

DoD-EC Program Office Supplement Guidance: Questions and Answers the Novel
Coronavirus Outbreak (COVID-19)
As of 3 June 2020

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For additional information related to this subject, visit DoD Expeditionary Civilian Program COVID-19 Reference Material Website: <https://www.dcpas.osd.mil/Expeditionary/index> or send an email to the DOD-EC Program Group Inbox osd.pentagon.ousd-p-r.mbx.dod-ec@mail.mil

A. Impact on DoD-EC Deployment

1) What is the Sec Def memo latest instruction regarding travel restriction for DoD Components?

The new SECDEF memorandum “Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions” dated 22 May 2020 extends restrictions on travel through an indefinite period of time. The latest memorandum hereby cancels The SECDEF-approved Modification and Reissuance of DoD Response to Coronavirus Disease 2019 – Travel Restrictions dated 20 April 2020 which listed 30 June 2020 as the end date for travel restrictions.

- 2) In light of the new Sec Def memo that allows movement of GFM ordered positions as an exception, is there a formal process where individual requests need to be submitted by theater to CENTCOM for approval to proceed, OR if the authority to request forward movement rest with the theater command, OR if the approved FTN/JMD is the only authorization needed to schedule the deployment?**

IAW the aforementioned SecDef memorandum dated 22 May 2020 under Exemptions, paragraph c. GFM deployers are exempt from the stop movement order. Therefore, if the movement is a result of Annexes A,B,C or D in the Secretary of Defense Order Book the unit/personnel may proceed. It also states coordination between the Combatant Commander, the Joint Staff and the Military Departments must occur, meaning gaining and losing units agree, transportation is available, enroute training can be accomplished and the force provider certifies the member meets deployment requirements for the Area of Responsibility. Coordination is essential.

B. Passport Issuance for DoD-ECs

DoD Components have experienced significant delays in obtaining official passports for their DoD-ECs due to COVID-19. Is there a workaround or exemption that will allow DoD-ECs to travel without a passport?

The Foreign Clearance Guide Program Office does not recommend (although not prohibited IAW FCG) DoD-ECs deploy without an U.S. Passport (official or unofficial) because deployers will not be able to re-enter into the U.S.

- 1) Coordinate with your DoD Passport Agent and the DoD Passport and Visa Office to expedite passport. Reference [Passport Expedite Request](#) document.**
- 2) Highly Recommend - Delaying deployment until DoD-EC has a passport**

Due to COVID-19 impacts resulting in delays with passport processing, DoD-ECs can deploy with a tourist passport in lieu of an official passport. However, preference is still official passport.

C. DD1610 Travel Exemption Documentation

In order to deploy do my travel orders (DD Form 1610) have to specify an exemption?

The SECDEF - Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions dated 22 May 2020 exempt Global Force Management (GFM) activities from the stop movement order. Air Mobility

Command (AMC) issued Battle Staff Directive (BSD) #26 (Change 7) "Passenger Data Collection, Screening and Travel Eligibility Related to Coronavirus" requiring personnel that are exempt from the travel restrictions to document the exemption on their travel orders (DD Form 1610).

Effective immediately, all DoD-ECs will add the following statement to block 16 of their DD Form 1610.

*IAW Secretary of Defense Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions dated 22 May 2020 this travel is exempt from travel restrictions as it meets the circumstances of:
Travel for Global Force Management (GFM) activities (defined as deployments/redeployments ordered in the GFM Allocation Plan and Combatant Command Assigned Force Demand tasking, including Service internal rotations to support, and TDY used to source ordered capabilities).*

For more information, reference [Instruction for Travel Exemption Documentation Requirements for DoD-ECs](#) dated 12 May 2020.

D. Post Differential

Normally post differential continues for those away from the CENTCOM AOR for less than 30 days. If a deployee is not scheduled to return, it appears that we should immediately stop post differential. For all others being sent home, should the post differential continue for 30 days from the time they leave theater, then turn it off after 30 days if they are not scheduled to return. Or, we does the post differential immediately stop for all?

The deployed civilian is returning to their home duty station; therefore ending their TDY OCONUS. Since they will not be on leave in the United States, their post differential should terminate once they depart their theater command.

E. Curtailment

Can I curtail from my theater command back to my home station?

The deployed civilian should reference their theater command's Civilian Human Resources policy for specific guidance. Policies vary based on the supported command. i.e. Operation Inherent Resolve (OIR), United States Forces-Afghanistan (USFOR-A), etc.

In some instances, the deployed civilian may be required to repay the costs of deployment travel, training and any funded Rest & Recuperation travel, if the request is

not due to an emergency situation. Contact your theater command's Civilian Human Resources Office for more information.

F. Retrograde of individuals:

Did theater commands return DoD-ECs back to their home station?

In March, Combined Joint Operations Area-Afghanistan (CJOA-A) identified two categories of DoD-ECs (1) non-mission essential and (2) at risk to send home for 60 days to prevent the spread and minimize the potential threat of COVID-19 to the workforce. At Risk DoD-ECs are defined as: an individual older than 60 years of age and/or has been diagnosed, or is taking medication for, pre-existing medical conditions. These conditions include: high blood pressure, heart disease, lung disease, cancer or diabetes.

A letter of release was provided to the DoD-EC and their Force Provider outlining the Command's reason for release - non-mission essential or at risk. Upon their return to home station, the employees were returned to their home organization roles. USFOR-A Civilian Human Resources Office will notify the DoD-EC and Force Provider of their decision to return him/her to their theater command or remain at home station prior to the end of the stop movement order.

G. Priority Returns and Backfills

Have the theater commands developed a list of priority returns and backfills for the Force Providers?

USFOR-A created a list of priority returns and priority backfills and provided the list to Force Providers for review and action on movement. All positions currently approved should still be actively recruited. Operation Inherent Resolve is also defining a list of priority fills and cutbacks.

H. Medical Waivers

Our Service/Agency was informed USFOR-A established an age restriction for DoD-ECs is this information correct?

With the current COVID-19 pandemic, there exists the temporary ability for the Combined Joint Operation Area /Component commanders to have increased restrictions. USFOR-A has exercised this ability and will review members submitted to components/CENTCOM before final waiver disposition is rendered.

IAW USFOR-A FRAGO 20-110 -- USFOR-A adopts the World Health Organization definition of "At-Risk," defined as:

- 1) Persons age 60 and over,*
- 2) and/or have been diagnosed with, or are taking medication for*
 - a. high blood pressure*
 - b. heart disease*
 - c. lung disease*
 - d. cancer*
 - e. diabetes*

Note: Application of these categories doesn't mean an automatic disqualification. USFOR-A Surgeon General (SG) will review waivers for conditions that would classify them as At Risk for USFOR-A. USFOR-A SG will make a recommendation to CENTCOM for approval or denial but CENTCOM makes the final decision.

For more information, reference [USCENTCOM Surgeon Office memorandum](#) dated 12 May 2020.

I. Rest & Recuperation (R&R)

1) Am I allowed to take my scheduled R&R?

Due to the rapidly spreading COVID-19 (Coronavirus), the Secretary of Defense issued a stop movement order dated 20 April 2020 for the Domestic and International Travel for all forms of official travel which includes Permanent Change of Station, Temporary Duty and government-funded leave. R&R is considered government funded.

2) I am currently on R&R in the United States or in a foreign country. I was informed my R&R return to the CENTCOM AOR has been canceled. What type of leave status should I be in?

Depending on your location, coordination will be made to return you to your home station. You should immediately notify your home station servicing Human Resource (HR) Department regarding the cancellation of your R&R return prior to its end date so you can be picked up on their organizational roles. The deployed civilian should follow local COVID-19 guidance.

If you are instructed to self-quarantine, you are eligible for Weather and Safety or Emergency Paid Sick leave due to being subject to movement restrictions for COVID-19. You should code your time card accordingly. If you do not know the code, contact your servicing HR Department for guidance. You may not change your leave or end it early to use Weather and Safety or Emergency Paid Sick leave.

3) Will my benefits be affected by my return from R&R being delayed?

Yes, if you are out of Afghanistan, Iraq or Kuwait for more than 30 days, your Post Differential pay will end. Once you are allowed to return, you will start the 42 day eligibility period over again for the Post Differential to re-start. At the end of the eligibility period, the Post Differential pay will be made retroactive back to the start of this recent 42 day period.

J. Red Cross Notification due to COVID-19

At what point will the Red Cross notify a deployer if a family member contracts the coronavirus? Would it be life threatening situations, such as hospitalization or Intensive Care Unit?

Red Cross notification only occurs if the family member or an alternate point of contact (POC) initiates the Red Cross message. The family member or alternate POC would contact the Red Cross Hero Care Center at 1-877-272-7337 or via the online application and provide pertinent information. The Red Cross would then verify the emergency and send notification to the DoD-EC's theater command.

The emergency leave determination is made by the theater command. Travel and transportation expenses may be authorized when a family member dies or has a serious illness or injury. A family member includes the employee's spouse or domestic partner, children of the employee (or spouse/domestic partner), parents of the employee (or spouse/domestic partner), and brothers and sisters of the employee (or spouse/domestic partner). Reference the Joint Travel Regulation for the detailed explanation of immediate family member. A serious illness/injury means a grave, critical, or potentially life threatening illness/injury.

However, based on their method of travel to return home (Diplomat Freight Service or MILAIR), the DoD-EC would have to follow quarantine guidance at their location.

K. Approved Leave Categories for COVID-19

- 1) In the event of a base shutdown/FOB of a theater command due to a potential threat associated with the Coronavirus, should DoD-ECs take weather and safety leave or Admin leave?**

The theater command may authorize Weather and Safety Leave to a civilian employee under the following circumstances:

- *The employee is asymptomatic of COVID-19 and subject to movement restrictions (i.e. quarantine or isolation) under the direction of public health authorities.*
- *The employee is at higher risk to COVID-19 as identified by the CDC and not telework eligible.*
- *Other circumstances when an employee is not able to safely travel to or perform work at an approved location.*

Weather and Safety Leave is not an entitlement and must be approved by a supervisor.

2) Can DoD-ECs use Emergency Paid Sick Leave for quarantine?

Yes. In accordance with Division E of the Family First Coronavirus Response Act Interim Guidance, this new temporary leave category provides up to 80 hours of emergency paid sick leave to all Federal civilian employees in specified circumstances related to COVID-19. This new temporary leave category is in addition to any other paid leave entitlements.

An employee qualifies for emergency paid sick leave if the employee is unable to work (or unable to telework) because the employee:

- is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- has been advised by a health care provider to self-quarantine related to COVID-19;
- is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- is caring for an individual subject to a quarantine or isolation order or self-quarantine;
- or is caring for a child under (18 years of age) whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.

3) Previous guidance made reference to the use of Weather and Safety Leave (W/S) for self and mandatory quarantine. After reviewing the Families First Coronavirus Response Act Interim Guidance, it appears the Families First Coronavirus Response Act new temporary leave category for “Emergency Paid Sick Leave” is the appropriate leave category to use for quarantine either self or mandatory quarantine. Is this the appropriate leave category for this category of civilians?

Both W/S and the new emergency paid sick leave would be appropriate to use if the employee is directed to quarantine (provided they meet the requirements under each situation). One does not cancel out the other, and DoD is not requiring employees to use one or the other. W/S is discretionary and up to the commander to approve, whereas the new leave is an employee entitlement.

4) Can weather/safety leave no longer be used for quarantine? Or is emergency sick leave added as an option and its use is a discretionary decision by the agency or the employee?

Weather and safety leave may be authorized for employees if they are not telework participants and are prevented from safely traveling to or safely performing work at an approved location. The USD (P&R) guidance issued March 30, 2020, remains in effect and provides guidance on appropriate use of weather and safety leave. Reference [Use of Weather and Safety Leave Memorandum](#).

Emergency paid sick leave is a new leave category and authorizes up to 80 hours to employees subject to a quarantine or isolation order or other qualifying circumstances related to COVID-19. Emergency paid sick leave is an employee entitlement, so an agency must provide such leave upon an employee request (including applicable documentation requirements).

Note: Emergency paid sick leave is effective during the period from April 1, 2020, through December 31, 2020 and any leave to an employee's credit after that date is forfeited.

5) How do I document these categories of leave for my timecard?

<u>Category</u>	<u>Type</u>	<u>Environmental Hazard Code (EHO)</u>
Weather and Safety	LN (Admin Leave)	PS (Weather and Safety)
*Emergency Sick Leave	LV (Excused Absence)	DX (emergency paid sick leave paid at an employee's full rate of pay) DY (emergency paid sick leave paid at two-thirds an employee's rate of pay)

** IAW Interim Guidance on the Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion under the Families First Coronavirus Response Act dated 7 April 2020, these leave codes are not programmed to account for the different rates of pay that may apply, and will not prevent an employee from taking leave over the statutory limits under the Families First Coronavirus Response Act (FFCRA) nor enforce the statutory caps on daily or aggregate pay. Thus, DoD Components should develop guidance and procedures for employees that make clear leave under the FFCRA may result in debt that will be collected at a later date. Employees will be ineligible to submit a debt waiver for this overpayment.*

L. Telework

Can a deployed civilian that was affected by the stop movement order or sent home due to mission support concerns for 60 days, telework from their home station to continue to support our mission?

Due to the nature of work certain deployed civilians are required to perform, their position would not be telework eligible i.e. access to classified material, classified meetings, etc.

The Theater Command must determine on a case by case basis, if the employee is telework eligible and equipped to telework to include level of access considerations – unclassified and classified. Official coordination must be arranged between the theater command and the employee's home station. The home station must be able to provide all the equipment necessary or office space to allow the employee to successfully perform the duties of their assigned position.

M. Deployment Training Locations

1) Is it true, the Department of Army is taking control of Camp Atterbury?

Effective immediately, DASD OSD Readiness delegated temporary oversight authority of Camp Atterbury training and personnel movement for DoD Civilian deployers to the Army G-1. Long-term plans to transition oversight from OSD (Readiness) to Army are still pending. This short-term measure was implemented as a means to meet the immediate needs through 30 September 2020.

2) What should DoD-ECs use for pre-deployment medical examinations, the Optional Form 178 is outdated?

Service/ Defense Agencies have been advised to continue the use the OF-178 form and advise deployers the form is being changed. DoD-ECs can schedule this physicals but need to follow with their DoD-EC program POC for additional information in the event official guidance comes out from DHA. DHA is in the process of identifying an enterprise solution Course of Action to address the gap.

3) What is the status of the pre-deployment training and ACONUS Relocation Centers (CRCs) during the stop movement order?

The SECDEF memorandum Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions dated 22 May 2020 provides an exemption for approved GFM-based movement to deploy or redeploy

personnel that are identified as near-term priority fills. Pre-deployment training locations and CRC are only providing services to those units/individuals identified as priority fill/mission critical requirements.

Camp Atterbury shifted to an expedited processing mode, beginning June 2020.

General Guidance

- There will be 2, one-week sessions conducted each month (June start)
- All pre-deployment activities and training will occur at Camp Atterbury, to include weapons qualifications.
- The additional training at Muscatatuck is NOT being conducted in the immediate future, at least through the rest of the fiscal year.
- Positions that require advisor training (non-MoDA) will meet this requirement by attending the Air Advisor Course (AAC) at Dix/Lakehurst/McGuire.
- DOD-EC will travel to theater via MILAIR (detailed instruction will be provided by Camp Atterbury staff)
- Upon arrival in Kuwait, DoD-ECs will quarantine in Kuwait at Camp Arifjan or Camp Buehring for 14 days.

For more information reference [Expedited Pre-Deployment Processing at Camp Atterbury](#) or [Quarantine Procedures for Kuwait in Zone 6 Tents and Camp Buehring Tents](#) Guidance.

Fort Bliss is currently providing services for personnel vetted and prioritized by the COCOM and/or ASCC. There is an approved 14 day concept for the CRC with a maximum load of 300 per cycle/COHORT. All personnel must make a CRC reservation

USAF Expeditionary Center – Field Craft Hostile (FC-H) is conducting advanced deployment readiness (ADR) training. Currently mandates 14-day quarantine upon arrival and prior to training start date. If returning to home station, prior to deployment, currently a 14 day quarantine is required at home station, due to Public Health status for the Joint Base McGuire, Dix, Lakehurst area. For questions contact the AFPC Expeditionary Civilian team: afpc.expeditionarycivilian@us.af.mil

4) How are the CRCs handling DOD-ECs that are scheduled for redeployment or in transit to redeploy?

Camp Atterbury is not accepting redeployers on site at this time even those that processed through their location.

- Gear and Weapon Turn-In
 - Personnel pending redeployment from the CENTOM AOR will be allowed to turn in their gear and weapons in Kuwait at Camp Arifjan. After turn-in of gear and weapons, the civilians will complete their travel on the MILAIR flight that was booked for them directly to home station rather than requiring additional travel to Camp Atterbury.

- **USAFOR- Instruction for Redeployers**
 - *Specific instructions will be provided to DoD-ECs as part of their redeployment packet.*
 - *Regardless of MILAIR travel, the civilians who were issued gear/weapons from Camp Atterbury should turn in those items in Kuwait.*
 - *At a future date when the stop movement is terminated, civilians that redeployed and are scheduled to return to Afghanistan will be able to pick up gear/weapon in Kuwait on the return trip.*
- **Quarantine Guidance**
 - *DoD-ECs who arrive at BWI should travel to home of record on commercial transportation and implement the mandatory 14-day self-quarantine in accordance with Force Health Protection Guidance.*
 - *DoD-ECs who arrive at Fort Bliss will undergo the mandatory 14-day quarantine before departing Fort Bliss.*
- **Post-Deployment Health Assessment**
 - *DoD-ECs should also be provided instructions on conducting their post-deployment health assessment on-line, with follow up at home station if needed.*
- **SF-1190 Guidance**
 - *Ensure completion of SF-1190 for all DoD-ECs*

Fort Bliss is accepting redeployers are their CRC. All personnel (military, DoD-EC and contractors) redeploying will be quarantined for 14 days at Fort Bliss. Individuals that refuse to quarantine will be barred from the installation and will not be able to out-process.

USAF Expeditionary Center does not process Air Force DoD-ECs for redeployment. Air Force DoD-ECs redeploy through home station. Deployers turn their gear in at Bagram or home station. Upon return to home station, personnel are being advised/directed to self-quarantine for 14 days IAW local health guidance. For questions contact: afpc.expeditionarycivilian@us.af.mil

K) Quarantine Guidance

- 1) Are DoD-ECs required to quarantine in theater before deploying to their final destination (Iraq, Afghanistan, etc)?**

DoD-ECs are required to quarantine for two (2) weeks at the APOE (Qatar or Kuwait). Before proceeding forward, they must have a signed [Quarantine certification memorandum](#) from the medical office on location.

If a DoD-EC quarantines at Fort Bliss and receives a signed Individual Certificate of Mandatory COVID-19 Quarantine they are not required to quarantine in theater, unless there has been a break in the process. The certificate serves as supporting documentation.

There is not an option for home quarantine. Upon arrival to their designated location, DoD-ECs will be able to go report directly to work and will not require any additional quarantine, unless they start to show symptoms.

2) Is DoD going to mandate a specific quarantine site for DoD-ECs arriving on MILAIR?

No. DoD is not going to mandate that DoD-EC quarantine at Fort Bliss CONUS Replacement Center or any specific site. DoD-ECs should follow guidance set forth by their specific DoD Component.

3) Do redeploying DoD-ECs have to be quarantined for two weeks?

Civilian personnel redeploying from locations outside of CONUS during the COVID-19 pandemic are strongly recommended to follow the procedures identified in DoD's Force Health Protection Guidance (Supplement 9) dated 26 May 2020. DoD strongly recommends redeploying DoD civilian employees be assessed to determine if voluntary restriction of movement (ROM) is indicated. If indicated, a 14-day ROM will be performed at a location determined by the DoD Component. ROM locations may include home station, residence, or other suitable domicile.

DoD-ECs should follow guidance from their specific DoD Component.

4) What does it mean to self-quarantine?

An individual is restricted to their residence or other appropriate domicile for 14 days and limit close contact (within 6 feet or 2 meters) with others during this 14-day period. The employee's status should be weather and safety leave.

5) Can OCO funding be used to cover the cost associated with quarantine requirements for redeploying DoD Expeditionary Civilians?

No, this is not an OCO allowable expense. The cost of quarantine for both redeploying Service members and Civilians will be borne by the Component operating budget costs. The cost related to establishing, maintaining and operating quarantine locations falls under COVID-19 supplemental expense.

The Service and DoD Field Activities (DAFA) budget offices will submit request for funding on behalf of their agencies, not individual commands. Components will be issued resources in accordance with the CARES Act for COVID-19 support.

L) Center for Disease Control and Prevention (CDC) Updates for Deployed Civilians

1) What is the threat level for Iraq and Afghanistan?

Afghanistan, Iraq and Kuwait are Level 3 which means avoid 3 Nonessential Travel—Widespread Ongoing Transmission. For more information, reference [COVID-19 Travel Recommendations by Country](#) and [Global COVID-19 Pandemic Notice](#).

2) Will the DCPAS update their policy guidance to include Center for Disease Control and Prevention (CDC) updates as it relates to the age for high risk categories?

No. DoD Components should refer to the latest guidance from CDC or other appropriate public health authority.

M) Ministry of Defense Advisor (MoDA)

1) How is the COVID-19 response affecting MoDA recruiting and training?

The MoDA Recruiting team is still working to fill all valid GFM requirements. The team will update published requirements, class dates, and other pertinent information as further changes and/or guidance dictates.

FY20 TRAINING:

MoDA Class 32 has been rescheduled to 07 July to allow supporting activities time for coordination. Tentative deployment date for Class 32 graduates is 31 August. MoDA Class 33 is still scheduled to begin 27 July. The MoDA PMO will execute additional COAs if needed, and will inform participants and parent organizations immediately if any further changes are necessary.

2) What about Global MoDAs?

*As **all** Global MoDA advisors deploy under Chief of Mission Authority, they will follow Embassy and Department of State guidance for their Post and supervisors regarding ordered departures or other actions in response to COVID-19. However, Global advisors and their dependents will adhere to DoD guidance once they reach home station or safe haven.*