



Headquarters
New Zealand Defence Force
Defence House
34 Bowen Street
Wellington 6011
NEW ZEALAND

25 Mar 20

See distribution

CDF OPERATIONAL DIRECTIVE 18/2020 OPERATION PROTECT

NZDF NOVEL CORONAVIRUS (COVID-19) RESPONSE MANAGEMENT LEVEL FOUR ACTIVATION

References:

- A. CDF Directive 12/2020 NZDF Novel Coronavirus (COVID-19) NZDF Response Management Plan dated 13 Mar 20
- B. CDF Operational Directive 17/2020 OP PROTECT - NZDF Novel Coronavirus (COVID-19) Response Management Plan Update dated 19 Mar 20
- C. The 2019-2020 NZDF Output Plan
- D. Defence Act 1990

Authority

1. Issued by the Chief of Defence Force.

Applicability

2. This Directive constitutes a general order to members of the Armed Forces and instructions to the Civil Staff and other persons employed for Defence Force purposes.
3. This Directive applies to all members of the NZDF and to contractors, consultants and other persons and organisations engaged for Defence Force purposes. The orders, directions and instructions in this directive are to be considered applicable to all to whom they may concern.
4. Non-compliance with this directive may result in disciplinary action being taken in accordance with the Armed Forces Discipline Act 1971 or may result in possible sanctions in accordance with the Civil Staff Code of Conduct.
5. This directive provides supplemental orders in addition to those outlined in references A and B. Reference A remains the NZDF prime reference for response management supplemented by reference B and these orders.

Situation

6. Reference A is the NZDF COVID-19 Response Management Plan. The plan provides a framework for NZDF actions in line with the Government of New Zealand (GONZ) direction and its Influenza Pandemic Plan approach. Since the release of reference A and B, and as expected, the situation has changed following the emergence of more confirmed COVID-19 cases throughout the country and confirmation of community transmission.

7. GONZ has initiated four levels of response. Levels one and two responses (prepare and reduce) have been superseded by events. Level three (Restrict: Heightened risk that disease is not contained) has been activated with effect from 23 Mar 20 with the level four response (Eliminate: Likely that disease is not contained) from 252359 NZDT Mar 20. The NZDF is now entering the Manage it phase IAW reference A.

8. The Ministry of Health (MoH) was initially assigned as lead agency and has activated the National Health Coordination Centre (NHCC) at MoH in Wellington. The National Crisis Management Centre (NCMC) has also been activated and is co-located with the NHCC at the MoH. Additionally the Operational Coordination Centre (OCC), overall lead for the response, has been established in Wellington to manage cross-agency coordination.

9. The NZDF has adopted operational settings in order to meet GONZ directed and 'be prepared' tasks. All NZDF personnel are to be considered eligible to assist with the COVID-19 response, with the exception of:

- a. personnel contributing directly to current operational missions;
- b. personnel required for Output 4.3 standing commitments; and/or
- c. minimum essential staff to maintain NZDF functions.

Mission

10. The NZDF mission, execution, intent and general outline remain unchanged.

Intent

11. Further to the intent previously communicated, the NZDF is to transition to level four. The means through which the NZDF response will be operationalised is as follows:

- a. **Purpose.** To provide support for the AoG response in the efforts to minimise the impact of COVID-19 to the population of New Zealand; while maintaining operational outputs and missions.
- b. **Method.** The NZDF will provide capabilities and staff support to assist in the AoG response, activated employing the JSP AWHINA contingency construct. Three Regional Task Groups have been set up for COVID-19 response as follows:
 - (1) Northern;
 - (2) Central; and
 - (3) Southern.
- c. **Endstate.** The NZDF has provided support to the AoG response across the inter-agency, and public, environments. Impacts have been reduced and recovery is underway.

Tasks

12. COMJFNZ, Service Chiefs, Heads of Portfolio, Officers in Charge of Defence Areas and all other commanders and managers are to ensure compliance with the orders contained in this directive. Specific additional tasks are as follows:
- a. **COMJFNZ** is to:
 - (1) coordinate the NZDF support to the AoG response;
 - (2) force generate a second tranche of emergency management response groups (minimum 500 personnel);
 - (3) provide tracking, reporting and oversight of NZDF personnel deployed for support; and
 - (4) provide regular sitreps of past and future activities in support of the AoG response.
 - b. **Chiefs of Service** are to:
 - (1) provide COMJFNZ with FE as requested;
 - (2) reduce the NTM of all emergency management response groups (reference C, Output 4.3, pp37, paras 12j-l) to 12hrs with effect 252359 NZDT Mar 20; and
 - (3) release personnel to provide staff support where practicable, without compromising FE C2, including:
 - i. HQ/Staff support to the AoG response; and
 - ii. liaison officers to OGAs.
 - c. **CoS HQNZDF and Heads of Portfolio** are to release personnel to provide staff support, including:
 - (1) HQ/Staff support to the AoG response;
 - (2) support to the NZDF Incident Management Team;
 - (3) liaison officers to OGAs; and
 - (4) BPT provide uniformed personnel to the response effort.
 - d. **AC SCE** is to:
 - (1) maintain strategic liaison between NZDF and OGAs; and

- (2) establish the Strategic Covid Response Cell (SCRC).
- e. **CDI** is to:
 - (1) provide personnel to the Joint Intelligence Group (JIG); and
 - (2) BPT provide intelligence support as required.
- f. **DDLS** is to BPT provide legal advice and support to COMJFNZ and deployed FE as required.
- g. **DDPA** is to develop key NZDF media messages relating to NZDF support to the COVID-19 response.
- h. **CPO**, via Director Career and Talent Management (DCTM), is to conduct the internal coordination for the provision of personnel for staff support.

Coordinating Instructions

13. Planning Guidance.

- a. Likely tasks include:
 - (1) staff support for OGAs and AoG command/coordination centres;
 - (2) provision of isolation/quarantine/movement control support to AOG response; likely in conjunction with NZPOL;
 - (3) assistance to the NZ Police for enforcement¹ duties;
 - (4) assistance with border security operations;
 - (5) logistic support including; transport of stores and/or personnel, and catering.
- b. Additional possible tasks include:
 - (1) provision of accommodation;
 - (2) pastoral care;
 - (3) medical support;
 - (4) mortuary affairs;
 - (5) assistance to Dept of Corrections for maintaining prison operations;

¹ This does not confer any enforcement powers.

- (6) assistance to Fire and Emergency NZ for maintaining emergency operations;
- (7) assistance for door-knocking / public information tasks; and
- (8) a range of security related support.

c. **Freedoms and Constraints.**

- (1) **Authorisation of tasks.** HQJFNZ is authorised to approve and conduct tasks in support of OP PROTECT unless those tasks could compromise Output 4.3 capabilities; specifically those tasks under Domestic Tasks – Standing Commitments (reference B, Output 4.3, pp36-37, paras 10-12).
- (2) **Employment of Foreign Forces.** Foreign troops posted or attached to NZDF Force Elements are not to be directly employed in response activities without clearance by HQJFNZ, SCE Branch. This does not include personnel posted into headquarters roles and continuing to fulfil those functions.

14. **Training Continuity.** Training remains the means through which the NZDF can generate and deploy its people capability effectively and maintain resilience and redundancy within its workforce. Adjustments are required to reset the NZDF training priorities as follows:

a. **Individual Training.** All current Ab Initio Training (all initial training to include recruit training officer training and YDU coursing) and courses underway where, contact can be managed, are to be completed. Additional mitigation practices are to be observed to include:

- (1) increased physical distancing;
- (2) increased hygiene practices;
- (3) no exposure to external training providers;
- (4) minimise exposure to catering and facilities management personnel;
- (5) anyone required to leave the course and travel away from the training location will not be permitted to re-join the course; and
- (6) closed graduation ceremonies only, no visitors or guests, or functions.

b. All other courses are to cease WEF 25 Mar 20.

c. **Collective Training.** Only capabilities which support the essential tasks as stated in CDF Dir 12/2020 are to continue readiness training. Service Chiefs and COMJ through the IMT are to regularly review the essential tasks with a focus on capacity to support COVID-19 domestic and Pacific responses. All training conducted is to observe additional mitigation practices that enhance personnel health to include:

- (1) increased physical distancing;

- (2) increased hygiene practices;
 - (3) no exposure to external training providers; and
 - (4) minimise exposure to catering and facilities management personnel.
15. **Postings.** All overseas postings are to be indefinitely postponed unless approved by the IMT. No internal postings are to occur until further notice. TODs may be approved in support of operations and essential tasks/outputs only. Staff posted unaccompanied are to remain in their duty location until further notice.
 16. **Reporting Update.** Health case reporting is to continue as per previous CDF directive. Self-Isolation category is for personnel with risk factors for exposure through travel or close contact with a probable or suspected case. This category defines personnel who are well but cannot be used in any response options for 14 days from commencement of their self-isolation due to their risk of developing symptoms over that period. Personnel with flu like symptoms who are in self-isolation are to be reported as 'suspected' cases.
 17. All uniformed personnel are to call their local DHC to report if they meet any of the unwell health status reporting criteria – i.e. suspected / confirmed / probable. Once tested, personnel are to report both positive and negative test results to their DHC.
 18. Health reporting from all force elements must be sent to HQNZDF COVID-19 Reporting email address by 1600 each Monday and Wednesday s. 9(2)(k)
 19. **Contact Monitoring.** All personnel and 1-ups are to be keeping close records of pers exact locations when they are in NZDF facilities or work places. This information will be critical to inform contact tracing requirements for public health if personnel have confirmed or probable results. This tracing will date back 14 days so records must be available to ensure facilities and personnel exposure can be tracked.
 20. **Reserve Forces.** Reserve Force individuals may be engaged periodically to augment RF FEs as necessary within existing provisions. No widespread 'activation' of Reserves is to occur at this time.

Administration and Logistics

21. **Category of Service.** Support to the 2019-COVID-19 response is an Output 4.3 activity and is Non-Operational Service IAW DFO 3.
22. **Veterans' Affairs.** Personnel deployed to support the COVID-19 response will be covered by the Accident Compensation Corporation Act 2001. This support is not currently qualifying service for the purposes of the Veterans' Support Act 2014.
23. **Public Information and Public Affairs.** The HQNZDF point of contact for public and media enquiries is DPA. DPA will develop key NZDF media messages and provide these to HQJFNZ.

24. **Legal.** The legal basis for NZDF support to the COVID-19 response is provided in s9(1) of reference D. All operations conducted by NZDF in support of the COVID-19 response are to be conducted IAW domestic and international law.
25. **Essential Support Services and Enablers.** Essential Outputs require essential support, enablers, services and materiel provided by defence contractors within Defence Areas. These include the delivery of freight, fuel and medical supplies into camps and bases, essential MRO functions to platforms and equipment and the provision of additional capacity in garrison such as warehousing, armoury and maintenance staffs. Some of these staff also operate in support of other GONZ agencies eg. NZ Police, FENZ etc.
26. When identifying staff necessary for the maintenance of Essential Outputs, commanders and OICs Defence Areas should consider the total NZDF Workforce (Military, NZDF Civilians and Contractors). These services are to continue and necessary access for staff is to be allowed accordingly.
27. **Movement.** All non-essential travel and movement between bases and across the country is to cease.
28. **Communal Living Facilities.** IAW GONZ intent to permit 'Dairy' grocery facilities, camp/base convenience stores may remain open to supply essential groceries, but not café/takeaway facilities. One in one out and physical distancing protocols are to apply.
29. **Discipline.** All NZDF personnel remain subject to the Armed Forces Discipline Act 1971.
30. **Finance.** All expenditure for COVID-19 related activity is to be funded from current baselines. s. 9(2)(k) is to be used for all expenditure directly related to the COVID-19 response. NZDF Credit Cards are only to be used in emergency situations or as essential for the COVID-19 OP Protect. All extant NZDF purchasing and financial policies are to be complied with. ALL expenditure must be for approved NZDF business and authorised by the appropriate financial and purchasing delegation holders. Any questions should be referred to the NZDF Financial Controller, s. 9(2)(a)
31. **NZDF Health Centres.** All Defence Health Centres and Health Services remain operational to deliver health care for NZDF uniformed personnel. They will assess health needs by phone with clinical input and determine how they can best deliver health care needs of a patient. Health requirements can be delivered remotely in some cases and by via face to face contact in certain circumstances. Command elements are to ensure distribution of the contact details of local Defence Health centres to all their personnel.

Command and Control

32. **Command Status.** NZDF personnel assigned to support the COVID-19 response remain under the Full Command of CDF, and are deployed under the OPCOM of COMJFNZ. WEF 252359NZDT Mar 20, all emergency management response groups are OPCOM to COMJFNZ.
33. **JSP AWHINA.** WEF receipt of this order JSP AWHINA is at state **RED**. WEF receipt of this order NZDF assistance to GONZ/agencies is authorised IAW JSP AWHINA.

34. **CIS Remote operation.** Movement from COVID-19 level 3 to 4 has increased demand for RAS tokens to enable working from home. This has placed unprecedented demand on the staff of CIS Branch Support Desks and an increased loading on the RAS servers in NZDF data centres. In order to alleviate the demand on staff (as they attempt to transition to COVID-19 Level 4), and on server capacity the following measures are to be initiated to improve the efficiency and effectiveness of the service for all remote users:
- a. if you have a NZDF mobile device with Blackberry UEM / Good Work – use it in preference to RAS where possible².
 - b. if you have a RAS token that you do not need - call the Defence Service Desk s. 9(2)(k) [REDACTED] and let them know that the licence is available to be reassigned to another user.
 - c. if your token is approaching expiry, do not attempt to renew it until 7 days before the expiry date – this will allow the operators to process more urgent applications first.
 - d. confine calls to the Support Desk to those relating to essential outputs, and attempt to resolve issues yourself in the first instance.
35. **Security Clearance Processing.** The New Zealand Security Intelligence Service (NZSIS) has notified that its security vetting service has been suspended until further notice. The suspension of service stops all work and assessments on security vetting requests except for critical vettings that contribute directly to the Government's response to COVID-19. NZSIS will not accept any new requests. Those vetting assessments that were currently under action by NZSIS at the time of the suspension will be held in abeyance until the COVID-19 movement and working restrictions are relaxed. No new clearances will be initiated at this time.
36. **Strategic Liaison.** The Strategic COVID-19 Response Cell (SCRC), located in SCE, is the authority for approving new tasks issued to the NZDF by NCMC. SCRC can be contacted via email s. 9(2)(k) [REDACTED]
37. **Liaison Authority.** DIRLAUTH is approved for HQJFNZ with:
- a. local/regional councils, for resolution of local tasks; and
 - b. the NCMC and OGAs, for tasks received from NCMC and endorsed by SCE Branch.
38. AoG tasks and requests are being managed by NCMC. Should an NZDF entity receive a request for support from an agencies/entity, that has not been processed by NCMC, they are to forward the request direct to NCMC via email s. 9(2)(k) [REDACTED]

² Note that Blackberry mobile devices are supported by Vodafone (Option 4 on the 4777 menu), not the Defence Service Support desk.

39. **Reporting.** HQJFNZ is to establish reporting lines as appropriate, including EARLLS.

40. **Points of Contact.** Contact details are detailed below:

a. **SCE Br, HQNZDF.**

Primary:

s. 9(2)(a) & 9(2)(k)

Secondary:

s. 9(2)(a) & 9(2)(k)

b. **HQJFNZ.**

Primary:

s. 9(2)(a) & 9(2)(k)

Alternate:

s. 9(2)(a) & 9(2)(k)

Acknowledge Instructions

41. Action addressees are to **acknowledge** receipt of this directive to DDSC(D)

s. 9(2)(k)

Cancellation

42. This Directive is cancelled on completion of the operation or on order of CDF.


KR SHORT
Air Marshal
Chief of Defence Force

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