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To: [Mccoy, Jonathon P \(Jon\) CIV USN NAVFAC WASHINGTON DC \(USA\)](#)
Subject: FW: SUPERVISORS: CIVILIAN HR POLICY UPDATE: Coronavirus Information for DON Civilian Personnel Update #4
Date: Wednesday, March 25, 2020 11:10:43 AM
Attachments: [COVID-19 FAQs 20Mar20 1100.pdf](#)
[SLDCADA Login Process.pdf](#)
[17 MAR 20 - OMB Memo - Federal Agency Operational Alignment to Slow the Spread of Coronavirus.pdf](#)

-----Original Message-----

From: Tittle, Rebecca L CIV USN COMNAVFACENGCOM DC (USA)
Sent: Monday, March 23, 2020 11:39 AM
To: NAVFAC Wash Supervisors <navfacwashsupervisors@navy.mil>
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Subject: SUPERVISORS: CIVILIAN HR POLICY UPDATE: Coronavirus Information for DON Civilian Personnel Update #4

BLUF: DON HR issues Frequently Asked Questions (FAQs) on leave, telework, overseas travelers.

To: NAVFAC Washington Supervisors

1. SLOW THE TRANSMISSION: Even though the US Government remains operational, as supervisors, we must take steps to slow the transmission of COVID-19, while ensuring mission-critical activities continue.
2. UPDATED GUIDANCE: Forwarded please find information on three important items:
 - a. One is information for users of the SLDCADA time-keeping system provided by ASN (FM&C), which provides the steps to follow to access the system.
 - b. The second attachment is the first iteration of FAQs from DASN Office of Civilian Human Resources (OCHR) (to include the coding for Weather and Safety Leave and Telework) – questions that have been addressed in DoD or OPM guidance are not repeated in this document.
 - c. The third document was issued on Tuesday, 17 March 2020, from OMB, emphasizing the steps to prioritize resources to slow the transmission of COVID 19.
3. CHAIN OF COMMAND. Please follow the direction from your chain of command with respect to any adjustment of operations and services to minimize face-to-face interactions, with exceptions, when continued operations and services are necessary to protect public health and safety. Management has the discretion to execute the realignment of non-mission critical activities and assign higher priority activities to work units, while ensuring continuity of operations in the most efficient manner. Again, follow direction from the chain of command. While we cannot restrict

movement of civilian employees, we can restrict access to the workplace for those who are infected, return from travel, and/or are at higher risk for serious illness from COVID-19, in accordance with Centers for Disease Control and Prevention (CDC) guidelines as well as the Privacy Act of 1974, and other legal requirements.

4. RESOURCES: Detailed information and guidance may be found on the CAC-enabled portal (<https://portal.secnav.navy.mil/orgs/MRA/DONHR/Pages/Default.aspx>) or without a CAC at DONHRs's public website (<https://www.secnav.navy.mil/donhr/Pages/coronavirus.aspx>).

For Civilians & Families: DON Civilian Employee Assistance Program, <https://magellanascend.com>, or by phone 24/7 (1-844-DONCEAP-- 844-366-2327)
For Military & Families: MilitaryOneSource.Mil; 1-800-342-9647

Very respectfully,
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Frequently Asked Questions

Coronavirus (COVID-19)

Department of the Navy

Policy & Programs

As of 20 March 2020





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Leave

1. Q: Are civilian employees allowed to take leave during the COVID-19 pandemic?

A: Civilian employees have a right to request and take annual leave. Supervisors may schedule the time the employee may take annual leave based on mission requirements.

Weather and Safety Leave

2. Q: Are employees eligible for weather and safety leave if they are not telework ready?

A: Yes, employees are eligible for weather and safety leave if they are not telework eligible and their installation/activity is closed.

3. Q: Are part-time employees eligible for weather and safety leave?

A: Yes, part time employees are eligible for weather and safety leave for the hours they are scheduled to work if they are not telework eligible and their installation/activity is closed.

Q: Is Weather and Safety Leave an appropriate leave category when an employee is experiencing symptoms consistent with COVID-19, and test results confirm COVID-19?

A: If an employee is experiencing COVID-19 symptoms, the employee should use sick leave. Sick leave covers a period of sickness, as provided in 5 CFR 630.401(a)(2). Agencies must grant sick leave when an illness, such as COVID-19, prevents an employee from performing work.

Sick Leave

4. Q: Can an employee identified as “high risk” be advised by their doctor to stay home? How should a supervisor proceed if the employee is telework eligible but does not want to telework?

A: An employee who is identified as “high risk” by a medical professional should telework, if he/she is telework eligible. An employee who is not telework eligible may be granted weather and safety leave regardless of whether the installation is open or closed.

5. Q: Can an asymptomatic employee use sick leave if informed by their doctor that they have an underlying medical condition identified as “high risk”?

A: No. An employee may only use sick leave if they are symptomatic or otherwise ill due to some other condition.

6. Q: What codes should be entered into the time keeping system for individuals placed on weather and safety leave?

A: Employees should enter LN, Administrative Leave in the THC box and PS, Administrative Leave for Weather and Safety Leave in the EHZ box.



Telework

7. Q: What codes should be used for individuals teleworking due to a reasonable accommodation?

A: Employees that are teleworking due to a reasonable accommodation should use the telework code TS, situational telework.

Travel

8. Q. Is there a delegation of authority to extend the Foreign Transfer Allowance? Who is the approving authority?

A. If, in an agency's judgment, unusual circumstances cause an employee or family member to be unable to travel to the foreign post of assignment within the ten day limit, the agency may permit additional days beyond the ten allowed.

If FTA is requested in excess of the 10 days, OCHR HQ is the approving official. Packages should be submitted with the SECDEF memo restricting travel as a substantiating document.

9. Q. If employee is quarantined before they PCS, can their TQSA be extended beyond 30 days because they are unable to leave? If so, who would have the authority to approve the TQSA extension?

A. When the head of agency determines, on a case by case basis, that an extension of time is necessary due to compelling reasons beyond the control of the employee, up to an additional sixty (60) days may be authorized beyond the initial 30 days.

If TQSA extension is requested, OCHR HQ is the approving official. Packages should be submitted with the SECDEF memo restricting travel as a substantiating document.

10. Q. Has guidance been published that addresses personal property shipping for impacted DoD personnel impacted by the DoD Stop Movement Guidance?

A. Yes, USTRANSCOM Personal Property Advisory #20-0058A was issued 18 March 2020. This information has been posted to the Portal and includes Navy specific processes and includes typical scenarios.

11. Q. What documentation is required for civilian personal property service shipments affected by the Stop Movement Order?

A. The first Flag Officer or SES in the chain of command of the BSO paying for the move is authorized to approve or deny stop movement exceptions for PCS travel for Navy civilians. A written exception-to-policy must be furnished to the shipping office for the shipment to proceed.

12. Q. Who do employees contact with questions regarding entitlements for PRCS travel?

A. Employees should contact their command/BSO Lead Defense Travel Administrator (LDTA).



Where to Go for Additional Information

For additional information, the following resources are available:

- CAC-enabled: Visit the DON Office of Civilian Human Resources portal at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Pages/Default.aspx>
- Non-CAC-enabled: Visit the DON Officer of Civilian Human Resources public website at: <https://www.secnav.navy.mil/donhr/Pages/default.aspx>
- [Contact your local servicing Human Resources Office](#)

	SLDCADA V23 Software User's Manual (SUM)	
File name: SLDCADA_Software_Users_Manual		Page: 19/236
Version: Version 23.11, Rev 1		Date of Creation: 30 SEP 2019

2 ACCESS AND NAVIGATION

This section describes the requirements and steps needed to log into SLDCADA.

Note: Windows can also be referred to as screens. These two terms are used interchangeably in this document.

2.1 LOGGING INTO SLDCADA

Before logging into SLDCADA, a user ID, menu code, and access rights must be set up by the site's SLDCADA Administrator (SA) or Customer Service Representative (CSR) as mentioned in Section 4, Account Maintenance. Once this has been accomplished, follow these steps to log into SLDCADA:

1. Open a web browser.
2. In the address bar, enter **www.sldcada.navy.mil** and load the webpage. The **Choose a digital certificate** window will display.
3. Highlight the certificate that was provided to the SA/CSR during the account's establishment and then click **OK**.
4. When prompted with the **ActivClient Login** window, enter the Public Key Infrastructure (PKI) Personal Identification Number (PIN) and then click **OK**.
5. In the top right corner of the website, click the **Login** link. The Department of Defense (DoD) warning banner will then display.
6. Read the warning banner and click the appropriate response:
 - Click **Accept** to consent to the terms of use.
 - Click **Decline** to indicate non-consent and exit the login process.
7. After clicking **Accept**, the user may be prompted to select a **Database**, **Employee Type**, and/or **Group**. For more information concerning these options, see Section 2.3, Multiple Databases, Employee Types, and/or Groups.
8. Choose the desired selection for each option displayed and click **Submit**. SLDCADA will then load.

2.1.1 LOGIN CONTROLS

Application access may be blocked or dropped for the following reasons:

- Access is blocked when:
 - An account is inactive for 30 days
 - The Common Name (CN) being used is on the Common Access Card (CAC) revocation list
 - An employee moves to a different shop
- Access is dropped when:
 - An account is inactive for 45 days



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

March 17, 2020

M-20-16

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

FROM: Russell T. Vought
Acting Director

SUBJECT: Federal Agency Operational Alignment to Slow the Spread of Coronavirus
COVID-19

The Federal Government is aggressively responding to the coronavirus disease 2019 (COVID-19). The Federal Government, in partnership with state and local governments and the private sector, is adopting a concerted near-term operations posture that will appropriately align critical resources to slow down the transmission of COVID-19, while also ensuring that Government operations continue.

The Government must thoughtfully manage all our resources in a way that aligns with our desired outcome of slowing the transmission of COVID-19. This aggressive posture may affect Government operations as agencies work to balance the needs of mission-critical work and greater social distancing. Consequently, while the Federal Government remains operational, **agencies must take appropriate steps to prioritize all resources to slow the transmission of COVID-19, while ensuring our mission-critical activities continue.**

In order to achieve this posture, consistent with [The President's Coronavirus Guidelines for America](#), the Government must immediately adjust operations and services to minimize face-to-face interactions, especially at those offices or sites where people may be gathering in close proximity or where highly vulnerable populations obtain services. Exceptions may be needed when continued operations and services are necessary to protect public health and safety, including law enforcement and criminal-justice functions. Non-mission-critical functions that cannot be performed remotely or that require in-person interactions may be postponed or significantly curtailed. Agency heads have flexibility to realign individuals or work units to higher priority activities.

Agency heads shall utilize the full extent of their legal authority and discretion to execute this realignment of non-mission-critical activities, while also ensuring that their agencies continue to serve the American people and operate in the most efficient manner possible to deal aggressively and promptly with the current situation. Agencies shall communicate with their customers to encourage them to delay transactions which are not time-critical and to ensure that available resources can be re-prioritized to mission-critical activities. Agencies shall communicate to the public how service levels may be impacted, and should leverage mechanisms for receiving and acting on feedback.

This Memorandum is consistent with the President's declaration of a national emergency pursuant to section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5191(b), concerning the COVID-19 outbreak.

Specifically, agency plans and operations shall accomplish the following:

- Reduce and re-prioritize non-mission-critical services to free up capacity for critical services;
- Identify and resolve supply challenges that may be limiting factors or bottlenecks;
- Identify a variety of transportation limitations that could impact service delivery;
- Whenever possible and appropriate, leverage existing materials and content relating to authoritative information on COVID-19, share status of Federal actions on <https://www.usa.gov/coronavirus>, and provide communications in line with the [National Response Framework](#);
- Maximize telework across the nation for the Federal workforce (including mandatory telework, if necessary), while maintaining mission-critical workforce needs;
- Assess professional services and labor contracts to extend telework flexibilities to contract workers wherever feasible;
- Consider streamlining regulations and approval processes for critical services, including issuing general waivers policies and delegating decision-making where appropriate; and
- Ensure agency policies and procedures restrict individuals infected with, or at higher risk for serious illness from, COVID-19 from accessing Federal facilities, in accordance with Centers for Disease Control and Prevention (CDC) guidelines, as well as the Privacy Act of 1974, and other legal requirements. These agency policies must specifically include considerations not only for Federal employees, but also for contractors and visitors while balancing the needs to perform mission critical functions. Agencies shall review CDC, as well as U.S. Department of Labor (DOL) guidance below, as well as other appropriate resources, when developing and implementing new or modified policies and processes.
 - [CDC Interim Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 \(COVID-19\)](#)
 - [CDC Risk Assessment and Public Health Management Decision Making](#)
 - [CDC Interim Guidance for Businesses and Employers](#)
 - [DOL Guidance on Preparing Workplaces for COVID-19](#)

Next Steps

- Within 48 hours of the issuance of this Memorandum, all agencies must review, modify, and begin implementing risk-based policies and procedures based on CDC guidance and legal advice, as necessary to safeguard the health and safety of Federal workplaces to restrict the transmission of COVID-19.
- As previously directed by the Office of Management and Budget (OMB), agency heads shall review and modify operations that maximize resources and functional areas to deliver mission-critical functions and other Government services safely and efficiently, incorporating the above factors. Agencies shall work closely with their leads for COOP to fully leverage agencies' authorities to execute their missions during the pandemic.