



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

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

SUBJECT: Extension of Flexibility in Requirements Related to Form I-9 Compliance During the COVID-19 Emergency

AUDIENCE: Appropriated Fund and Nonappropriated Fund Personnel

ACTION: Disseminate to Department of Defense Human Resources Practitioners and Hiring Managers

REFERENCES:

- a. U.S. Immigration and Customs Enforcement News Release, June 16, 2020, <https://www.ice.gov/news/releases/ice-announces-another-30-day-extension-flexibility-rules-related-form-i-9-compliance>
- b. Office of Personnel Management memorandum, "On-Boarding Processes for New Employees During the COVID-19 Emergency," dated March 24, 2020, <https://www.chcoc.gov/content/boarding-processes-new-employees-during-covid-19-emergency>

BACKGROUND/INTENT: On June 16, 2020, the Department of Homeland Security, U.S. Immigration and Customs Enforcement, published reference (a) extending the flexibility in rules related to Form I-9 compliance for an additional 30 days to July 19, 2020, due to the continuing COVID-19 emergency. Reference (b) provided the original guidance concerning this flexibility and the on-boarding of new employees during the COVID-19 emergency. This memorandum addressed physical proximity requirements typically associated with administration of the Oath of Office and completion of Form I-9. Components may continue to implement the provisions of the memorandum.

POINT OF CONTACT: Melissa Lalonde, Associate Director, Employment & Compensation, (571) 372-1557 or Melissa.lalonde.civ@mail.mil.