



DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAFE)

15 MAR 20

MEMORANDUM FOR 86 AIRLIFT WING PERSONNEL

FROM: 86 AW/CC

SUBJECT: Work Status Impacts of the Coronavirus (COVID-19)

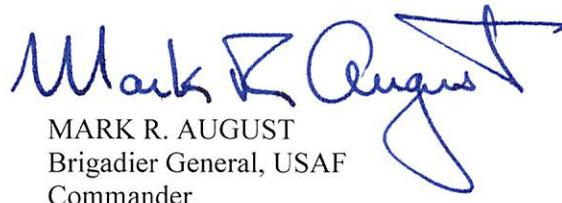
1. On 16 March 2020, Department of Defense schools in the Kaiserslautern Military Community are temporarily stopping in-person instruction and on-base Child Development Centers (CDCs) are temporarily closing. These precautionary measures, and other events, have impacts on our work centers, personnel, and ongoing operations. Squadron commanders and other leaders are encouraged to use their discretion to maintain mission capability while balancing risks to personnel and reducing opportunities for COVID-19 transmission.

a. US Military Members. Squadron leadership are encouraged to consider telework and alternate work schedules for US military personnel. During this unique situation, use of personal leave should generally not be required for members who must stay home to care for younger children who are no longer able to attend school or go to the CDC. A military member's home can be designated as an alternate duty location to facilitate childcare under these unique circumstances, or for other mission-related reasons associated with reducing the transmission of COVID-19.

b. US Government Civilian Employees. Telework and alternate work schedules are also flexible work arrangements available to many of our US Government civilian employees. Situational telework is authorized during this unique time for 86 AW civilian employees with supervisor approval and squadron commander concurrence, although designating an individual's home as an alternate duty location is only possible for military members. Generally, civilian employees may use annual leave, comp time, or other paid leave if they choose to stay at home to care for their children while the schools and CDCs are closed (Weather and Safety leave is not authorized for this purpose). Sick leave and Family and Medical leave may also be an option if the employee or one of their family members becomes ill. Weather and Safety leave may be approved for non-telework asymptomatic employees if they are subject to movement restrictions. Other leave authorities may also apply, depending on unique individual circumstances and based on further developments in this situation.

c. Other personnel. The policies above apply to US military members and US Government civilian employees and do not apply to non-US Government military members, non-US Government civilian employees, or contractor personnel. If local national employees are not able to come to work due to local school closures, supervisors are encouraged to work with those employees to establish alternative work schedules or approve liberal leave.

2. As the situation develops, guidance in this area may change. Leaders are encouraged to use their discretion within the bounds of law and higher headquarters policy and direction in order to reduce the likelihood of the virus being transmitted, keep personnel safe, and maximize mission accomplishment.


MARK R. AUGUST
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Commander