



OREGON MILITARY DEPARTMENT
HUMAN RESOURCES OFFICE
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NGOR-HR

16 March 2020

MEMORANDUM FOR ORNG National Guard (ORNG) T32 Technicians, T5 Employees and Active Guard Reserve (AGR)

SUBJECT: Novel Coronavirus Disease (COVID-19) Human Resources Guidance

1. This memorandum provides clarifying guidance on workplace flexibilities in response to COVID-19. The Office of Personnel Management (OPM) has issued guidance to mitigate risks to employees and family members as well as ensure the readiness of our force to continue to execute our mission. These measures are offered during incidences of quarantinable communicable diseases (in this case COVID-19) and are flexible, tailored, and incremental at the direction of the Adjutant General depending on the level of exposure to the community.

2. Due to the increasing number of confirmed cases of COVID-19 posing a threat to our ability to maintain continuity of operations this temporary guidance is intended to provide commanders with flexibilities to facilitate management of T32 and T5 Technician in managing circumstances with COVID-19:

a. Telework. This telework policy (Encl 1) temporarily suspends local telework policy requirements (ORARNGR 690-4, ORANGI 36-501 and ORNG TPR610.1) and addresses telework until this COVID-19 policy is rescinded. All existing approved local telework agreements remain in effect.

(1) Telework approval authority is hereby delegated to:

- a. Army Chief of Staff, COL Alan Gronewald, with concurrence of LCC, can further delegate to Directorates. Directors may delegate lower as needed for the COVID-19 situation ONLY.
- b. Director of Staff-Air, Col Jenifer Parady, with concurrence of ACC, can further delegate to Wing CC, who can then further delegate lower as needed for the COVID-19 situation ONLY.
- c. AGR personnel should contact their respective AGR Program Managers: Army AGR, LTC John Mark Nelson and Air AGR, Major Thomas Lanigan.
- d. All COVID-19 telework agreements (Encl 2) must still be fully signed and forwarded per enclosure one, Novel Coronavirus (COVID-19) Temporary Telework Policy (Encl 1).

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(2) If an employee or their family member has been exposed to COVID-19, but are asymptomatic (healthy, experiencing no symptoms), the employee may be authorized to telework during quarantine periods directed by local or public health authorities. If the employee becomes ill and is unable to work then sick leave is the appropriate status.

(3) In the event of local school systems or Federal office closures, telework is permissible as authorized by appropriate authority (Enclosure 1).

(4) If bases, armories, or offices close due to COVID-19, telework-eligible employees may request to telework.

b. Weather and Safety Leave (Admin Leave): Use of weather and safety leave may be granted if an asymptomatic employee is subject to quarantine or isolation under the direction of public health authorities due to a significant risk of exposure to COVID-19. Weather and safety leave is not authorized for an employee who is telework-eligible, and capable.

(1) If employee becomes symptomatic (ill), they would transition to the appropriate leave status (e.g. sick, annual, comp) to cover the period of illness.

(2) Weather and safety leave would not be authorized for an employee who must stay home to care for an asymptomatic family member who was exposed to COVID-19. The employee may request other appropriate leave to cover the absence. If telework-eligible, the employee may request to telework.

(3) In the event of facility or installation closure, or if employees are unable to report for scheduled work, weather and safety leave may be authorized. Telework participants are expected to continue to work from home and will not be placed on weather and safety leave.

c. When appropriate, employees may also request to use sick leave, annual leave, advanced annual and/or sick leave, FMLA, LWOP, or donated leave under the Voluntary Leave Transfer program.

3. Employees are required to work the normal number of hours in their duty day and will account for all hours worked during the duty day. If unable to perform a full day's work (e.g. 8 hours for a straight 8 hour work schedule employee) the employee must use an appropriate leave status.

4. In preparation for the potential implementation of these workplace flexibilities, supervisors and commanders should immediately survey their respective work force to determine which employees need to and can telework and identify duties that can be performed via telework. For those duties that require Virtual Private Network (VPN) capabilities employees will test their connectivity prior to teleworking. Some telework duties may not require VPN system access.

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5. The Human Resources Office will continue to monitor and prepare for any workforce impacts and will provide necessary guidance as required. T32 or T5 employee questions may be addressed to Mr. Dale Williams 503-584-3853 or email at dale.a.williams.civ@mail.mil.

TERESA J. MCDONALD, Colonel, ORNG
Director of Human Resources

Enclosure

1. COVID-19 Telework Policy
2. COVID-19 Telework Request Form

Distribution

Army

Air