Colleagues,

The Department of the Navy’s senior leadership remains committed to ensuring civilian personnel have up-to-date information on the 2019 Novel Coronavirus (COVID-19). We recognize that this is a matter of critical importance and rapidly changing -- there are many questions pertaining to appropriate measures needed to secure the welfare and safety of the civilian personnel within your charge, and we will continue to provide you with updates as we receive additional information. **At this time, we are providing information only.**

As senior leaders, the authorities vested in you include, but are not limited to:
• Closing the installation and/or activities on the installation to prevent the spread of infection;
• Making adjustments to and/or cancelling official travel schedules;
• Delaying permanent change of station moves;
• Preventing employees who display symptoms of the virus from entering the installation/work area.

If any of the authorities above are implemented, then decisions regarding the status of civilian employees should be made as follows:
• Asymptomatic employees of the closed installation/activity on telework agreements may be asked to telework.
• Asymptomatic employees of the closed installation/activity who are not on telework agreements or are not eligible to telework may be granted weather and safety leave if they do not request another form of leave.
• Symptomatic employees of the closed installation/activity may be granted sick leave.
• Symptomatic employees of the closed installation/activity who are on telework agreements may request to telework if they are able to perform their work but simply want to stay home as a safety precaution.
• Employees may also be granted advanced annual or sick leave if their leave balances do not provide enough coverage for a given situation and where annual or sick leave would otherwise be appropriate.

A listing of workplace flexibilities with detailed information and other detailed guidance on this issue may be found on our CAC-enabled portal at https://portal.secnv.navy.mil/orgs/MRA/DONHR/Pages/Default.aspx.

We have shared this information with your Command Directors of Civilian Human Resources, and we will continue to monitor the situation and update you.

Our POC is Ms. Sandra Ringer Mendoza (sandra.ringermendoza@navy.mil). Please reach out to her with any questions during this evolving situation.

v/r

Cathy
Catherine L. Kessmeier
Principal Deputy Assistant Secretary of the Navy
(Manpower & Reserve Affairs)