



**DEPARTMENT OF DEFENSE**  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
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ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

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

SUBJECT: Updated Guidance on Telework Flexibilities and Weather and Safety Leave in Response to Coronavirus

ACTION: Disseminate to Appropriated and Non-appropriated DoD Human Resources Practitioners

REFERENCES:

- a. Office of Management and Budget (OMB) Memorandum, "Updated Guidance on Telework Flexibilities in Response to Coronavirus," dated March 13, 2020

BACKGROUND/INTENT: On March 12, 2020, the Acting Director, OMB, signed the attached memorandum providing civilian personnel policy guidance in response to the coronavirus disease 2019 (COVID-19). The guidance encourages Agencies to maximize telework flexibilities to eligible workers within the populations that the CDC has identified as being at higher risk for COVID-19. Agencies are also encouraged to grant weather and safety leave to employees who are at higher risk as identified by the CDC. Additional guidance through frequently asked questions will be distributed in the near future.

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](mailto: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](mailto:allen.r.brooks2.civ@mail.mil).

Attachment(s):  
As stated