



HEADQUARTERS  
NATO RAPID DEPLOYABLE CORPS—TURKEY  
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TURKEY



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### STAFF ORDER

TO SEE DISTRINBUTION

SUBJECT COVID-19 Response Action Team (CRAT) – NRDC-T – **(FRAGO 11)**: COVID-19 NRDC-T GUIDNACE, INFORMATION, PREVENTION, AND REPORTING

REFERNCES [NRDC-T CoS guidance on staff work schedule 29 MAY 2020](#)  
[Interior Mistry guidance on restriction adjustments 28 MAY 2020](#)  
Guidance and Direction from CoS during CCM 21 MAY 2020  
Guidance on Curfew and on-post activities from Interior Minister and TLF – 12 May 2020  
COM Guidance on increase security measures for HQ NRDC-T – 3 APR 2020  
COM Guidance on Allied personal reduced attendance – 17 MAR 2020

### SITUATION

1. The situation is continuing to improve to across Turkey. In response to the success the Government is planning to implement less restrictive measures and means to encourage the re-opening of the country. Istanbul will observe a quarantine again this weekend 30-31 MAY 2020.
2. The below information is the initiation of these adjustments. All are still encouraged to continue the practice of cleanliness and wearing face mask. Public distancing will also be required.
3. NRDC-T staff will begin the process of returning to normal work structure beginning 1 JUN 2020. The details of that plan are outlined in the FRAGO.
4. NRDC-T personnel should continue to monitor the developing situation. Maintain current control and safety measures for mitigation of COVID-19. Adhere to the current governmental restrictions and where required adhere to the individual country restrictions.

### INTENT (No Change)

1. To protect the families and personnel of NRDC-T.
2. To improve, develop, and implement preventive measures, information flow and reporting procedures on COVID-19.

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3. To develop appropriate response options on all levels, including worst case scenarios.
4. Maintain Business Continuity.
5. Reduce contact of possible infected personnel.

**EXECUTION**

1. NRDC-T will continue to maintain COVID-19 precautions. And follow guidance issued by the Ministry of Interior. During this timeframe the HQs will increase the virtual meetings and train through the use of go-to-meeting.com as per SOI 07518.
2. NRDC-T implements an updated reduced manning plan that will go into implementation on Monday 1 JUN 2020. This plan will continue to be re-assessed throughout JUN for adjustment based on COVID-19 trends in Turkey and work requirements.
3. On Monday 1 JUN 2020 all Turkish staff excluding the ones on administrative leave will return to regular scheduled work hours. Situation of the Turkish personnel currently on administrative leave will be determined IAW the national orders. These orders are expected to be announced in the near future.
4. On 1 JUN 2020 allied personnel will initiate a 50% manning plan. This plan remains in effect until 27 JUN 2020 or another assessment subject to the conditions. All ACOSs will begin according to regular scheduled hours. Allied personnel required for a specific task can be called forward to work.
5. NU and NS VTC meetings remain the priority for the corps. Meetings that require face to face should be limited in duration and held in authorized venues.
6. DOCS and ACOS Focus efforts in the following areas:
  - a. Reintegration of the HQs battle rhythm and staff processes
  - b. Updates and planning IAW the transformation plan and exercise requirements
  - c. Priority for the corps is preparation and training for ST JU-JA
  - d. Development of academic instruction required to improve HQs capability- focus is on BST course structure, new comer instruction, identified areas of improvement for LL feedback, specific staff focused requirements
  - e. Plans and procedures that increase the readiness and deployability of NRDC-T.

**COMMAND AND CONTROL (No Change)**

**TASKs**

1. DOSO is tasked to: (No Change)
2. DCOS Plans is tasked to:
  - a. G35 – In conjunction with G7, plan and coordinate a staff planning meeting to update and synchronize the corps calendar for all required events
3. DCOS CSS is tasked to:
  - a. RLS- Coordinate with HSG to determine changes in restrictions (increase or decrease) in the dining facility and social facilities as the HQs increases manning.
4. DCOS CS is tasked to: (No Change)

5. DCOS CE is tasked to: (No Change)
6. AOCC is tasked to: (No Change)
7. HQ Support Group (HSG) is tasked to:
  - a. Coordinate with RLS to evaluate any required changes to the current restrictions in the dining facility and social facility as the HQs increases manning.
8. SNRs: (No Change)

#### COORDINATING INSTRUCTIONS

1. No change to the additional protective, preventative, and restrictions are implemented in the HQs that were implemented on **6 APR 2020**.
2. All Turkish staff member s resume regular work hours beginning 1 JUN 2020. Contributing nation's personnel initiate manning to support 50% to 65% on-hand during work hours.
3. The status of Turkish personnel on administrative leave will be determined IAW the national orders announced later
4. The leave period dates for minimum manning is 01 JUL to 24 AUG 2020.
  - a. Leave outside of that window is by exception.
  - b. By exception leave must be approved by the DCOS with a coverage plan presented to the COS.
5. Leave request between 24 AUG and the end of the year (post- exercise) will be approved by the COS on a case by case basis. (There will be few exceptions for additional leave)
6. Please be informed that, in addition to the below decisions taken by the presidency of Turkey, Interior Ministry announced that Turkey will continue to impose lockdown in 15 provinces, including Istanbul, this weekend.
  - a. IAW the circular the next curfew will be implemented at this weekend between Friday, 29.05.2020 24.00hrs and Sunday, 31.05.2020 24.00hrs.
  - b. The grocery shops, butchers, fruit sellers and dried nuts sellers will be allowed to operate until 11 p.m. on May 29 before the curfew goes into effect.
  - c. The grocery shops will be open between 10 a.m. and 5 p.m. on May 30 and citizens will be allowed to go to the market closest to their place of residence.
  - d. Bakeries, sweet shops, pharmacies, hospitals and veterinary clinics will remain open throughout the weekend, the ministry circular said.
7. Guidance on COVID-19 restrictions:
  - a. Turkey will open cafes and restaurants and inter-city travel restrictions will be listed as of June 1 as it eases restrictions imposed to curb the coronavirus outbreak.
  - b. All personnel who are on administrative leave will return to normal work as of June 1, 20.
  - c. Flexible working arrangements will also be lifted as of June 1, 20
  - d. Apart from cafes and restaurants, also museums, sports facilities, beaches, parks will be reopened.

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- e. Restrictions will remain in place on the movements of those aged over 65 and under 18.
  - f. Senior citizens will be allowed out on Sundays between 2 p.m. and 8 p.m. every week, whereas youngsters under the age of 18 will be able to leave their houses on Wednesdays and Fridays during the same hours.
  - g. Turkey closed cafes, sports and entertainment venues in March in an effort to contain the spread of the coronavirus.
8. Guidance on COVID-19 Transportation restrictions:
- a. According to the communique, the aviation authority issued, only passengers and their companions will be allowed into the airports while people will not be able to enter the venues to welcome or send-off travelers.
  - b. All passengers will be required to wear protective face masks.
  - c. The new rules also forbid cabin luggage, except for laptop computers, handbags and necessary items for toddlers.
  - d. Passengers with fever, who cough and have respiratory problems will be referred to health care units.
  - e. In food courts, print menus will be replaced with digital ones and if deemed necessary, the restaurants in airports will be required to provide disposable cutlery, glasses and other items.
  - f. Social distancing will be strictly observed in the terminal's security checkpoints and check-in areas.
  - g. Central ventilation systems will only circulate fresh air inside the venues while the use of playgrounds for children, smoking rooms and prayer rooms may be limited depending on risk assessment.
  - h. If the operator of the airport fails to comply with those rules, they will be subjected to administrative actions.
  - i. Passengers will be encouraged to check-in online and use contactless payment methods.
9. In accordance with decisions taken by the official authorities, all domestic THY flights have been suspended until June 04, 2020 and international THY flights have been suspended until June 10, 2020.
- a. Carry-on bags will not be allowed in the cabin area but will now be checked with other baggage.
  - b. The usual 8-kilogram (17-pound) carry-on bags for international and domestic flights will be added to passengers' luggage allowance. Handbags will be permitted on flights.

FOR THE COMMANDER NRDC-T

  
Özkan ULUTAŞ  
BG, TUR A  
Chief of Staff

ANNEXES:

- A. CRAT Terms of Reference (No Change)
- B. Preventative Measures (No Change)
- C. CRAT Presentation Slides (No Change)
- D. Reduced Headquarters Manning (No Change)
- E. Procedures for positive COVID-19 response (No Change)
- F. Listed COVID-19 Precautions (No Change)  
Appendix 1 (Symptoms and Procedures)
- G. Real Life Support (No change)  
Appendix 1 (Sponsorship List)  
Appendix 2 (Hospital Locations)
- H. Turkish Land Forces Guidance (No Change)
- I. Staff Updates  
Exercise updates  
[Calling Notices / VTC schedules/ Task Tracker](#)
- J. Professional Development (No Change)
- K. Document and conference management guidance (No Change)



DISTRIBUTION:

**Action:**

- B List (Division Heads and XOs)
- C List (ACOSs and Admins)
- S List (SNRs)

Appendix 2 Calling Notices / VTC schedules/ Task Tracker to ANNEX I Staff Updates

<b>VTCs and Events</b>			
<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Remarks</b>
Virtual STFO 20 Phase -2	15 MAY – 31 MAY 20	TBC	DCOS CSS (M&T)
STJUJA CPOE (Team Level)	1-26 June	N/A	G2
National Air Defense Workshop	02-03 Jun 20	TBC	COL GÜLEN & COL KUŞCUOĞLU
STCO 20 TCC	02-04 Jun 20	TBC	G6
LANDCOM Legal Conference	03 Jun 20	13:30-16:30	LEGAD
VCCM	03 Jun 20	14:00-15:00	MS Lync
STJUJA 20 CECC VTC	04 Jun 20	12:30-14:30	G7
Combined Training Conference 2020-01	08-12 Jun 20	TBC	VIRTUAL-TBC
LANDCOM G7 Conference	18 Jun 20	10:00-14:30	NS VTC
SFA Round Table	25 Jun 20	TBC	VIRTUAL-TBC

		<h2 style="color: red;">INCOMING MESSAGES</h2>						
Line	FROM	SUBJECT	DATE	SUMMARY	SUSPENSE DATE	ACTION	REMARKS	
1	POLNMR	<a href="#">Extension of duty tour for OF-4 Pawel Henryk PARAS</a>	27-May-20	<ul style="list-style-type: none"> <li>The aim of this letter to inform COM about the extension of duty tour for OF-4 Pawel Henryk PARAS in NRDC-T.</li> </ul>	N/A	G1, G2, G6, FSC		
2	SHAPE	<a href="#">CANCELLATION OF NATO EXERCISE STEADFAST INTEREST 2020 PART II HUMINT</a>	27-May-20	<ul style="list-style-type: none"> <li>Aim of this letter to inform addressees that STIN 20-2 Execution (31 August - 19 September 2020) has been cancelled.</li> </ul>	N/A	G2		
3	JFCES	<a href="#">SECURITY FORCE ASSISTANCE (SFA) WORKSHOP AT JFCES ON 16-17 JUN 2020: CANCELLED</a>	27-May-20	<ul style="list-style-type: none"> <li>This letter aims to inform addressees about the cancellation of SFA Workshop which is originally scheduled for 16-17 JUN 20 at HQ JFCES due to COVID-19 force health protection measures.</li> <li>JFCES will still host the virtual SFA Roundtable discussions on 25 Jun 2020 by VTC from 1500B - 1800B.</li> </ul>	25-Jun-20	G7		
4	SHAPE	<a href="#">COS SHAPE ORDER NO. 0063: MANDATORY BUILDING INTEGRITY AWARENESS COURSE FOR ACO STAFF</a>	27-May-20	<ul style="list-style-type: none"> <li>This is COS SHAPE order for all ACO Personnel to fulfill Mandatory ADL-336 Building Integrity (BI) Awareness Course that is currently provided on JADL (Joint Advanced Distributed Learning) platform by 30 September 2020.</li> </ul>	01-Sep-20	DCOS C&E	<a href="#">TASKER: 1015</a>	
5	SHAPE	<a href="#">CALLING NOTICE FOR STEADFAST JUPITER 2021 EXERCISE SPECIFICATION CONFERENCE</a>	27-May-20	<ul style="list-style-type: none"> <li>This is an official calling notice for the Exercise Specification Conference (ESC) via Video Teleconference (VTC), chaired by SHAPE J7TREX Branch Head on 15-16 June 2020 in order to finalize the draft EXSPEC and coordinate issues in preparation for the Commander EXSPEC Confirmation Conference (CECC) scheduled in July 2020 (Date TBC).</li> </ul>	N/A	G7		

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## INCOMING MESSAGES



6	SHAPE	<a href="#">Calling Letter For Substitute NATO Training And Exercise Conference 2020</a>	27-May-20	<ul style="list-style-type: none"> <li>This is an official calling notice for the NMR at SHAPE to a substitute NATO Training and Exercise Conference (NTEC) 2020 that will take place 24-25 JUN in SHAPE in the form of a video-teleconference (VTC).</li> </ul>	N/A	G7	
7	LANDCOM	<a href="#">JOINT CALLING LETTER FOR THE COMBINED TRAINING CONFERENCE 2020-01</a>	27-May-20	<ul style="list-style-type: none"> <li>This is an official Joint Calling Notice for the Combined Training Conference 2020-01 scheduled for 08 to 12 Jun 2020.</li> </ul>	N/A	G7	
8	LANDCOM	<a href="#">LANDCOM G7 CONFERENCE 2020-01 CALLING LETTER</a>	27-May-20	<ul style="list-style-type: none"> <li>This is an official Calling Notice for the LANDCOM G7 Conference that is scheduled for 18 Jun 2020 between 10:00 and 14:30 hrs.</li> </ul>	NA	G7	
9	NMIOTC	<a href="#">INVITATION LETTER FOR COURSE 16000 "MARITIME ASPECTS OF JOINT OPERATIONS" (ACT. MOP-MO-22078), 19-23 OCT 2020</a>	27-May-20	<ul style="list-style-type: none"> <li>This is an official Calling Notice for the MARITIME ASPECTS OF JOINT OPERATIONS Course which will take place at NMIOTC premises, in Marathi-Souda Bay, Chania-Greece, from 19 to 23 Oct 2020.</li> </ul>	11-Sep-20		<a href="#">TASKER: 1016</a>
10	SACT	<a href="#">IDENTIFICATION OF MILITARY STRATEGIC-OPERATIONAL LESSONS FROM THE COVID-19 PANDEMIC CRISIS</a>	28-May-20	<ul style="list-style-type: none"> <li>Aim of this letter to request specific information from NATO entities and to inform SACT's responsibility to capture this information and analyse the implications for the Alliance.</li> </ul>	26-June-20		<a href="#">TASKER: 993</a>

## OUTGOING MESSAGES

LINE	SIGNED	SUBJECT	DATE	SUMMARY	SUSPENSE DATE	TO
1	23 May 20 COS	<a href="#">COVID-19 Response Action Team (CRAT) - NRDC-T - (FRAGO 10): COVID-19 NRDC-T GUIDANCE, INFORMATION, PREVENTION, AND REPORTING</a>	23 May 20	This is the 10th FRAGO to the HQ NRDC-T Staff Order on COVID-19 NRDC-T GUIDANCE, INFORMATION, PREVENTION, AND REPORTING	N/A	Internal Distribution
2	20-May-20 COS	<a href="#">EXERCISE STEADFAST JUPITER/JACKAL 2020 (STJU/JA20) COMPREHENSIVE PREPARATION OF THE OPERATIONAL ENVIRONMENT - STAFF ORDER</a>	23 May 20	This is the Staff Order for the EXERCISE STEADFAST JUPITER/JACKAL 2020 (STJU/JA20) COMPREHENSIVE PREPARATION OF THE OPERATIONAL ENVIRONMENT	N/A	Internal Distribution

### List of New Taskers

TLV	Site Link	Subject	Lead	Status	Date of Origin	Suspense Date
	<a href="#">Tasker-1016</a>	INVITATION LETTER FOR COURSE 16000 "MARITIME ASPECTS OF JOINT OPERATIONS" (ACT. MOP-MO-22078), 19-23 OCT 2020	MOCC	Product Development	5/27/2020 4:24 PM	9/11/2020 5:00 PM
	<a href="#">Tasker-1015</a>	COS SHAPE ORDER NO.0063: MANDATORY BUILDING INTEGRITY AWARENESS COURSE FOR ACO STAFF	G9	Product Development	5/27/2020 3:40 PM	9/1/2020 5:00 PM
	<a href="#">Tasker-1013</a>	Initial Review of LCC Draft Concept of Logistics		Coordination	5/27/2020 9:10 AM	6/5/2020 5:00 PM
	<a href="#">Tasker-1014</a>	NRDC-T SPECIFIC SITE SURVEY REQUIREMENTS BY ORGANIZATION		Product Development	5/27/2020 8:12 AM	6/10/2020 5:00 PM