
Subject: FOUO://86 AW Situational Telework Guidance - COVID 19 - High Risk and Special Populations - UPDATE #2

Importance: High

From: LOCK, CLINT E JR GS-14 USAF USAFE 86 FSS/FSC

Sent: Saturday, March 21, 2020 3:28 PM

Subject: RE: FOUO://86 AW Situational Telework Guidance - COVID 19 - High Risk and Special Populations - UPDATE #2

Importance: High

Commanders/Directors -

BL: Organizations should maximize telework capabilities pursuant to 86 AW Memo, Work Status Impacts of COVID-19, dtd 15 Mar 20. We are diligently working the LN telework piece and expect those efforts to be completed early this next week. When telework options are exhausted, high risk populations as defined by the CDC remain at a more significant risk from COVID-19 and may be granted administrative leave (weather and safety) pursuant to the attached OMB Memo M-20-13 dtd 12 Mar 20. Weather and Safety Leave is not an entitlement and must be approved by a supervisor.

BACKGROUND: OMB Memo M-20-13, *Updated Guidance on Telework Flexibilities in Response to Coronavirus*, dtd 12 March 2020 defines “higher risk” employees (e.g., older adults, those with chronic health conditions) and provides further guidance for those who are not telework eligible.

For more information on individuals that may be at higher risk please visit the CDC website at:
<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

v/r
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EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D. C. 20503

March 12, 2020

M-20-13

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

FROM: Russell T. Vought
Acting Director

A handwritten signature in blue ink, appearing to read "R. Vought", written over the printed name.

SUBJECT: Updated Guidance on Telework Flexibilities in Response to Coronavirus

In light of the evolving situation concerning the novel coronavirus (“COVID-19”), including emergency declarations in multiple States and the District of Columbia, the Administration wants to ensure that department and agency leaders assertively safeguard the health and safety of their workforce.

All Federal Executive Branch departments and agencies are encouraged to maximize telework flexibilities to eligible workers within those populations that the Centers for Disease Control and Prevention (CDC) has identified as being at higher risk for serious complications from COVID-19 ([CDC High Risk Complications](#)) and to CDC-identified special populations including pregnant women ([CDC Special Populations](#)). These CDC-identified populations include older adults and individuals who have chronic health conditions, such as high blood pressure, heart disease, diabetes, lung disease or compromised immune systems. Agencies do not need to require certification by a medical professional, and may accept self-identification by employees that they are in one of these populations. Additionally, agencies are encouraged to consult with local public health officials and the CDC about whether to extend telework flexibilities more broadly to all eligible teleworkers in areas in which either such local officials or the CDC have determined there is community spread. Agencies are also encouraged to extend telework flexibilities more broadly to accommodate state and local responses to the outbreak, including, but not limited to, school closures.

Departments and agencies are further encouraged to approve leave for safety reasons to employees who are at higher risk as identified by the CDC and not telework-eligible. Federal Executive Branch departments and agencies may also grant weather and safety leave due to a “condition that prevents the employee or group of employees from safely traveling to or performing work at an approved location” (5 U.S.C. § 6329c(b)). Because COVID-19 prevents employees who are at higher risk from safely travelling to or performing work at an approved location, agencies may grant these employees safety leave under 5 U.S.C. § 6329c(b) at the agencies’ discretion.

In determining their telework and leave decisions, agencies should consider the mission-critical nature of their work.

For further information please consult the Office of Personnel Management’s guidance at: <https://www.opm.gov/policy-data-oversight/covid-19/>.



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
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FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

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

SUBJECT: Telework Flexibilities in Response to Coronavirus Disease 2019

ACTION: Distribute to Appropriated and Non-appropriated Human Resources Practitioners

REFERENCES:

- a. Office of Management and Budget (OMB) Memorandum, "Updated Guidance for the National Capital Region on Telework Flexibilities in Response to Coronavirus" dated March 15, 2020 (attached)
- b. Office of the Under Secretary of Defense for Personnel and Readiness memorandum, "Civilian Personnel Guidance for DoD Components in Responding to Coronavirus Disease 2019," dated March 8, 2020, available at:
<https://www.dcpas.osd.mil/Content/documents/OD/Civilian%20Personnel%20Guidance%20for%20DoD%20Components,%208%20Mar%202020.pdf>

BACKGROUND/INTENT: On March 15, 2020, the Acting Director, OMB, released a memorandum (reference a) that provides guidance to Federal agencies in the National Capital Region strongly encouraging agency leaders to maximize the use of telework to protect the American people and continue mission critical functions.

While the OMB memorandum is directed at Federal agencies within the National Capital Region, DoD Components worldwide should apply a similar approach to telework to help keep the total force safe from Coronavirus Disease 2019 (COVID-19), and ensuring mission critical functions continue. DoD Components should also maximize use of the temporary waiver to DoD's telework policy issued by the Office of the Under Secretary of Defense for Personnel and Readiness (reference b).

If DoD Components have questions or concerns about COVID-19, please use the new DCPAS Emergency Preparedness email: dodhra.mc-alex.dcpas.list.emergency-preparedness@mail.mil. DCPAS will coordinate all DoD questions and concerns with the Office of Personnel Management, as appropriate, and provide a response to the entire DoD enterprise.

POINT OF CONTACT: Allen Brooks, Technical Director, DCPAS, (571)372-1540, allen.r.brooks2.civ@mail.mil.

Attachment(s):
As stated