Subject: FOUO://OUSD and HAF/A1 Guidance - Weather and Safety Leave During COVID-19 - US APF & NAF Employees - Update #1
Attachments: OUSD and HAF_A1 Guidance - Weather and Safety Leave During COVID-19 - US APF & NAF Employees.pdf

Importance: High

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Commanders/Directors -

BLUF: AF/A1 and OUSD published guidance on the proper use of Weather and Safety Leave (WSL) for US APF/NAF civilian employees during the COVID-19 pandemic. Included are a quick reference guide depicting appropriate options available to balance mission needs and protection of the force along with a comprehensive list of Q&As. This guidance will be posted included alongside the extensive COVID-19-related guidance on the Ramstein CPO website in the near term. NAF HRO will provide specific implementing procedures for US NAF employees to respective commanders under separate cover.

DISCUSSION: AF/A1 memo along with the Q&As (Atchs 1&2) provide clarification on the OUSD memo (Atch 3) to include guidelines on self-certification and substantiating documentation for high-risk employees to be placed on WSL, as well as the applicability of WSL for emergency employees whose functions, positions, or duties are critical to agency operations (also referred to as "mission essential", "key", "mission critical", or "emergency essential" employees). OMB Memo M-20-13, *Updated Guidance on Telework Flexibilities in Response to Coronavirus,* dated 12 March 2020 (Atch 5) defines "higher risk" employees (e.g., older adults, those with chronic health conditions) and provides further guidance for those who are *not telework eligible*.

KEY POINTS:

- Commanders (G-series orders) authorize WSL pursuant to AF/A1 memo (Atch 4); Supervisors must approve in ATAAPS with appropriate coding: "LN" with subcode "PS"
- WSL is not an entitlement and must be pre-approved
- OUSD matrix should be referenced in each case and telework leveraged to the maximum extent practicable
- Employees self-certifying as "high risk" must do so in writing
- Employees who have self-identified and have been placed on WSL must provide substantiating documentation within 30 days of self-certification (Atch 2, pg 5-6, last bullet) (See U-A guidance below)
- WSL is extremely limited for employees designated as "emergency employees"; those at "high risk" should telework and may be recalled pursuant to AF/A1 memo circumstances

HQ U-A/A1K GUIDANCE:

1. Regardless of the "high risk" group, self-certification is required.

2. If certification is based on the 'age' high risk group as outlined by the Center for Disease Control (CDC), then the substantiating documentation is waived due to the fact the employer is able to verify employee's age in DCPDS.

3. If certification is based on other high risk groups as outlined by the Center for Disease Control (CDC), then the substantiating documentation requirement still applies, unless the supervisor obtains approval to waive the documentation requirement for known/previously identified medical conditions from the respective commander. (Atch 2, Q&A 23)

4. Commanders may approve extension requests due to unavailability of the employee's regular medical provider because of the pandemic. (Atch 2, Q&A 24)

5. The AF/A1 memo (dated 3 April 2020) with regards Weather and Safety Leave does not apply to the local national population.

Additional Resource: AFPC updated Civilian Personnel Programs FAQs on 3 April 2020; provides a comprehensive and categorized list of questions/answers you may find helpful.

We remain postured to assist and advise you on available HR tools and flexibilities to meet your mission requirement and protect your employees.

v/r
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