UNDER SECRETARY OF DEFENSE
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PERSONNEL AND READINESS

APR 16 2020

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF DEFENSE
SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Special Leave Accrual

The Department of Defense's actions to stem the spread of coronavirus disease 2019 (COVID-19), to include restricting travel, has significantly limited the ability of Service members to take leave during the national emergency. Leave is vital to the continued health and welfare of our Service members and civilian workforce and is key to the Secretary of Defense's first priority in responding to COVID-19—protecting our Service members, DoD civilians, and their families. Office of Personnel Management (OPM) civilian workforce policies already make allowances for leave accrual under exigent circumstances pursuant to 5 U.S.C. § 6304(d).

Therefore, in recognition of the impact of the Department's response to COVID-19 on Service members' ability to take leave and properly manage their leave balances, effective March 11, 2020 through September 30, 2020, and pursuant to 10 U.S.C. § 701(f)(1)(A) and (B)(iii), members of the Army, Navy, Air Force, Marine Corps, and Space Force performing active service (as that term is defined in 10 U.S.C. § 701(a)) during the effective period, are authorized to accumulate annual leave in excess of 60 days (not to exceed 120 days) as shown on the end of month September 2020 Leave and Earnings Statement. Such members are further authorized to retain such unused leave until the end of Fiscal Year 2023 (i.e., September 30, 2023). The active service described here shall be considered qualifying duty for purposes of 10 U.S.C. § 701(f)(1)(B)(iii). This authorization does not apply to Service members who would otherwise be authorized to accumulate leave in excess of 60 days as of October 1, 2020, under section 701(f)(1)(A) and (B)(i) and (ii) or under 701(f)(2) prior to this directive.

Commanders will continue to encourage and to provide members with the opportunity to use their leave in the year in which it is earned.

My point of contact is Mr. Tim Fowlkes, who can be reached at 703-697-3793.

Matthew P. Donovan

cc: Commandant of the Coast Guard