

Team,

At this point, most MWR operations have been shut down for over a week. The few programs still operational, including those providing child care, are implementing additional health screenings and safety measures as they continue to support mission essential functions and those parents with child care needs. In order to keep meeting our mission here at Great Lakes, we have asked a number of staff to continue to report to work and are sincerely appreciative of their willingness to help. For instance, the CYP team is on a rotating schedule to provide care for military children. MWR team members are coming in to help shut buildings down in an orderly fashion and/or help with deep cleaning or other critical projects that support seasonal operations. In addition, our programming staff is looking to launch some virtual programs and offerings using our online and social media platforms. This hopefully will keep our customers engaged with us as they continue to stay at home with limited recreational options. While we are busy dealing with the crisis in front of us, we are also looking ahead and making plans for when we can return to normal operations.

A new form has been issued for those in the "high risk" category. Developed from the CDC guidance it also clarifies who can receive ADMIN/Safety leave depending on your circumstances within this category. We are asking all those employees to read, review and sign this new form, if they fall into the "high risk" category. In my previous message I discussed that CNIC, our parent command, has committed to paying our staff during this time, when our operations are shut down and many are required to stay home and away from base. As mentioned, our part-time and flex staff will receive pay based on the average number of hours they worked over the past 90 days. Now CNIC has also approved a NAF incentive pay program for those workers who are required to come to base to perform critical work for the department. This applies to both CYP and MWR staff members. There are some rules and thresholds associated with this incentive pay but it is a nice gesture for those scheduled and required to come in and support the mission! The award incentive pay/pay period are as follows: 10-19 Hours = \$75; 20-49 Hours = \$125; 50-80 Hours = \$250. It comes to you in your pay check as a bonus, and is paid out the pay period after timecards are approved. Stay in contact with your supervisor related to any payroll concerns or questions.

As a reminder, those that still need to come on base or base property (outside the wire) please follow the measures now in place for the safety of all. Health screening questions are still required before you leave home. In addition, face masks/nose-to-chin face coverings are required when you cannot meet the social distancing requirement of 6 feet. The face covering is intended to help all of us keep our germs to ourselves for the protection of others. Unfortunately, we do not have face coverings, or masks to provide due to lack of supply. However, the CDC has put out a guide, that we have shared, on how you can create your own. These measures together with social distancing, staying home when possible, hand washing and good hygiene, will help us get through this crisis. On that note, Admiral Rock, our Regional Commander, has put out a memo related to individual accountability for all of us. The memo

talks about creating a log of your movement just in case anyone becomes positive. This log will provide valuable and timely information that will aid public health professionals in performing their trace contact investigation. To read the full memo: [ADM Rock Memo](#)

You are and have been on the front lines of a pandemic, doing absolutely critical work, and I thank you for your efforts through this crisis. We will continue to press on and support our base mission and those active duty service members and their families. Stay Safe/Stay Strong and always remember, we serve those who serve our country!

v/r

**John Prue**  
**Installation Program Director-MWR (N92)**