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25 MAR 2020

HQ JFNZ  
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Trentham  
Private Bag 900  
Upper Hutt 5018  
NEW ZEALAND

HQ JFNZ O3-0038/07

25 Mar 20

**See Distribution**

**OPORD 068/20: OP PROTECT (COVID-19)**

**References:**

- A. Government of New Zealand COVID-19 Alert System
- B. CDF Directive 12/2020 NZDF Novel Coronavirus (COVID-19) Response Management Plan dated 13 Mar 20
- C. CDF Operational Directive 18/2020 OP PROTECT NZDF Novel Coronavirus (COVID-19) Response Management Plan Level Four Activation
- D. Ministry of Health NZ Influenza Pandemic Plan (2017)
- E. HQ JFNZ OP COVID-19 Warning Order 001 of 18 Mar 20
- F. HQ JFNZ OP COVID-19 Warning Order 002 of 20 Mar 20
- G. HQ JFNZ Pandemic Action Plan, dated 20 Mar 20

**Time Zone.** Time Zone used throughout the order: NZDT

**1. Situation.**

- a. **General.** An outbreak of 2019-Novel Coronavirus (COVID-19) originated within China in December 2019, and has since created a global impact. On 12 Mar 20, the World Health Organisation (WHO) declared COVID-19 a pandemic. COVID-19 represents an unprecedented challenge to NZ and the NZDF. Ref A describes the Government of New Zealand (GoNZ) Alert System including triggers for national and regional decisions and the corresponding action to occur. The NZDF Novel Coronavirus (COVID-19) Response Management Plan at ref B describes and directs NZDF-wide preparedness for the spread of COVID-19 in order to ensure that the NZDF maintains designated output capability, organisational viability, and support to the all-of-government (AoG) response, whilst protecting NZDF members. Ref C describes the COVID-19 response as a whole-of-defence effort.
- b. The nature of a pandemic, and the dynamic situation created by COVID-19, make it essential that the NZDF remains pre-emptive and proactive (within the bounds of ref B and C) in order to maintain the health, safety and security of NZDF members, the wider NZ public, and outputs and expectations of GoNZ. The NZDF response is to be known as Operation PROTECT.
- c. The HQ JFNZ response will align with the GoNZ COVID-19 Alert System (ref A) and the Ministry of Health (MoH) NZ National Pandemic Plan (ref D) to ensure consistency of intent, implementation and effect. The MoH six-step strategy for the management of COVID-19 includes:

- (1) Plan for it.

- (2) Keep it Out.
  - (3) Stamp it Out.
  - (4) Manage it.
  - (5) Manage it Post Peak.
  - (6) Recover from it.
- d. IAW ref G, HQ JFNZ will enact a range of measures to mitigate the impact of COVID-19 on designated operational outputs, protect HQ JFNZ personnel (including headquarters staff, deployed personnel and contingency response personnel), and support the All-of-Government (AoG) response. These measures align to the NZ National Pandemic Plan Keep it Out / Stamp It Out phases, and support response options for the Manage it phase.
- e. Lines of Operation. HQ JFNZ will conduct Op PROTECT activities across three Lines of Operation (LOO) and multiple Lines of Effort (LOE). They are;
- (1) LOO 1. Protect the Force (Op PROTECT).
    - (a) LOE 1. HQ JFNZ domestic staff.
    - (b) LOE 2. HQ JFNZ deployed FE.
    - (c) NATCON FE.
  - (2) LOO 2. Maintain the Fight.
    - (a) LOE 1. Domestic.
    - (b) LOE 2. OE 5.
    - (c) LOE 3. OE 4.
  - (3) LOO 3. Respond to AoG effort.
    - (a) LOE 1. Domestic.
    - (b) LOE 2. International<sup>1</sup>.
- f. **Friendly Forces.**
- (1) **Other Government Agencies (OGA).** The GoNZ has appointed an AoG Controller to direct the overall response to COVID-19 through the Operational Command Centre (OCC). The Controller will be supported by the Director General of Health, the Director Civil Defence Emergency Management (CDEM) and the COVID-19 AoG Coordinator. The National Crisis Management Centre (NCMC) has been activated to support the coordination of the AoG response to COVID-19. The Ministry of Foreign Affairs and Trade (MFAT) is responsible for coordinating any AoG response into the Pacific region. Strategic Commitments and Engagements (SCE Branch) HQNZDF and HQ JFNZ Liaison Officers (LO) will represent the

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<sup>1</sup> Priority of effort; South-West Pacific Realm countries, Fiji and Tonga then other SW Pac non-Realm. Residual effort; global.



NZDF across various work groups, planning groups, and work streams (primarily the Law and Order and Emergency Services work stream).

- g. **Health Threat Assessment.** A moderate yet increasing number of COVID-19 cases currently exist in NZ. With the introduction of COVID-19 into NZ, the MoH has assessed the likelihood of limited transmission of the virus as **VERY HIGH** and the likelihood of sustained transmission as **MODERATE-HIGH** and widespread outbreaks as **LOW-MODERATE**. The AoG effort is focussed on lowering the rate of transmission (flattening the curve) IOT ensure capacity within the health system.
  - h. While the risk of a widespread outbreak is **LOW-MODERATE** and sustained transmission is **MODERATE- HIGH**, the potential consequences remain severe. The NZDF must be postured to meet the evolving risk and escalate its response and management actions at the same time as continuing to deliver NZDF outputs and support the AoG response in a calm, measured and deliberate manner.
  - i. Due to the dynamic and constantly evolving Operating Environment (OE), all NZDF FE must maintain situational awareness of the health threat. Annex H details WHO, GoNZ, MoH and NZDF websites available to build SA.
2. **Mission.** HQ JFNZ is to protect the force from COVID-19, maintain designated operational outputs, and contribute to NZDF efforts to minimise the impact of COVID-19 in order to contribute to an AoG effort to protect the well-being of the NZ population; and maintain our contribution to regional and global partners.
3. **Execution.**
- a. **Intent.**
    - (1) **Purpose.** To protect JFNZ personnel<sup>2</sup> while maintaining operational outputs and an ability to support an AoG COVID-19 response.
    - (2) **Method.** HQ JFNZ will (in parallel) provide focussed support to domestic and deployed forces including the provision of health information, direction and protective measures, maintain directed OE priorities and contingency support activities, while leading the NZDF contribution to the AoG COVID-19 response.
    - (3) IAW ref C, Single Service Chiefs will provide FE to HQ JFNZ as requested. Maritime, Land and Air FE will be designated OPCOM to COMJFNZ who will assign FE to Op PROTECT TG as required. Maritime and Air platforms will be centrally tasked ISO Op PROTECT TGs.
  - (a) **Key Tasks.**
    - i. Understand the impact of COVID-19 on NZDF forces, allies, global partners and regional nations.
    - ii. Enact preventative measures that prepare the force for the impact of COVID-19.
    - iii. Enact preventative measures that minimise the impact of COVID-19 on NZDF outputs.

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<sup>2</sup> HQ JFNZ Headquarters staff, deployed personnel and contingency response personnel

- iv. Enact Business Continuity Plans to maintain NZDF FE availability for NZDF outputs.
- v. Contribute to the AoG planning and response to COVID-19.
- vi. Maintain continuity of support to OE 5 (5.1, 5.2), including the provision of personnel, real life support (RLS), and communications.
- vii. Maintain continuity of support to OE 4 (4.1, 4.2) priorities and contingencies.
- viii. Maintain continuity of support to OE 6.2 priorities and contingencies.
- ix. Establish a domestic Op PROTECT Task Force (JTF) and regional Task Groups (TG) OPCOM COMJFNZ ISO AoG response.
- x. Maintain a Commander's Reserve ISO OE 5.1, OE 4 and Op PROTECT Task Force.
- xi. Identify a C2 situational reserve.

(4) **Endstate.** COVID-19 impact on JFNZ personnel and designated outputs are minimised, directed priorities are maintained and AoG efforts supported and sustained.

b. **Concept of Operations.** Op PROTECT is a two phase operation with a prelim and sequel. The prelim will assist HQ JFNZ to understand the impact of COVID-19 to deliver directed outputs. The sequel reflects a return to 'normal' state or adoption of a new 'steady' state to deliver HQ JFNZ directed outputs.

(1) **Phases.**

(a) **Prelim:** (Now – 25 Mar 20) Understand.

- i. **LOO ME:** Protect the Force.
- ii. **ME.** Inform and educate FE of COVID-19 prevention measures and NZDF response.
- iii. Conduct planning activities to include TTX/CPX, rehearsals.
- iv. Review relevant HQ JFNZ Business Continuity Plan BCP and CONPLANS.
- v. Prioritise and define directed military capability output FE (NATCON elements).
- vi. Understand and mitigate the impact of COVID-19 measures to deployed personnel and missions.
- vii. Establish Op PROTECT C2 structure.
- viii. Establish regional TGs (TG NORTH, TG CENTRAL and TG SOUTH) OPCOM COMJFNZ.
- ix. Identify likely AoG tasks.



- (b) **Phase One.** (26 Mar to 10 May 20) Respond.
- i. **LOO ME:** Maintain the Fight.
  - ii. **ME.** 2020 Flu vaccinations prioritised to directed military output FE (NATCON).
  - iii. Distribution of Personal Protective Equipment (PPE) to prioritised NATCON FE IAW Annex H Para 13.b,c and OE 5 deployed FE.
  - iv. Maintain RLS to OE 5.
  - v. Manage personnel impacted by COVID-19.
  - vi. Contribute to AoG planning groups and work streams.
  - vii. BPT support AoG directed response requirements.
  - viii. Component Commanders assign FE to Op PROTECT TGs on order.
  - ix. On order enact force protection measures including isolation of NATCON elements and operational staffing of HQ JFNZ.
- (c) **Phase Two.** (10 May - On Comd) Adjust.
- i. **LOO ME:** Respond to AoG effort.
  - ii. **ME.** Conduct Op PROTECT<sup>®</sup> review.
  - iii. BPT enact further preventative measures or operational activities to adjust to the impact of COVID-19.
  - iv. Prioritise NATCON FE to maintain directed outputs.
  - v. Monitor the impact of COVID-19 infection amongst HQ JFNZ, deployed and NATCON personnel.
  - vi. Contribute to AoG planning groups and work streams.
- (d) **Sequel.** (On Comd) reconstitution / steady-state operations.
- i. Understand the effect of COVID-19 on HQ JFNZ, deployments and directed capabilities IOT capture lessons, adopt SOPs to inform future pandemic planning, future resilience, and support to an AoG response.
  - ii. Return to HQ JFNZ normal staffing.

c. **Tasks.**

(1) **HQNZDF.**

- (a) CN is requested to;
- i. Identify and prioritise shore based personnel who can re-role from their primary role IOT supplement TG NORTH.
  - ii. Identify and prioritise non-essential maintenance and training activities that can be cancelled as required IOT ensure adequate personnel support to TG NORTH.

- iii. Ensure that an impact statement is generated for any redirection of personnel or capability ISO Op PROTECT, to inform options for reconstitution during the sequel phase.
- (b) CA is requested to;
- i. Identify and prioritise personnel and capability who can re-role from their primary role ISO Op PROTECT TGs.
  - ii. Identify and prioritise non-essential maintenance and training activities that can be cancelled as required IOT support Op PROTECT TGs.
  - iii. Ensure that an impact statement is generated for any redirection of personnel or capability ISO Op PROTECT, to inform options for reconstitution during the sequel phase.
- (c) CAF is requested to;
- i. Identify and prioritise personnel and capability ISO Op PROTECT TGs.
  - ii. Identify and prioritise non-essential maintenance and training activities that can be cancelled as required IOT support Op PROTECT TG.
  - iii. Ensure that an impact statement is generated for any redirection of personnel or capability ISO Op PROTECT, to inform options for reconstitution during the sequel phase.
- (d) NZDI is requested to;
- i. Provide updated guidance on HQNZDF priorities for COVID-19.
  - ii. Maintain communication with J1H2 regarding SMTA production.
  - iii. Coordinate with the HIT to determine division of support and liaison responsibilities.
- (e) SCE is requested to;
- i. Prioritise all Op PROTECT requests from GoNZ/AoG agencies.
  - ii. Provide GoNZ advice regarding NZDF capability and intentions ISO Op PROTECT, including limitations, restrictions and legal obligations.
  - iii. Ensure GoNZ provide requests for effects not capability.
- (2) COMLOG is requested to;
- (a) Direct DEMO to maintain 21 days contingency reserve stock of critical PPE and CI VIII pharmaceuticals.
  - (b) Conduct supply chain reassurance, identifying any areas of supply chain disruption or failure.
  - (c) Preposition CI VIII pharmaceuticals fwd to TG AOs.
  - (d) Advise NZDF access to MoH holdings of mission critical PPE.



- (3) **CIO** is requested to (through CIS Branch).
- (a) Support the establishment of a land compatible RESTRICTED COP solution, which integrates with the wider NZDF Restricted COP.
  - (b) Support the establishment of a land compatible UNCLASSIFIED COP solution, to be web accessible for interoperability with the AoG response to Covid-19.
  - (c) Co-ordinate with J6 Branch regarding HQJFNZ requirements for technical solutions to Op PROTECT CIS problems, and the utilisation of remote working services, including RAS.
- (4) **HQ JFNZ.**
- (a) **MCC** is to;
    - i. Maintain extant domestic and regional response capabilities.
    - ii. On order assign FE ISO of Op PROTECT TGs.
    - iii. Direct PHILOMEL to stand up 1 x TU with C2 and CSS and 1 x LERG WEF 252359Mar20 at OPCON TG NORTH.
  - (b) **LCC** is to;
    - i. Maintain extant domestic and regional response capabilities.
    - ii. BPT supplement TG CENTRAL with planning staff.
    - iii. BPT provide an LO to TG NORTH.
    - iv. BPT redeploy FE assigned to training to Op PROTECT TGs.
    - v. On order assign FE ISO of Op PROTECT TGs.
    - vi. Direct 3/6 Bn to stand up 2 x LERG WEF 262359Mar20 at OPCON TG NORTH. 3/6 Bn elements assigned in 4 week blocks. Review 24 Apr 20.
    - vii. Assign a 1 Bde TU of 4 x LERG with C2 and CSS to TG CENTRAL WEF 252359Mar20 OPCON TG CENTRAL.
    - viii. Assign a 1 Bde TU of 4 x LERG with C2 and CSS to TG SOUTH WEF 252359Mar20 OPCON TG SOUTH.
    - ix. Direct 3/6 Bn to estb LO with TG NORTH WEF 252369Mar20.
    - x. Direct 5/7 Bn to estb LO with TG CENTRAL WEF 252369Mar20.
    - xi. Direct 2/4 Bn to estb LO with TG SOUTH WEF 252369Mar20.
    - xii. Direct CTC to develop and conduct Op PROTECT specific PDT.
    - xiii. Direct 1 (NZ) Bde to;
      - (i) BPT provide catering spt to each TG.
      - (ii) BPT provide distribution spt to TGs.
      - (iii) BPT maintenance spt to TGs.

- (iv) BPT support the estb and management of COP at TG HQ level
  - (v) BPT COP operator spt to Op PROTECT TGs including dispersed FE.
- (c) **ACC** is to:
- i. Maintain extant domestic and regional response capabilities.
  - ii. On order assign FE ISO of Op PROTECT TGs.
  - iii. Direct each Base to stand up 1 x LERG WEF 252359Mar20 to support appropriate TG.
  - iv. BPT redeploy FE assigned to training to TGs ISO Op PROTECT tasks.
- (d) **SOCC** is to:
- i. Maintain extant domestic response capabilities.
  - ii. BPT complement and supplement TGs if required.
  - iii. BPT redeploy FE assigned to training to TGs ISO Op PROTECT tasks.
- (e) **HQDJATF**: As NZDF C2 Reserve;
- i. BPT provide C2 for domestic and offshore emergency response.
  - ii. BPT provide staff officers to AoG planning efforts.
  - iii. BPT provide limited surge capacity for TG HQs.
- (f) **COS** is to:
- i. Ensure continuity of HQ JFNZ staffing and implementation of HQ JFNZ Operational Staffing 'Reduce to Reinforce', for a minimum of four weeks.
  - ii. Identify HQ JFNZ personnel posted unaccompanied to the Wellington region who can supplement their home location Op PROTECT TG HQ.
  - iii. Identify RLS restrictions that will effect HQ JFNZ staffing levels (e.g. cancellation of public tpt).
  - iv. Facilitate AoG access to HQ JFNZ Op PROTECT COP.
  - v. BPT provide DPA support as required.
- (g) **IG**
- i. Provide NZDF Health and Safety advice to Op PROTECT TG.
  - ii. Monitor and report effects of OP PROTECT commitments upon Operational Readiness.



- (h) **J09.**
- i. Provide legal advice to TG Commanders.
  - ii. Draft RoC for domestically deployed TG personnel.
- (i) **J1.**
- i. Manage status of FE assigned to Op PROTECT TGs.
  - ii. Coordinate FE rotation plan as required.
  - iii. Assist TG S1 staff with establishing a personnel tracking system.
- (j) **J1 Health.**
- i. Coordinate health support plan for HQ JFNZ.
  - ii. Coordinate health support plan for Op PROTECT TGs.
  - iii. Track COVID-19 cases amongst OE 5.
  - iv. Identify CI VIII and PPE requirements and in conjunction with DEMO pre-position CL VIII and PPE ISO Op PROTECT TG.
  - v. Identify a prioritised scale of entitlement of PPE for all Op PROTECT FE IOT conserve limited stocks.
  - vi. Provide all Op PROTECT TGs with adequate training on the use of PPE and CL VIII stores.
- (k) **J2.**
- i. Coordinate support to regional and TG J2 staff.
  - ii. In conjunction with J1 Health provide health threat assessment support to HQ JFNZ and TG.
- (l) **J3.**
- i. Lead Op PROTECT deliberate planning.
  - ii. Establish Op PROTECT C2 node within HQ JFNZ.
  - iii. Coordinate and prioritise requests for support from AoG.
  - iv. Coordinate the assignment of FE to TG.
  - v. Establish and disseminate process for assigning task to Op PROTECT TGs.
  - vi. Provide permissions/authorities framework for conduct of national, regional and local government requests for support. This framework is to include the prioritisation of all requests for support.
- (m) **J4.**
- i. Maintain RLS to OE 5.
  - ii. Coordinate immediate reconstitution of Mission Critical Equipment ISO OE 5.

- iii. Advise and assist TG S4 regarding the provision of supplies, equipment and PPE.
  - iv. Coordinate logistics support for Op PROTECT.
  - v. Maintain overwatch of supply chains IOT provide assurance, reporting any disruption or failures immediately.
  - vi. In conjunction with DEMO, identify alternate sources of supply and critical elements not manufactured in NZ ISO AoG logistics resolution.
- (n) **J5.**
- i. Undertake Op PROTECT Review from 01 May 20.
  - ii. Commence detailed planning for Op PROTECT Phase II.
  - iii. On order provide supplementary staff support to J3.
- (o) **J6.**
- i. Establish an Op PROTECT communications and IM plan.
  - ii. Lead and develop COP ISO Op PROTECT TGs.
  - iii. Co-ordinate with CIS Branch, DISOC regarding HQJFNZ requirements for the utilisation of remote working services, including RAS.
  - iv. On order provide supplementary staff support to J3.
- (p) **J7.**
- i. On order provide supplementary staff support to J3.
- (q) **J8.**
- i. On order provide supplementary staff support to J3.
  - ii. Capture lessons learnt IOT inform J5-led Op review.
- (r) **J9.**
- i. Provide cost capture direction for Op PROTECT at both HQ JFNZ and TG level.
  - ii. Provide financial advice to HQ JFNZ planning staff.
- (s) **All Op PROTECT TGs.**
- i. Conduct PDT.
  - ii. Identify equipment and staff shortfalls for likely assessed tasks to support Op PROTECT. This information is to be provided to HQ JFNZ NLT 24 1500 MAR 20.
  - iii. In conjunction with J6 Br, HQ JFNZ estb COP for the tracking of Op PROTECT FE.



- iv. Provide ORBAT to COVID-19 WG including contact details of key staff positions and staffing NLT 26 1500 MAR 20.
- v. Estb liaison with regional CDEM HQ, regional and local councils and District Health Boards (DHB) within AO.
- vi. Generate Risk Assessment Matrix ISO Op PROTECT Tasks. RAMS are to be provided to HQ JFNZ IG.
- vii. BPT support the following tasks (Note that these tasks are yet to be officially requested):
- viii. **Security.**
  - (i) Support NZPOL (e.g. self-isolation checks).
  - (ii) Support NZPOL to maintain general law & order.
  - (iii) Provide security of critical infrastructure and essential services.
  - (iv) Provide essential security services (e.g. prisons, border control).
  - (v) Support NZPOL enforcement of travel/movement restrictions.
- ix. **Logistics.**
  - (i) Reinforce National Distribution Centres with distribution support (e.g. packers, forklift operators, MRP controller, distribution and logistics advice).
  - (ii) Provide storage, security and distribution of national stockpiles of key equipment and/or stores.
  - (iii) Provide VIP tpt (air and land).
  - (iv) Provide Mortuary Affairs support.
- x. **Health.**
  - (i) Support MoH to establish and manage isolation centres.
  - (ii) Provide assistance to regional health community clinics (e.g. screening).
  - (iii) Provide suitably qualified medical staff to MoH.
  - (iv) Conduct patient transfer (road/air) between health providers.
- xi. **Other.**
  - (i) Support AoG with Intelligence spt.
  - (ii) Provide LOs to AoG (NHCC, NCMC)
  - (iii) Conduct NEO of NZ nationals and AFN.

- (iv) Tpt stores, pers and equipment to PIC and other regional countries.
- xii. Include the following gender considerations when conducting planning:
  - (i) All NZDF planning should include a gender perspective.
  - (ii) KLE include questions and responses with a gendered perspective.
  - (iii) Any NZDF physical response teams must be mixed gender where possible.
  - (iv) Pre-deployment briefings for front line personnel must highlight vulnerable populations and include gender perspectives.
  - (v) Logistics/health support planning must acknowledge vulnerable populations and difficulties with access and plan access/triage that takes this into account

**d. Key Timings.**

- (1) NB 20 1500 MAR 20: TG change of C2 WEF receipt of Wng O 069/20.
- (2) NLT 25 1500 MAR 20: TG demand signal for staffing and capability supplementation.
- (3) NLT 25 1500 MAR 20: TG HQ report C2 "up live".
- (4) From 25 1500 MAR 20: TG NORTH, CENTRAL and SOUTH HQ ready to receive tasking and assigned FE.
- (5) 25 2359 MAR 20: GoNZ implementation of COVID-19 alert level 4.

**e. Key Locations. N/C.**

**f. Restrictions/limitations. TBC.**

**4. Administration and Logistics.**

- a. **Concept of Support.** All TG are to have seven days operating stocks and seven days reserve. DEMO are to maintain contingency reserve stock of 21 days. TG FE will be provided fresh rations and quarters when operating out of NZDF Camps/bases. ORPs will be issued for expeditionary support to tasks outside of main centres. CI III provided from garrison stocks and by BP fuel card. Detailed Concept of Support issued in Annex G.
- b. **Movement.** IAW Annex G.
- c. **Accn.** IAW Annex G.
- c. **Medical Support.** IAW Annex H.
- d. **Personnel Administration.**
  - (1) **Conditions of Service.** Non-operational conditions of service, IAW DFO 3, will be applied.



- (2) **Pay and Allowances.** Pay and allowances will be actioned as normal.
  - (3) **Leave.** As per Ref B.
  - e. **Legal.** IAW Annex E.
  - f. **Finance.** All expenditure for COVID-19 related activity is to be funded from current baselines. The SPC Code SPC 910921 is to be used for all expenditure incurred which is directly related to the COVID-19 response.
5. **Command and Signals.**
- a. **NZDF Command and Control.**
    - (1) **Full Command (FC).** CDF retains FC of all NZDF personnel.
    - (2) **Operational Command (OPCOM).** COMJFNZ assumes OPCOM of FE assigned to Op PROTECT.
    - (3) **Operational Control (OPCON).** COMJFNZ delegates OPCON of assigned FE to TG commanders.
    - (4) Air assets (platforms) tasked by the HQ JFNZ JAQC are to remain under existing command relationships.
    - (5) Maritime assets (platforms) tasked by the HQ JFNZ J35M are to remain under existing command relationships.
  - b. **Commanders Reporting Requirements.**
    - (1) **Commanders Critical Information Requirements (CCIR).** The following CCIR are to be reported on occurrence to the Op PROTECT MDO and HQ JFNZ Joint Watch Centre:
      - (a) Serious injury, any confirmed or suspected case of COVID-19 or any other illness or death of a person where NZDF is involved (to include NOTICAS as applicable);
      - (b) Any disciplinary matter involving NZDF personnel;
      - (c) Any incident, accident, event or activity likely to generate public or high political interest;
      - (d) Any task that will involve the processing and/or transport of deceased persons.
    - (2) **Friendly Force Information Requirements (FFIR)**
      - (a) Capacity and capabilities of isolation / treatment facilities.
      - (b) Capacity of quarantine facilities.
      - (c) Health status of personnel.
      - (d) Changes to availability of local health arrangements.
      - (e) Impact of COVID-19 on C2.
    - (3) **Priority Information Requirements (PIR)**
      - (a) Refer to Annex C.

c. **Reporting.**

- (1) TG are to submit a 12 and 24 hour SITREP to Joint Watch Centre NLT 0700h and 1400h each day.
- (2) SITREP are to focus on activities conducted in the preceding period and planned activities for the following 24 hours.
- (3) SITREP is to include PERSTAT incl health status.
- (4) PAR are to be submitted by each TG on EARLLS NLT 01 May 20.

a. **Information Management (IM).** Where possible, all NZDF activity associated with the support to the AoG response to COVID-19 is to be conducted at the RESTRICTED classification level. This will facilitate the ability to share OP PROTECT information with relevant external agencies. All information relating to the planning and execution of OP PROTECT for HQ JFNZ, supporting and deployed force elements is to be managed on the OP PROTECT Military Operations DDMS site s. 9(2)(k) [REDACTED]. This site is managed by the HQ JFNZ Information Management team, s. 9(2)(k) [REDACTED]. Refer to Annex Q for further instructions.

d. **Communications.** All communication relating to the HQ JFNZ COVID-19 response, including enquiries, CCIRs, reports and messages are to be directed in the first instance to both the Watch Centre and HQ JFNZ COVID-19 address groups.

e. **Points of Contact.**

(1) **HQ JFNZ COVID-19.**

s. 9(2)(k) [REDACTED]

(2) **HQ JFNZ Joint Watch Centre (JWC) - 24 hrs.**

s. 9(2)(k) [REDACTED]

(3) **TG NORTH**

s. 9(2)(k) [REDACTED]

(4) **TG CENTRAL**

s. 9(2)(k) [REDACTED]

(5) **TG SOUTH**

s. 9(2)(k) [REDACTED]



6. **Acknowledgement Instructions.** Action addressees are to acknowledge receipt of this OPOD NLT 25 1500 MAR 20 by DIXS email to the HQ JFNZ JWC at

s. 9(2)(k)

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

**Annexes:**

- A. TASKORG
- B. Readiness States (TBIL)
- C. Intelligence Support
- D. CIS Concept
- E. Legal
- F. Public Affairs (TBIL)
- G. Logistics
- H. Health Service Support
- I. Finance (Not Issued)
- J. Pers Admin (Not Issued)
- K. Deployment Preparations and Training (Not Issued)
- L. Reporting Requirements (TBIL)
- M. Points of Contact (Not Issued)
- N. Movement Plan (Not Issued)
- O. Visit Policy (Not Issued)
- P. Risk Management (TBIL)
- Q. Information Management
- R. Common Operating Picture Instruction (TBIL)

**Distribution**

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 HQNZDF - COMLOG  
 HMNZS PHL  
 CFOR  
 1(NZ) BDE  
 HQ TRADOC (NZ)  
 JSG  
 HQ 1NZSAS (REGT)  
 RNZAF AK  
 RNZAF OH

RNZAF WB

**HQ JFNZ Internal:**

COMJFNZ

COS

MCC

LCC

ACC

SOCC

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J03 – J9

JWC

DPSC

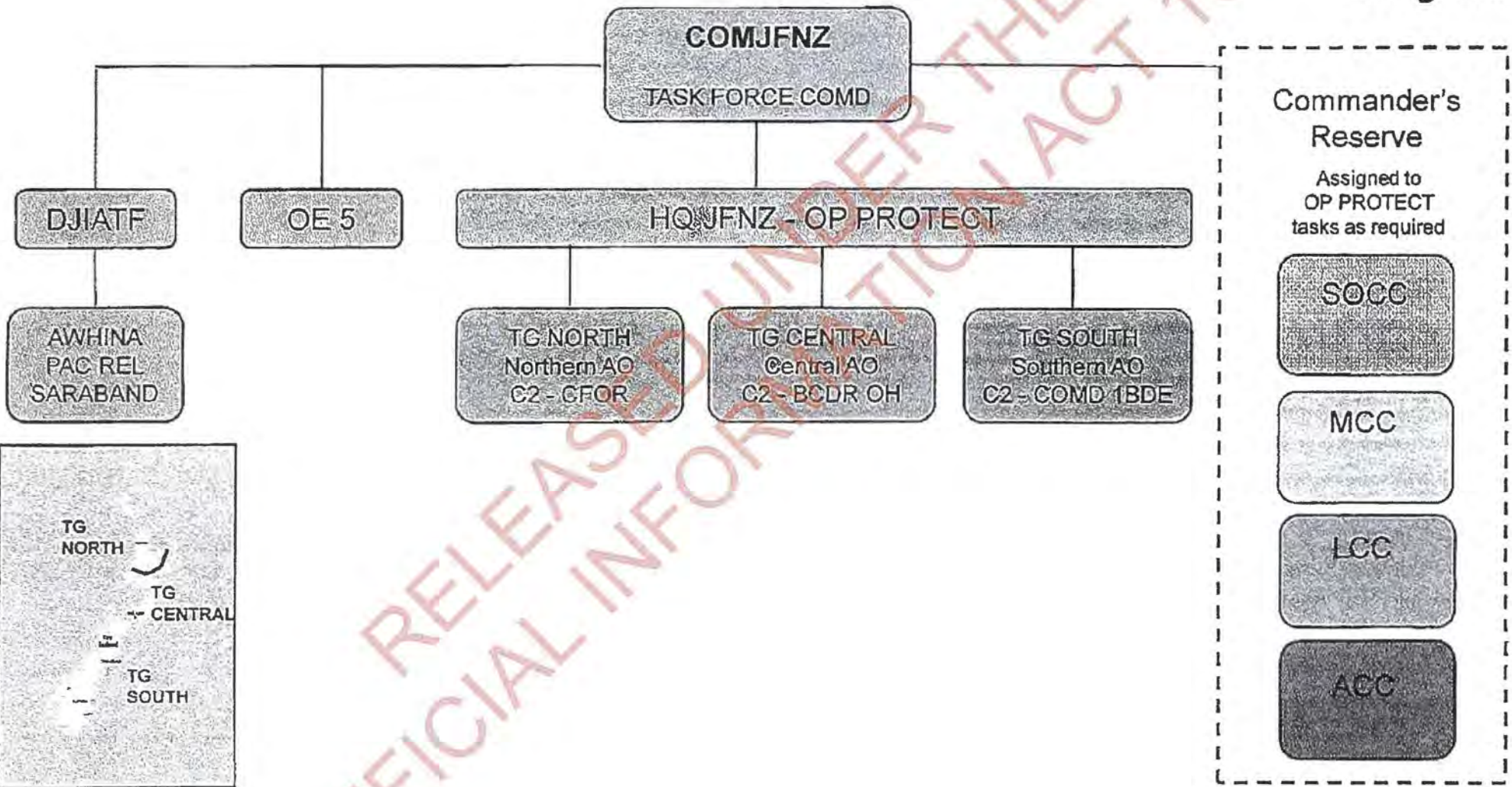
Deployed Missions – All SNOs

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# OP PROTECT TASK ORG

ANNEX A TO  
HQ JFNZ OPORD 068/20  
DATED 5 MAR 20



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## INTELLIGENCE SUPPORT PLAN – OP PROTECT

### SITUATION

#### Background

1. (U) The COVID-19 pandemic has created national health crises in a growing number of countries to date, and will see additional countries challenged during the first pandemic wave. New Zealand will also be challenged by the national health system impacts and community wide sacrifices required to suppress the spread of the virus. Even under a moderate epidemic wave, the NZDF will likely be requested to provide significant aid to civil powers and assist our South Pacific neighbours. We will be called to do this while maintaining deployed operations challenged by direct and indirect COVID-19 impacts, and while maintaining existing contingency response options for the Government of New Zealand.

#### Aim

2. (R) The overarching aims of this ISP are to describe the intelligence architecture supporting the HQJFNZ response to AoG under OP PROTECT, and to identify responsibilities for operational and tactical intelligence assets that are assigned to support the operation. It acknowledges a widespread outbreak is plausible given the challenges COVID-19 poses to the AoG response, and the significant NZDF organisational and personnel challenges which will impact Op PROTECT

### MISSION

3. (R) HQJFNZ is to protect the force from COVID-19 maintain designated operational outputs, and contribute to NZDF efforts to minimise the impact of COVID-19 in order to contribute to AoG effort to protect the well-being of the NZ population, and maintain our contribution to regional and global partners.

### EXECUTION

#### Area of Intelligence Interest

4. (U) The Area of Intelligence Interest has three geographic focus areas:

- a. New Zealand and Realm Territories;
- b. South Pacific;
- c. Rest of World.

5. (R) It is anticipated the weight of effort will balance towards New Zealand and the South Pacific. For New Zealand, that geographic focus will be down to a



domestic regional level of detail to understand regional pressures which may lead to requests for NZDF support.

### **Intelligence Support Concept**

6. (U) Key decision makers directly supported will be Commander Joint Forces New Zealand (CJTF), Component Commanders, Task Group Commanders, and Senior National Officers of deployed missions (existing and contingency). Less directly, it is anticipated some OP PROTECT intelligence efforts may aid AoG decision makers.

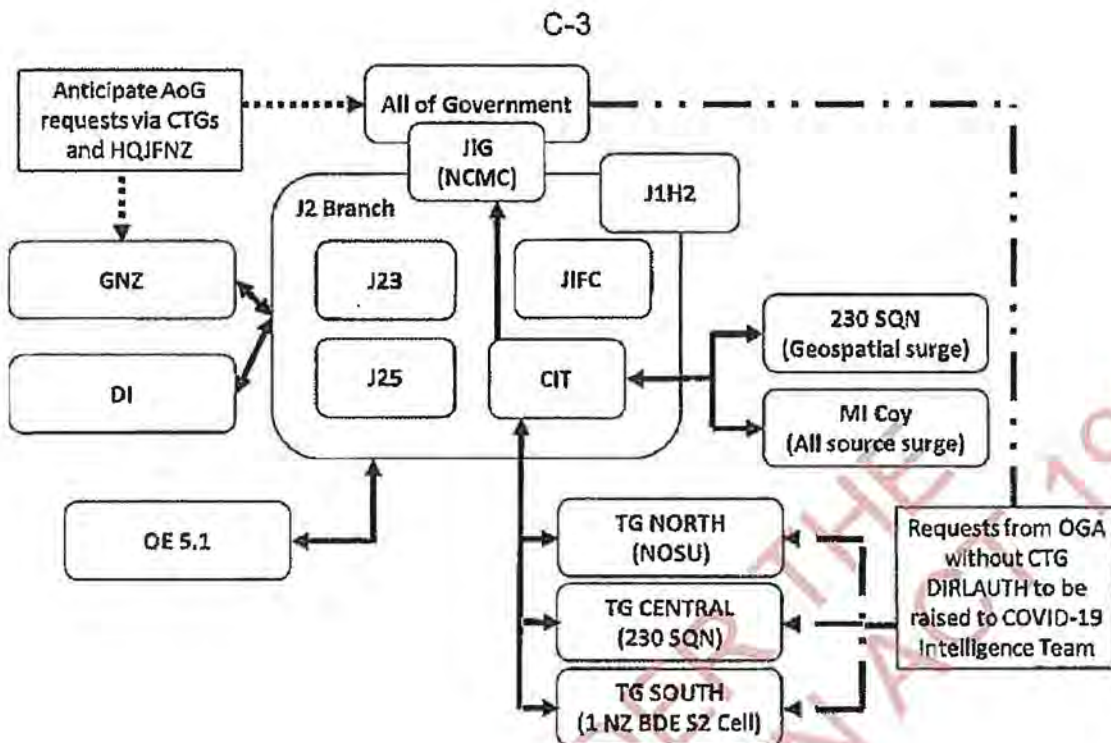
7. (R) The intelligence support is focused on three levels: CJTF, Component Commanders, and CTGs. PIRs will be refreshed and refined as the situation evolves. HQJFNZ and CTGs will quickly discard questions derived from a personal interest level or from other commanders who are not decision makers for OP PROTECT. This will be an ongoing challenge given how directly every member of the NZDF will be impacted by COVID-19. Critical prioritisation of intelligence requirements will be applied by HQJFNZ.

8. (R) To avoid decision paralysis due to the daily 'infodemic' flow and clear availability and severity biases in COVID-19 case reporting, assessments will be framed in terms of the weeks and months ahead, rather than days and hours. There will be uncertainties we will be unable to reduce; an indicators focus will be used to provide decision makers early warnings and a clear separation will be required between probability and confidence statements.

### **Intelligence Architecture**

9. (U) The HQJFNZ COVID-19 Intelligence Team (CIT) within J2 Br is the key coordinator for the operational and tactical requirements from all NZDF intelligence elements supporting OP PROTECT.

10. (U) Task Group intelligence staff are not responsible for collocated elements not assigned to OP PROTECT, and are to redirect RFIs through single service channels.



## Intelligence Tasks

11. (U) Intelligence tasks will fit into three areas aligned with three lines of operation:

- a. **Protect the Force: Health Intelligence.** The operational health intelligence for OP PROTECT is the responsibility of J1H2. J1H2 will address factors relating to disease characteristics and the risks posed to individuals. J1H2 will be supported by the CIT and the wider intelligence enterprise.
- b. **Maintain the Fight: Situational awareness of COVID-19 induced friction.** These tasks will focus on providing decision makers with awareness of the impacts of COVID-19 on NZDF deployments and the ability to carry out NATCON/CONPLAN responsibilities.
- c. **Respond to AOG: Indicators of situation developments.** A key focus of the intelligence effort will be to provide COMJ, CCs, and CTGs with warning of situation developments, to support decision points in anticipation of task changes at those situation milestones.

12. (R) These task areas will remain relevant through the OP PROTECT phases. A significant review of tasks and PIRs will be required if New Zealand's health system becomes overwhelmed at a national level.



**Intelligence Responsibilities**

13. (R) J2 Br is to:
  - a. Maintain existing support to current operations and planning for future operations.
  - b. Establish a COVID-19 Intelligence Team (CIT).
  - c. Roster personnel for Data Transfer Agent responsibilities.
14. (R) J23 is to:
  - a. Maintain critical support to current global operations.
  - b. Provide personnel to the CIT.
15. (R) J25 is to:
  - a. Maintain critical support to current regional operations.
  - b. Provide personnel to the CIT.
16. (R) JIFC is to:
  - a. Provide the CCIRM for the CIT.
  - b. Provide GEOINT support for the CIT.
  - c. Provide personnel to the CIT.
17. (R) J1H2 is to:
  - a. Determine HTA methodology.
  - b. Update HTA products.
  - c. BPT generate Health INTREPs.
  - d. Answer information requirements related to individual risks and provide technical health threat advice.
18. (R) The CIT is to:
  - a. Maintain CJTF PIRs for OP PROTECT.
  - b. Provide reporting to meet CJTF PIRs for OP PROTECT.
  - c. Liaise with the Joint Insights Group to understand AoG priorities.
  - d. BPT provide health intelligence production ISO J1H2.

- e. Provide HQJFNZ priorities for engagement in AoG intelligence cells in consultation with NZDI.
  - f. Manage OSINT collection for OP PROTECT, including approval processes.
19. (R) GNZ is requested to:
- a. BPT provide geospatial intelligence production to address AoG requirements received through CTGs or HQJFNZ.
  - b. BPT provide surge geospatial intelligence personnel from GNZ South to HQJFNZ.
  - c. BPT provide surge geospatial production from GNZ South.
  - d. BPT facilitate acquisition of commercial satellite imagery to meet HQJFNZ requirements.
  - e. BPT Conduct Phase 1 imagery analysis on requested satellite imagery collection.
20. (R) NZDI is requested to:
- a. Provide updated guidance on HQNZDF priorities for COVID-19.
  - b. Maintain communication with J1H2 regarding SMTA production.
  - c. Coordinate with the CIT to determine division of support and liaison responsibilities.
21. (R) All factual or operational intelligence elements are to:
- a. Provide OP PROTECT CTG PIRs to the CIT.
  - b. Establish OP PROTECT Intelligence POCs.
22. (R) NOSU is to:
- a. Establish an intelligence cell ISO CTG NORTH HQ.
23. (R) HQ 1 NZ BDE S2 Cell is to:
- a. Establish an intelligence cell ISO CTG SOUTH HQ.
24. (R) 1 MI Coy is to:
- a. BPT provide intelligence staff to NOSU ISO CTG NORTH HQ.
  - b. BPT provide intelligence staff to 230 SQN ISO CTG CENTRAL HQ.



- c. BPT provide intelligence staff to 1 NZ BDE S2 Cell ISO CTG SOUTH HQ.
  - d. BPT provide intelligence staff to the CIT.
  - e. BPT provide analytical effort ISO AoG requirements, at CIT direction.
25. (R) 230 SQN is to:
- a. Establish an intelligence cell ISO CTG CENTRAL HQ.
  - b. BPT provide intelligence staff to NOSU ISO CTG NORTH HQ.
  - c. BPT provide intelligence staff for liaison duties to AoG Intelligence cells in Auckland, at CIT direction.
  - d. BPT provide surge geospatial intelligence production for HQJFNZ OP PROTECT priorities.
26. (R) SMIS is to:
- a. BPT provide intelligence staff to 230 SQN ISO CTG CENTRAL HQ.
27. (R) TG6 S2 Cell:
- a. No specific tasks at this time.
28. (3) 3 SIGS SQN:
- a. No specific tasks at this time.

#### **Requirements and Collection Management**

29. (R) The CIT will maintain and communicate CJTF PIRs for OP PROTECT. These are the current PIRs:

- PIR 1. Where are COVID-19 outbreaks?
- PIR 2. Where are national health systems struggling to effectively respond?
- PIR 3. Where are public security issues directly related to COVID-19 occurring?
- PIR 4. Which locations lack detection or intensive care capabilities?
- PIR 5. Where are outbreaks affecting partnered forces?
- PIR 6. Where are national health systems not providing public information?
- PIR 7. Which countries will NZDF personnel be restricted from travelling through?

- PIR 8. Where and when will AoG or critical services absences become unmanageable?
- PIR 9. What locations will run out of crucial supplies?
- PIR 10. What will a transition to normalcy (post-pandemic) look like?

30. (U) All RFIs are to be lodged to OP PROTECT DDMS Intelligence RFI tracker page on DIXS (TBC within s. 9(2)(k))

#### **Intelligence Communications Architecture**

- 31. (R) DIXS will be used for information management of intelligence requirements and production. All emails (including UNCLASSIFIED) to OGAs are to use SEEMAIL.
- 32. (U) All emails to HQJFNZ relating to intelligence support for OP PROTECT are to be sent to the CIT email address. s. 9(2)(k)

#### **Intelligence Production and Dissemination**

- 33. (U) To achieve operational objectives, intelligence production designed to inform the AoG response must be UNCLASSIFIED where possible. Where not possible, paragraph classification markers must be used to separate UNCLASSIFIED and RESTRICTED information.
- 34. (R) Draft intelligence production is to be stored in the In-Confidence Intelligence Working Plans library s. 9(2)(k) on the OP PROTECT DDMS site.
- 35. (R) NZDF planning is estimative and uses assumptions OGA may not be using. This could be interpreted incorrectly as fact, creating friction within AoG planning processes. Careful consideration should be made prior to releasing information. Consult the CIT if there are any doubts. CTG J2s are the release authority for providing reporting to OGAs their CTG has DIRLAUTH with.
- 36. (R) Intelligence production intended for NZDF use only is therefore to be marked ORCON. All products released are to be published to the OP PROTECT Intelligence Reporting library s. 9(2)(k)

#### **INTELLIGENCE COMMAND AND CONTROL**

- 37. (R) J2 is the overarching intelligence authority for all NZDF intelligence activities related to OP PROTECT.
- 38. (R) The OIC CIT exercises TECHCON of OP PROTECT TG intelligence efforts on behalf of J2.
- 39. (R) DIRLAUTH is approved between the CIT and the JIG.
- 40. (R) The OIC CIT is s. 9(2)(a) who is also the POC for this annex. Contact a. s. 9(2)(k)



**COMMUNICATIONS AND INFORMATION SYSTEMS (CIS INSTRUCTION): OP PROTECT (COVID-19)**

**References:**

- A. DFO 51, Vol 5
- B. WNGO 069/20: OP PROTECT
- C. NZDDP 6.0 CIS, Chap 3

1. **Situation.** OP PROTECT is an NZDF operation in support of AOG action to deal with the COVID-19 global pandemic in the New Zealand AO. This Annex provides the outline CIS concept, information exchange requirements and initial tasks.

2. **Execution.**

- a. **Purpose.** To support TGs CIS requirements ISO AOG to maintain C2 for all FEs for the duration of OP PROTECT.
- b. **Method.** CIS units will initially support regional TGs and BPT to deploy with internal communications, national RESTRICTED reporting back to HQ JFNZ, and to DISOC for NZDF specific CIS support.
- c. **Endstate.** Deployed CIS units will have successfully supported their deployed manoeuvre units, returned to camps and bases, conducted post operation administration including EARLLS reporting, and be postured for future taskings.
- d. **CIS Concept of Operations.**
  - (1) **HQJFNZ.** HQ JFNZ will use standard fixed CIS during OP PROTECT to maintain C2 of NZDF FEs.
    - (a) **Primary. (NZDF Reporting) RESTRICTED Data.**
    - (b) **Alternate. RESTRICTED Voice.**
    - (c) **Contingency. UNCLASSIFIED Voice and DATA (Cellular, PSTN, Email).**
    - (d) **Emergency. SECRET Data and Voice.**
  - (2) **TG NORTH.**
    - (a) **Primary. RESTRICTED Data.**
    - (b) **Alternate. RESTRICTED Voice.**
    - (c) **Contingency. UNCLASSIFIED Voice and DATA (Cellular, PSTN, Email).**

- (d) **Emergency.** SECRET Data and Voice.
- (3) **TG CENTRAL.**
  - (a) **Primary.** RESTRICTED Data.
  - (b) **Alternate.** RESTRICTED Voice.
  - (c) **Contingency.** UNCLASSIFIED Voice and DATA (Cellular, PSTN, Email).
  - (d) **Emergency.** SECRET Data and Voice.
- (4) **TG SOUTH.**
  - (a) **Primary.** RESTRICTED Data.
  - (b) **Alternate.** RESTRICTED Voice.
  - (c) **Contingency.** UNCLASSIFIED Voice and DATA (Cellular, PSTN, Email).
  - (d) **Emergency.** SECRET Data and Voice.
- (5) **Outline Communications Diagram.** An Outline Communications Diagram detailing the interconnections between nodes is at Appendix 1.
- (6) **Services to Staff Matrix.** A Services to Staff Matrix detailing the services at each node will be promulgated when known.
- e. **Tasks.**
  - (1) **HQ JFNZ J6 Br** is to:
    - (a) Maintain planning lead; provide oversight and advice on requirements.
    - (b) Activate and assign additional CIS FEs where required.
    - (c) Collate spectrum requirements.
    - (d) Coordinate and direct crypto requirements.
  - (2) **TGs** are to liaise with J6 Br for any CIS requirements additional to organic capabilities.
  - (3) **CIS BR** is requested to;
    - (a) Support the establishment of a land compatible RESTRICTED COP solution, which integrates with the wider NZDF Restricted COP.



- (b) Support the establishment of a land compatible UNCLASSIFIED COP solution, to be web accessible for interoperability with the AoG response to Covid-19.
- (c) Co-ordinate with J6 Branch regarding HQJFNZ requirements for technical solutions to Op PROTECT CIS problems, and the utilisation of remote working services, including RAS.

(2) **1CSR is requested to:**

- (a) Support TGs with initial CIS requirements, including training for TG NORTH and TG CENTRAL on SITAWARE.
- (b) BPT deploy tactical CIS elements ISO TG FEs.
- (c) BPT deploy tactical CIS elements ISO DJIATF in the event of CONPLAN activation.
- (d) BPT augment CIS branch with personnel for garrison CIS requirements.
- (e) Provide J6 Br with satellite and / or spectrum requirements.

(3) **CISF, 230 Sqn is requested to:**

- (a) Support TGs with initial CIS requirements.
- (b) BPT deploy tactical CIS elements ISO TG FEs.
- (c) BPT deploy tactical CIS elements ISO DJIATF in the event of CONPLAN activation.
- (d) BPT augment CIS branch with personnel for garrison CIS requirements.
- (e) Provide J6 Br with satellite and / or spectrum requirements.

(4) **DEFENCE COMMS FACILITY DEVONPORT is requested to:**

- (a) Support TGs with initial CIS requirements.
- (b) BPT augment CIS branch with personnel for garrison CIS requirements.

(5) **SINGLE SERVICE CAUs are to:**

- (a) BPT issue users with common keymat as required.

**3. Administration and Logistics.**

- a. **Information Technology Service Management.** Deployed CIS incident management and request fulfilment is the responsibility of the DISOC. All

deployed NZDF CIS outages or requests are to be referred to the HQ JFN7 DISOC Operations Desk in the first instance:

(1) s. 9(2)(k)

b. **COMSEC.**

(1) **COMSEC Material.** All COMSEC material is to be accounted for and secured IAW Ref A.

(2) **Movement of CCI.** Any movement of CCI is to be arranged by individual units.

(3) **Keymat.** For the duration of OP PROTECT the following keymat is to be issued to support secure communications:

s. 6(a), 9(2)(k)

(4) **SARs.** Units are to request permission to deploy WGS before submitting SARs. All Satellite Access Requests (SARs) are to be made IAW the SATNOC SOPs. All SARs are to be made by the unit requiring access and J6 Br is to be included as an info addressee.

c. **Air Tasking Order (ATO).** All Operation ATOs will be produced and disseminated via normal means.

d. **Multi-Agency Interoperability.** Multi-Agency Interoperability is intended to be facilitated through access to UNCLASSIFIED COP and the use of UNCLASSIFIED or RESTRICTED level communications (email and voice).

e. **Telephone Directories.** Tactical CIS units deploying with DTelN are to generate and maintain a telephone directory. This directory and any subsequent amendments are to be forwarded to HQ JFNZ J6 Br collective email group, s. 9(2)(k)

4. **Command and Signals.**

a. **Technical Control.** The NZDF Strategic J6 retains Technical Control of all deployed CIS, exercised through the CIS Branch and HQJFNZ J6 IAW Ref C.

b. **Communications Management Group (CMG).**

(1) The CMG will be headed by J6 or his delegate.

(2) TG CIS planners (S6) will:



- (a) Report to HQ JFNZ J6 Br with any CIS requirements above organic capabilities.
- (b) Provide daily SITREPS to the CMG lead.

c. **Reporting.**

- (1) **COMSTATs.** NZDF deployed FEs are to submit COMSTATs as outlined below:
  - (a) On initial establishment.
  - (b) On occurrence, prior to a planned outage.
  - (c) On occurrence, immediately after an unplanned outage.
  - (d) A COMSTAT template is detailed at appendix 2.
  - (e) COMSTATs are to be emailed to J...

d. **J6 Point of Contact.** The J6 contact details are:

- (1) s. 9(2)(k) [Redacted]
- (2) [Redacted]
- (3) [Redacted]

e. **TG NORTH:** The TG NORTH S6 POC is:

- (1) s. 9(2)(a) [Redacted]
  - (a) s. 9(2)(k) [Redacted]
  - (b) [Redacted]
  - (c) [Redacted]

f. **TG CENTRAL:** The TG CENTRAL S6 POC is:

- (1) s. 9(2)(a) [Redacted]
  - (a) s. 9(2)(k) [Redacted]
  - (b) [Redacted]
  - (c) [Redacted]

g. **TG SOUTH:** The TG SOUTH S6 POC is:

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(1) s. 9(2)(a) [Redacted]

- (a) s. 9(2)(k) [Redacted]
- (b) [Redacted]
- (c) [Redacted]

h. **230 Sqn Point of Contact** The 230 Sqn POC is:

(1) s. 9(2)(a) [Redacted]

- (a) s. 9(2)(k) [Redacted]
- (b) [Redacted]
- (c) [Redacted]

i. **1CSR Point of Contact:** The 1CSR POC is:

(1) s. 9(2)(a) & 9(2)(k) [Redacted]

**Appendices:**

1. Outline Communications Diagram
2. COMSTAT Template

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**COMSTAT TEMPLATE**

**1. Situation.**

- a. **Current Ops.** This should include an over view of the issues at each node, mainly in relation to current tasking or deployments.
- b. **Future Ops.** This should only be an overview of any future issues and include the progress of plans and tasks.
- c. **XXX Node Brief.** This brief should capture all of the key issues of each node and should not be limited to communications issues, i.e. power and other logistics issues can be included if there is a likelihood of them impacting on the communications plan. This brief should also capture the current status PACE plan for that node; the status will use a traffic light system to indicate if the communications channel functioning correctly. Table one below is an **example** of the status and table two is a description of the status;

Ser	Comms Channel	Status	Remarks
1.	Primary (SIE-D)		The WGS terminal has failed.
2.	Alternate (RAS DIXS)		The RAS Laptop has an error on start-up but is still able to access RAS DIXS.
3.	Contingency (NZDF iPhone)		
4.	Emergency (Iridium)		

**Table 1: Node XXX's Status**

Ser	Status	Description
1.		The communications channel is functioning correctly and available for use, and the CES is complete.
2.		The communications channel is functioning but there is an issue, or the CES is incomplete.
3.		The communications channel is out; there is an issue that is preventing the communications channel from functioning.

**Table 2: Status Description**





- d. **Administration.** This section should capture all of the CIS related administration issues for each node.

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## OP PROTECT LEGAL ISSUES

1. This annex outlines the legal issues in relation to OP PROTECT.

### Domestic Legal Basis for the Deployment of New Zealand Forces

2. Section 9(1) of the Defence Act 1990 permits the use of the Armed Forces to perform any public service or to provide assistance to the civil power in time of emergency.
3. CDF has directed the NZDF to provide support to the AoG response to COVID-19 in order to minimise the impact of the virus and maintain the well-being of the NZ population.<sup>1</sup>

### NZDF Support to Other Agencies

4. NZDF may provide a broad range of support to other government agencies that does not involve the exercise of an enforcement power or use of force.
5. The responsibility for all law enforcement matters, including enforcement of COVID-19 restrictions, is that of the NZ Police and other enforcement agencies. Members of the NZDF may provide direct assistance to members of the NZ Police if called upon.<sup>2</sup>

### Special Powers

6. There are various powers under the Health Act 1956 and Civil Defence Emergency Management Act 2002 which may become available.
7. Further legal guidance will be issued as required and as NZDF tasks in support of other agencies are authorised.

### Discipline

8. NZDF personnel deployed as part of OP PROTECT remain at all times subject to the Armed Forces Discipline Act 1971 (the AFDA). Home unit discipline arrangements remain extant.
9. Personnel serving on OP PROTECT are not on active service for the purposes of the Defence Act 1990 or the AFDA.

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<sup>1</sup> CDF Operational Directive 06/2020

<sup>2</sup> Policing Act 2008, s 51. Enforcement assistance must be given directly, police powers cannot be exercised autonomously or in isolation from a constable.


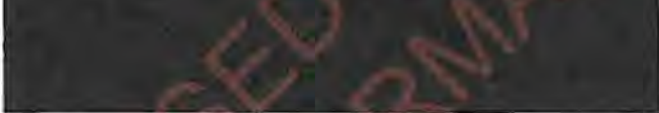



### Health and Safety

10. The Health and Safety at Work Act 2015 applies.
11. DFO 10 (Safety) applies to all members of the NZDF at all times while undertaking any activity with the NZDF. NZDF personnel serving on OP PROTECT, while on duty or at work, are to:
  - a. Take reasonable care for his or her own safety;
  - b. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons (including NZDF visitors, other government department workers and government officials of other states); and
  - c. Comply with the instructions given by COMJFNZ to allow his compliance with the Health and Safety at Work Act 2015.

### Legal Support

12. J09 Branch, HQ JFNZ, is the POC for legal support for OP PROTECT. Where appropriate, the Joint Watch Centre is to be carbon copied on all correspondence with J09 branch. Legal contact can be via the following means:

- a. s. 9(2)(k) 
- b. 
- c. 

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## LOGISTIC SUPPORT

### References:

- A. CONPLAN AWHINA LO Responsibilities
- B. NZDF Landworthiness Authority – Restrictions on the Use of MHOV PSM for Carriage of Personnel Off-Road dated 25 Sep 17
- C. HQJFNZ Joint Standard Operating Procedures

### 1. Situation.

- a. **General.** National and global supply chains have been disrupted by Covid-19, in some cases failed completely. Some countries (such as China, India and Taiwan) that were previously NZDF sources of supply have estb restrictions prohibiting the export of raw material, PPE and machinery required to combat the Covid-19 health threat. NZDF current stock of PPE is at a critical level and needs to be strictly managed IOT preserve critical items (such as N95 and P2 masks) for medical and protect the force requirements. NZDF has already seen the loss of several consignments of hand sanitiser when being moved by commercial providers.
- b. **Force Protection Measures.** HQJFNZ will continue to work with DEMO to find alternate sources of supply, as well as MBIE to identify capabilities within NZ to manufacture critical PPE components/raw material to insulate NZDF and subsequently NZ from off shore supply chain disruption or failure. PPE is only one part of the overall force protection solution, which also includes personal hygiene and environmental hygiene. J1H will provide further direction by FRAGO.
- c. **Multi-agency Response.** At no time is NZDF PPE to be distributed to other agencies without prior permission of J4 HQJFNZ given it is critical to protect the force and in short supply.
- d. **Domestic Support.** J4 HQJFNZ will continue link into J2 cell and MBIE IOT identify regional capacity issues IOT prevent TGs dominating/consuming essential services. J4 HQJFNZ will estb agreed transition points for logistics in each TG AO.
- e. **Regional and Global Support.** J4 HQJFNZ will continue to maintain logistic spt to OE 5, including the provision of PPE (recommended by J1H), over-watch of the supply chains, coordinate the extraction and reconstitution of equipment.



## 2. Execution.

### a. Concept for Support.

- (1) **TG.** TGs are to deploy self-sufficient for up to 72 hours, with initial support reach back to parent camp/base. TGs where possible should deploy support elements to provide integral support when geographically isolated from close support logistic elm or if the regional situation is degraded to a point where TGs would detract from the civilian population being able to access/consume essential services.
- (2) **JSG.** JSG will continue to operate and be supported as normal. J4 Branch will continue to work with DEMO (in conjunction with J1H) to ensure the supply chain is responsive. A telconf will be conducted weekly for all organisations (J4, J1H, DEMO, JSG and DDH) to maintain situational awareness.

### b. Phases.

- (1) **Prelim** (now until 25 Mar 20) **Understand.** Key support activity:

#### (a) J4 Branch.

- i. Estb logistics intelligence picture (class 1, 3 and 8 (incl PPE)) for NZDF and TG AO.
- ii. Identify PPE critical to medical and TGs outputs. J1H in conjunction with PMO will define PPE requirement for role/task and the release approvals/levels.
- iii. Identify expected OP PROTECT consumption rate (in conjunction with J1H).
- iv. Submit OPDEMs for TGs PPE IOF DEMO to preposition stock forward in TG AOs:
  - (i) AO NORTH: PPE to be delivered to DNB,
  - (ii) AO CENTRAL: PPE to be delivered to OHAKEA, and
  - (iii) AO SOUTH: PPE to be delivered to LMC and BMC.
- v. Estb agreed transition points for each TG AO.
- vi. Coordinate with DCS to identify and activate AoG contracts applicable to operation.
- vii. Contribute to AoG planning groups and work streams as directed.

**(b) DEMO.**

- i. Conduct PPE stock state and conduct supply chain assurance.
- ii. Liaise with J4 and J1H for all PPE demands outside of the regional TGs and JSG. DEMO in conjunction with J4 and J1H will prioritise all PPE demands.
- iii. Locate alternate sources of supply (specifically sources of supply within NZ).
- iv. Estb support contracts with NZDF commercial partners or agencies supporting AoG.

**(c) TGs.**

- i. Conduct reconnaissance to determine logistical considerations for likely AO and identify local regional spt capacity.
- ii. Conduct immediate reconstitution of mission essential equipment and materiel (TBC by TG S4). TG HQ to adjust Force Activity Designator (FAD) to priority one.
- iii. Report equipment and supply shortfalls to J4 HQJFNZ.
- iv. Confirm logistics spt requirements for response option. Coordinate with J4 Branch for commercial support contracts.
- v. Prepare TG for deployment (incl movement & freight).
- vi. Confirm any regional council regulations, such as resource cross-boundary restrictions, vehicle overweight permits, resource management restrictions.
- vii. Submit reports and returns IAW Appendix 1 to Annex G.

**(2) Phase 1 (26 Mar to 10 May 20) Respond. Key support activity:****(a) J4 HQJFNZ.**

- i. Maintain to OE 5.
- ii. Maintain to OE 4.3.
- iii. Maintain overwatch of supply chain.
- iv. BPT spt AoG directed response requirements.



(b) **DEMO.**

- i. Maintain 21 DOS CRS stock of medical PPE.
- ii. Provide situational awareness of supply chain to J4, J1H, JSG and DDH.
- iii. Liaise with J4 and J1H for all PPE demands outside of the regional TGs and JSG. DEMO in conjunction with J4 and J1H will prioritise all PPE demands.
- iv. Report to J4, J1H when PPE stock is reaches critical (safety stock level).

(c) **TGs.**

- i. Confirm initial sustainment requirements are in place.
- ii. Maintain oversight of critical infrastructure and essential services within AO. Report all disruptions and failures to J4 HQJFNZ.

(3) **Phase 2 (10 May 20 to On Comd). Adjust. Key support activity:**(a) **J4 JFNZ.**

- i. Assist DEMO with prioritising, allocation and distribution of PPE when TG begin to consume reserve stocks.
- ii. Remainder of tasks no change to Phase 1.

(b) **DEMO.**

- i. Liaise with J4 and J1H for all PPE demands outside of the regional TGs and JSG. DEMO in conjunction with J4 and J1H will prioritise all PPE demands.

(c) **TGs.**

- i. Estb enduring logistic spt arrangements for TGs.
- ii. BPT prov logistical spt to AoG approved tasks.
- iii. Submit reports and returns IAW Appendix 1 to Annex G.

(4) **Sequel (On Comd). Normal / Steady State Operations. Key support activity:**

- (a) Transfer any logistic responsibilities to relevant agencies as the operation transitions to recovery.
- (b) Spt preparation and extraction of NZDF TGs plus any adtl elm NZDF has responsibility for spt.

- (c) Spt TGs RTU movement.
- (d) Close down logistic spt contracts.
- (e) Reconstitute all TGs. Order of priority TBC.

### 3. Materiel and Services.

#### a. Supply.

- (1) **Concept for Replenishment.** Replenishment will depend on the location, distance from base/camp and what local infrastructure is still functioning. TGs should plan to operate self-sufficient for the initial period up to 72 hours. Use of local resources are to be considered however demand on these by other agencies and the local population is expected to be high. Support arrangements are not to detract from the population from accessing essential services or supplies.
- (2) **Class 1.** FE should plan to operate self-sufficient for the first three days of a response. Potable water should be sourced or produced locally as soon as practical (noting drought in AO NORTH). ORP will be the default, however fresh rations for TG deployed may be viable if a significant logistic footprint is deployed, or once LoC are estb.
- (3) **Class 2.** Provided by parent camp or base.
- (4) **Class 3.** NZDF camps and bases will continue to be supplied by BP for all classes and grades of ground fuel and aviation fuel. Currently there is an over-supply and is unlikely to become an issue.
  - (a) **Diesel.** NZDF current holdings in each camp or base is >30 DOS based on normal rate of consumption.
  - (b) **ULP.** Waiouru is the only NZDF base to hold ULP stock. TG are to source from local suppliers, but must remain cognisant of the impact of the local populace.
  - (c) **Reporting.** TGs should plan to operate self-sufficient for the first three days of a response. SO2 Defence Fuels (JSCC) will provide the latest fuel intelligence for the affected area on request. Disruption of more than 24 hrs to class 3 supply chain is to be reported to the SO2 Defence Fuels and J4 HQJFNZ immediately.
- (5) **Class 4.** On demand through parent unit / commercial supplier through or on demand through NZDF supply chain via DHO / J4 Branch HQJFNZ.
- (6) **Class 5.** N/A.



- (7) **Class 6.** Self-sufficient for the first seven days. Options for replenish include local purchase, or on demand through the NZDF supply chain via DHO / J4 Branch HQJFNZ. Consider is to be given to the local populace if resorting to local purchase.
- (8) **Class 7.** Principal items are on demand through J4 Branch HQJFNZ.
- (9) **Class 8.** The national and global PPE supply chain has experiences a significant increase in demand as well as export restrictions that have impacted NZDF. Due to a limited supply of N95 and P2 face masks, these have been restricted for medical elements only IOT preserve critical stock for essential medical care. It is critical for TG Comd to ensure PPE is used in the correctly and IAW the J1H protocol (annex H) and IAW risk support matrix (annex P). TGs should plan to operate self-sufficient for the first three days of a response. Demand through NZDF supply chain via J4 Branch.
- (10) **Class 9.** Through parent unit or J4 Branch HQJFNZ.
- (11) **Class 10.** The lead government agency within the NCMC is responsible for the provision of all HADR stores for the NZDF response to OP PROTECT. NZDF is not to purchase relief supplies for the sole use of disaster response activities without prior approval from HQJFNZ.
- (12) **Demand Process.**
- (a) All demands for items required from other than parent unit, are to be requested by ROUDEM/PRIDEM/OPDEM. Demands are to be sent to J43 Mission Support Desk Officer:

i. s. 9(2)(k)

ii.

(13) **Stores and Equipment Management.**

- (a) Deployment on operations or in support of AoG does not negate the requirement to comply with NZ law, including NZDF and single service DFOs, prescribed technical publications, and equipment management and operating procedures. The TG Comd is responsible for ensuring that all personnel comply with these for the operation and management of single service capabilities, materiel and equipment.
- (b) The nature of a joint deployment will dictate which regulations are adhered too. In the event of there being a differing service regulations relating to common equipment all personnel will comply with NZ Army procedures during a land-centric mission.

- (c) **Scale of Equipment.** NZDF personnel are to deploy with their normally issued SOE. J4 Branch ICW J1H will be prepared to establish a specific SOE should the health threat increase or the operation is extended.

(14) **Loss, Damage, Cost Recovery, Write-Off and Disposal of NZDF Stores and Equipment.**

- (a) Any significant loss or damage of deployed materiel is to be reported to HQ JFNZ in accordance with SOPs. Stores and equipment requiring write-off or require cost recovery are to be referred to HQJFNZ J43 MS DO via email.
- (b) Copies of all Lost and Damage Reports, MD311 and AFNZ37 (Board of Survey) resulting from the emergency response are to be forwarded to HQJFNZ J43 MS DO via email.
- (c) All NZDF materiel is to be returned to parent unit locations as soon as it is no longer required in the affected area. Sale or gifting of any equipment or stores held on account is only to occur if approved by COMJFNZ and is to be in accordance with ref B. Approval for sale or gifting should not be anticipated.
- (d) Disposal of hazardous items is to be dealt with IAW local regulations. Disposal of infectious waste is to be IAW annex H.

b. **Transport and Movements.**

- (1) **Concept for Transport and Movements.** Transport will predominantly be using a mixture of NZDF assets, however rental vehicles will be considered depending on the scale and requirement. Where possible these will be sourced from outside the affected area using the NZDF or AoG contracts.
- (2) **Freight.** Commercial options should be used in the first instance (until proven otherwise). This will reduce the burden on NZDF assets and contribute to sustaining the NZ economy. Critical items such as PPE when packaged for freight are to be made so the contents are not easily identifiable. NZDF transport assets should BPT assist with critical freight movements (such as supporting a food/fuel distribution centres or the movement of attractive PPE items).
- (3) **Vehicle Incidents.** All vehicle incidents and accidents, including those in rental vehicles, are to be reported initially via SITREP, then utilising the Vehicle Incident and Crash Reporting System (VICRS) in accordance with DFO 36 Chap 11.



- (4) **Over Weight Permits.** Drivers of military vehicles within NZ are to comply with all NZTA regulations. MHOV have existing OWP permits for all State Highways within NZ, however permits for regional and local roads will need to be sought if vehicles are required to be operated overweight. If a state of emergency is declared OWP permit process should be followed where practical, with the compliance manager tracking usage of road networks should there be an incident. The NZDF POC for OWP requirements is Land Transport Compliance Manager, LC(L).

i. Email: s. 9(2)(a) & 9(2)(k)

ii. Phone:

c. **Services.**

- (1) **Accommodation.** Deploying TG should plan on being self-sufficient for accommodation, however dependant on the nature and duration of the task, local infrastructure and/or commercial options should be considered.
- (2) **Ablutions/Laundry/Waste Management.** Dependant on the nature of the task in the affected area, local infrastructure should be considered by TG. Commercial hire options through the NZDF Hirepool contract should be considered by TG HQ (coordinated by J4).
- (3) **Mortuary Affairs.** Mortuary affairs capability is limited. It will be brigaded under the OP PROTECT JTF and tasked by HQJFNZ through 1(NZ) Bde. NZ Police supported by Coroner will be lead agency for dealing with deceased personnel within NZ – both civilian and military. NZDF Mortuary capability may be requested to support NZ Police in the event of mass casualties.

d. **Repair and Recovery.**

- (1) **Concept for Repair and Recovery.** Repair and recovery will primarily be coordinated by the responding unit. Additional resources, including the use of commercial resources will be coordinated by formation where capacity is beyond the unit deployed.
- (2) **Backloading (BL).** Default means of BL will be parent unit resources using the most appropriate means.
- (3) **Cannibalisation.** No cannibalisation is to occur without approval from J4, HQ JFNZ.
- (4) **Salvage.** No salvage is to occur without approval from J4 HQJFNZ.
- (5) **Destruction.** No destruction is to occur without approval from J4 HQJFNZ.

e. **Miscellaneous.**

- (1) **Credit Cards.** In order to facilitate emergency purchases during the response, units should ensure that personnel likely to deploy in command positions have previously been issued NZDF Corporate Credit Cards. Applications to increase in credit card limits are to be sent via camp/base financial officers to J4 Branch. Credit card reconciliation is to be attributed to unit cost centre and special purpose code 910921.
- (2) **Contracts.** J4 Br HQJFNZ are to be consulted prior to entering any contract or agreement that commits NZDF funds unless approved by a purchasing delegation holder.
- (3) **Rear Area Protection.** TG in the affected area are to remain cognisant of the potential for criminal activity to increase in an emergency situation. NZDF assets, equipment and supplies could be considered attractive targets for criminal groups and opportunists. Appropriate precautions are to be taken to ensure the security of NZDF assets, equipment and supplies.

f. **Legal Considerations.**

- (1) **Work Time/Crew days.**
  - (a) **Driver Fatigue.** Drivers are to comply with driver fatigue policy detailed in DFO 36 Chap 12. The maximum cumulative worktime per 24 hour period for a driver under the routine operating standards is 13 hours. TG Comd can apply to J3 HQJFNZ for a driver variation if required to meet response requirements.
- (2) **Carriage of non-NZDF personnel on Military Transport.**
  - (a) **Carriage of Civilians on NZDF vehicles.**
    - (i) IAW DFO 36, non-NZDF personnel are not permitted to travel as passengers on NZDF vehicles unless specifically authorised by the CO or written NZDF orders. The number of persons carried must not exceed the authorised capacity of the vehicle.
    - (ii) Carriage of non-NZDF personnel maybe at the discretion of the driver in extenuating circumstances, however, the driver must be able to justify their actions.
    - (iii) **Transport of passengers off-road.** IAW Ref B, an embargo exists on the transport of personnel off-road. A HSW Act exemption waiver can be requested through J3 for CDF approval if required for the response.



**ii. NZDF Aircraft.**

- (i) The carriage of non-NZDF service personnel and the carriage of civilians on NZDF aircraft requires prior approval from HQJFNZ (JAOC Director through J34).
- (ii) Aircraft Captains of helicopters operating over water at night are to ensure that all personnel carried during flight over water at night are Helicopter Underwater Escape Training (HUET) qualified and current. Approval is to be requested from the designated superior commander for the carriage of personnel during flight over water at night who are not HUET qualified or current.

**iii. NZDF Vessels.**

- (i) All civilians who intend to embark on HMNZ Ships and proceed to sea, in any capacity, must have medical clearance from the Senior Medical Officer, Deployable Health Organisation (Northern) (DHO(N)), or delegated Medical Officer. The host Ship is to ensure that the individual fully completes an MD1170 to DHO(N) s. 9(2)(k) who will process the documentation. Waiver approval is to be requested through JFNZ for the carriage of any personnel that do not have medical clearance.
- (ii) Forms of indemnity are not required for Mercy Missions and Search and Rescue Operations. The Maritime Component Commander, commanding officers of HMNZ Ships and RNZNVR divisions are authorised to transport civilians involved in such operations.
- (iii) Commanding officers of RNZN vessels who have passengers embarked are to ensure that sufficient lifesaving equipment is carried to provide for all personnel on board, plus 10 percent.

(iv) APPENDIX 1 TO  
ANNEX G TO  
HQJFNZ OPORD 068/20  
DATED 15 MAR 20

(v) LOGISTIC REPORTING

4. Table one below outlines the logistic reporting requirements for OP PROTECT TGs. The report is to be completed on a daily basis (as at 1700hrs) and sent to s. 9(2)(k) NLT 1900hrs each day.

Table One: OP PROTECT TG Logistic Report

Serial	Class	NIIN	Description	Qty	Comments
	(a)	(b)	(c)	(d)	(e)
1.	Class 1		ORP Operating Stock		
2.			ORP Reserve Stock		
3.			PRP Operating Stock		
4.			PRP Reserve Stock		
5.			Fresh Rations Stock		
6.			Packaged Water Stock		
7.			Bulk Water		
8.	Class 3		Diesel Packaged Stock		
9.			Diesel Bulk Stock		
10.			ULP Packaged Stock		
11.			ULP Bulk Stock		
12.	Class 8	982087482	Mask Surgical		
13.		661641018	Hand Sanitiser 100ml		
14.			Hand Sanitiser 500ml		
15.		016524290	Eye Protection Disposable		
16.		9820637(23)	Gloves (by size)		
17.			Cleaning Product		



**LOGISTIC POINTS OF CONTACT**

Table one below outlines the logistic point of contact for OP PROTECT TGs.

**Table One: OP PROTECT TG Logistic Report**

Ser	Element	POC	Posn	Email	Phone	Comments
(a)	(b)	(c)	(d)	(e)		
1.	J4 HQFJNZ	s. 9(2)(a) & 9(2)(k)				
2.						
	TG NORTH					
	TG CENTRAL					
	TG SOUTHERN					

OFFICIAL INFORMATION ACT 1982

## OP PROTECT: HEALTH SERVICE SUPPORT (HSS) CONCEPT

### Reference:

- A. World Health Organisation Rational use of personal protective equipment for Coronavirus disease 2019 (COVID-19)

1. **Concept for Health support.** This concept outlines the provision of HSS during the deployment of NZDF FE throughout New Zealand under OP PROTECT. Health support is provided by a combination of organic medical elements, Defence Health Centres (DHCs) and civilian health providers. As OP PROTECT is occurring within New Zealand access to healthcare is readily available, however there is likely to be additional stresses on the NZ Healthcare system over the duration of the Op so there must be an emphasis on NZDF FE being as self sufficient as possible.

2. **Force Health Preparation.** All personnel are required to meet the minimum medical standards for deployment, persons not able to meet the minimum requirements can raise a command medical waiver to J1 Health Branch through their Chain of Command. J1H MO will not support any medical waivers for anyone that has co-morbidity factors for COVID-19. Anyone unable to meet the minimum medical standards is NOT TO DEPLOY without a waiver approved by their respective Component Commander. Personnel are to contact their DHC prior to turning up for any medical grading requirement.

3. Deployment criteria are:

- a. Minimum medical grading of A4, G3, Z1, or A4, G2, Z1,
- b. Service fitness test,
- c. Specific COVID-19 criteria,
  - (1) No one older than 50 years (incl 50),
  - (2) No respiratory symptoms in the preceding 24 hours:
    - (a) fever,
    - (b) cough,
    - (c) difficulty breathing, and
    - (d) sore throat.
  - (3) No use of inhaled asthma medication in the past 12 months,
- d. NZDF baseline vaccination schedule,
- e. 2020 Flu vaccination, and



- f. Not to hold a current Restricted Duties chit.
4. **Risk Reduction Measures.** All personnel are responsible for ensuring they are familiar with COVID-19 risk reduction measures IAW current Ministry of Health guidelines, and are to adhere to these measures as far as operationally practicable. It is a command responsibility to enforce risk reduction measures. Relevant Health Threat Briefs will be given for specific tasks on occurrence.
5. **Medical Planning.** Commanders at all levels are to ensure that FE's conducting tasks have completed a risk assessment and where appropriate have established an HSS plan. All TG HQ's will be supported by Med LO's to assist commanders.
6. **Casualty Management:**
  - a. **In an emergency call 111.**
  - b. **Role 0.** Provided through self and buddy aid, NZDF first aiders, Combat Life Savers (CLS) and equivalent as well as organic medical elements.
  - c. **Role 1.** Provided through local (DHCs) and civilian health providers as required.
  - d. **Hospital.** Hospital level care will be provided IAW injury severity and the closest appropriate care.
7. **Civilian Casualties.** Treatment of civilians during emergency situations is limited to the provision of First Aid until handed over to civilian emergency services.
8. **Evacuation.** Requests for evacuation are to be through the 111 emergency call centre for Priority 1/2 casualties. Priority 3 casualties can be evacuated by organic means after receiving advice from medical personnel.
  - a. **Surface.** Surface evacuation is the primary means of CASEVAC for non-urgent casualties and the alternate means for Pri 1/2 casualties. Surface evacuation is to use civilian or military ambulance or utilise organic transport assets where no other option exists.
  - b. **AME.** Provided by suitable civilian rescue helicopter co-ordinated by St John Ambulance.
9. **Casualty Regulation.** Casualty regulation is to be conducted by J1 Health Branch ICW TG HQs.
10. **Mental Health Support.** Mental health support for OP PROTECT is to be initiated through HQ JFNZ J1 Health Branch in consultation with J1 Branch psychologist. Mental health support is required for personnel who have been directly involved in a disaster response activity where trauma exposure and tempo are heightened.
11. FE's tasked to support the movement or processing of deceased personal are to receive a Health and Emotional Reaction brief prior to commencing the task. This

brief will be centrally co-ordinated through J1 Branch psychologist personnel conducting this work are also to receive a psychological debrief 7-14 days following the completion of this task.

**12. Potential tasks.**

a. NZDF medical elements are to be prepared to conduct the following tasks:

- (1) Provide planning and LO spt,
- (2) Provide organic Role 1 support to deployed FE,
- (3) Provide task related Health Threat Briefs,
- (4) Provide R1 support through DHCs,
- (5) Provide Force Health Protection to deployed FE,
- (6) Provide COVID-19 testing to FE on suspected exposure, and
- (7) Conform to MoH reporting requirements regarding COVID-19.

b. NZDF Psychologists are to be prepared to conduct the following tasks:

- (1) Provide planning and LO spt,
- (2) Provide task related critical incident brief,
- (3) Provide organic support to deployed FE, and
- (4) Provide psych debriefs to deployed FE as required.

**13. Health Admin and Logistics.**

a. **Class VIII.** HSS FE are to deploy with sufficient Class VIII for the specific task assigned as well as maintaining a small reserve for contingency tasking. HSS FE are to advise J1H Duty Officer if additional Class VIII is likely to be required.

b. **PPE.** IAW Ref A PPE will be issued to FE only when and if it is required, and any PPE issued will be appropriate to the specific task being conducted. If issued, all pers will receive instruction on the correct fitting, use and removal of PPE. PPE will be prioritised to ensure HSS FE assigned to OP PROTECT will have PPE to safely conduct their medical duties.

c. **Authority.** TG CO's have authority to release PPE for a task once the need for PPE has been recommended by J1H endorsed by J4 and authorised by DLEM. TG's are not to release PPE without prior approval. This is to ensure the limited supply of PPE is controlled centrally and prioritised appropriately.



14. **Health Command and Control.**

- a. J1 Health MO retains technical control over all deployed HSS elements assigned to OP PROTECT.

15. **Further Information on COVID-19.**

a. **WHO COVID-19.**

- (1) <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

b. **GoNZ**

- (1) <https://covid19.govt.nz>

c. **MoH**

- (1) <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-cornavirus>

d. **NZDF Intranet**

- (1) s. 9(2)(k)

16. **Contact Details.**

a. **HQ JFNZ Watch keeper:**

- (1) s. 9(2)(k)

(2)

(3)

b. **J1 Health Branch Duty Officer: Working Hours Monday – Friday, 0800 – 1630h NZ Time:**

- (1) s. 9(2)(k)

(2)

(3)

(4)

c. **J1 Health Branch Duty MO:**

- (1) s. 9(2)(k)

(2)

d. **HQJFNZ J1 Psychologist:**

- (1) s. 9(2)(a) & 9(2)(k)
- (2)
- (3)

**e. Auckland Psychologist:**

- (1) s. 9(2)(a) & 9(2)(k)
- (2)
- (3)
- (4)

**f. Ohakea Psychologist:**

- (1) s. 9(2)(a) & 9(2)(k)
- (2)
- (3)

**g. Burnham Psychologist:**

- (1) s. 9(2)(a) & 9(2)(k)
- (2)
- (3)

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## INFORMATION MANAGEMENT INSTRUCTION

### References:

- A. Official Information Act 1982
- B. Privacy Act 1993
- C. Public Records Act 2005
- D. Operational Records Management Aide-Memoire
- E. DFO 51(1) – Protective Security
- F. DFO 101 – Communication and Information Systems
- G. COMJFNZ DIR 03/17 – HQ JFNZ Information Management

### Situation

1. NZDF has a legal obligation IAW Ref's A – C to create and maintain full and accurate records of its affairs, including all operational activities, and to ensure the legitimacy and authenticity of information. Information generated by or pertaining to OP PROTECT must be managed effectively IOT support commander's decision making; ensure information is kept secure, accurate and complete; and NZDF retain accurate and complete records of all operational activities.
2. Commanders at all level make decisions based on their understanding of the situation; the application of extant procedures, and experience. The requirements of proper records management should not hinder timely and effective decision making by commanders. However, commanders are to ensure systems and processes are in place to record decisions, events and activities (e.g. an OPSLOG, INCREP, PAR); this may be in retrospect within reasonable timeframes.

### Records Mandate

3. **Operation Classification.** OP PROTECT is classified as an NZDF Emergency Response Operation activity IAW NZDF Business Classification Schema.
4. **Custodial Responsibility.** The ownership and custodial responsibilities for the management and retention of records is determined by the originator of a record. Contributing agencies retain ownership of records generated under their authority. As such, NZDF must comply with bilateral agreements and treaties for the protection, sharing and disposal of contributing agency information.
  - a. **MoH Records.** MoH is the lead agency for the All of Government (AOG) response to COVID-19. MoH retains ownership of all MoH records relating to the planning, coordination and management AOG COVID-19 response.
  - b. **NZDF Records.** NZDF retains ownership of all NZDF records relating to the planning, execution, reporting, and support to OP PROTECT, and NZDF records generated by HQ JFNZ and NZDF force elements (FEs) (refer to para 3c (Tasks) of the OPORD) in support of AOG COVID-19 response.



- c. **NZ POL.** NZ POL retains ownership of all NZ POL records relating to the planning, coordination and management NZ POL COVID-19 response.

5. **Information Sharing.** The sharing of information is critical for the AOG COVID-19 response. All information is to be produced as releasable to contributing agencies as much as practical and is to be protectively marked IAW Ref E, Chap 6 and 7. Refer to para 24 for guidance on protective markings.

#### Scope

- 6. This instruction applies to:
  - a. All information generated by NZDF personnel (military and civilian) posted or attached to OP PROTECT FEs; and
  - b. All information generated by contributing agencies (e.g. MoH, NZ POL) pertaining to OP PROTECT activities and decisions.
- 7. **Exceptions.** This instruction does not apply to:
  - a. Information on NZDF strategic business systems (e.g. SAP, PROFILE, EARLLS); and
  - b. Information not pertaining to OP PROTECT on contributing agencies information systems.

#### Execution

- 8. **Purpose.** To provide an IM solution that enables the provision of timely information, and the retention of NZDF records (refer to Ref D).
- 9. **Method.** FEs will utilise existing NZDF systems for collaboration and sharing information within NZDF and contributing agencies. Information pertaining to NZDF OP PROTECT activities and decisions will be retained on NZDF strategic information systems.
- 10. **Endstate.** HQ JFNZ and FEs are able to collaborate and share information IOT effect command and control (C2) of FEs. On completion, OP PROTECT records are secured IOT ensure NZDF retain accurate and complete records of operational activities.

#### Concept of Information Management

- 11. **Information Exchange (IX).** The primary means of IX between NZDF, AOG and FEs is as follows:
  - a. **NZDF – AOG.** DIXS SEEMAIL (R) – Shared Mailboxes.
  - b. **NZDF – FEs.** DIXS Email (R) – Shared Mailboxes.
  - c. **Tactical.** Voice or Chat.
- 12. **Content Management (CM).** The primary means of document collaboration and storage for NZDF is as follows:



- a. **DIXS (R).** OP PROTECT DDMS site s. 9(2)(k)

13. **Situational Awareness (SA).** Situational awareness (SA) between HQ JFNZ and FEs will be maintained through standard operational reporting, s. 6(a) will be utilised to provide locations of FEs and COVID-19 infection.

14. **Strategic Business Systems.** SAP will be used for NZDF logistics supply chain, maintenance and personnel management IAW Annex G.

### Tasks

15. **HQ JFNZ J036.** J036 is to:

- a. Maintain planning lead, provide oversight and advise on operational information management.
- b. Maintain technical control over operational information services.
- c. Advise and maintain situational awareness on Joint CIS planning.
- d. Collate, archive and dispose of records specific to OP PROTECT.

16. **TG COMD.** OP PROTECT TG Commanders are to appoint an Information Management Officer (IMO) IOT manage and support TG information and records management policies and procedures.

17. **CIS BR.** CIS BR is requested to:

- a. Provision and maintain services to support OP PROTECT.
- b. Ensure the operational continuity of CIS.

18. **KIMD.** KIMD is requested to:

- a. Provide IM policy and technical advice and support.

19. **All Staff.** All staff have a legal obligation to ensure information:

- a. Is kept secure, accurate, relevant, complete and is not misleading; and
- b. Is maintained for its legitimacy and authenticity, for evidential purposes when produced.

### Coordinating Instructions

20. **Lines of Communication (LOC).** Appx 1 represents the LOC for the coordination and dissemination of information IAW the following:

- a. **Commander's Reporting Requirements (CRRs).** CRRs as defined in para 5d to the OPORD.
- b. **Operational Reporting.** Operational reporting requirements as detailed in para 5c to the OPORD.



21. **Information Dissemination.** The Information Dissemination Plan (Appx 2) details the IX requirements between HQ JFNZ and OP PROTECT FEs.

22. **Information Services.** Extant strategic and operational information services are to be used for operational information management and retention of OP PROTECT records. Delivery of information services to support IM are detailed in Annex D.

- a. **Voice.** Unclassified and restricted phones have been provisioned for voice communications between HQ JFNZ and OP PROTECT FEs. HQ JFNZ contact details are listed in Annex M and on the OP PROTECT DDMS site. HQ JFNZ are to be advised of OP PROTECT FEs phone numbers.
- b. **Email.** DIXS email is to be utilised as the primary means of communication between HQ JFNZ and deployed force elements. NZDF FEs are to utilise position or team based shared mailboxes. HQ JFNZ are to be advised of force element email addresses and the Contacts list on the OP PROTECT DDMS site is to be updated. Naming convention for shared mailboxes as follows:

**FORMAT:** [Operation] . [Task Element] . [Mailbox]

**EXAMPLE:** PROTECT.TGCENTRAL.OPS

- c. s. 6(a) will be utilised as the primary means of providing SA relating to FE and COVID-19 locations. Force elements are to liaise with HQ JFNZ SA Watch to confirm COP configuration requirements. Naming convention for FEs as follows:

**FORMAT:** [Operation] . [Task Group] . [Task Element]

**EXAMPLE:** PROTECT.TGCENTRAL.MEDSPT

- d. **Content Management.** DIXS DDMS Military Operations site OP PROTECT s. 9(2)(k) is to be used as the primary means for the storage and management of OP PROTECT records. All personnel are to ensure information is named and labelled IAW Ref D. HQ JFNZ are to be advised of OP PROTECT personnel requiring access to the OP PROTECT DDMS site.

#### Administration and Logistics

23. **IM Support.** IM support will be coordinated through the DISOC Operations Desk s. 9(2)(k) in the first instance and passed to the appropriate Service Desk for CIS Br, Single Service or J036 action as required. HQJFNZ J036 will maintain overall control and management of OP PROTECT IM.

24. **Information Protection and Sharing.** The protection of information is critical to both OPSEC and the integrity of information. The sharing of information is critical for the maintenance of C2.

- a. **Protective Marking.** All information is to be protectively marked IAW Ref E, Chap 6 and 7. The following endorsement markings are to be applied as required:



- (1) **ORIGINATOR CONTROLLED DISTRIBUTION.** Used for information marked UNCLASSIFIED where release by any other agency or FE is not authorised. NOTE: Information marked with a security classification (IN-CONFIDENCE or above) is automatically ORIGINATOR CONTROLLED DISTRIBUTION.
  - (2) **STAFF-IN-CONFIDENCE (SIC).** Used for information containing references to named or identifiable persons.
  - (3) **MEDICAL-IN-CONFIDENCE (MIC).** Used for information containing medical reports to named or identifiable persons.
- b. **Write For Release.** All information is to be produced as releasable to contributing agencies (REL COVID-19 RESPONSE AGENCIES) as much as practical. Drafters and releasers are to be cognisant that information is subject to public scrutiny (Ref A).
  - c. **Security.** All information is to be stored, handled and disposed of IAW Ref E, Chap 7.
  - d. **Network Transfer.** All information is to be exchanged between networks using authorised means IAW Ref D & F.

**25. Records Management (RM).** Wherever possible information is to be created, stored and distributed electronically on an appropriately classified network. Hard copy documents are to be scanned and saved to an appropriately classified network at the earliest opportunity. Where information is required in hard copy it is to be recorded and stored IAW Ref E, Chap 7. Below are the requirements for the management and retention of OP PROTECT records.

- a. **Voice.** All voice communications relating to CRRs, operational reporting, or containing orders and decisions are to be recorded in the OPSLOG, Commanders Dairy or minutes of a meeting for retention as a record.
- b. **Email.** Any emails relating to CRRs, operational reporting, or containing orders and decisions are to be retained as a record.
- c. **COP.** All position / location information relating to an incident is to be retained as a record.
- d. **Field Notebooks.** All assessments, decisions, orders and reporting recorded in field notebooks are to be retained as a record.
- e. **Storage.** Records are to be stored in files (electronic / physical) based on their subject (e.g. SITREPs, Incident Reports, Personnel Reports, Cash Books, Training Programmes, etc...). This is to ensure records are stored based on their function and activity IOT support their ongoing RM requirements IAW Ref D.
- f. **Contributing Agency Records.** Copies of contributing agency records held on NZDF systems that do not pertain to OP PROTECT activities and decisions (refer para 4) may be disposed of when no longer required. A

register is to be maintained of the disposal of all contributing agency records held by NZDF.

26. **Repatriation of Records.** All operational and administrative records associated with OP PROTECT are to be retained and handed over to HQ JFNZ IAW Ref D.

27. **Procedures.** Guidelines for the management of records on operations are detailed in Ref D.

28. **Operational Contacts.** Operational points of contact are to be maintained on the OP PROTECT DDMS sites.

#### **Command and Signals**

29. **Operational Control.** COMJFNZ retains OPCOM of operational information and records developed by or assigned to force elements under command and control of HQ JFNZ.

30. **Technical Control.** CDO retains TECHCON of all deployed information, exercised through KIMD and J036.

31. **Reporting.** J036 is to be informed of changes to the following:

- a. ORBAT / TASKORG,
- b. Services Operation Mission Matrix (SOMM), and
- c. Status of CIS Networks and Services.

32. **Point of Contact.** s. 9(2)(k)



#### **Appendices:**

1. Lines of Communication
2. Information Dissemination Plan

#### **Enclosure:**

1. Operations Records Management Aide-Memoire

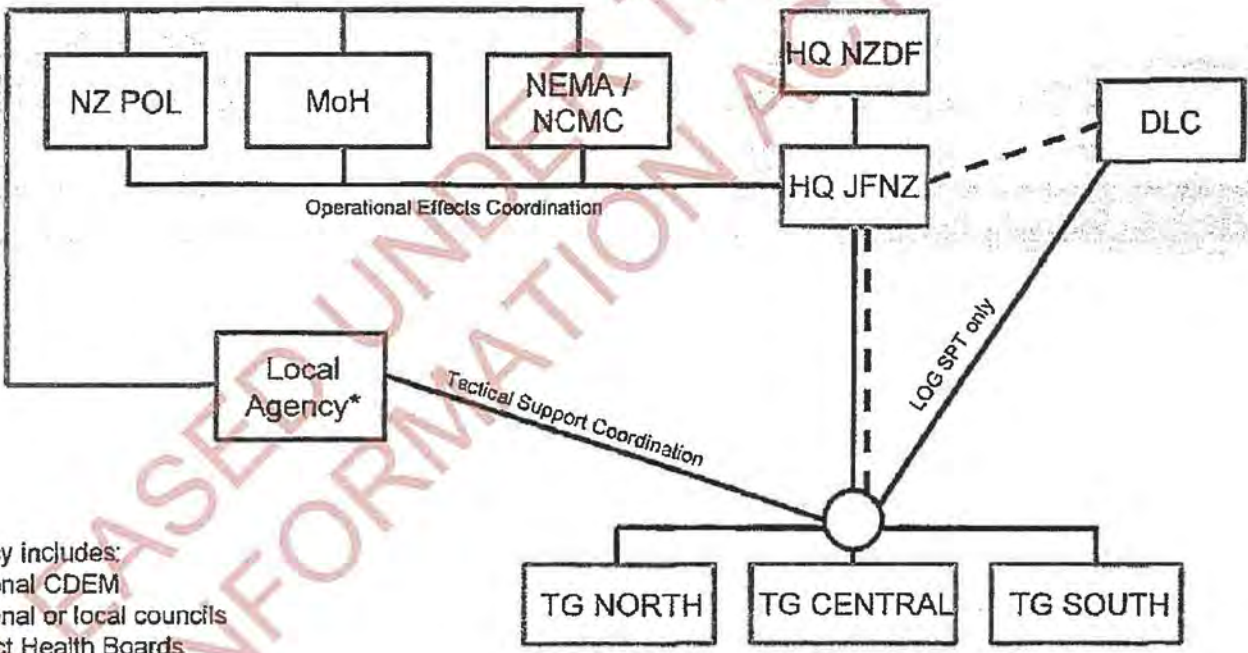
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LINES OF COMMUNICATION

NZDF

OP PROTECT



- \* Local Agency includes:
- Regional CDEM
  - Regional or local councils
  - District Health Boards
  - Regional or local NZ POL

Key:

DIXS (R)

Agency

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INFORMATION DISSEMINATION PLAN

Process / Task	Format	Means / Service	Frequency	Timeliness	Generated By	Distributed To	Remarks
Daily SITREP	MS Word	DDMS	Weekly	NLT 1400NZDT (as at 1200)	TG	HQ JFNZ	s. 9(2)(k)
DOWNREP	Text	Email	On Occurrence	N/A	J3	TG	
Initial Notification Report	Voice / Text	Phone and Email	On Occurrence	+/- 15 min	TG	JWC	
Incident Report	MS Word	Email	On Occurrence	+/- 60 min	TG	JWC	
After Action Report	MS Word	Email	On Occurrence	+/- 72 hours	TG	JWC	
WNGO / ORDER / FRAGO	MS Word	Email	On Occurrence	N/A	HQ JFNZ	TG	
WNGO / ORDER / FRAGO	MS Word	Email	On Occurrence	N/A	TG	HQ JFNZ	
QUICKREP	MS Word / PowerPoint	Email	On Occurrence	N/A	TG	JWC	
NOTICAS	MS Word	Email	On Occurrence	+/- 2 hours	TG	JWC, J1H	
Lessons Learnt	Text	EARLLS	Weekly	NLT 2300NZDT Sundays	N/A	N/A	

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Q2-2

**Task.** The task/process behind the information exchange requirement

**Format.** Indicate, if applicable, the file format (e.g. PDF, DOCX, PPTX, RTF, etc...)

**Service.** Indicate the means/service the information will be exchanged over

**Frequency.** Indicate the reoccurrence of the information exchange (e.g. twice daily at 0800 and 1600 or once a week on Monday NLT 1700)

**Timeliness.** Linked to frequency, indicate the tolerance level for the information exchange (e.g. +/- 1 hour of Battle Rhythm timing or NLT 1700 every Monday)

**Generate By.** Indicate who (function / role / unit) is responsible for the process/task and the product conveyed by this information exchange

**Distributed To.** Indicate who (function / role / unit) are the recipients from this process/task and the product conveyed by this information exchange

**Remarks.** Indicate who (function / role) and/or processes utilising the information product

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