



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 412TH TEST WING (AFMC)
EDWARDS AIR FORCE BASE CALIFORNIA**

20 Mar 20

MEMORANDUM FOR ALL TEAM EDWARDS COMMANDERS/DIRECTORS


FROM: 412 TW/CC

SUBJECT: Conditional Approval of Administrative Leave

References:

- (a) Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak website, <https://www.whitehouse.gov/presidential-actions/proclamation-declaring-national-emergency-concerning-novel-coronavirus-disease-covid-19-outbreak>

1. Per the National Emergency Declaration from the President of the United States in response to the Novel Coronavirus Disease (COVID-19), refer to website ref (a), I am directing implementation of blue and silver teams, operational modifications and closures in certain mission areas, which require schedule changes and administrative leave.
2. I have approved the blue and silver team concept that warrants the implementation of one or two week on/off work schedules. Please check with your leadership regarding how this will be implemented within your squadron. Employees who are telework eligible and have approved telework agreements must telework during their off work schedule unless they are in an approved leave status. Employees who are **not** telework eligible are authorized administrative leave for their off work schedule.
3. This conditional approval remains in place for 60 days from the date of this letter and may be revoked at any time.
4. Questions concerning administrative leave should be directed to the Civilian Personnel Office, Michelle Lovato, michelle.lovato@us.af.mil, DSN 527-8160.


MATTHEW W. HIGER, Colonel, USAF
Commander, 412th Test Wing