



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: Office of Personnel Management On-Boarding Processes for New Employees
During the COVID-19 Emergency

AUDIENCE: Appropriated and Non-Appropriated Fund

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

REFERENCE: Office of Personnel Management (OPM) 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: OPM has issued the referenced memorandum providing Federal departments and agencies guidance concerning the on-boarding of new employees during the Coronavirus Disease 2019 (COVID-19) emergency, and to address physical proximity requirements typically associated with administration of the Oath of Office and completion of Form I-9. Due to current precautions regarding physical proximity during COVID-19, OPM is advising that Human Resources Directors work with their Chief Information Officers to determine the best virtual or remote options for onboarding; including completion of the Oath of Office, I-9, OF-306, and any remaining orientation requirements. Specific timelines for completion of on-boarding paperwork and future in-person ratification of the Oath of Office, as well as recent Department of Homeland Security guidance about Form I-9, can be found in the attached memorandum. The provisions of this memorandum may be implemented by Components for the duration of the current national emergency or until further notice from OPM.

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

Attachment:
As stated