



HEADQUARTERS
NATO RAPID DEPLOYABLE CORPS—TURKEY
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TURKEY



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Date: 22 April 2020

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STAFF ORDER

TO SEE DISTRINBUTION

SUBJECT COVID-19 Response Action Team (CRAT) – NRDC-T – (FRAGO 7): COVID-19 NRDC-T GUIDNACE, INFORMAITON, PREVENTION, AND REPORTING

REFERNCES [Guidance on Curfew from Turkey's Interior Minister- 20 APR 2020](#)
[Guidance on Curfew from Turkey's Interior Minister- 13 APR 2020](#)
[COM Guidance on increase security measures for HQ NRDC-T – 3 APR 2020](#)
[COM Guidance on Allied personal reduced attendance – 17 MAR 2020](#)
[COS SHAPE Order No. 072 – Revision 5: Coronavirus—SHAPE Guidance to ACO on information, prevention, and reporting, SH/SEM/CCOMC/GOG/CS/20-005551/REV4 \(INV\), dated 13 MAR 2020](#)
[COS SHAPE Order No 072 – Revision 4: Coronavirus—SHAPE Guidance to ACO on information, prevention, and reporting, SH/SEM/CCOMC/GOG/CS/20-005551/REV4 \(INV\), dated 13 MAR 2020](#)

SITUATION

1. Turkey is implementing additional restrictions that include curfews over the weekend periods. These curfews prevent movement out of the house except for medical requirements. Turkey will implement a curfew again this week but it will be expanded to 4 days to include the holiday on 23 APR. The curfew will be from midnight WED 22 APR until Midnight 26 APR. (THUR-SUN)
2. NRDC-T did confirm another COVID-19 positive case. All Solders are at home and are recovering. The most recent case was last at the HQs on 9 APR.
3. All personnel have been informed and the ones who might be in close contact with him are advised to quarantine themselves and apply to hospital if they have the symptoms of the COVID 19.
4. The continued development of the situation is difficult to predict but there may be implications to NATO missions, Operation, Activities, and personnel.

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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.
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. (Add) Turkey's Interior Minister is directing another curfew that impacts Istanbul 23-26 APR. No movement is allowed outside the house unless specifically designated as medical related or essential employment. (This is the same procedures as last weekend (18-19 APR) The curfew goes into effect midnight 22 APR until midnight 26 APR. (Note: Recommend all personnel prepare prior to Thursday 22 APR for curfew over the weekend)
2. All personnel plan to continue the reduced manning policy through the month of April. This includes non-Turkish partner nations continuing a policy of work-from-home where possible and no be included in the reduced manning schedule
3. The Command is putting in place an unclassified video conference capability to augment NATO unclassified email communication. The intent is for user to be able to utilize a personal computer to participate in the conference. Anticipate this may occur as early as WED 15 APR 2020 for the CCM. Plan for this to be a re-occurring event (Add) See more detailed guidance on VTCs in below in coordinating instructions.
4. DOCS and ACOS plan for sustained reduced manning operations for the next four weeks. Focus efforts on requirement areas for HQs certification. Areas include but not limited to:
 - a. Refinement of SOPs/SOI and battle rhythm processes
 - b. 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
 - c. Plans and procedures that increase the readiness and deployability of NRDC-T.

COMMAND AND CONTROL (No Change)

TASK

1. DOSO is tasked to: (No Change)
2. DCOS Ops is tasked to:
 - a. G2 prepare broad guidance on limits on sharing unclassified documents on NU email accounts read/worked on/ reviewed from a home computer.
3. DCOS Plans is task to: (No Change)
4. DCOS CSS is tasked to:

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- a. G1 maintain updated information weekly on personal status through NS.
5. DCOS CS is tasked to: (No Change)
6. DCOS CE is tasked to: (No Change)
7. AOCC is tasked to: (No Change)
8. HQ Support Group (HSG) is tasked to: (No Change)
9. SNRs are task to: Provide weekly updates on any changes to national restrictions

COORDINATING INSTRUCUTONS

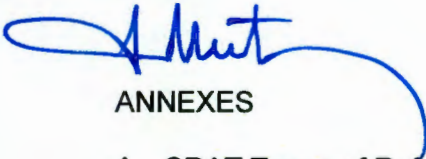
1. CCM will be conducted by VTC until further notice. The CCM is at DCOS level.
2. Reminder - Lessons Learned: ACOS /DCOS be prepared to present initial recommendations to be captured by Lessons Learned during the next CCM. Guidance for collection and presentation on unclassified networks will be provided by the Plans division.
3. Annex I is updated as of 21 APR 2020.
4. Annex K provides updated document handling procedures and limitations along with guidance on unclassified VTC discussions. Direct question to the G2 security manager.
5. No change to the additional protective, preventative, and restrictions are implemented in the HQs that were implemented on **6 APR 2020**.
6. No change to the additional guidelines are implemented by the Turkish Government on **3 APR 2020**.
7. The following are additional guidelines from the Governorship of Istanbul. These guidelines are issued for the upcoming holiday weekend.
 - a. Bakeries, hospitals, pharmacies, and workplaces producing health products and medical supplies will continue to operate.
 - b. The working hours of markets and grocery stores will be extended to 8am to 11pm on 21-22 APR due to the beginning of the Muslim fasting month of Ramadan.
 - c. On 23 and 24 April people will be allowed to go to the nearest markets and grocery stores from 9am to 2pm.
 - d. Markets and grocery stores will be closed on 25-26 April.
 - e. People who work in certain job sectors will be exempted.
 - f. Personnel that are required to support VTCs this week or will be on duty will receive an official letter. Contact your branch admin for the official letter.
8. Guidance for in-person meetings and support to VTCs.
 - a. Open door and window policy is in effect.
 - b. All personnel in the room will wear a mask.
 - c. At least two-seats will be left open between the participants.
 - d. All personnel are to comply with all preventative personal hygiene and health rules applied by the Turkey, Turkish Army, and HQ NRDC-T.
 - e. VTC rooms will be disinfected on a daily basis. Branch admins are responsible for cleaning related meeting rooms.

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9. Restrictions for entry and exit by land, air, and sea in Istanbul (and 30 other provinces) have been extended for 15 days effective 20 April.
10. G6 and IM are developing a NU capability for storing and sharing documents. Guidance for implementation and utilization will be provide at a later date. (TBP)

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)
Appendix 1 (Additional measures against COVID-19 during Ramadan)
- 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. Exercise updates
- J. Professional Development
- K. Document and conference management guidance
- L. NRDC-T Three Week Calendar

DISTRIBUTION:

Action:

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

**Appendix 1 (Additional measures against COVID-19 during Ramadan) to ANNEX B
Preventative Measures**

1. Please be informed that, Turkey's Interior Ministry issued a circular Wednesday on measures that will be taken against the novel coronavirus during the Muslim fasting month of Ramadan.
2. According to the circular, events as well as tents where people gather for iftar, or breaking their fast, which may attract large groups of people will not be allowed.
3. The ministry said all necessary precautions will be taken during iftar and sahur - the meal before starting to fast -- to maintain social distancing outdoors.
4. The temporary closure of streets that may be crowded during iftar and sahur times will be evaluated within the scope of the measures. Visits to holy shrines will be also restricted.
5. The municipalities will also coordinate the increase in the number of vehicles and trips via public transportation at least three hours before iftar, considering the traffic density.
6. The selling time of pide – a traditional round and flat bread generally consumed during the fasting month – will be terminated two hours before iftar in order to prevent crowds from gathering at bakeries. Production, sales and other preparation processes will continue in bakeries after iftar hours.
7. Marketplaces will also be controlled to ensure that citizens follow social distancing rules and wear medical face masks.
8. Social distancing will also be enforced among visitors to cemeteries on the eve of and during Eid al-Fitr, the holiday that marks the end of the fasting month, and officials will take their temperatures.

Original Turkish version of the circular :

<https://www.icisleri.gov.tr/koronavirus-ile-mucadelede-ramazan-ayi-tedbirleri-genelgesi>

ANNEX I Exercise Updates

EX STCO-20 Teleconference (Reoccurring event-Every Wednesday at starting at 15.00hrs)

22 Apr 2020 at 15.00-16.00hrs.

Livestream and Q&A: "The Role of StratCom in Crisis: How did Governments Respond to the COVID-19 Emergency?"

22 Apr 2020 at 16:00 (EEST GMT+3)

EX STJU-JA 20 DB VTC:

23 April 2020 between 10.00-13.00hrs.(Local)

GRF (L) Commanders VTC (Priority):

24 April 2020 at 14.00-15.00hrs.(Local)

GRF (L) CSEL VTC (Priority):

24 April 2020 at 15.00-16.00hrs.(Local)

NRD-ITA E- lectures (DCOM only-From Home over NU)

24 Apr 2020

Virtual STFO 20 Phase -1

25 April – 15 May 2020

Virtual STFO 20 Phase -2

15-31 May 2020

NATO LAND Logistics Conference:

19 MAY 20 at 12.00-15.00 hrs. (Zulu)

20 MAY 20 at 07.00-09.00hrs. (Zulu)

20 MAY 2020 at 12.00-15.00 hrs. (Zulu)

1ST LANDCOM G2 Conference:

20 MAY 20 at 13.00-1700 hrs (Local)

22 MAY 2020 at 10.30-14.00 hrs (Local)

- You will find below complete list of the messages we have received since last CCM on Wednesday, 15 April 2020 for your information and action as required;

21 April 2020:

1. **C-IED COE:** Save the date ATNOC 20.2 (19-30 OCT 20): ACOS G2, ACOS MILENG, ACOS Protection

20 April 2020:

1. INCOMING:

- a. **SJLSG:** Revision of Work plan for VJTF 21 Main Movement Planning Conference (MMOVPC) and Exercise Steadfast Fount 2020 (STFO 20) MAY 2020: DCOS CSS, COM EAC (Suspense: 23 April - Tasker 998)

2. OUTGOING:

- a. **NRDC-T STRATCOM IMPLEMENTATION PLAN FOR 2020-2021:** It has been sent out to the SHAPE and NRF 2021Subordinated units.
- b. NRDC-T Comments to the draft Comprehensive Operations Planning Directive.
- c. NRDC-T COVID-19 Update to OPSCEN LANDCOM and CCOMC SHAPE

16 April 2020:

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1. **SHAPE:** Cancellation of the 11th NATO Military Counter Intelligence Working Group: ACOS G2

15 April 2020:

3. INCOMING:

- a. **EUROCORPS:** NRF 2020 LCC HQ Weekly COVID-19 Report.
- b. **NATO Stability Policing Centre of Excellence:** Postponement of the courses and events: ACOS G7, G9, G5
- c. **NATO StratCom COE: Livestream and Q&A:** COVID-19, digital security and privacy 15 APR: DCOS C&E, ACOS G6, ACOS PROTECTION, ACOS G2

4. OUTGOING:

- a. FRAGO 6 to COVID-19 for Staff Order, NRDC-T Guidance, Information, Prevention and Reporting: All staff
- b. HQ NRDC-T COVID-19 Weekly Update to LANDCOM

ANNEX K Document And Conference Management Guidance

**GUIDELINES ON HOMEWORKING WITH NATO UNCLASSIFIED – INCLUDING
TELEWORKING (NU)**

1. When working on NU information at home the following rules apply:
 - a. Respect the marking / classification of data. Do not deliberately downgrade information to utilize teleworking or homeworking technology / environments.
 - b. NU documents shall be protected from anyone not authorised to access them, including family members.
 - c. When working with hard copy NU documents, do not dispose of them in any form of bin, bring them back to work to destroy them.
 - d. For teleworking activity, use NATO CIS wherever possible (e.g. official laptops, phones etc).
 - e. The development and use of an "ACO NU PAN Mobility solution" was approved to allow different level of teleworking, ACO wide, at NATO UNCLASSIFIED level. All SHAPE Divisions and ACO subordinate commands have been informed about the initiative, including the specific Security Operating Procedures (SecOps) to be followed.²²
 - f. NU information may be processed on home PCs with a personal account. If a PC has a shared family account, a personal account shall be set up; however, you are not permitted to process NU information on private CIS if that NU information has administrative markings attached (e.g. MEDICAL, PERSONAL etc.).
 - g. Do not discuss information higher than NU information over public means (e.g. telephones).
 - h. The mailing of NU information across the Internet is permitted, please note the recipient must have a valid need-to-know of the information.
 - i. The use of public / online meeting technology (e.g. gotomeeting) for NU information is permitted, given there is no obvious online storage of information.
 - j. The only information which may be transmitted in clear text (i.e. non-encrypted) over the Internet is:
 - (1) Open source and public information, or NATO information specifically approved for disclosure to the public with all NATO markings removed.
 - (2) Non-sensitive NU; Le., information that, as determined by the originator(s), bears no additional administrative marking (e.g. medical) or dissemination limitation markings.
 - k. Do not use public cloud storage or public cloud platforms to collaborate with colleagues or to store NU (or higher) information.
 - l. Only open source and public information, or NATO information specifically approved for disclosure to the public, may be posted on publicly-accessible bulletin boards or web pages.
 - m. Patch CIS as required, only from official sources (e.g. Microsoft, Adobe, etc.) and maintain your Anti-Malware and other security tools. It is also highly recommended to use

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additional tools like AdBlockers, browsing controls (e.g. McAfee WebAdvisor), secure search engines (e.g. DuckDuckGo, etc) to protect teleworking efforts.

n. For private CIS, once you are finished with the teleworking period, delete NATO information.

Three-Week Calendar

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
20 APRIL	21 APRIL	22 APRIL	23 APRIL	24 APRIL	25 APRIL	26 APRIL
	E LECTURE: TEAM LEADERSHIP AND OPERATIONAL COMMUNICATION CTC-GOSC (VTC)	CCM (VTC) STCO20 Planning Meeting via TC	NATIONAL SOVEREIGNTY & CHILDREN'S DAY (TUR) STJUJA20 DB VTC	E LECTURE: THE GLOBAL MACROECONOMIC IMPACTS OF COVID-19 GRF (L) VTC CSEL's VTC		
EASTER (ORTHODOX)	EX STDE21 CPTM II (VTC) (PLENARY SESSION)	EX STDE21 CPTM II (VTC) (STEERING AND LOGISTIC SESSION)	EX STDE21 CPTM II (VTC) (OPS SESSION)	EX STDE21 CPTM II (VTC) (CIS SESSION)	VIRTUAL VJTF21 MAIN MOVEMENT PLANNING CONFERENCE (MMOVPC) PH-1	
STJU-JA20 Comprehensive Preparation of the Operational Environment (CPOE)						
27 APRIL	28 APRIL	29 APRIL	30 APRIL	01 MAY	02 MAY	03 MAY
KING'S BIRTHDAY (NLD)		CCM (VTC) STCO20 Planning Meeting via TC		LABOR DAY		
STJU-JA20 Comprehensive Preparation of the Operational Environment (CPOE)						
VIRTUAL VJTF21 MAIN MOVEMENT PLANNING CONFERENCE (MMOVPC) PH-1						
04 MAY	05 MAY	06 MAY	07 MAY	08 MAY	09 MAY	10 MAY
	LIBERATION DAY (NLD)	CCM (VTC) STCO20 Planning Meeting via TC				
VIRTUAL VJTF21 MAIN MOVEMENT PLANNING CONFERENCE (MMOVPC) PH-1						

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