



STATE OF DELAWARE
DELAWARE NATIONAL GUARD
JOINT FORCE HEADQUARTERS
1 VAVALA WAY
NEW CASTLE, DELAWARE 19720-2417



NGDE-TAG

14 March 2020

To my Delaware National Guard Family and Full-Time Force,

I wanted to personally reach out to you regarding the ongoing COVID-19 situation that is having a global impact on our communities, as well as our service men and women, and our full-time force. I share your concerns on the developing information and how overwhelming it may feel.

Just know that the State of Delaware, Delaware National Guard and the entire country are doing everything they can to mitigate the impact on our Guard family, AGR members, federal and state employees, as well as closely monitoring the situation as it evolves.

Your family's safety is our top concern, and the DNG will continue to take that into consideration moving forward.

As of today, March 14, 2020, I am directing a liberal leave policy effective Monday, 16 March 2020 for our full-time employees. This will allow for employees with children, and employees with specific family requirements to begin adjusting their work and family schedules. Please, ensure that you contact your immediate supervisor for approval, if you have the immediate need to utilize leave.

As we receive more information and develop more specific guidance, I will direct our **Human Resource Office** and **Public Affairs Office** for both Army and Air to reach out and provide you with the most up-to-date facts through our website, email and social media.

If you are looking for up-to-date information on the COVID-19 situation, please head over to www.de.ng.mil/COVID-19/ for ways to prepare and to see the latest DOD Policy.

In the meantime, if you or any of our family members need anything, please don't hesitate to call our J9 Director, Ms. Christine Kubik at **(302) 326-7788** and/or christine.f.kubik.nfg@mail.mil

We are here to take care of our families. I am with you all and look forward to everyone's safe return back to work.

MICHAEL R. BERRY
Major General
The Adjutant General, Delaware