



**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: 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](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