



## OREGON MILITARY DEPARTMENT

HUMAN RESOURCES OFFICE

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16 March 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Novel Coronavirus (COVID-19) Temporary Telework Policy

1. References:

- a. 5 CFR 630.1605, Telework and Emergency Employees
- b. 5 CFR 550.409 (a), Evacuation Payments during a Pandemic Health Crisis
- c. CNGBI 11101 (National Guard Bureau Telework Program), 20 October 2017
- d. TAG Health Message dated 2 March 2020

2. OPM has strongly encouraged agencies to maintain a viable telework-ready workforce in response to COVID-19. To reduce spread of the virus, maintain readiness and continuity of operations, the agency will follow this temporary telework policy until it is rescinded.

3. Guidance for temporary telework is as follows:

a. Employees are required to complete the "Request for Approval of Novel Coronavirus (COVID-19) Telework" form. This request is for situational telework only and will be routed/signed by the employee, supervisor, Approving Official, and Telework Manager. The Telework Manager will send the signed form to the employee and their supervisor, and keep it on file.

b. Supervisors and employees shall account time and attendance via ATAAPS. The appropriate code for COVID-19 is "TS". Telework time codes will be coded accordingly:

- (1). From Main Menu select "Labor"
- (2). On Employee Hours screen use "RG" code for the number of hours teleworked in the pay period
- (3). Once all time is entered, select the tab on the bottom row for "NtDiff/Haz/Other"
- (4). On the next screen click "add" on the "Hz/Oth" line under each day telework is performed
- (5). Select the code "TS" then click on the "reason" tab
- (6). Select "Save"

c. The telework agreement is completed or cancelled when the employee returns to their regular working location or until such time that further evaluation determines that there is no longer a need for temporary telework.

4. Point of contact is the Telework Manager, Mr. Rey Agullana at (503) 584-3842 or email [rey.a.agullana.civ@mail.mil](mailto:rey.a.agullana.civ@mail.mil) .

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