the COVID-19 response, the workforce demand for bandwidth is quickly

exceeding certain technical limitations.

5. Telework Options. All employees regardless of their duties and telework status shall assess the nature of their work to use the least demanding telework option. The following list identifies telework options in order from lowest to highest demand on the CG ONE Network:

a. Offline or "off-network" telework: No bandwidth demand. Includes professional reading, world-wide web research, any work on a personal or government device without a CG network connection. Includes access to Public Domain Web Applications including Direct Access, WebTA, etc.

b. CG Mobile Device: Low bandwidth demand. Only for personnel with approved CG mobile devices. CG has limited capacity to expand mobile device use beyond current authorized users.

c. Outlook Web Access (OWA): Low-Medium bandwidth demand. Accessible through personal or government workstations via a web browser. Requires CAC reader. Enables user's access to most MS Outlook capabilities including mail, calendar, tasks and contacts.

d. CG Portal: Low-Medium bandwidth demand. Accessible through personal or government workstations via a web browser. Requires CAC reader. Enables users access to file sharing, CG general messages, and internal CG documents.

e. Virtual Private Network (CGVPN): Medium-High bandwidth demand. Requires government laptop and AnyConnect software. Enables users to directly access all content and software saved and installed on the laptop.

f. Virtual Desktop Infrastructure (VDI): Highest bandwidth demand. Accessible through personal or government workstation. Requires VMware software and CAC reader. Enables users to directly access a standard CG workstation and software suite (no special use software).

6. POC: COVID-19 IT/Telework Working Group, Email: HQS-SMB-CG-6-ITResources@uscg.mil.

7. RADM J. M. Nunan, Assistant Commandant for Human Resources (CG-1) and RADM Dave Dermanelian, Assistant Commandant for Command, Control, Communications, Computers and Information Technology (CG-6), send.

8. Internet release is authorized.