

## **DoD Civilian Human Resource Emergency Preparedness and Response Considerations**

The primary concerns during an emergency situation are continuity of mission critical operations and safeguarding the DoD workforce. The following topics provide abbreviated information on the most common human resource issues that arise during disasters and emergency situations impacting civilian employees. Detailed information is available at [www.cpms.osd.mil/disasters](http://www.cpms.osd.mil/disasters).

### **Excused Absence (Administrative Leave)**

Local Commanders and supervisors have the discretion to excuse employees from duty without loss of pay or charge to leave. Circumstances associated with contingency and emergency situations may warrant the use of excused absence authority. Periods of excused absence are considered part of an employee's basic workday even though the employee does not perform his or her regular duties. Consequently, the authority to grant excused absence must be used sparingly. The *OPM Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations* provides additional information at [http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies\(PayAndLeave\).pdf](http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies(PayAndLeave).pdf) on excused absence as well as other pay and leave flexibilities available to assist employees.

### **Telework**

Telework may be an effective tool for supervisors to ensure continuity of operations. Employees in positions determined not normally suitable for telework may become eligible to telework in an emergency situation if their functions are designated as mission critical. The DoD telework policy is available at <http://www.dtic.mil/whs/directives/corres/pdf/103501p.pdf> and provides additional details regarding requirements for telework. In emergency situations, agencies may continue to designate the location of the employee's reporting office prior to the emergency as the official worksite for location-based pay entitlements, such as locality pay and special rates. (See 5 CFR 531.605(d)(3).)

### **Evacuation Orders**

The local commander, director, head, chief or supervisor of an organization or office is authorized to order an evacuation from a location in the Continental United States (CONUS). Because this authority has been delegated to the local level, no further declaration at the DoD level or higher is required. Local installation commanders, or other authorities, described in Chapter 6 of the Joint Travel Regulation (JTR), C610B, may determine the need to evacuate, issue evacuation orders and define the geographic area of a designated safe haven for DoD civilians. Safe haven means a designated area to which an employee or dependent will be or has been evacuated to.

### **Evacuation Pay, Allowances and Differentials**

Additional pay, allowances and differentials may be paid under Section 5522 of title 5, United States Code (U.S.C.), and Subpart D of 5 CFR 550, provide authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized or ordered to evacuate the employee's Permanent Duty Station (PDS). For DoD employees to be eligible for evacuation payments an evacuation order must be issued by one of the authorized DoD officials. An evacuation ordered by local civil authorities, such as town, county or state government, does

not authorize evacuation payments for DoD employees. Chapter (6) JTR Parts C and D address DoD civilian employees' and/or their families' evacuation allowances. Section 5725 of title 5, United States Code (U.S.C.), authorizes transportation at Government expense to a safe haven location when an evacuation is authorized or ordered.

**Stop Movement Orders**

Stop Movement orders may only be issued following an Evacuation Order by the same officials who have authority to issue evacuation orders.

**Emergency Leave Transfer Program (ELTP)**

ELTP requires Presidential and OPM actions thus while use of this program is an option to alleviate hardships for employees, it is rarely used. Components should contact the DCPAS Pay and Leave team to inquire about requirements and processes to initiate the ELTP.

**Personnel Accountability**

Personnel Accountability for both DoD civilians and military personnel is a shared responsibility between the commander and/or supervisor and the individual. Commanders and Supervisors at all levels have the authority to direct accountability of their DOD-affiliated personnel, therefore civilian employees must be familiar with the installation, organization and or Component methods for “reporting-in”. OSD level calls for personnel accountability typically occur only in large scale events impacting a wide area or multiple DoD Components. Employees should ensure their emergency contact information is updated annually on DD Form 93. DoD policy, DoD Instruction 3001.02, “Personnel Accountability in Conjunction with Natural or Manmade Disasters,” is available at [www.dtic.mil/whs/directives/corres/pdf/300102p.pdf](http://www.dtic.mil/whs/directives/corres/pdf/300102p.pdf) .

**Office of Personnel Management (OPM)**

OPM will rarely issue additional guidance during emergency situations as information regarding flexibilities available to agencies is already provided in regulation and in the guides previously referenced. CPP and DCPAS work closely with appropriate OPM POCs in emergency situations to raise concerns affecting the DoD workforce. OPM action is not required to initiate or turn on most flexibilities and authorities. Components should contact the teams below to raise specific concerns to OPM as warranted by an emergency event.

**Contact Information for HR Operations and Advisory Service Divisions**

<p><b>Compensation, Leave and Hours of Work Division</b>  <a href="mailto:pay@cpms.osd.mil">pay@cpms.osd.mil</a>          703-882-5194 DSN 381-5194</p>	<p><b>Labor Employee Relations Division</b>  <a href="mailto:employee.relations@cpms.osd.mil">employee.relations@cpms.osd.mil</a> or  <a href="mailto:labor.relations@cpms.osd.mil">labor.relations@cpms.osd.mil</a>          703-882-5192 DSN 381-5192</p>
<p><b>Nonappropriated Fund Personnel Policy</b>  <a href="mailto:naf@cpms.osd.mil">naf@cpms.osd.mil</a></p>	<p><b>General HR Emergency Event Issues</b>  <a href="mailto:disasterresponse@cpms.osd.mil">disasterresponse@cpms.osd.mil</a></p>
<p><b>Benefits and WorkLife Division</b>  <b>Telework</b>  <b>Benefits (Retirement and Insurance)</b>  <b>Injury Compensation</b></p>	<p>703-882-5197 DSN 381-5197  <a href="mailto:dodtelework@cpms.osd.mil">dodtelework@cpms.osd.mil</a>  <a href="mailto:benefits@cpms.osd.mil">benefits@cpms.osd.mil</a>  <a href="mailto:ICUC_contact@cpms.osd.mil">ICUC_contact@cpms.osd.mil</a></p>