



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

6 March 2020

MEMORANDUM FOR ALL NATIONAL GUARD HUMAN RESOURCES OFFICERS

Subject: Guidance on Workforce Flexibilities in Response to Potential
Outbreak of Coronavirus Disease 2019 (TCP-2020-001)

References: (a) Title 5 United States Code, Section 6329c. "Weather and safety leave"
(b) 5 CFR Subpart P, "Weather and Safety Leave"
(c) CNGBI 1400.25, Volume 630, "National Guard Technician Absence and Leave Program"
(d) OPM Memorandum CPM 2020-04, "Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19)"
(e) DoD Financial Management Regulation, Volume 8, October 19, "Civilian Pay Policy"

1. This memorandum provides notice and clarifying guidance on workplace flexibilities in response to COVID-19 in accordance with the references. Please share with appropriate staff as needed.
2. The Office of Personnel Management has issued CPM 2020-04 which gives guidance on workplace flexibilities in response to potential outbreaks of COVID-19. The guidance refers to potential use of Weather and Safety Leave in limited cases and under specific criteria.
3. Currently, CNGBI 1400.25 Volume 630 has not incorporated Weather and Safety Leave, however, it is an authorized leave status and available for use where appropriate. Leave codes for this category of leave have been developed and incorporated into the Automated Time Attendance and Production System. Future revisions of the CNGBI will account for the new leave categories.
4. Enacting additional workplace flexibilities may result in changing conditions of employment. It is recommended that any plans be reviewed by your labor relations staff to determine whether there are bargaining aspects to the plan and what level those aspects take.
5. Point of contact is Ms. Angela M. Mullins, NG-J1-TNS, Chief, Employment, Wage & Compensation Branch; 703-607-5423.

A handwritten signature in black ink, reading "Joey L. Keyes".

JOEY L KEYES
Chief, Technician Personnel Division
National Guard Bureau