



All Personnel

COVID-19 HR Information
Employee Assistance Programs

Technician Personnel

ABC-C Operations Down to Emergency Essential Personnel
Performance Appraisal Application (PAA) Dates for FY21
Where to Send and Get HR Documents
LWOP-US for all Federal Employees
Qualifying Life Event (QLE)
On Boarding Start Dates
Technician and Title 5-Use or Lose Leave, Time Off and Compensatory Time
Family First Coronavirus Response Act (FFCRA)
Technician Training Requests and Travel

State Personnel

Changes to Addresses, Phone Numbers and Direct Deposit
Status Changes
Workers' Compensation
Military Duty/Orders
Retirement Newsletter
Pay Changes and New Benefit Rates

Active Guard and Reserve Personnel

Leave Tracker for ARNG AGR Members
Special Leave Accrual (SLA) for ANG and ARNG AGR Members
Annual Recertification of Basic Allowance for Housing ARNG
AGR Collection of Basic Allowance for Subsistence
TRICARE Open Season
Federal Employee Dental and Vision Insurance Program (FEDVIP) Open Season
AGR Branch Personnel ANG and ARNG

Equal Employment Office/Diversity

<i>HRO LEADERSHIP</i>		
Human Resources Officer	Lt Col Nicole Nuss	402.309.8170
Deputy HRO	LTC Matthew York	402.309.8144
Occupational Health Nurse	Mr. Josiah Unger	402.309.1832

COVID-19 HR INFORMATION

For human resources information related to the COVID-19 situation, please visit <https://ne.ng.mil/Pages/COVID-19.aspx>.

EMPLOYEE ASSISTANCE PROGRAMS

The COVID-19 situation adds stressors to many of our employees lives, whether it's fear for loved ones, child care issues, or isolation from friends and family. For some, this situation magnifies stressors or mental health concerns that already existed.

Supervisors are strongly encouraged to ensure their employees are aware of the Employee Assistance Program (EAP), which provides a variety of services to civilian employees. Specifically, EAP is available to provide counseling services and prevention strategies to employees who feel they need assistance in dealing with stress or conflict.

State of Nebraska Employees

Deer Oaks website: www.deeroakseap.com TOLL-FREE: 866-792-3616.

Counselors are available 24/7 to provide you with immediate care. WEBSITE: USERNAME: SON / PASSWORD: SON

DoD Title 5 Federal Employees

Effective November 10, 2019, Employee Assistance Program (EAP) services are available to employees assigned to National Guard Units through Magellan Ascend.FOH4You.com, is no longer available to DoD employees.

DoD Employee Assistance Program Toll Free Number, 1-866-580-9046.

Website for National Guard Employees:

<https://magellanascend.com?ccid=hpZiwlTni%2FVKnrZqvUQNB1QmnaSXU3FGZhulkeFpN5A%3D>

AGR, Title 32 Technicians, and Traditional Members

Military OneSource: <https://www.militaryonesource.mil/> or call toll free number, 1-800-342-9647.

<i>TECHNICIAN PERSONNEL BRANCH</i>		
Supv HR Spec (Classification/Staffing)	Ms. Deb Burling	402.309.8187
Classification/Manpower	Mr. Larry Martin	402.309.8184
Recruitment, Staffing & Pay	Mr. John Winterfeld	402.309.8186
Classification/Staffing	Ms. Melanie Petersen(LWOP)	402.309.8324
Benefits & Services	Mr. Devin Alt	402.309.8189
	Mr. Jon Sronce	402.309.8173
	A1C Camille Svoboda	402.309.8190
Supv HR Spec (Labor)	Mr. Stephen Oppliger	402.309.8185
Information Systems	Ms. Denise Anderson	402.309.8177
Management Analyst	Ms. Desirae Dockter	402.309.8155
Employee Development	Ms. Jessica Pan	402.309.8182

Website: <https://ne.ng.mil/Resource/Pages/Technician-Title-5-Branch.aspx>

ABC-C OPERATIONS DOWN TO EMERGENCY ESSENTIAL PERSONNEL

Effective 26 March 20, the Ft. Riley commander reduced personnel on the installation to emergency essential personnel only. This affects ABC-C operations. In ABC-C's continuing effort to support our organization they are reduced to the following staff for operations.

1. One person will be manning the NG phone line. Please steer your employees to use GRB or other resources as hold times will increase. <https://www.ebis.army.mil>
2. All other staff will be teleworking. Please contact Action Officers for your retirement packets or military deposits by email. Technology limitations did not allow Action Officers to forward phones.
3. In an effort to assist you and your employees during this unusual time, ABC-C has offered to accept emails

from the HR Specialists only of retirement packages until 30 September 2020. This email must come from the HR Specialist and not the employee.

IF YOU ARE PLANNING ON RETIRING IN THE NEXT 12 MONTHS PLEASE CONTACT THE HRO OFFICE – This will increase the amount of time need to process your retirement.

PERFORMANCE APPRAISAL APPLICATION (PAA) DATES FOR FY21

Plan-Established (NLT 30 April 2020) with a start date of 1 April 2020
Progress Review (between 1 October and 30 November 2020)
Appraisal End date 31 March 2021
Appraisal Completion NLT 30 April 2021

Contact Mr. Steve Oppliger 402-309-8185 if you have any questions regarding your technician performance plans and appraisals.

WHERE TO SEND AND GET HR DOCUMENTS

SF-52'S Need to be sent to the HRO SF-52 in box: ng.ne.nearng.list.hro-sf-52@mail.mil

LWOP SF-52, Military orders and election documents: ng.ne.nearng.list.hro-sf-52@mail.mil

***ANG must route HR documents through the Remote Designee in the FSS**

LWOP and RTD election documents: <https://ne.ng.mil/Pages/Home.aspx> under resources, Human resources center, Technician and T5 Branch, benefits.

Workers Compenstation: <https://ne.ng.mil/Pages/Home.aspx> under resources, Human resources center, Technician and T5 Branch, benefits.

Telework Forms and training links: <https://ne.ng.mil/Pages/Home.aspx> under resources, Human resources center, Technician and T5 Branch, Telework.

***Financial Documents ARNG or ANG Finance Offices**

TAG 127's Work Schedule for Maxi flex or or intermittent employees

TAG 444-R's Work Schedule change – ie changing between 5 8's and 4 10's, Shift change between Day and Night shift.

Orders when coding ATAAPS with LM or KG

If in doubt please call before sending the documents, sending to the wrong office may cause issues or delays with pay.

LWOP-US FOR ALL FEDERAL EMPLOYEES

All federal employees must request LWOP PRIOR to going on orders. Failure to do so may impact your retirement. HR has been recieveing requests after the fact in order for us to process these actions we have to cancel any other intervening actions prior to inputting LWOPwhich could cause a debt and creates additional workload on HR. If your orders are extended or shortened you must send us an updated copy of your orders (This includes if you are quarantined due to COVID when on military orders). All employees need to review their LES's to ensure the requested changes have been applied (suspension of FEHB etc..)

Return to Duty Requirements

Returning to duty federal employees must notify HR when they return to duty. Failure to do so may result in ATAAPs being incorrect, loss of Presidential Leave, debt for benefits or loss of benefits.

All employees should review your LES's after returning to duty to ensure your benefits are being charged correctly to your LES's and your benefits have started back up.

LWOP-US under 30 Days

Technicians requesting leave without pay (LWOP) for military duty for one (1) to twenty-nine (29) days are required to submit a SF52, Request for Personnel Action, and a copy of their military orders. The employee requesting the action must sign the SF52 in Block 5 (Action Requested by) and the supervisor must sign in Block 6 (Action Authorized By). Part D, Remarks, should state the period of time requested. The paperwork will need to be routed through their appropriate chain of command to HRO prior to departure.

LWOP-US over 30 Days

Technicians requesting leave without pay (LWOP) for military duty for over thirty (30) are required to submit a SF52, a copy of their orders and Elections/Acknowledgement of USERRA Entering Military Duty located at: <https://ne.ng.mil/Resource/Documents/Election-Doc.pdf>

The employee requesting the action must sign the SF52 in Block 5 (Action Requested by), the supervisor must sign in Block 6 (Action Authorized By) and Part D, Remarks, should state the period of time requested. The paperwork will need to be routed through their appropriate chain of command to HRO prior to their departure. Upon Return to Duty, Technicians must contact HRO and complete the Return to Civilian Federal Employment from Military Duty Form located at: <https://ne.ng.mil/Resource/Documents/RTD-Doc.pdf>

Supervisors will need to code the above mentioned employees in ATAAPS as a 5/8 hour work schedule while on those military orders. Individuals on military duty for over 30 days and currently on a Maxi-flex Work Schedule must complete a NE TAG 444-R, Request for Alternate Work Schedule (AWS) to change to a 5/8 Work schedule and send the form to the appropriate Finance Office (i.e. ARNG-USPFO and ANG-155CPTF) prior to their departure.

QUALIFYING LIFE EVENT (QLE)

This applies to those who may have lost coverage (i.e. spouse had coverage and lost job due to COVID-19)

Questions should be addressed to Mr Sronce ext 8173 or Mr Alt ext 8189.

ON BOARDING START DATES

Below is an estimated start date for employees who have been selected and are required to go through On Boarding.

Tenative Offer Sent – On boarding Paperwork Complete	Start Date	
16- Jun-2020	6-Jul-2020	
30-Jun-2020	20-Jul-2020	

14-Jul-2020	3- Aug-2020	**Onboarding requirements must be completed prior to start date.
28-Jul-2020	17-Aug-2020	
11-Aug-2020	31-Aug-2020	
25-Aug-2020	14-Sep-2020	
8-Sep-2020	28-Sep-2020	
22-Sep-2020	13-Oct-2020	
6-Oct-2020	26-Oct-2020	
20-Oct-2020	9-Nov-2020	
3-Nov-2020	23-Nov-2020	
17-Nov-2020	7-Dec-2020	
1-Dec-2020	21-Dec-2020	
15-Dec-2020	3-Jan-2021	
29-Dec-2020	19-Jan-2021	
12-Jan-2021	1-Feb-2021	
26-Jan-2021	16-Feb-2021	
9-Feb-2021	1-Mar-2021	
23-Feb-2021	15-Mar-2021	
9-Mar-2021	29-Mar-2021	
23-Mar-2021	12-Apr-2021	

TECHNICAN AND TITLE 5: USE OR LOSE LEAVE, TIME OFF AND COMPENSATORY TIME

Annual Leave: OPM is working on a plan to allow extension of use or lose leave for CY 20. This does not mean stop taking leave, this is for those employees who cannot use their leave by the end of the CY which is 2 January 2021.

Time off awards: effective March 13, 2019 to September 30, 2020 will not expire if not used for all NG Employees. Awards that have already expired will be restored in the Defense Civilian Payroll System (DCPS) by DFAS in the coming weeks. The payroll system is not currently updated and it could take several pay periods for the time off awards to be available for use. NG Employees should watch their LES for restored award balances. Attachment one contains more information from DCPAS.

Comp Time: We have not seen or heard of any guidance on the extension or restoration of comp time

FAMILY FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Background Information: ALL NG Employees are eligible for FFCRA Paid Sick Leave of two weeks (80 hours). Some employees are eligible for Emergency Family and Medical Leave (EFML) of an additional 10 weeks. Both of these temporary rules provided in the Family Medical Leave Act (FMLA) are effective 1 April 2020 until 31 December 2020. The below decision table assists a State in eligibility for coverage under Title I of FMLA which makes them entitled to EFML. The FFCRA created special applicability rules for these two types of paid leave that are separate from regular FMLA.

Reason Code Definitions, Pay Rates, and Time Codes	
1	Reason: is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; Pay Rate:100% pay rate up to 511 daily and \$5,110 total; Time Code: LV and reason code DX
2	Reason: has been advised by a health care provider to self- quarantine related to COVID-19; Pay Rate 100% pay rate up to \$511 daily and \$5,110 total; Time Code: LV and reason code DX
3	Reason: is experiencing COVID-19 symptoms and is seeking a medical diagnosis; Pay Rate: 100% pay rate up to \$511 daily and \$5,110 total; Time Code: is LV and reason code DX
4	Reason: is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); Pay Rate: 2/3 of pay rate up to \$200 daily and \$2,000 total; Time Code: LV and reason code DY
5	Reason: is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; Pay Rate: 2/3 of pay rate up to \$200 daily and \$2,000 total for (Sick leave) or \$12,000 (Emergency Family Medical Leave); Time Code: EFML- LV and reason code DZ; Sick Leave- LV and reason code DY
6	Reason: is experiencing any other substantially-similar condition specified by the U.S. Department of Health condition specified by the U.S. Department of Health and Human Services; Pay Rate: 2/3 of pay rate up to \$200 daily and \$2,000 total; Time Code is LV and reason code DY

NOTE: TABLE-INCLUDES REASON CODE DEFINITIONS, PAY RATES, AND TIME CODES

Other Considerations: An eligible employee may use FFCRA leave beginning any day on or after 1 April 2020 and ending on 31 December 2020 for a qualifying reason. Supervisors or management cannot direct the use of FFCRA Leave.

States should display the FFCRA Leave posters similarly to other DoL posters. If any of the affected NG employees happen to be bargaining unit employees, labor relations staff should be consulted to determine any local bargaining obligations.

Part-Time employees receive FFCRA Leave in direct proportion to the number of hours in the employee's regularly scheduled administrative workweek or as prescribed in 5 CFR 630.1203(e).

An employee covered by USERRA who is also an eligible NG employee with a qualifying reason is eligible to use FFCRA leave.

Reason 5 on DoL Chart

(Only Title I) EFMLA (10 Additional weeks)

EFMLA-2/3 regular rate of pay up to \$200 daily and \$12,000 total

EFMLA-time code for is LV and reason code DZ

All Federal Employees

Sick Leave

Paid Sick Leave- 2/3 regular rate of pay up to \$200 daily and \$2,000 total

Paid Sick Leave- time code for is LV and reason code DY

TECHNICIAN AND TITLE 5 TRAINING ISSUES

There are many unknowns at this time in regards to technician travel and training for the rest of the year. Once the travel ban is lifted and your course or travel dates are known, send in your SF 182 and input your DTS immediately. Remember, SF 182's are required for technician training. The SF 182 is located at:

<https://ne.ng.mil/Resource/Documents/SF182.pdf>

The Technician Personnel Managers Course for the spring and summer is now postponed. The next training dates are 20-22 October 2020. If you wish to be put on the attendance list please send an email to Ms. Jessica Pan.

Point of contact for training is Ms. Jessica Pan at 402-309-8182 or jessica.k.pan.civ@mail.mil.

STATE PERSONNEL BRANCH

HR Manager	Ms. Polly Putney	402.309.8172
HR Assistant / Benefits	Mr. Tim Diedrichsen	402.309.8180
HR Assistant / Payroll	Ms. Sue Spence	402.309.8178

Website: <https://go.usa.gov/xvVva>

CHANGES TO ADDRESSES, PHONE NUMBERS AND DIRECT DEPOSIT

If teammates have changes to their mailing address, email address, home or cell phone numbers or the bank accounts to where their pay is direct deposited, they need to go into the Employee Work Center (EWC) and update their information as soon as possible. Go to the LINK website – www.link.nebraska.gov and click on the Employee Work Center icon and login. Please read the NEW! Password Reset Feature note on the login screen if you have issues logging in to EWC. After logging into EWC, click on the Personal Information icon > Contact Information button > Edit button (upper-left corner) to change mailing addresses, email addresses and phone numbers.

To change bank account information, log into EWC and click on the Pay icon > Payment Elections and then use the Edit, Remove and Add buttons on the screen to make changes to bank account information in the system. If you need help with the process you can click on the Resources tab at the top of the www.link.nebraska.gov website and then click on LINK User Guides. Scroll down to the Employee Work Center section and look under 'Using the System' along the left side for 'Direct Deposit: Add, Edit, or Delete – Employee Self Service' instructions.

STATUS CHANGES

Teammates who have qualified status changes, other than dependents turning 26, must initiate a benefit change event in the Employee Work Center within 30 days. Documentation regarding the change must be submitted (or you must be working on attaining it) so it can be attached electronically to the benefit event process. Do not wait until the last few days to start, since you only have 30 days to complete the process/change. (Note: the date of the status change counts as day 1, so the same day of the next month may be day 31 or 32).

If you do not have the required documentation, always ensure that you start the benefits change event in EWC within 30 days.

For qualified status changes where teammates wish to drop insurance, the benefit change event should be started IN ADVANCE of the month that coverage would change in order to avoid additional premiums being deducted. If there are any questions about status changes please contact the Human Resources Office (402-309-8180) as soon as possible so there is plenty of time to research the question or issues.

WORKERS' COMPENSATION

Teammates should make every effort to be aware of their surroundings and work safely in order to avoid accidents and injuries. If a teammate is injured while working it must be reported immediately to their supervisor, or the person in charge at the time of the accident, and to Human Resources Office. The supervisor or person in charge is responsible for completing a Supervisor's Incident Analysis Report and the teammate will be responsible for completing an Employee Incident Report, Doctor Choice form and Authorization to Release Information form. Witnesses should fill out the Witness form.

All forms should be completed and sent to the Human Resources Office within 24 hours of the accident. Contact Human Resources (402-309-8180) if copies of forms are needed.

There may be other forms for the teammate to complete depending on the circumstances.

Teammates need to take a Workability form to any doctor/provider appointments and return it to Human Resources as soon as possible. Teammates must keep Human Resources informed about any current and future doctor/provider appointments.

Teammates should bring potential hazards to the attention of their supervisors to avoid accidents that may occur.

MILITARY DUTY/ORDERS

All State teammates who take paid leave (military leave, vacation, compensatory) or unpaid leave due to military orders or other military duty, need to submit a copies of their military orders or other available documentation for the military duty to the Human Resources Office. When State teammates have exhausted their military leave for a calendar year and will not be using any other type of leave (vacation or comp) they should use pay code 525 (Military Lv No \$) for the scheduled hours that they did not work. Pay code 525 is an unpaid pay status.

RETIREMENT NEWSLETTER

A new edition of "Retirement News" for State and County plan members is now available on the NPERS website. You may access the .pdf version via this link:

<https://npers.ne.gov/SelfService/public/newsletter/newsletterDC2020July.pdf>

In this edition:

- Deferred Compensation (DCP) State Open Enrollment Results
- Cash Balance Dividend
- DCP Investment Assistance
- Electronic Statement Delivery
- Coming Soon - Two New Investment Options

Previous newsletters may be found on the Publications page on the NPERS website at npers.ne.gov:

<http://npers.ne.gov/SelfService/public/howto/publications/publications.jsp#newsletters>

PAY CHANGES AND NEW BENEFIT RATES

Reminder – New benefit deductions were effective on the payroll period ended June 21, 2020 that is paid on July 1, 2020 (B-13). The B-13 payroll check pays for the first half of insurance premiums for July and the B-14 payroll check (period ended July 5, 2020), with a July 15th paycheck, pays for the second half of July insurance premiums.

The B-15 payroll period ended July 19, 2020, with a July 29th paycheck, is an insurance deduction-free pay period.

New pay rates, for eligible teammates, begin with any hours occurring on July 1, 2020 and after. The paycheck that pays on July 15th will have some hours paid at an old rate and some hours paid at a new rate.

<i>AGR PERSONNEL BRANCH</i>			
POSITION TITLE	NAME	TELEPHONE	E-MAIL
AGR Branch Manager	CW4 Jeff Thomas	402.309.8171	jeffrey.r.thomas20.mil@mail.mil
AGR Branch SGM	SGM William Cary	402.309.8175	william.c.cary.mil@mail.mil
ANG & ARNG Announcements, Accessions, Retirements	SFC Eric Martin	402.309.8183	eric.j.martin28.mil@mail.mil
ANG & ARNG Personnel Support, Finance, Actions, Orders	Vacant	402.309.8181	
ANG & ARNG Personnel Support and Tricare	SGT Bryan Kummer	402.309.8199	bryan.j.kummer2.mil@mail.mil
ANG Personnel Support, Orders	MSgt Christina Krueger		christina.n.krueger2.mil@mail.mil

Website: <https://go.usa.gov/xvspP>

LEAVE TRACKER FOR ARNG AGR MEMBERS

Leave Tracker became the leave system for ARNG leave, effective 1 July 2020. All AGR and FTNGDOS (ADOS) personnel must logon Leave Tracker at <https://ftsmcs.ngb.army.mil/> and update their profile and request their user role.

Leave approvers are responsible for approving the leave users roles within their leave groups. Members will also find their historical leave from Leave Log in their profile summary. Leave approvers can access a members leave history by using the search option in the command center. Leave Tracker has replaced Leave Log as the authorized leave system and is no longer available.

SPECIAL LEAVE ACCRUAL (SLA) FOR ANG AND ARNG AGR MEMBERS

SLA due to COVID leave restrictions will allow AGR members to carry over 60 days and up to 120 days from 30 September 2020 (FY20) to 1 October 2020 (FY21). SLA accrual will end on 30 September 2020 and accrued SLA will expire on 30 September 2023. Members can also accrue additional SLA from deployments after 30 September 2020. SLA will show on the member's Leave and Earning Statement beginning in October 2020 in remarks as "CZ" leave carryover balance along with an expiration date.

References

DoD Memorandum, Subject: Special Leave Accrual, dated 16 April 2020.
MILPER Message #20-186, Issued 18 June 2020.

ANNUAL RECERTIFICATION OF BASIC ALLOWANCE FOR HOUSING (BAH) FOR ARNG AGR MEMBERS

AGR members are required to complete an annual recertification of their BAH through their unit of assignment. AGR members with changes to their BAH need to have their unit send their DA 5960 to the AGR Branch for submission to Finance. All recertified and updated DA 5960's need to be included in the members iPERMS.

AGR COLLECTION OF BASIC ALLOWANCE FOR SUBSISTENCE (BAS) FOR ANG AND ARNG AGR MEMBERS

AGR members provided government meals or rations are obligated to initiate collection of their BAS. ARNG members will need to initiate a DA 4187 at the unit level for submission to Finance through the AGR Branch and ANG members may contact Susan Baden at (402) 309-1140.

Reference DoD FMR 7a, 250204. Government Provided Meals

TRICARE OPEN SEASON

Open season is the annual period when members can enroll in or change their health care plans between Prime options and Select for 2021. Open season begins on 9 November 2020 and ends on 14 December 2020. Information is available at <https://tricare.mil/Plans/Enrollment/OpenSeason>

FEDERAL EMPLOYEE DENTAL AND VISION INSURANCE PROGRAM (FEDVIP) OPEN SEASON

AGR members can enroll their family members in premium based dental and vision plans starting in 2021. Open season begins 9 November 2020 and ends on 14 December 2020.

BENFEDS administers these programs to include enrollment and premium payment process for FEDVIP, more information and enrollment is available at <https://www.benfeds.com>

AGR BRANCH PERSONNEL ANG AND ARNG

CW4 Jeff Thomas – AGR Branch Manager, 402 309-8171, jeffrey.r.thomas20.mil@mail.mil

SGM Bill Cary – AGR Branch SGM, 402 309-8175, William.c.cary.mil@mail.mil

SFC Eric Martin – ANG and ARNG Announcements, Accessions, Retirements.

402 309-8183, eric.j.martin28.mil@mail.mil

Vacant – ARNG Personnel Support, Finance, Actions, Orders.

SGT Brian Kummer – ANG and ARNG Personnel Support and Tricare.

402 309-8199, bryan.j.kummer2.mil@mail.mil

MSgt Christina Krueger – ANG Personnel Support, Orders.

christina.n.krueger2.mil@mail.mil

<i>EQUAL EMPLOYMENT OFFICE / DIVERSITY</i>		
EEO	Mr. Kevin Rose	402.309.8111



PERSONNEL AND
READINESS

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

APR 16 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
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Special Leave Accrual

The Department of Defense's actions to stem the spread of coronavirus disease 2019 (COVID-19), to include restricting travel, has significantly limited the ability of Service members to take leave during the national emergency. Leave is vital to the continued health and welfare of our Service members and civilian workforce and is key to the Secretary of Defense's first priority in responding to COVID-19—protecting our Service members, DoD civilians, and their families. Office of Personnel Management (OPM) civilian workforce policies already make allowances for leave accrual under exigent circumstances pursuant to 5 U.S.C. § 6304(d).

Therefore, in recognition of the impact of the Department's response to COVID-19 on Service members' ability to take leave and properly manage their leave balances, effective March 11, 2020 through September 30, 2020, and pursuant to 10 U.S.C. § 701(f)(1)(A) and (B)(iii), members of the Army, Navy, Air Force, Marine Corps, and Space Force performing active service (as that term is defined in 10 U.S.C. § 701(a)) during the effective period, are authorized to accumulate annual leave in excess of 60 days (not to exceed 120 days) as shown on the end of month September 2020 Leave and Earnings Statement. Such members are further authorized to retain such unused leave until the end of Fiscal Year 2023 (i.e., September 30, 2023). The active service described here shall be considered qualifying duty for purposes of 10 U.S.C. § 701(f)(1)(B)(iii). This authorization does not apply to Service members who would otherwise be authorized to accumulate leave in excess of 60 days as of October 1, 2020, under section 701(f)(1)(A) and (B)(i) and (ii) or under 701(f)(2) prior to this directive.

Commanders will continue to encourage and to provide members with the opportunity to use their leave in the year in which it is earned.

My point of contact is Mr. Tim Fowlkes, who can be reached at 703-697-3793.

Matthew P. Donovan

cc: Commandant of the Coast Guard