

From: Planty, Jeffrey (FAA)

Sent: Thursday, March 19, 2020 10:33 AM

To: Sherer, Mary K (FAA) <Mary.K.Sherer@faa.gov>; Washino, Dave (FAA) <Dave.Washino@faa.gov>; Morgan, Richard (FAA) <Richard.Morgan@faa.gov>; Burke, Randall (FAA) <Randall.Burke@faa.gov>; Linney, Jim (FAA) <jim.linney@faa.gov>; Meusel, David (FAA) <david.meusel@faa.gov>; Wolf, Jerald M (FAA) <jerald.m.wolf@faa.gov>

Cc: McCoy, Jeffrey E (FAA) <Jeffrey.E.McCoy@faa.gov>; Abbott, Patti (FAA) <patti.abbott@faa.gov>; Hawkins, Sherlita (FAA) <sherlita.hawkins@faa.gov>

Subject: ((Immediate Action)) Telework

All,

Please take immediate steps to ensure that all support personnel are on telework agreements and that their schedules reflect maximized telework. I would like a status update from each of you by our afternoon call.

At this point, we should be focusing on the structure of telework and remote reporting of our technical workforce.

Please let me know if we are missing any particular group, outside of the technical and those actively involved in projects / project related activities necessary to complete or shutdown. Please call me if you have any concerns.

Thanks in advance for your immediate attention.