



PERSONNEL AND  
READINESS

**UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

**NOV 20 2020**

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP (SEE DISTRIBUTION)  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Extension of Maximum Telework Flexibilities

- References: (a) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Civilian Personnel Guidance for DoD Components in Responding to Coronavirus Disease 2019," March 8, 2020 (copy attached)  
(b) Department of Defense Instruction 1035.01, "Telework Policy," April 4, 2012

This memorandum extends the exception to DoD telework policy provided in reference (a). DoD Components are granted a limited exception to policy in Enclosure 3, paragraph 3.j.(2) of reference (b), through June 30, 2021. During this time, DoD Components may allow civilian employees to telework during an emergency (e.g., continuity of operations event, office closure due to adverse or inclement weather, or pandemic health crisis) 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).

For more information, my point of contact is Ms. Taiwana Smith, Director, Benefits, Wage & Nonappropriated Fund Policy, Defense Civilian Personnel Advisory Services, whom you may reach at (571) 372-1642 or taiwana.r.smith.civ@mail.mil.

Matthew P. Donovan

Attachment:  
As stated

DISTRIBUTION:  
Chief Management Officer of the Department of Defense  
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Director of Net Assessment



PERSONNEL AND  
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OFFICE OF THE UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

8 March 2020

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF  
DEFENSE  
SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
CHIEF OF THE NATIONAL GUARD BUREAU  
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INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
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CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF  
DEFENSE  
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE  
AFFAIRS  
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC  
AFFAIRS  
DIRECTOR OF NET ASSESSMENT  
DIRECTORS OF DEFENSE AGENCIES  
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Civilian Personnel Guidance for DoD Components in Responding to Coronavirus  
Disease 2019

References:

- (a) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection (Supplement 2) – Department of Defense Guidance for Military Installation Commanders' Risk-Based Measured Responses to the Novel Coronavirus Outbreak," February 25, 2020 (Attachment 1)
- (b) Office of Personnel Management (OPM), "Coronavirus Disease 2019 (COVID-19): Additional Guidance," March 7, 2020 (Attachment 4)
- (c) OPM, "Federal Workforce Preliminary Guidance during Coronavirus Disease 2019 (COVID-19)," March 3, 2020 (Attachment 5)
- (d) OPM, "Human Resources Flexibilities Available for Federal Employees Impacted by the 2019 Novel Coronavirus," February 7, 2020 (Attachment 6)
- (e) Defense Civilian Personnel Advisory Service, Emergency Preparedness website, <https://www.dcpas.osd.mil/OD/EmergencyPreparedness>
- (f) DoD Instruction 6200.03, "Public Health Emergency Management within the DoD," March 28, 2019
- (g) Department of Defense Instruction 1035.01, Telework Policy, April 4, 2012
- (h) Defense Civilian Personnel Advisory Service Memorandum, "Guidance for the Novel Coronavirus Outbreak," February 11, 2020 (hereby rescinded)

As provided in reference (a) at Attachment 1, the Department of Defense (DoD) has outlined a specific risk-based framework to guide planning, posture, and actions needed to protect DoD personnel and support mission assurance in response to the novel coronavirus disease (COVID-19). DoD Component Heads and military commanders should follow these risk-based measures, with appropriate consultation and coordination, to protect the health and safety of the workforce. These measures are flexible, tailored, and incremental depending on the level of exposure in the community. They include a wide range of mitigating actions available to DoD Component Heads and military commanders ranging from practicing good hygiene to restriction of movement.

In support of these efforts, the attached civilian workforce guidance identifies authorities and best practices to help the Department minimize risk to its civilian personnel and their families, as well as to ensure the readiness of our force to continue to execute our missions and support our domestic and international partners. DoD Component heads must take the steps outlined in Attachment 2 to ensure continuity of operations, assess readiness for effective telework, and communicate to the workforce good health and hygiene habits in the workplace. Attachment 2 also provides an overview of available human resources flexibilities supervisors have the discretion to utilize for their civilian workforce. Attachment 3 provides questions and answers to illustrate various work flexibility scenarios. Component heads should ensure this guidance is clearly communicated to all echelons throughout your respective organizations. Supplemental military workforce guidance is forthcoming.

Additionally, effective on the date of this Memorandum, DoD Components are granted a limited exception to policy under Enclosure 3, paragraph 3.j.(2) of Department of Defense Instruction 1035.01, Telework Policy, through December 31, 2020. DoD Components may allow their civilian employees to telework during an emergency (e.g., continuity of operations event, office closure due to adverse or inclement weather, or pandemic health crisis) with a child or other persons requiring care or supervision present at home. Employees must still account for work and non-work hours during his or her tour 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).

DoD Components with questions concerning civilian personnel human resources flexibilities should submit them to the Defense Civilian Personnel Advisory Service (DCPAS), not OPM, at: <mailto:dodhra.mc-alex.dcpas.list.employment-and-compensation@mail.mil>. DCPAS will coordinate directly with the Office of the Under Secretary of Defense for Policy and, as appropriate, with OPM and distribute responses and any other updated information to all DoD Components through the DCPAS Emergency Preparedness website. The DCPAS guidance at reference (h) is hereby rescinded.

For more information, my point of contact is Mr. Allen Brooks, Technical Director, DCPAS, whom you may reach at (571) 372-1540, or by email at [allen.r.brooks2.civ@mail.mil](mailto:allen.r.brooks2.civ@mail.mil).

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Alexis Lasselle Ross  
Performing the Duties of the Under Secretary of  
Defense for Personnel and Readiness

Attachments: As stated