



All,

As you are aware, things are constantly changing. Late yesterday evening we had a SVTC with FBIHQ and as a result, every field office has started the process of (1) designating job functions which are critical to our continued mission, and (2) identifying employees who have the ability to telework. We have started that process here in NYO. Managers will worry about the bureaucracy of the tasker. In speaking with your colleagues across the country you may hear about different offices handling designations differently, and different options being exercised about who is in and who is not in the office. You will hear that individuals are being designated mission critical or non-mission critical, etc. Don't worry about the differences or the terms – we are each in different circumstances. This office and this region are now working through some unique challenges (court orders, illnesses, community recommendations, state health directives, etc.). Other offices will have their hurdles.

For the NYO, for now I have designated every employee as mission critical. **Every employee in this office is subject to immediate recall and must maintain their readiness.** At this time, I am also designating **all NYO job functions as having at least some ability to telework.** That includes Special Agents. As a general goal, I do not want more than 20% of any squad physically present in the office at any one time. A significant threat or other required work may drive that percentage up/down (and your supervisor will notify you of those circumstances), but only those things that absolutely must be executed in the office should be. In other words, folks shouldn't be in the office solely to handle routine business, training, paperwork, scheduling meetings, etc. if it can wait or be handled via telework.

In addition to our work responsibilities, we have a responsibility in mitigating community spread. We also need to protect the NYO's ability to surge in the event of a critical incident, and I cannot do that if we have a large number of sick employees. If you are part of the 20% scheduled to physically be in the office on a given day – **DO NOT REPORT IF YOU ARE FEELLING ILL.**

**Supervisors:** Coordinate schedules for your respective squads.

**Employees:** If you don't have the ability to fill your day with telework, and many of you won't immediately, then you will use Admin Leave (Weather/Safety). This could change in the future, but for the immediate time frame I look at it this way – 2<sup>nd</sup> graders around the region are learning how to do distance learning. There are a variety of things we can be doing remotely. Legal training; documenting 302's utilizing OneDrive on the UNCLASS side; distance learning via UNCLASS virtual academy, etc. As an example - Perhaps your telework lasts two hours - then the next 6 are Admin (Weather/Safety).

- I expect you to track your hours.
- WebTA guidance will be sent out next week.
- We all have a responsibility to keep accurate track of these hours, and I do not expect anyone to take advantage of this admin leave.
- Employees must take AL as appropriate or previously planned, and continue to take SL for medical appointments/etc.
- When teleworking, please utilize Office 365/FBI OneDrive and also use this time to complete relevant job/leadership training as appropriate. Additional guidance will be coming on how to access Virtual Academy courses via fbi.gov.

Later today we expect to receive instructions on how individual employees may self-identify as being at higher risk of serious complications from COVID-19. Those examples will be defined by the CDC, and you may self-identify if you wish managers to consider it in assigning duties. No supervisor is to proactively inquire about an employee's medical condition, nor is there any requirement that medical documentation will be needed. We will accept your self-identification on your word. Separately, NY state medical guidance will continue to change. Attached is the latest document from NY. Understand that exposure in this region no longer means you will get a test. NJ, CT and PA residents may be different depending on your residence. Don't worry – you'll catch up. Understand that this too can change.

**Special Agents:** There are obviously investigative steps you could be taking to advance your investigations. Do what you can from outside the office. You may receive assignments outside of your immediate case work or normal assignment and be surged to other taskers. Not every investigation is equal. Understand there are court orders in place that may slow your roll a bit on arrests/grand juries/indictments. Stay flexible. You get my point.

We are taking the steps above to protect our workforce, our capabilities, and our community, and we'll continue to do our best to keep everyone informed. Once again, this office is at the tip of the spear concerning a national crisis. Thank you for remaining agile.

Regards,

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Assistant Director in Charge  
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