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Subject: Leave Flexibilities for Federal Civilian Employee Relating to Coronavirus (COVID-19) (UNCLASSIFIED//FOUO)
Date: Wednesday, March 11, 2020 11:51:25 AM
Attachments: [Attachment 1-NGB-J1-TN Memo 2020-001-Guidance for COVID-19.pdf](#)
[Attachment 2-DoD Civilian Workforce Guidance 08MAR2020.pdf](#)
[Attachment 3-DCPAS Message 2020016-Civilian Personnel Guidance for DoD C....pdf](#)
[Attachment 4-OPM Governmentwide Dismissal and Closure Procedures-11-2018....pdf](#)
Importance: High

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*****Sent on behalf of Maj Gen Michael Taheri, Director of Staff, NGB-DS*****

Leaders,

The Office of Personnel Management (OPM) and Defense Civilian Personnel

Advisory Services (DCPAS) have provided guidance concerning Human Resources

flexibilities for leave and scheduling, for civilian personnel. This

guidance provides measures available to manage associated impacts from 2019

Novel Coronavirus (COVID-19).

As an increasing number of cases are confirmed, it is imperative that we

provide our workforce with strategies to minimize the spread of this

contagious disease. The attachments outline detailed guidance on the

authorities and flexibilities available to ensure that our workforce is

supported while we continue to meet our mission goals.

State HROs should take the following actions to ensure they understand and are prepared for questions related to COVID-19.

1. Agencies should incorporate Telework into their continuity of operations plan (COOP) and should ensure employees who are emergency essential have telework agreements in place. Please also ensure that other employees who are Telework eligible and have volunteered for telework understand they may not be eligible for weather and safety leave.

2. Read the attached guidance Attachment 1, 2, 3, and 4, concerning leave flexibilities for agencies as it relates to a pandemic situation.

The NGB-J1-TNS staff will provide additional details and answer your questions and/or concerns about the attached policies. The point of contact is Ms. Angela M. Mullins, NGB-J1-TNS, Chief, Employment, Wage & Compensation Branch, 703-607-5423 or angela.m.mullins18.civ@mail.mil.

I do want to emphasize that the attached documents are essential to assisting managers and employees with their questions related to the COVID-19.

More information may also be found at this GKO Link in the Coronavirus Folder:

<https://gko.portal.ng.mil/joint/J1/D06/B01/Hot%20Topics/Forms/AllItems.aspx>

Additional links:

DCPAS Emergency Preparedness:

<https://www.dcpas.osd.mil/OD/EmergencyPreparedness>

OPM's Coronavirus Guidance:

<https://www.opm.gov/policy-data-oversight/covid-19/>

My Best,

Mike

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