DCPAS Message 2020016
MAR 0 9 2020

DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Civilian Personnel Guidance for DoD Components in Responding to Coronavirus Disease 2019

AUDIENCE: Appropriated and Nonappropriated Fund Personnel

ACTION: Widest Distribution

REFERENCES:

a) Office of the Under Secretary of Defense Memorandum, "Civilian Personnel Guidance for DoD Components in Responding to Coronavirus Disease 2019," March 8, 2020 (with attachments)
b) Defense Civilian Personnel Advisory Service (DCPAS), Emergency Preparedness website, *https://www.dcpas.osd.mil/OD/EmergencyPreparedness*

BACKGROUND/INTENT: On March 8, 2020, the Under Secretary of Defense, Personnel and Readiness, signed the memorandum at reference (a) with attachments providing civilian personnel policy guidance in response to the coronavirus disease 2019 (COVID-19). The guidance provides for a temporary waiver of policy through December 31, 2020, allowing civilians to telework during an emergency with a child or other persons requiring care or supervision present at home. Employees must still account for work and non-work hours during his or her tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent). DoD Components are strongly encouraged to incorporate this exception to policy into their own telework policies.

The memorandum also provides the latest Office of Personnel Management guidance published on March 7, 2020, and rescinds prior DCPAS guidance from February 11, 2020. All future policy guidance and updates will be published on DCPAS' Emergency Preparedness website.

If Department of Defense Components have questions or concerns about COVID-19, please email: *dodhra.mc-alex.dcpas.list.employment-and-compensation@mail.mil.* DCPAS will coordinate all DoD questions and concerns with OPM, as appropriate, and provide a response to the entire DoD enterprise.

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