DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
14000 MSCOE LOOP, SUITE 316
FORT LEONARD WOOD, MISSOURI 65473-8300

ATZT-CS

13 APR 2020

MEMORANDUM FOR Maneuver Support Center of Excellence (MSCoE) Supervisors of Civilian Employees

SUBJECT: Leave Memorandum of Instruction (MOI) in response to the Coronavirus Disease 2019 (COVID-19)

1. References.

a. Memorandum, Department of Defense, subject Civilian Personnel Guidance for DoD Components in Responding to Coronavirus Disease 2019, 8 March 2020.

b. Memorandum, Department of the Army, subject Updated Guidance on Telework Flexibilities in Response to Coronavirus, 16 March 2020.

c. Fort Leonard Wood (FLW) Civilian Personnel Regulation (CPR) 690-12, Leave Administration, 30 May 2003.

d. Memorandum, Declaration of a Public Health Emergency on Fort Leonard Wood, 27 March 2020.

e. Letter, To All Members and Families of the Fort Leonard Wood Team, 27 March 2020.

f. General Order Number 1, Prohibited Activities for personnel within the Authority of the Commandeer, Maneuver Support Center of Excellence and Fort Leonard Wood, 30 March 2020.

g. US Army Training and Doctrine Command, FRAGORD 17, Annex F, Civilian Workforce Guidance on Civilian Travel and Onboarding, Annual Leave, Weather and Safety Administration Leave, and Telework, 8 April 2020.

h. OMB, Memorandum, "Updated Guidance on Telework Flexibilities in Response to Coronavirus," dated March 12, 2020.

i. MSCoE FRAGORD 18, Annex C, Exception To Policy Guidance, dated 10 April, 2020.

2. Purpose: To establish guidance for leave procedures in response to the COVID-19.

3. Applicability: This MOI supersedes the Memorandum of Instruction (MOI) – Employee Leave in response to the Coronavirus Disease 2019 (COVID-19), 24 March 2020. This MOI is applicable to all DoD Employees with access to Fort Leonard Wood, both Appropriated and Non-appropriated Fund Employees. Leave is approved or disapproved without regard to race, color, gender, religion, national origin, marital status, age, disability, or sexual orientation.

4. Policy and Procedures.

a. Annual and sick leave will still be approved or disapproved in accordance with the FLW CPR 690-12 and the local collective bargaining agreement. Annual and Sick leave will not be denied or cancelled due to COVID-19 unless it is mission related. A leave and work schedule guide is enclosed.

(1) If an employee is symptomatic of any illness and cannot perform their duties they will follow the procedures found in FLW CPR 690-12 and the local collective bargaining agreement to request leave. Accrued or advanced sick leave would normally be used to cover such a period of sickness, as provided in FLW CPR 690-12. Other paid leave or paid time off (such as advanced leave, annual leave, leave without pay, donated leave, comp time, credit hours, etc.) may also be available to an employee as described in the FLW CPR 690-12 and the local collective bargaining agreement.

(2) A supervisor may inquire as to the reason for an employee's requested annual leave only to make informed decisions about scheduling leave to meet mission requirements. In such cases, employees are not required to provide the supervisor with this information, but their request for annual leave may be denied based on mission requirements.

(3) A supervisor can approve, deny, or cancel leave to a civilian employee within the local area (inside of the 60-mile driving distance of FLW or their residence) based ONLY ON MISSION REQUIREMENTS (refer to paragraph 5 for non-mission related approvals). Civilian employees are to limit travel only to essential requirements and should support local and state shelter orders. The reason for denial must be articulated and based on reasonableness.

(4) A civilian employee may only take sick leave in accordance with the FLW CPR 690-12 and the local collective bargaining agreement.

(5) The Declaration of a Public Health Emergency on FLW was declared by the Commanding General (CG), FLW to protect the force and ensure the health and safety

of all personnel with access to FLW. General Order Number 1 establishes a 60-mile driving distance perimeter around FLW to control the movement of personnel who have access to FLW. DoD Civilians traveling outside of the 60-mile driving distance of FLW, except to their residence, are required to gain an Exception To Policy (ETP). An ETP to travel outside the 60-mile radius of FLW may be gained from the CG, FLW through the DoD Civilian's chain of command. An ETP process diagram is provided in Enclosure 3 - Exception To Policy (ETP) Process for Official Travel Outside of the 60-mile Radius of FLW (GO#1).

(6) Any employee traveling outside of the local area will be counseled using the enclosed counseling form (see Enclosure 1) and upon returning to FLW will be physically screened by the FLW medical team at Harper Inprocessing Health Screening Clinic (Building 500) prior to resuming ANY on-post activities; i.e., Building 500 is the employee's first stop when arriving on post after traveling outside of the local area. Employees who leave the 60-mile radius overnight may be quarantined at the direction of medical personnel upon return. If the employee is screened during the employee's normal duty hours, the time spent during the screening will be considered duty time.

(7) Qualified medical professionals may determine that an employee is required to be quarantined. If the employee is eligible for telework as determined by the supervisor and is telework ready, then the employee will be required to telework while in quarantine. If the employee is not eligible for telework, but directed by their supervisor to remain away from their place of duty, the employee would use Weather and Safety leave per OPM guidance.

b. Weather and Safety Leave: The first GS-15 or O6 in an employee's chain of command will be the approving authority for written requests for Weather and Safety if:

(1) The employee is asymptomatic and subject to movement restrictions (i.e. 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. This determination is based on the significant safety risks for other employees and the general public that would be incurred if such an employee were allowed to travel to and perform work at the employee's normal worksite.

(2) The employee is asymptomatic and directed by a medical professional, public health authority, commander, or supervisor, to not report to the worksite. Note that a commander or supervisor may direct the employee to stay home because of possible exposure or because the employee shows symptoms that might be COVID-19.

(3) The employee is at higher risk to COVID-19 as identified by the CDC and not telework eligible.

(4) Other circumstances when an employee is not able to safely travel to or perform work at an approved location. If this is the situation, employees should contact their supervisor to see if there are ways or provisions that can be made to transition to telework.

(5) Weather and safety leave is extremely limited for employees designated as emergency employees under 5 C.F.R. 630.1605(b).

c. Civilian personnel may telework even when a child or dependent requiring supervision is present at the alternative worksite. Where an employee is teleworking and providing care to a child or dependent during duty hours, the employee must account for this time using appropriate leave as approved by his or her supervisor.

For example, an employee who feeds and supervises a young child multiple times during the day will need to take leave or, if on a flexible work schedule adjust his or her hours. Weather and Safety would not be appropriate under these facts alone. Supervisors are authorized and encouraged to transition employees to a flexible work schedule when justified during the COVID-19 response without renegotiating a permanent change.

5. Proponency: The proponent for this MOI is the Chief of Staff, MSCoE.

DAVID A. CALDWELL
Colonel, GS
Chief of Staff

ENCLS
1. COVID-19 Civilian Leave Counseling Form
2. COVID-19 Flexibilities Schedule
3. COVID-19 Travel Exception To Policy
4. COVID-19-E Travel Exception To Policy Template

DISTRIBUTION:
All Schools, Brigades, Battalions, Companies, Detachments, Tenant Units, Directorates and Personal Staff Offices.

Enclosure 1: COVID-19-Civilian Leave Counseling Form

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ATZT-XX

MEMORANDUM FOR (Name and Address of Civilian Employee)

SUBJECT: Counseling for DoD/DA Civilian Employee Travel

1. On 11 March 2020, the World Health Organization declared a global pandemic in response to the 2019 Novel Coronavirus (COVID-19). On 13 March 2020, the President of the United States declared a state of national emergency in response to the same. In response, the Army, the Maneuver Support Center of Excellence, and Fort Leonard Wood have implemented policies restricting the movement of Soldiers and their families. These policies are necessary for the health, safety, welfare, and readiness of our nation's Soldiers and for the protection of our local community.

2. In furtherance of that effort, I request and encourage you to reconsider your travel plans and restrict your movement, regardless of your status and situation. This request is made in an effort to protect the Fort Leonard Wood community at large and the readiness of the force in particular. In conjunction with this request, I am providing you the following guidance:

a. If you or your family members choose travel outside the local area, you will be subjected to physical screening by our medical team at Harper Inprocessing Health Screening Clinic (Bldg. 500) upon your return to Fort Leonard Wood before resuming any on-post activities. This ensures your safety as well as the health and safety of Soldiers, your fellow DoD/DA civilian employees, their families, and the local community in which we live.

b. Following screening, you may be advised to self-quarantine for 14 days. This may result in your removal from the installation and a temporary bar from reentry. If this occurs, your time and attendance must be properly accounted for IAW OPM guidance and your personnel office and the G8 or RM will assist your supervisor to ensure the coding is proper. If you are able and eligible to telework, this is preferred to preserve your annual leave while helping accomplish the mission.

c. Symptoms of COVID-19 include fever, cough, and shortness of breath, which may appear 2 to 14 days after exposure to the virus, although many people may not show any symptoms during this time. At present, there is no vaccination to prevent COVID-19, and the best known method to prevent the spread of the disease is to limit exposure. I recommend that you review and follow the attached preventative measures published by the CDC.

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SUBJECT: Counseling for DoD/DA Civilian Employee Travel

d. If you begin to exhibit symptoms of COVID-19 at any time, or if you believe you have COVID-19, you will notify your immediate supervisor and call Harper In-processing Health Screening Clinic at 573-596-3663 to receive further guidance on how to proceed (may involve coming to the screening site for evaluation or testing or just receiving instructions over the phone to prevent cross-contamination). If you do receive quarantine or isolation instructions, you should notify your supervisor immediately so your situation may be tracked and the proper support put in place.

3. Refusal or failure to abide by any of the above requirements may result in an order of temporary or permanent exclusion to Fort Leonard Wood.

4. We can slow the spread of this virus if we continue to take preventive measures. The leadership of the Maneuver Support Center of Excellence and Fort Leonard Wood will continue to implement and enforce all efforts to protect the health and safety of each Soldier, Civilian, and Family member of the Fort Leonard Wood community.

XXXXXXXXXX
GS13, O5, or higher supervisor/commander

Acknowledgement:

*I have been counseled on the Commanding General's travel guidance, dated _____. I acknowledge that if I travel outside of the local area I must call Harper Inprocessing Health Screening Clinic at 573-596-3663 to receive further guidance and possible medical screening that may result in a 14-day quarantine. I understand that a refusal or failure to abide by any of the travel guidance requirements may result in an order of temporary or permanent exclusion to Fort Leonard Wood.*

*Signature:* _____ *Date:* _____

*Name:* _____

ATZT-CS
SUBJECT: Leave Memorandum of Instruction (MOI) in response to the Coronavirus Disease 2019 (COVID-19)

Enclosure 2: COVID-19-Flexibilities Schedule

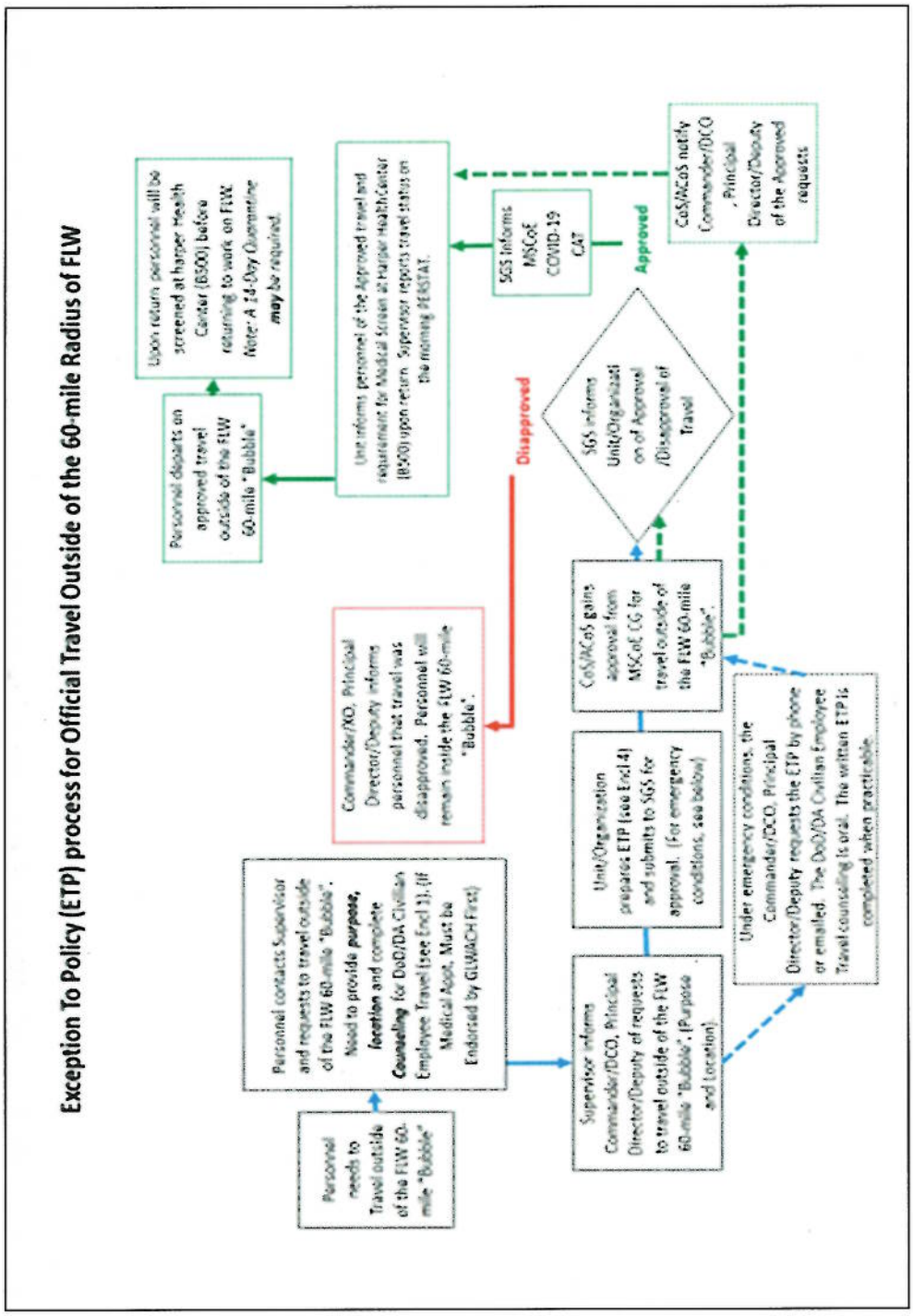
## HR Leave & Work Schedule Flexibilties - 2019-nCOV

| Leave Options | | |
|---|---|---|
| **Conditions Met** | **Leave Type** | **Amount** |
| When an asymptomatic non-telework 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 2019-nCoV. | Weather and Safety Leave<br><br>(Normal requirements apply, e.g., inability to safely perform work at an approved location) | Varies. Can be unlimited based on circumstance. Quarantine is typically 14 days for 2019-nCOV |
| An employee who is symptomatic (ill) due to a quarantinable communicable disease, such as 2019-nCoV. | Sick Leave | Unlimited amount of accrued sick leave, where otherwise appropriate. Or, Advanced Sick: Up to 30 days (240 hours) approved by supv. Not employee entitlement |
| If an employee's family member is symptomatic (ill) due to a quarantinable communicable disease, such as 2019-nCoV, this amount of leave may be provided for general family care. | Sick Leave for General Family Care | Up to 104 hours (13 days) of sick leave each leave year to provide care for a family member who is ill or receiving medical examination or treatment proportionally adjusted for part-time employees.<br><br>Or, Advanced Sick: Up to 30 days (240 hours) can be advanced; however, advancement in this category is subject to applicable limitations. |
| If an employee's family member is symptomatic (ill) due to a quarantinable communicable disease, such as 2019-nCoV, that would generally constitute a serious health condition, which would allow sick leave use under this category. | Sick Leave to Care for a Family Member with a Serious Health Condition | Up to 12 weeks (480 hours) of sick leave each leave year (13 days for general family care is also subtracted from the amount); up to 12 weeks (480 hours) of sick leave each leave year.<br><br>Or, Advanced Sick: Up to 30 days (240 hours); however, advancement in this category is subject to applicable limitations. |
| For personal needs, and in the context of 2019-nCOV, could include medical needs, personal business, emergencies, or to provide care for a healthy or sick family member. | Annual Leave | Any or all accrued annual leave, subject to supervisory approval.<br><br>Or, Advanced Annual: Amount not to exceed amount the employee would accrue in remainder of the leave year. Management approval, not employee entitlement |
| Employee may invoke his or her entitlement to unpaid leave under the FMLA for a serious health condition that prevents an employee from performing his or her duties or to care for a spouse, son or daughter, or parent with a serious health condition (such as 2019- nCOV). | Family and Medical Leave (FMLA) | Up to 12 workweeks of LWOP, or the employee may choose to substitute his or her accrued annual and/or sick leave for unpaid leave in accordance with applicable limitations. |
| If an employee has exhausted his or her available annual or sick leave and other forms of paid time off, he or she may request LWOP. LWOP is a temporary nonpay status and absence from duty that, in most cases, is granted at the employee's request, but is a matter of supervisory discretion. | Leave Without Pay (LWOP) | May be granted for any reason approved by the agency. |
| If an employee has a personal or family medical emergency related to a quarantinable communicable disease, such as 2019-nCoV, and is absent (or expected to be absent) from duty without available paid leave for at least 24 work hours, he or she may qualify to receive donated annual leave under the VLTP. VLTP allows an employee to donate annual leave to assist another employee who meets the criteria. | Voluntary Leave Transfer Program (VLTP) | Unlimited amounts may be donated, once/when an employee is qualified and included in the program. |
| Leave afforded without loss of or reduction in (1) pay, (2) leave to which an employee is otherwise entitled under leave, or (3) credit for time or service; and, that is not authorized under any other provision of the law.<br><br>Discretion can be applied by leadership when determining whether administrative leave may be appropriate, dependent upon the circumstances. | Administrative Leave | DoD Instruction 1400.25, Vol. 630: "Comptroller General decisions provide for limited discretion to grant excused absence to situations involving brief absences. Where absences are for other than brief periods of time, a grant of excused absence is not appropriate unless the absence is in connection with furthering a function of the DoD.<br><br>NDAA 2017, Sec. 1138 (pending implementation): "During any calendar year, an agency may place an employee in administrative leave for a period of not more than a total of 10 work days." |
| Usage permitted is like that of annual leave, where accrued and available. | OTHER PAID TIME OFF: Compensatory Time Off, Compensatory Time Off for Travel, Credit Hours. | Unlimited amount of accrued leave, where available. |

**OTHER HR FLEXIBILITIES:**

* Telework: Used to promote continuity of operations; agencies are encouraged by OPM to maximize their telework capacity by entering into telework agreements with as many telework-eligible employees as possible. This includes upon closure of schools or childcare centers, when alternate child care means are not available. Internal organizational discretion in this circumstance and the individual and family members are asymptomatic for 2019-nCOV.
* Alternative Work Schedules (AWS): May be implemented instead of a traditional fixed work schedule to help an employee balance work and personal responsibilities. Under many AWSs, an employee can complete their work requirement in less than 10 workdays. Under other AWS, the employee may choose to adjust arrival and departure times to accommodate doctor appointments, childcare or eldercare issues, or other pressing issues surrounding the related emergency.

Enclosure 3: COVID-19 Travel Exception To Policy



Enclosure 4: COVID-19-E Travel Exception To Policy Template

ORGANIZATION'S LETTERHEAD

<OFFICE SYMBOL> <DATE>

MEMORANDUM FOR Commander, Maneuver Support Center of Excellence, Fort Leonard Wood, MO 65473

SUBJECT: Exception to Policy for Travel Outside of the 60 Mile Radius; <NAME>

1. Request for exception to policy for <NAME> to travel to <WHERE> on <DATE> to <WHY>.

2. <JUSTIFICATION>

3. <NAME> is not currently showing symptoms of COVID-19; and has received counseling on the COVID-19 threat, mitigation strategies, and prevention techniques to reduce transmission.

4. <NAME> understands that the mandatory first stop upon returning to the installation is Harper Inprocessing Screening Facility. <NAME> also understands they will travel the most expeditious route to and from their residence, without any unnecessary stops.

5. POC is <NAME> at <PHONE> or <E-MAIL>.

CDR/DIR SIGNATURE BLOCK

Approved/Disapproved

DONNA W. MARTIN
Major General, USA
Commanding