



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)**

16 Mar 2020

**SUBJECT:** 375 FSS Civilian Personnel COVID-19 Guidance for Scott AFB, 16 March 2020

**PURPOSE:** Provide Supervisors Specific Civilian Personnel Leave and Telework Guidance

**DEFINITIONS:**

- Mission Critical is defined as those job functions identified as critical to performance of the mission (i.e., continue operations, job functions that cannot cease during a public health emergency). There are two subcategories of this designation:
  - Mission Critical non-telework: Mission Critical who need to be in the workspace to perform their mission (example: needs SIPRnet access or unique equipment, first responders).
  - Mission Critical Telework Capable: Mission Critical folks who do not need to be in the workspace and can/must operate remotely using telework tools.
- Employees approved for regular and situational telework: Employees who are not able to report to their assigned office location due to office closure or dismissal, shall telework each regularly scheduled work day during the emergency situation or request leave as appropriate. Supervisors may administratively excuse designated teleworkers from teleworking on a case-by-case basis.
- Administrative Leave (sub-code Weather and Safety Leave) is defined as a type of paid leave granted to an employee who is prevented from safely traveling to or performing work at an approved location. Installation commander authorizes all use of administrative leave.

**SPECIFICS:**

- Civilian guidance for traveling
  - Initiation of government-funded (i.e. PCS and TDY) civilian personnel transportation will stop movement unless leadership exception granted
    - If already TDY, they may return to home station
    - For PCS, individuals who have already departed their old destination are authorized to continue to their final destination
  - Personal leave/travel for civilian is not prohibited; however travel outside the local area is highly discouraged
  - Leave approval/denial is still based on mission needs
- Civilian employees who are quarantined for 14 calendar days who are healthy, asymptomatic (no symptoms) are granted Administrative Leave (sub-code Weather and Safety Leave).
  - If employee is a telework participant, employee is expected to perform telework. Contact Civilian Personnel for special circumstances.

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- If employee becomes symptomatic, employee may be granted other personal leave (i.e. sick, annual, LWOP).
- Installation Open/Schools Closed: Administrative leave not authorized. Employees on a telework agreement must be at work, telework or request leave. Employees not on a telework agreement may request to telework. If position normally not telework eligible, supervisor can approve telework as an exception.
- If Activity Closes: Administrative leave (sub-code Weather and Safety) authorized for non-mission critical employees who are not on a telework agreement. Mission critical designated employees must either report to work or telework as directed. All other employees on a telework agreement must telework or request leave.
  - Employees designated to perform mission critical duties must telework or report as directed regardless of current telework status.
  - Supervisors are encouraged to maximize telework. Employees not currently on situational or regular telework agreements, nor performing mission critical duties, cannot be mandated to telework.
- Telework employees must always have sufficient work to perform. Employees who do not have sufficient work must notify their supervisor and receive additional work or request leave (i.e. annual, credit hours, LWOP).
- Temporary waiver granted through 31 December 2020, allows civilians to telework during an emergency with a child or other persons requiring care or supervision.
  - 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).
- Supervisors and employees must complete the telework training (<https://www.telework.gov/>) and complete a telework agreement (DD 2946).
- ATAAPs Telework Sub Codes
  - Click “HZ/Oth”; Click “Add”
  - Select appropriate telework
    - TW: Regular
    - TS: Situational

**POINT OF CONTACT:** 375 FSS Civilian Personnel Office, (618) 256-9328, [375fss.fsmc@us.af.mil](mailto:375fss.fsmc@us.af.mil)

**REFERENCES:**

- DoDI 1035.01\_AFI36-816, *Civilian Telework Program*
- Office of Under Secretary of Defense for Personnel and Readiness Memorandum, “Civilian Personnel Guidance for DoD Components in Responding to Coronavirus Disease 2019,” 8 March 2020