Greetings Class XXXXX,

I am CDR Michael Prince, Director of the Limited Duty Officer and Chief Warrant Officer (LDO/CWO) Academy. Congratulations on your selection and the start of the next chapter of your Naval career! I want to take this opportunity to reach out to all of you concerning your arrival to Officer Training Command Newport on XX XXX 2020 and provide reporting instructions and amplifying guidance to manage your expectations. Your Class Officer is XXXXXXX and he can be reached by phone at (XXX) XXX-XXXX or via e-mail at XXXXXXXX@navy.mil. This class will execute as scheduled, but there will be precautions taken and Department of Defense guidance policies to adhere to concerning the current Coronavirus 2019 (COVID-19) pandemic.

NOTE: Due to COVID-19 and the restrictions that are in place, family members or pets are NOT authorized to accompany students while attending the LDO/CWO Academy. Additionally, after the Restriction of Movement (ROM) period expires, you will be restricted to on base movement only (and other additional measures).

Attached to the email, you will also find the Enhanced Social Distancing Policy Memorandum from the Commanding Officer, Officer Training Command Newport. Please read this document in its entirety, sign the form and return it via e-mail to your Class Officer and XXXXXXX, LDO/CWO Academy Deputy Director, at XXXXXXXX@navy.mil. If you feel that you will be unable to meet the requirements set forth by the commanding officer, please contact us soonest to address your concerns, or work with your Navy Operational Support Center or your detailer to secure a seat for a later date.

The global impact of COVID-19 has necessitated a 14-day Enhanced Social Distancing requiring altered instruction methods to ensure the health and safety of the Officer Training Command Newport staff and your classmates. Out of an abundance of caution, the first 14-days of the Academy will be completed by distance learning modules, providing students with a baseline knowledge of the course content and enable operations to continue in the classroom environment. I recommend you take time to purchase any items you may need during your 2-week quarantine prior to reporting to the LDO/CWO Academy. Once the check-in process begins, you will be required to remain in quarantine for 2-weeks.

To stay apprised to the most current information regarding your class and to start networking with all your classmates, I recommend joining the class’ Facebook (FB) Group “LDO/CWO Academy Class XXXXX” for social networking. For official business between you and the Class Officer use WhatsApp Group “LDO/CWO XXXXX” at “https://chat.whatsapp.com/(Fill in Code Here)”. The FB Group is monitored by at least one of the Academy Instructor until XX XXX at 1700 and the WhatsApp will be monitored by all Instructors for the entirety of the class. Both are to keep the group up-to-date with any possible changes and to address any questions or concerns.

Thank you for your commitment to service, and we look forward to your arrival at the Academy. Stay safe, and we will see you soon.

W/r

LDO/CWO Director
**REPORTING TO OFFICER TRAINING COMMAND NEWPORT**

**DO NOT REPORT FOR TRAINING IF YOU ARE CURRENTLY SICK AND EXHIBITING FLU-LIKE SYMPTOMS!**

- IF YOU WERE PREVIOUSLY SICK OR EXPOSED TO COVID-19, YOU MAY REPORT FOR TRAINING IF:

- It has been 14 days since the last date of high-risk exposure or close contact with a person who has tested positive for COVID-19 or is highly suspected AND you remained asymptomatic or

- You have previously tested positive for COVID-19 AND you have a resolution of fever without fever-reducing medications, AND improvement of respiratory symptoms, AND have had at least two consecutive negative COVID-19 tests collected >24hrs apart (total two negative specimens) or

- If you were suspected of having COVID-19 but NOT tested, you must be at least 72 hours post-recovery, defined as a fever resolution without fever-reducing medications AND improvement of respiratory symptoms, AND at least seven-days have passed since symptoms first appeared.

*IF YOU HAVE ANY CONCERNS CALL, TEXT, OR EMAIL YOUR CLASS OFFICER FOR GUIDANCE BEFORE REPORTING FOR TRAINING*

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LDO/CWO Academy Check-in:

The check-in process will commence at the Newport Chalet, Building 1290, located at 1290 Perry Road, Newport, RI 02841 on Sunday, XX XXXX 2020, from 1700 to 1900 at which time OTCN staff members will check you into the LDO/CWO Academy prior to placing you on ROM until XX XXXX 2020. If you report prior to your No Earlier Than (NET) date annotated on your orders, you will not be reimbursed for that night. If your NET is prior to Sunday or after the check-in window on Sunday, contact your Class Officer in advance to arrange check-in time. If you have questions, call, text, or email your Class Officer.

**NOTE:** To minimize risk of exposure to COVID-19, your movement is restricted to the NEX, Commissary, and your room once you arrive to Naval Station Newport and prior to checking in with the staff at 1700. Prior to checking in with the staff at 1700 on XX XXXX, you may purchase any items that you think you may need (incidentals, groceries, or hygiene items) and you are authorized to order food delivery. You are not authorized to eat at the Galley (Ney Hall). Your ROM period will start immediately after checking in with our staff, after that, food deliveries and grocery runs WILL NOT be authorized nor are you authorized to leave your room unless escorted by a staff member. Please plan accordingly.

- If using a GPS, set your destination as “Gate 1 Naval Station Newport” or ”Gate 17 Middletown RI 02841” to get to the base, and once on the base, put the GPS destination as “1290 Perry Road Newport, RI 02841.”
Perry Road, Newport, RI 02841”. Those are the two main entrances but dependent on the status of the base, only one may be open.

**Dietary Restrictions:**

If you have any dietary restrictions, contact the Class Officer so we can inform the galley to provide you with the proper meals (i.e. Vegetarian, Vegan, Religious considerations for meals, food allergies, etc.)

**Items to Bring:**

With enhanced social distancing and restriction of movement policies currently being executed, we recommend that students arrive with clothing and hygiene items to sustain themselves in their room. You will have access to a laundry facility, but students should come with:

- At least 10 days of undergarments and clothes (workout attire). Bring civilian attire and civilian PT gear. You may bring laundry detergent with you as well (pods are convenient). If you choose to purchase detergent via the vending machine in the laundry room, ensure you bring plenty of quarters.

- Any personal medications that you require; however, we discourage the use of Tylenol, Advil, ibuprofen, etc. as these will suppress a fever, which is one of the COVID-19 symptoms. If prescribed these medications, please contact us soon so that we may consult our medical professionals about your prescribed use of acetaminophen and ibuprofen products.

-Starting Monday, XX XXX, you will be provided three meals a day (a breakfast sandwich/burrito or cereal, a sandwich and chips, and a hot evening meal)(no commercial food deliveries are allowed), but you may bring outside food to store in your room during the movement period's restriction of the first two-weeks prior to check-in. NGIS rooms are outfitted with a mini-refrigerator, microwave, and Keurig. The water you drink will come from the tap in your rooms; please feel free to bring water-filtering devices if desired.

- Please bring a laptop, iPad, tablet, etc. to complete the online course work. If you do not have a device, contact your Class Officer so we can provide you an iPad upon arrival.

- To mitigate the spread of COVID-19, DoD policy requires face coverings; please bring a homemade or store purchased mask that covers from your nose and mouth.

**Communication:**

* PLEASE ALSO REVIEW THE LDO/CWO ACADEMY WEBSITE FOR THE STANDARD LIST OF RECOMMENDED ITEMS TO BRING AS WELL. *