

Per the National Emergency Declaration from the President of the United States in response to the Novel Coronavirus Disease (COVID-19), the 412 TW/CC is directing implementation of blue and silver teams as determined by commanders and directors, operational modifications and closures in certain mission areas, which require schedule changes and administrative leave for appropriated and non appropriated fund civilians under the installation commander's authority. Also, please maximize telework until further notice to ensure mission needs are met and maintain the health and safety of Team Edwards. Mission essential determinations will be communicated through leadership channels and subject to revision.

The 412 TW Installation Commander has declared that only mission essential personnel are authorized entry onto Edwards AFB and Plant 42 beginning Thursday, 19 March 2020 at 2000 PDT. Mission essential determinations will be communicated through leadership channels and subject to revision. All access information may be found on the <https://www.edwards.af.mil/coronavirus> website. Please check this website regularly for updates and before traveling to the base only to be turned around at the gate.

**Approving officials may use the 412 TW memorandums to formally approve weather/safety leave and administrative leave for certain circumstances (i.e., high risk employees (not eligible for telework), quarantined employees, blue/silver team schedules). Also, the 412 Telework/Alternate Work Schedule Policy allows immediate telework, as determined by the supervisor, however the documentation/trainings are to be completed within 10 business days from approval. NOTE: Appropriate leave must be requested when employees needs time for personal matters or becomes ill even in a 100% administrative leave situation.**

The 412 TW guidance directs supervisors to review position telework eligibility and coding. If eligible, consider offering applicable appropriated and non-appropriated civilians to perform work during an emergency situation. Please contact your servicing Employee Specialist in the FSS before mandating telework (non-voluntary). This policy allows the newly approved teleworker to immediately perform regular occurring, part-time/full-time, and situational work from an alternate location. Their alternate location becomes their duty location, normally their home. Also, non-essential employees who may telework are expected to telework. Approved telework employees that choose to not telework will be placed on appropriate leave (i.e., annual, LWOP, credit/comp time, etc...).

The installation commander may authorize weather and safety leave when an asymptomatic employee (i.e., healthy, not displaying symptoms of the given disease) is subject to movement restrictions (quarantine or isolation) under the direction of public health authorities due to a significant risk of exposure to a quarantinable communicable disease, such as COVID-19. The attached 412 TW policy includes approval for certain criteria for conditional approval of weather and safety leave; telework should be the first option for high risk situations before safety leave is authorized. The use of weather and safety leave is conditional under normal circumstances. Thus, weather and safety leave may be granted only if an employee is not able to safely perform work at an approved location. Thus, an employee who is not a telework program participant would be granted weather/safety leave for quarantine periods based on

potential exposure. However, in the case of telework program participants, the employee's home is generally an approved location. Thus, the employee would be expected to perform telework at home as long as the employee is asymptomatic. (See 5 CFR 630.1605.) If a telework program participant in these circumstances needs time off for personal reasons, then the employee would be expected to take other personal leave or paid time off (e.g., annual leave or sick leave to care for a family member).

Additionally, all commanders, directors and supervisors will implement flexible work schedules in an effort to reduce the number of employees in the office at the same time to accommodate maximum social distancing. We recognize the VPN may be a challenge, therefore, please use staggered schedules or discuss work that does not require connectivity. **If a teleworker does not have enough workload or is technically unable to perform work at no fault of their own then the employee is to account for time and attendance as a combination of regular telework, administrative leave and personal leave (if necessary). The employee must account for telework hours/personal leave/weather/safety leave or administrative leave.**

**Please refer to your servicing Employee Relations Specialist OR NAF HR in the FSS to help guide you. They are teleworking and will respond as soon as possible.**

The information below is provided for assistance for civilian timecards. All civilian employees should input timecards for the two or three pay periods. Please have your teleworking employees code all their hours as "regular" with the teleworking code (unless they take admin leave as described above or regular leave). All employees must keep track of their own administrative leave time (during period when they are not able to perform duties).

**AATAPS USERS** – PS code for weather and safety leave; RG with telework codes (TS – Telework Situational or TW- Telework Regular/Recurring); LN for administrative leave

**NAF SETS USERS** – RG for telework; and SL for sick/admin/safety leave (charge SL or LWOP)

**JOCAS USERS** - The following guidance on Admin Leave and Telework is provided:

- Admin Leave –
- All personnel authorized to use administrative leave will record JON 99056000 for LN
- All personnel authorized to use weather and safety leave will record JON 99056000 and hour code LN with PS

Special notes for JOCAS Telework below –

- Single customer dedicated employees (100% RBA) charge their time to their regular single-customer JON, regular hour code, and 'TS' in the EHO field if you're on a situational telework agreement, 'TW' in the EHO field if you're on a regular telework agreement
- 80/20 employees charge telework based on who they are supporting

- While supporting a customer, charge the customer JON, regular hour code, and 'TS' in the EHO field for situational telework, 'TW' for regular telework
  - If not supporting a customer, charge your DBA JON, regular hour code, and 'TS' in the EHO field for situational telework, 'TW' for regular telework
- Institutionally funded employees (DBA Funded UMD), charge your regular JON, regular hour code, and 'TS' in the EHO field for situational telework, 'TW' for regular telework
- If doing work for a customer (e.g., supporting JSF, F-22, or any customer), charge the customer JON, regular hour code, and 'TS' in the EHO field for situational telework, 'TW' for regular telework

If you are unsure of what employee category you fall into or what type of telework agreement you're on, ask your immediate supervisor.

- If this is your first time claiming telework on your JOCAS time card, you will need to add a separate line to your JOCAS timesheet to enter your situational telework time, with the appropriate JON (see above guidance). Instructions are attached to assist you in adding a telework line.

1. Telework and Alternate Work Schedule Policy
  - <https://www.edwards.af.mil/Portals/50/documents/COVID-19 docs/Telework Instructions/412 TW Telework and Alternate Work Schedule Policy COVID-19.pdf?ver=2020-03-24-155920-657>
2. Adding Telework Line to Timesheet
  - <https://www.edwards.af.mil/Portals/50/documents/COVID-19 docs/Telework Instructions/Adding Telework Line to Timesheet.pdf?ver=2020-03-24-155918-343>
3. Conditional Approval of Administrative Leave
  - <https://www.edwards.af.mil/Portals/50/documents/COVID-19 docs/Telework Instructions/Conditional Approval of Administrative Leave.pdf?ver=2020-03-24-155918-063>
4. Conditional Approval of Weather and Safety Leave
  - <https://www.edwards.af.mil/Portals/50/documents/COVID-19 docs/Telework Instructions/Conditional Approval of Weather and Safety Leave.pdf?ver=2020-03-24-155919-377>
5. SAF MR Telework Exception Memo
  - <https://www.edwards.af.mil/Portals/50/documents/COVID-19 docs/Telework Instructions/SAF MR Telework Exception Memo.pdf?ver=2020-03-24-155915-687>
6. Local Area Definition
  - <https://www.edwards.af.mil/Portals/50/documents/COVID-19%20docs/Local%20Area%20Definition.pdf?ver=2020-03-19-223306-113>