



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: Extension of Maximum Telework Flexibilities

AUDIENCE: Appropriated Fund and Nonappropriated Fund Personnel

ACTION: Disseminate to Department of Defense (DoD) Human Resources Practitioners

REFERENCE(S):

- a. Under Secretary of Defense Memorandum, "Extension of Maximum Telework Flexibilities," November 20, 2020 (attached)
- b. Under Secretary of Defense Memorandum, "Civilian Personnel Guidance for DoD Components in Responding to Coronavirus Disease 2019," March 8, 2020 (attached)

BACKGROUND/INTENT: The attached Under Secretary of Defense (USD) memorandum (reference a) extends the limited exception to policy provided by the USD memorandum on March 8, 2020 (reference b). Accordingly, DoD Components may allow civilian employees to telework during an emergency with a child or other persons requiring care or supervision present at home. Employees must still account for work and non-work hours during their tours of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent).

POINT(S) OF CONTACT: Ms. Taiwana Smith, Director, Benefits, Wage and NAF Policy, 571-372-1642, Taiwana.R.Smith.civ@mail.mil, and Ms. Kisha Wilkins, Work-Life Program Branch Chief, Benefits, Wage and NAF Policy, 571-372-2238, Kisha.L.Wilkins.civ@mail.mil.

Attachment(s):

As stated

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