



All Personnel

COVID-19 HR Information
Employee Assistance Programs
New IRS Form W-4

Technician Personnel

ABC-C Operations during COVID-19
Performance Appraisal Application (PAA) Dates for FY21
Qualifying Life Event (QLE)
State Active Duty vs Title 32 ADOS COVID response
Family First Coronavirus Response Act (FFCRA)
Technician Training Requests and Travel

State Personnel

Benefits Information and Open Enrollment
Retirement Beneficiaries
Employee Assistance Program (EAP)

Active Guard and Reserve Personnel

Special Leave Accrual
AGR Travel & DTS (ARNG)
Active/Reserve Component Pay Table for 2020

Equal Employment Office/Diversity

May is Asian American / Pacific Islander Heritage Month

HRO LEADERSHIP

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://magellanascent.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.

New W-4 effective 1 January 2020

Employees hired after January 1st, employees who are first paid (new hires) after January 1st, and those who make adjustments to withholdings after January 1st, are required to use the new IRS form W-4. Current employees who have been paid at least once prior to the end of 2019 do not need to submit a new W-4, unless making adjustments to withholdings. For more information, the IRS has a FAQ site at the following link:

<https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4>

<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	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 April 2020. This email must come from the HR Specialist and not the employee.

IF YOU ARE PLANNING ON RETIRING IN 2020 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
Awards submitted NLT than 17 May 2021
Awards Board 17 June 2021

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

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 in office day is Thursday or Mr Alt ext 8189 in office day is Friday.

LEAVE WITHOUT PAY (LWOP)-PERSONAL CODE KA and AUS-LWOP KG.

Leave without Pay (LWOP) is a temporary nonpay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy. There are two types of LWOP, KA and KG. KA is personal leave without pay and should only be used in certain instances and when you have exhausted all other types of leave or when on **STATE ACTIVE DUTY**. This leave type cannot be used for AUS-LWOP. KG is used when you are on military orders and only when in a Military Status. **These two statuses are not interchangeable and should be used for different situations.**

If you are not sure what code to use, please contact the HR office at 402-309-8189/8173.

STATE ACTIVE DUTY VS TITLE 32 ADOS COVID RESPONSE

Technicians on Leave without Pay (LWOP) for Military Duty for One (1) Day or more: **Those going on T32 ADOS for COVID support should be using KG if they are out of Militaty or Annual Leave they want to use. Even if during the period you are only going to use KG for 1 day we need an SF-52. This will impact you at retirement time and could potentially impact your benefits. Please call HR if you have any questions at 402-309-8189/8173. We are telworking but our phone are transferred to our cells.**

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.

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 me an email and I will add you.

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

<i>STATE PERSONNEL BRANCH</i>		
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://gko.portal.ng.mil/states/NE/Directorates/J1/Pages/State-HR.aspx>

BENEFITS INFORMATION AND OPEN ENROLLMENT

Open Enrollment will begin May 5th and ends May 19th (at 5:00 pm CST). Please take time to locate or reset your password, so you can login to the Employee Work Center (Workday) when open enrollment begins. If you need to reset your password please review the instructions on the Employee Work Center login screen. If you know your username and your work email address is in Workday, you can reset your own password without contacting the AS Link help desk for assistance. Visit <https://das.nebraska.gov/benefits> for open enrollment and insurance plan information.

ALL EMPLOYEES (except new employees that start employment after May 2nd or employees that are on long term absences for military duty) MUST complete the open enrollment (OE) process. ALL employees should print out their confirmation statement before they leave the OE process. There will be a print button that employees can use to print their confirmation statement.

The main document that teammates can review for OE information is the Options Guide:

<https://das.nebraska.gov/Benefits/Active/2020/2020-21OptionsGuide.pdf>

Other informational handouts / slides are available at:

https://das.nebraska.gov/Benefits/Active/2020/1_UHC_Presentation.pdf

https://das.nebraska.gov/Benefits/Active/2020/2_Strada.pdf

https://das.nebraska.gov/Benefits/Active/2020/5_Ameritas.pdf

https://das.nebraska.gov/Benefits/Active/2020/6_EyeMed.pdf

https://das.nebraska.gov/Benefits/Active/2020/7_LTDandSTD.pdf

https://das.nebraska.gov/Benefits/Active/2020/8_ASIFlex.pdf

https://das.nebraska.gov/Benefits/Active/2020/8_ASIFlex.pdf

https://das.nebraska.gov/Benefits/Active/2020/4_DeerOaks.pdf

https://das.nebraska.gov/Benefits/Active/2020/3_RetirementDCP.pdf

Remember to review ALL information on ALL screens of the OE process. SCROLL DOWN on EACH screen. If teammates do not have a printer available when finishing the OE process they should save an electronic copy of the confirmation statement on their computer. CHECK and UPDATE YOUR ADDRESS and the address of your dependents in the OE process. CHECK and UPDATE YOUR PHONE NUMBERS in the OE process.

Human Resources will be receiving information regarding the step by step instructions for the OE process. The document or website information will be forwarded to teammates once it is received.

Reminder - in order to be eligible to elect the WellNebraska Health Plan in the upcoming open enrollment, if you and your spouse were enrolled in a State of Nebraska medical plan that was active before March 31, 2020, you and your spouse (if applicable) must have completed the Rally Health Survey electronically by March 31, 2020 at myuhc.com . If you were not enrolled in any State Health insurance, you and your spouse (if applicable) must have completed a paper copy of the Rally survey and submitted it to United HealthCare by March 31, 2020 to be eligible. If the Rally Survey requirement was not completed, teammates will only be able to choose from the other health plans available in open enrollment.

RETIREMENT BENEFICIARIES

If you need to update beneficiaries or an address for beneficiaries that you have on your retirement account, you must fill out a new beneficiary form (have it notarized) and send it to the retirement office. The website for the retirement office is: <https://npers.ne.gov/SelfService/> (you can copy this link into your internet browser). Forms are located on the left side of the page. When in Forms, go to the Beneficiary Designation link under Member Forms. The completed form can be sent directly to the retirement office (address at top of form).

Enter Military Department for the employer name and in the upper right hand part of the form select the State box for the “mandatory” retirement account (the one that has the matching contribution by the State), DCP if you have a Deferred Compensation Plan (the voluntary retirement account where teammates make the investment decisions), or both of those boxes if you have both accounts and want the beneficiary choices to apply to both accounts. If you update your beneficiaries for any State life insurance coverage, that change does NOT update your retirement account beneficiaries. Please send a Beneficiary Designation form directly to the retirement office to change retirement beneficiaries.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

During times of change and disaster, most people experience an increased level of stress. Sometimes the stress reactions may appear quickly. Other times, signs and symptoms will appear after a few weeks or more. Stress affects us all a little differently, but you may notice some of these reactions: • Physical: fatigue, difficulty sleeping, changes in appetite • Behavioral: restlessness, changes in behavior/habits, difficulty getting things done • Cognitive: easily distracted, difficulty concentrating, difficulty making decisions • Emotional: depression, anger, sudden mood changes, confusion, feeling overwhelmed.

Be Your Own First Responder. There are steps you can take to help you cope with this stress: • Get extra rest • Eat well • Exercise • Meditate • Get support: talk to family, friends and coworkers • Talk to a professional - Services Available through your EAP - Getting help when you need it is a good way to take control of your life.

Deer Oaks, your EAP, is available to provide free, confidential guidance and resources when you need it most. Take advantage of in-the-moment telephonic support, short-term counseling, family counseling, referrals to local resources and support groups plus online articles and information. Teammates can also review education, tips and resources about the Coronavirus and look at training opportunities from Live Webinar Trainings to a Stress Management Series.

Call your EAP today for 24/7 confidential assistance at 1-866-792-3616. To review information and services available, go to www.deeroakseap.com and click on the Member Login toward the upper right-hand corner. Enter the letters “SON” in both the User Name and the Password fields and click on Login.

<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 Lucas Poppe	402.309.8175	lucas.l.poppe.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	SSG Ben Schall	402.309.8181	benjamin.j.schall.mil@mail.mil
ANG & ARNG Personnel Support and Tricare	SGT Bryan Kummer	402.309.8199	bryan.j.kummer2.mil@mail.mil

Website: <https://gko.portal.ng.mil/states/NE/Directorates/J1/AGR-Branch/Pages/default.aspx>

SPECIAL LEAVE ACCRUAL (AGR SUPERVISORS).

In recognition of the impact of the DoD'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, members performing Active Service (to include AGRs) 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. Members are further authorized to retain such unused leave until the end of Fiscal Year 2023.

Please click on or copy this link to view the entire memorandum from the Under Secretary of Defense:
<https://ne.ng.mil/COVID19/AGR%20Resources/Special%20Leave%20Accrual.pdf>.

Point of contact is SGM Lucas Poppe at 402-309-8175.

AGR TRAVEL & DTS (ARNG).

Currently, the DoD has restricted travel through 30 June 2020 due to the COVID-19 situation. Travel outside the borders of Nebraska or travel that generates a cost other than mileage only requires an exception to policy and will only be granted for travel deemed mission essential. The DoD travel restrictions and the NEARNG travel and leave guidance may be accessed at <https://ne.ng.mil/Pages/COVID-19.aspx?RootFolder=%2FCOVID19%2FAGR%20Resources&FolderCTID=0x0120005354633C26F3734CB9585066B8FA34B0&View={B313AD94-1CA2-4C5C-9364-0065943768E6}>

In order to ensure there are enough funds to support your requirements, All AGRs are required to submit through their chain of command their projections for AGR travel NLT 1 June 2020 for FY21 requirements. [FY21 AGR Travel Estimate](#).

Updated AGR Travel Estimates from all AGRs (through chain of command) are due 30 days prior to the start of the quarter (1 DECEMBER, 1 MARCH, 1 JUNE, 1 SEPTEMBER). [FY20 AGR Travel Estimate](#).

DTS should be input as soon as the travel is known, minimum 2 weeks prior to travel. Any DTS input less than 2 weeks prior to travel requires a phone call to the AGR Branch SGM at 309-8175.

All DTS routed to "AGR Travel" needs to have a substantiating document attached (LOI, MOI, Flyer, Email) that provides information about the travel (What, Who, Purpose, When, Where, Meals, Lodging, Transportation Plan). Any changes to a AGRs DTS that increases the cost will be amended with an explanation in "Comments to the Approving Official" and routed for approval before the voucher is started. In emergency situations call AGR Branch SGM at 309-8175 or 309-3820 for verbal approval.

Mandatory Comments:

Other Auths and Pre-Audits / Other Authorizations / +Add Other Authorization / OTHER (See remarks below), (Copy/Paste)

Maximum Government Travel Card ATM advance is 80% of the meals and incidentals per diem rate up to \$250 per TDY.

Any changes to the authorization that causes an increase in cost, must be annotated by amending the authorization to reflect the changes, with an explanation in "Comments to the Approving Official", before the voucher is started.

Emergency changes to authorization requires verbal approval from Program Manager.
402-309-8175, 8183, 8181. or cell 402-309-3820.

Terminal Parking is \$6 per day at OMA and \$6.50 at LNK.

From the Joint Travel Regulation, A. Financial Responsibility. Traveling responsibly includes using the least expensive transportation mode, parking facilities, public transportation, or rental vehicle. It also includes scheduling travel as early as possible to take advantage of discounted transportation rates. The traveler is financially responsible for excess costs, circuitous routes, delays, or luxury accommodations that are unnecessary or unjustified.

ACTIVE/RESERVE COMPONENT PAY TABLE FOR 2020.

The 2020 Active/Reserve Component Pay Tables are available on the DFAS website at <https://www.dfas.mil/militarymembers.html>

The pay charts reflect a 3.1% increase in military pay for 2020 and became effective on 1 January 2020. Members can also find 2020 Basic Allowance for Housing (BAH) rates effective on 1 January 2020.

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

MAY IS ASIAN AMERICAN/PACIFIC ISLANDER HERITAGE MONTH.

The Nebraska National Guard's Special Emphasis Program would like to recognize the many great contributions that Asians and Pacific Islanders have given to our country as well as the defense of our nation. The beauty of their culture and their amazing history greatly enhance our nation's diverse fabric.

For More information check out the following links:

Presidential Proclamation:

<https://www.whitehouse.gov/presidential-actions/presidential-proclamation-asian-american-pacific-islander-heritage-month-2019/>

Asian Pacific American Heritage Month Website

<http://www.asianpacificheritage.gov/about>

Asian-Americans & Pacific Islanders in the United States Military:

<https://www.army.mil/asianpacificamericans>

U.S. Department of Veterans Affairs Office of Diversity and Inclusion – Asian / Pacific Islander Heritage Month:

<https://www.diversity.va.gov/calendar/apahm.aspx>

ASIAN AMERICAN PACIFIC ISLANDER HERITAGE MONTH



*We Answered
the Call!*



**HONORING THE PAST,
SECURING THE FUTURE!**

ASIAN AMERICAN PACIFIC ISLANDER HERITAGE MONTH



*We Answered
the Call!*



**HONORING THE PAST,
SECURING THE FUTURE!**

DEOMI'S WORLD WAR II SERIES



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