

# Emergency Situations



## Questions and Answers for Civilian Employees Affected by Emergency Situations

United States Coast Guard  
Office of Civilian Personnel  
(CG-121)

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This handbook provides general information for civilian employees and supervisors affected by emergency situations. It addresses pay, leave, allowances and other critical human resources issues. Due to the variable nature of workplace and health issues associated with an emergency situation resulting from pandemic influenza, links to separate guidance are provided at Section J.

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## **A. EVACUATION ORDER ISSUES**

### **A.1. Can employees be directed to report for duty at a location different from their evacuation location?**

Yes. Employees are required to report as instructed. Employees may be placed on TDY orders to report for temporary duty at a location other than their safe haven. Failure to report may result in termination of evacuation pay and subsistence allowances as well as disciplinary/adverse action.

- Reference: 5 USC 7106 (a) (2) (d)

### **A.2. Can employees and their dependents change their safe haven?**

Employees and their dependents are required to evacuate to the designated safe haven assigned by the employees' command.

- Reference: 5 CFR §550.401

### **A.3. Are contract employees covered by evacuation orders?**

No. The evacuation orders do not apply to contract employees. Contract workers do not meet the definition of "employee" as defined in 5 USC 2105(a) and therefore, are not entitled to evacuation payments and allowances under 5 CFR §550.401-408.

### **A.4. What happens when an employee and his/her dependents are evacuated to a safe haven and the employee is then subsequently directed back to the area from which he/she was evacuated (permanent duty station) to perform official duties?**

If the employee's home is uninhabitable, the employee and his/her dependents continue to receive evacuation subsistence. The employee's evacuation payments end and the employee is returned to a regular pay status.

- Reference: OPM Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations dated July 2007

### **A.5. What evacuation allowances apply if an employee and his/her dependents have evacuated the disaster area to a safe haven and the employee is subsequently assigned official duties within the safe haven?**

The employee and the dependents will receive evacuation allowances. The employee will continue to receive evacuation pay and the employee and dependents will continue to receive applicable subsistence (lodging, meals and incidentals). The employee will perform the assigned duties as if the safe haven were the official duty station.

- Reference: DHS CFO memo dated 21 Sept 2005

## **A.6. What happens if an employee never left the evacuation area because he/she was assigned official duties in the area (permanent duty station), but the employee's dependents evacuated to the safe haven?**

If the employee's home is uninhabitable, the employee and his/her dependents will receive evacuation subsistence. The employee does not receive evacuation payments but is in a regular pay status.

- Reference: OPM Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations dated July 2007
- Reference: DHS CFO memo dated July 2007

## **A.7. How is the determination made that my home is uninhabitable?**

A home is uninhabitable if it does not have power, potable water, or if it has other deficiencies, such as obstructions which prevent access to the home.

- Reference: DHS CFO memo dated 21 Sept 2005

## **A.8. What if I am assigned work at a site other than the one where my dependents and I were evacuated to? How does that affect my dependent(s) evacuation subsistence at their safe haven?**

Your evacuation subsistence will cease once you depart for the location where your duties have been assigned. You are on TDY travel and will receive all applicable regular travel and per diem in accordance with the FTR. Your dependents will continue to receive evacuation subsistence for the area of the safe haven.

- Reference: DHS CFO memo dated 21 Sept 2005

## **A.9. Will I be reimbursed to return to my home from my temporary duty site to assess the property damage?**

Travel benefits are not authorized for personal travel, such as return trips home to determine how much damage occurred as a result of the disaster and its aftermath.

- Reference: DHS CFO memo dated 21 Sept 2005

## **A.10. If dependents and employees are evacuated for a second time, will they receive a new set of evacuation orders?**

The period of time covered by evacuation payments may be extended in the case of employees who are evacuated a second time because of a subsequent emergency situation. For example, if an employee has received evacuation payments for three weeks and is subsequently evacuated to another safe haven, a new 180-day period during which evacuation payments may be received, begins on the date of the second evacuation order. For the first 30 days of the new 180-day period, affected employees (and their dependents) may receive the maximum amount of authorized travel and subsistence expenses. If the second order is terminated, in most instances the employee resumes the prior evacuation timeframes.

- Reference: OPM Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations dated July 2007.

## **B. PAY ISSUES**

### **B.1. What is an advance payment during an evacuation order?**

It is a payment in advance of the date on which an employee would be otherwise entitled to be paid. The payment helps to defray immediate expenses incidental to the evacuation. Payments are based on the rate of pay (including locality, allowances, and differentials) to which the employee was entitled immediately before the evacuation order. Payments are subject to all authorized deductions and allotments.

- Reference: 5 CFR §550.403 (a)

### **B.2. Is there a time limit for receiving advance payments?**

Yes. Advance payments are for a period not-to-exceed 30 calendar days.

- Reference: 5 CFR §550.404 (b) (1)

### **B.3. Will I have to repay the advance payment?**

Yes. An advance payment is the equivalent of a loan and is therefore a debt to the Government. Based on individual circumstances, repayment of the loan may be waived if its recovery would be against equity, good conscience, or against the public interest.

- References: 5 CFR §550.408 (c) (2) and OPM Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations dated July 2007

### **B.4. What is an evacuation payment?**

An evacuation payment is pay made to an employee during an evacuation period. The payment is issued on the employee's regular pay day and is based on the rate of pay (including locality, allowances, and differentials) to which he or she was entitled immediately before the evacuation order. The payments are subject to all authorized deductions and allotments. These payments are not treated as a debt and therefore, no repayment is required.

- Reference: 5 CFR §550.403 (b)

### **B.5. Is there a time limit for receiving evacuation payments?**

Yes. Evacuation payments cover the period of time the evacuation order remains in effect, but can not exceed 180 calendar days from the effective date of the order to evacuate.

- Reference: 5 CFR §550.404 (b) (2)

### **B.6. Can an employee receive an advance payment and an evacuation payment?**

Yes. An advance payment does not reduce the amount of an evacuation payment that an employee would otherwise be due to receive. This is true even if an advance payment is calculated based on a period of time that is covered by one or more evacuation payments.

- References: 5 CFR §550.404 (c) and OPM Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations dated July 2007

## **B.7. Under what conditions is evacuation pay terminated?**

Evacuation pay is terminated as a result of any of the following conditions:

Assignment to duty location outside the evacuation area (perm. assignment: USCG interpret.)  
Abandonment or separation from service  
Retirement  
Agency decision  
Resume duties at original duty location  
Coverage by Missing Persons Act  
Expiration of 180 calendar days from the date of the evacuation order

- Reference: 5 CFR §550.406, 5 CFR §550.407

## **B.8. Do employees on temporary appointments, including summer hires, receive evacuation pay until their appointments expire?**

Yes, unless one of the conditions for termination of evacuation pay is met at an earlier date.

## **B.9. Can employees be granted compensatory time or overtime pay while performing work and receiving evacuation pay? If so, can they be compensated during the evacuation period or even later after a payroll accounts review?**

Yes. Employees can earn compensatory time off and/or overtime pay while on evacuation pay. Overtime pay is required for employees covered by the Fair Labor Standards Act (FLSA) unless compensatory time off is requested by the employee. If the supervisor is unable to certify the timecard during the evacuation period, compensation will be made at a later date. Manual records must be kept for future input into the system as an amendment.

- Reference: 5 CFR §550.406 (b) and 5 CFR §550.408

## **B.10. Will locality pay increase in the affected area due to the high cost of buying goods and services?**

Locality pay in an affected area is not based on the cost of buying goods and services but on a comparison of the rates of pay under the General Schedule with the rates of pay for non-federal workers performing the same levels of work.

## **B.11. What happens to my evacuation payments, if my house is habitable and I report for duty in the evacuated area?**

Your return home to the impacted area to work would stop payments for evacuation pay and evacuation subsistence. Your dependent(s) payments for evacuation subsistence would also cease, since your home is now habitable.

## **B.12. Will civilians receive a cost of living allowance (COLA) due to the high cost of buying goods and services in the affected area?**

COLA is not applicable in the continental U.S. COLA is additional compensation paid to certain employees in specified areas outside the continental U.S.

## **B.13. Why am I not receiving a higher salary when I am temporarily assigned on TDY orders to a different locality pay or wage rate area?**

Employees temporarily assigned to a different locality pay or wage rate area are placed on Temporary Duty (TDY) orders. A TDY location is a place, away from the employee's official station where they are authorized to travel. Since the affected area is their permanent work location assignment, the employee will receive the appropriate general schedule or wage rate pay for the affected area.

# **C. TRAVEL ISSUES**

## **C.1. Are evacuation travel orders needed for employees who are evacuated?**

The Coast Guard usually issues evacuation orders. It is recommended that employees be placed on TDY orders when directed from their safe haven to a work site (other than their permanent duty location).

## **C.2. Are employees actually on evacuation travel orders or are they on TDY orders?**

Employees are on evacuation travel orders. However, at a later date, they may be placed on TDY orders.

## **C.3. Are temporary (students) and term employees entitled to travel expenses and per diem?**

Yes.

- Reference: 5 CFR §550.401(b)

## **C.4. As a civilian employee, what are my allowances while on evacuation orders? What are my dependents' allowances?**

Civilian employees and their dependents are eligible for the following special allowances.

- En route travel and per diem to the designated safe haven
- Subsistence expenses at the safe haven (lodging, meal and incidental expenses)
- En route travel and per diem to return to duty

Reference: 5 CFR §550.405

## **C.5. How is dependent defined? Are there age restrictions and other eligibility factors to be considered?**

Dependent means a relative of an employee who resides with the employee and is dependent upon the employee for their support.

The FTR §300-3 further defines “Immediate family” as follows:

- Immediate family: Any of the following named members of an employee’s household at the time he/she reports for duty at the new permanent duty station or performs other authorized travel involving family members:
  - (a) Spouse;
  - (b) Children of an employee or an employee’s spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term “children” shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee’s spouse; and an unborn child(ren) who was born and moved after the employee’s effective date of transfer.);
  - (c) Dependent parents (including step and legally adoptive parents) of the employee or employee’s spouse; and
  - (d) Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee’s spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

- Reference: 5 CFR §550.402, FTR §300-3

## **C.6. Can the dependents of an employee remain on evacuation orders (subsistence/allowances) at the same time the employee is on TDY orders? How is the per diem determined?**

Yes. The Coast Guard has opted to issue employee and dependent orders separately. Employees sent to another work site from their safe haven may be placed on TDY orders.

An employee’s dependents continue to receive subsistence based on the safe haven while the employee is TDY.

Per diem is determined using the applicable locality rate for the safe haven or for a station other than the safe haven that has been approved by an appropriate authority. The FTR defines per diem using the lodging-plus per diem system.

Appropriate locality rates for a designated safe haven may be found on the GSA website at [www.gsa.gov](http://www.gsa.gov) (select per diem rates).

- References: OPM Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations, 5 CFR §550.405 (b) and (b)(1), FTR §301-11.6

## **C.7. How is the per diem rate calculated under evacuation orders? Does the amount an employee’s dependents receive change based upon age?**

The per diem is determined using the applicable locality rate for the safe haven or for a station other than the safe haven that has been approved by an appropriate authority. The FTR defines per diem



using the lodging-plus per diem system. The appropriate locality rates for a designated safe haven may be found at the GSA website at [www.gsa.gov](http://www.gsa.gov) (select per diem rates). While under evacuation orders, per diem is payable to employees and their dependents as follows:

Employees and dependents 12 years old and older, are eligible to receive the full locality rate for the first 30 days. Children under the age of 12 years, are eligible to receive 50 percent of the full rate. Subsistence expenses paid beyond the first 30 day period will be reduced to 60 percent of the authorized rates used for the first 30 day period.

Reference: 5 CFR §550-405 and FTR §301-11.6

### **C.8. Who is responsible for preparing TDY orders for an employee?**

The employee's unit is responsible for preparing TDY orders.

### **C.9. Who issues TDY orders to employees directed to temporary locations? Is it the unit they are assigned to?**

The TDY orders for employees directed to temporary duty locations are normally issued by the unit to which the employee is assigned on a permanent basis.

### **C.10. Where does TDY originate from?**

The employee's designated safe haven.

- [www.uscg.mil/hq/psc/katrina/exampleclaim.pdf](http://www.uscg.mil/hq/psc/katrina/exampleclaim.pdf)

### **C.11. Can the cost of laundering/cleaning clothes be claimed as an expense?**

Yes. The expenses incurred for laundering, dry cleaning and pressing clothing, while an employee is located at a TDY location are reimbursable as a miscellaneous travel expense. However, to qualify for reimbursement, an employee must incur a minimum of four consecutive nights lodging on official travel.

- Reference FTR §301-11.31 and §301-12.1

### **C.12. Is a clothing allowance authorized for civilians?**

No. There is no authorization for a clothing allowance in the Federal Travel Regulations or in 5 CFR.

### **C.13. Are employees entitled to receive temporary storage of household goods during the period covered under evacuation orders?**

No. There is no authority in the Federal Travel Regulations (FTR) or 5 CFR to provide temporary storage of household goods while under evacuation orders.

- Reference: E-mail dated 5 Oct 2005 from GSA Travel Policy

### **C.14. Are there any entitlements for shipping household goods that the family acquires at the safe haven?**

In the case of emergency evacuations, there is no authority in the Federal Travel Regulations (FTR) or 5 CFR that allows for reimbursement of this expense.

## **C.15. If employees return to the evacuated areas while their homes are uninhabitable, will they be eligible to receive actual expense per diem ?**

No, under these circumstances employees will not be eligible. Actual expense per diem can only be authorized to employees while traveling under temporary duty (TDY) orders. Employees who will be returning to the evacuated areas will not be eligible to receive TDY orders. Under the special allowance authority in 5 CFR §550.405, these employees will receive “allowances for subsistence expenses” (including lodging).

- Reference: FTR §301-11-303 and OPM Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations dated July 2007

## **D. TRAVEL CLAIMS**

### **D.1. How does an employee file a travel claim? Where may travel claim forms be obtained? How often should an employee on TDY orders submit a travel voucher?**

The answers to these questions and other relevant travel claim procedures may be found on the USCG Personnel & Service Center Travel Web Site at <http://www.uscg.mil/hq/psc/Evac.shtm> or by contacting the Personnel Service Center, Customer Service Division on 866-PSC-USCG (772-8724) or 785-339-2200.

### **D.2. How do I complete travel claims for myself and my dependents?**

Please remember to include the following on your travel claims:

On the **Employee's** claim, include the following: Employee's Name, Grade, and SSN  
On the **Dependent's** claim, include the following: Employee's Name, Employee's grade, and Employee's SSN.

Guidance for completing your travel claims can be found at the PSC websites:

- <http://www.uscg.mil/hq/psc/evac.shtm#Claiming>

## **E. LEAVE QUESTIONS**

### **E.1. Does it matter if employees are on either evacuation pay, excused absence, or administrative leave?**

Yes, evacuation pay is different than excused absence/administrative leave. Under evacuation pay, employees are expected to perform any work necessary to be performed. Failure to perform assigned work while receiving evacuation pay may be a basis for terminating the evacuation payments. Evacuation pay may not continue beyond 180 days after the effective date of the evacuation order.

Employees on excused absence/administrative leave are not expected to perform work. Employees can not receive evacuation pay and be granted excused absence at the same time. However, they may continue to receive the evacuation subsistence allowance.

## **E.2. What happens if an employee volunteers to work for the Red Cross or other related organization in the affected areas without a specific request for his/her skills by a federal, state, or other local official with jurisdiction?**

With supervisory approval, the employee must request to use his/her earned leave (e.g., annual leave, compensatory time-off or credit hours) to perform the service. In this situation, granting an excused absence is inappropriate.

## **E.3. If an employee suffers a traumatic injury while working and receiving evacuation pay and special allowances, is the employee placed on Continuation of Pay (COP)? If the employee is placed on COP and/or subsequently placed on leave without pay, could the agency still continue to pay evacuation allowances to the employee and dependents?**

The Department of Labor confirmed that an employee would be entitled to be placed on COP, if appropriate, as the result of an on-the-job injury sustained while performing work under an evacuation order. In addition, if the employee is placed on COP and/or subsequently placed on LWOP, the agency may continue to pay evacuation allowances under 5CFR §550.405 to the employee and their dependents.

## **E.4. How do we treat employees on evacuation orders recalled to active duty?**

Evacuation pay and subsistence allowances will cease for the recalled employee. He/she could request to be placed on leave (e.g., military leave, annual, LWOP). Evacuation subsistence expenses can be continued for eligible dependents for up to 180 days after the evacuation order was issued or another terminating condition is present.

Reference: DoD FAS discussion 10/4/2005

# **F. WORK SCHEDULES AND TELEWORK**

## **F.1. Will telecommuting (telework) be an option?**

Yes, with supervisory approval of the telecommuting and work assignments. An authorized agency official may grant a temporary exception of the requirement for an employee to commute to their regular worksite at least once a week.

• Reference: 5 CFR §531.605(d)(3)

## **F.2. What happens to my evacuation payments, if I telework from my house in the evacuated area?**

Your return home to the impacted area to telework would stop payments for evacuation pay and evacuation special allowances. Your dependent(s) payments for evacuation special allowances would also cease, since your home is now habitable.

## **F.3. What happens to my evacuation payments, if I telework in the evacuated area from another location because my home is uninhabitable?**

Your return to the impacted area at another site to telework would not stop payments for evacuation

special allowances, but payments for evacuation pay would cease. Your dependent(s) payments for evacuation special allowances continue, since your home is uninhabitable.

#### **F.4. What happens to my evacuation payments, if I telework at my safe haven and I am not on TDY orders?**

Teleworking while at your safe haven designation will not affect your evacuation payments. You and your dependent(s) will continue to be eligible for evacuation special allowance. You will continue to be eligible for evacuation payments of pay.

#### **F.5. What is the employee's work schedule and how is leave to be handled while on evacuation pay.**

An employee working while on evacuation pay should be placed on the work schedule in effect prior to the evacuation order. Employees will not be charged annual or sick leave during the period they receive evacuation pay.

## **G. REPORTING IN**

#### **G.1. I have been out of contact with my local Coast Guard unit and don't know where to check in. What procedures should I follow?**

You should follow your local procedures for reporting in during emergency situations. It is your responsibility as an employee to check in. Your organization may use a recall roster or a toll free number. These procedures should have been communicated to you by your supervisor and/or a local Continuity of Operations plan.

#### **G.2. Do I have to report to work outside of my normal duty location?**

You are required to report as instructed. You may be instructed to work in an alternate location or to telecommute. Failure to report to duty may result in disciplinary/adverse actions, depending on the circumstances (See Appendix 1 – Guidance on Directing Employees to Return to Work).

## **H. POINTS OF CONTACT**

#### **H.1. Who is the Point of Contact for inquiries regarding benefits for employees affected by the disaster?**

The POC for benefits can be reached at 202-475-5326.

#### **H.2. Who is the Point of Contact for inquiries about the Coast Guard Mutual Assistance Program?**

The Point of Contact is your local CGMA Representative or CGMA Regional Director. You may also contact CGMA Headquarters toll free at 1-800-881-2462. For additional assistance, visit [www.cgmahq.org](http://www.cgmahq.org).

# **I. OTHER QUESTIONS**

## **I.1. Are dependents eligible for Office of Workers' Compensation Program (OWCP) benefits?**

Dependents are not eligible for OWCP benefits, except in the case of an employee's death attributed to work and approved by the Office of Workers Compensation.

## **I.2. Can civilian employees working in a disaster area receive a medical screening?**

In order to determine medical screening eligibility, those Active Duty, Reservists, Civilians, and Auxiliaries working in a disaster area will be required to complete either the Coast Guard's Acute Exposure form for small localized events or the Significant Event/Acute Exposure Tool for complex large-scale events (i.e. Hurricane Katrina). Upon completing this tool they may be either tracked or enrolled in the Occupational Medicine Surveillance Program (OMSEP). Either way, the individual may request an evaluation by a knowledgeable, USCG medical provider at the time he/she completes the screening. The OMSEP coordinator should have the best unit knowledge of which provider (if contracted medical services are utilized) is best suited to handle the case.

Civilian employees who believe they have a work related injury or illness must also file the appropriate workers compensation forms (e.g., CA-1 or CA-2) with their supervisor normally within three workdays. The servicing Command Staff Advisor can assist them with this process.

# **J. Pandemic Influenza**

## **J.1. Will the workforce issues addressed differ in the event of pandemic influenza?**

Due to the variable nature of workplace and health issues associated with pandemic influenza, a variety of web site links are provided below.

One stop access to OPM HR related pandemic influenza information can be found on OPM's site at [www.opm.gov/pandemic/](http://www.opm.gov/pandemic/). It contains policy on leave, pay, hiring, alternative work arrangements and other critical HR issues related to pandemic influenza.

Additional resources can be found at:

One stop access for U.S. Government information [www.pandemicflu.gov](http://www.pandemicflu.gov)

World Health Organization (WHO) [www.who.int/csr/disease/avian\\_influenza/en/](http://www.who.int/csr/disease/avian_influenza/en/)

Centers for Disease Control and Prevention [www.cdc.gov/flu](http://www.cdc.gov/flu)

# Guidance on Directing Employees to Return to Work

There comes a point where affected civilian employees need to be returned to duty. This may need to be handled on a case-by-case basis with the determining factor of balancing the needs of our people with the needs of the Coast Guard.

First of all, it is important to keep in mind that management has the right to require, or direct, employees who are currently not in a work status, to return to work. To that end, there are a number of factors and individual circumstances that you will need to weigh in balancing the needs of the organization with the individual needs of the employee.

To aid in your efforts to resume, relocate or continue operations, generally, requests received from an individual employee to remain in a non-duty status should be granted or denied on the basis of the demand/need for the individual's services at work. This does not mean that the employee's reason for requesting to remain off duty should be ignored, but rather the need for the employee's services should be carefully considered against the needs of the individual.

There will come a point in time when all affected employees are expected to be back at work, either in their original duty station, or at some alternative location. However, there may still be individuals, who, for one reason or another are unable to return to duty. In this case, you will need to consider the reasons given by the employee and the employee will need to be informed of the options available to him/her such as:

**Request for annual leave:** An employee may request approval of accrued annual leave to allow him or her to remain off work. Although employees earn annual leave and are entitled to use it, management has the right to determine when the leave can be taken (5 USC 6303). If the employee can be excused without unduly disrupting the work of the organization, the leave should be granted. If an employee's accrued leave is insufficient to cover the employee's absence, the employee may be advanced annual leave up to the amount that will be earned during the current leave year (5 USC 6302(d)).

**Request for sick leave (if applicable):** If warranted by the individual's circumstances, sick leave may be requested to cover the employee's continued absence from work. Medical documentation may be required to support any absence related to illness of the employee (or an employee's family member) in excess of three work days. In addition, sick leave may be advanced in an amount not to exceed 240 hours for situations involving serious disability or ailment (5 USC 6307(d)).

**Request for Leave Without Pay (LWOP):** If an employee does not have leave available, a request for LWOP may be considered. Management has the discretion to approve or deny a request for LWOP. Denial of such a request should be based on the needs of the organization for the employee's services. LWOP will affect an employee's benefits (e.g., Federal Flexible Spending Accounts, TSP, FEHB premium payments, leave accrual).

**Request for leave under the Family and Medical Leave Act (FMLA):** Civilian employees are entitled to up to 12 weeks of unpaid leave during any 12 month period for certain family and medical emergency reasons. Qualifying events include the birth of and subsequent care of newborn child; placement of child with the employee for adoption or foster care; care of immediate family member of the employee who has a serious health condition; a serious health condition of the employee that

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makes the employee unable to perform his/her duties. (Paid annual or sick leave may be substituted, as appropriate, for unpaid FMLA leave.) (Ref. 5 CFR 630, Subpart L)

**Telework/Telecommuting:** If appropriate and if the necessary equipment is available to allow an employee to work from an alternate worksite, a request to telecommute, either on a full-time or part-time basis may be considered. Management has the discretion to approve or deny a request to telecommute based on the needs of the organization and the appropriateness of the request (i.e., the duties of the employee's position are such that they can be performed at an alternate worksite).

**Part-time work schedule:** If an individual indicates that he or she cannot return to work on a full-time basis, but can work on a part-time or intermittent basis, such a request can be considered. Part-time work can be accomplished either through a combination of work hours and leave hours, or by actually changing the work schedule of the employee from full-time to part-time. In the case of actual work schedule changes of employees to part-time or use of LWOP, contact should be made with the servicing Command Staff Advisor/Human Resources Specialist for determining the impact on various benefits (e.g., Federal Flexible Spending Accounts, TSP, FEHB premium payments, leave accrual, FEGLI, FEHB, retirement) and documentation processing.

**Alternative Work Schedule:** Flexible or Compressed: COMDTINST M5330.9 and ALCOAST R 061051Z Oct 03 authorize the establishment of Compressed Work Schedules (CWS) and Flexible Work Schedules (FWS). These schedules allow employees to work the required 80 hours in a pay period under a work schedule different than the typical eight hour a day, 5 day a week schedule. Where appropriate, use of these non-traditional schedules can be used to help facilitate an employee's return to duty.

**Excused Absence:** Agencies have the discretionary authority to grant excused absences to individuals who are prevented from reporting to work or, who are faced with a personal emergency as a result of a severe weather emergency and its aftermath, where the individual's services can be spared. The approval level of authority and the amount of leave authorized will be dependent upon the emergency.

**Employee Assistance Program:** The Coast Guard's Employee Assistance Program (EAP) is available to all employees and their family members. The EAP is a professional counseling and referral service designed to help with personal, job or family problems. The program is voluntary, free, confidential and available 24 hours a day, seven days a week. Counselors are available to help employees assess problems, meet with family members, provide short-term counseling, and assist employees in finding other resources to help. Counselors can assist employees in achieving a balance between work, family and other personal responsibilities. Employees should be encouraged to contact the EAP at 1-800-222-0364.

There may be some circumstances where an employee's request to remain off duty must be denied. Keep in mind that you are entirely within your right to do so. However, in such a circumstance you should explain to the employee the reason(s) for requiring his/her return to duty, in spite of the individual circumstances and you should work with the employee to the extent possible in making alternative arrangements or using the flexibilities available (addressed above) that will allow the employee to balance individual family needs with the needs of the organization.

In the event an employee fails to return to duty after being requested to do so, contact should be made with the servicing Command Staff Advisor/Human Resource Specialist to aid in preparing written documentation to the employee directing his or her return to duty. This documentation will serve as formal notice to the individual of the requirement to report for work and the consequences

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associated with a failure to report (i.e., the individual's status will be changed to absent without approved leave, AWOL, and the possibility of disciplinary action up to and including possible removal from federal service).

As managers work through these individual situations, reference should be made to any local bargaining unit agreements to ensure compliance with applicable contract provisions and should coordinate with their servicing Command Staff Advisor/Human Resource Specialist.



# Matrix for Returning Employees to Duty

This chart provides management guidance on some significant factors to be taken into account in deciding to return employees to duty following a disaster. Additional factors should be considered in making a final determination. This chart is not meant to be exhaustive.

CONSIDERATIONS	EXAMPLES
<b>CG Mission Requirements</b>	
Urgency of the work  • Priorities • Deadlines	<ul style="list-style-type: none"> <li>• Priorities                             <ul style="list-style-type: none"> <li>-Search and rescue</li> <li>-Environmental issues</li> <li>-Crisis</li> </ul> </li> <li>• Deadlines                             <ul style="list-style-type: none"> <li>-Fixed by regulation</li> <li>-High impact if missed</li> </ul> </li> </ul>
Importance of the work  • Mission critical • Critical support function • Significant financial impact	<ul style="list-style-type: none"> <li>• Activities essential to ensure continued public health and safety</li> <li>• The continuance of vessel traffic control and other transportation safety functions and the protection of transport property</li> <li>• Search and rescue and coastal protection and surveillance</li> <li>• Protection of federal lands, buildings, waterways, equipment and other property owned by the United States</li> <li>• Maritime law enforcement and criminal investigations</li> <li>• Emergency and disaster assistance</li> <li>• Activities that ensure production of power and maintenance of the power distribution system</li> <li>• Ship maintenance</li> <li>• Financial personnel involved in disaster related funding</li> </ul>

CONSIDERATIONS	EXAMPLES
<b>CG Mission Requirements</b>	
Specialty requirements <ul style="list-style-type: none"> <li>• Unique skills/craft</li> <li>• Education</li> <li>• Certifications/licenses</li> </ul>	<ul style="list-style-type: none"> <li>• Vessel traffic control</li> <li>• Search and rescue</li> <li>• Marine inspectors</li> <li>• Information technology</li> <li>• Legal instruments examiners</li> <li>• Wage grade positions</li> <li>• Engineers</li> <li>• Contract Specialists</li> </ul>
<b>CG Employee Needs</b>	
Personal well-being	<ul style="list-style-type: none"> <li>• Psychological conditions</li> <li>• Medical conditions               <ul style="list-style-type: none"> <li>• Injuries</li> <li>• Illnesses</li> </ul> </li> <li>• Impact on evacuation benefits for employees and dependents</li> </ul>
Family member well-being	<ul style="list-style-type: none"> <li>• Psychological conditions</li> <li>• Medical conditions               <ul style="list-style-type: none"> <li>• Injuries</li> <li>• Illnesses</li> </ul> </li> <li>• Daycare and eldercare issues</li> </ul>
Loss of Property	<ul style="list-style-type: none"> <li>• Personal property               <ul style="list-style-type: none"> <li>• Personal effects</li> <li>• Household goods</li> </ul> </li> <li>• Residential property               <ul style="list-style-type: none"> <li>• Total replacement</li> <li>• Significant repairs</li> <li>• Minimal repairs</li> </ul> </li> </ul>
<b>Potential Alternatives</b>	<ul style="list-style-type: none"> <li>• Telework / telecommuting               <ul style="list-style-type: none"> <li>• Job-sharing</li> </ul> </li> <li>• Part-time / Intermittent Work</li> <li>• Alternative Work Schedules (AWS)               <ul style="list-style-type: none"> <li>• Compressed Work Schedules - 5/4/9</li> <li>• Flexible Work Schedules – Credit Hours</li> <li>• Flexible Work Schedules – Gliding</li> <li>• Flexible Work Schedules - Flexitour</li> </ul> </li> <li>• Utilizing other personnel where possible               <ul style="list-style-type: none"> <li>• Temporary Emergency Need (up to 1 year)*</li> <li>• 30 Day Critical Need *</li> <li>• Reemploying Annuitants *</li> <li>• Reemploying Buyout Recipients *</li> <li>• Detail *</li> <li>• TDY</li> <li>• Private Sector Temporaries *</li> <li>• Military</li> <li>• CG Auxiliarists</li> </ul> </li> </ul>

\* See *Utilization of Other Personnel Chart* for detailed information

## Utilization of Other Personnel

## Appendix 1

Nature of Action	Approval	Purpose	Requirements	Reference
Temporary Emergency Need (Up to 1 year)	CG has been granted authority	To fill positions affected by or needed to deal with the devastation wrought by Hurricane Katrina	No requirement to advertise. Position description or memo must state need.	5 CFR §213.3102 (i) (3)
30-Day Critical Need	CG has authority	Employment is essential to operations.	No requirement to advertise. Appointment may be extended for an additional 30 days.	5 CFR §213.3102 (i) (2)
Reemploying Annuitants	OPM must approve. Request through DHS HQ	Services are needed on a temporary basis to respond to an emergency involving a direct threat to life or property.	OPM can waive the dual compensation reduction (salary offset) otherwise required of reemployed Federal civilian annuitants.	5 CFR §553.201(c)
Reemploying Buyout (VSIP) Recipients	OPM must approve. Request through DHS HQ	Individual is the only qualified applicant available who possesses the special skills to replace an employee lost as the result of the disaster, or to provide direct support to the recovery from the disaster.	OPM will approve on a temporary basis only so long as the individual's services are made necessary by the emergency.	5 CFR §576.203 (a) (ii)

**Utilization of Other Personnel (continued)**

Appendix 1

Nature of Action	Approval	Purpose	Requirements	Reference
Detail from unaffected units to affected units	Supervisor. (CG-121 if total exceeds 1 year)	Temporary Assignment of a CG employee to a different position or set of duties for a specified period. Employee continues to hold the position from which detailed.	Details exceeding 120days to higher graded positions must be made under competitive procedures.	COMDTINST 12300.7A
Private Sector Temporaries	Supervisor, in accordance with governing procurement policy.	To obtain services to meet emergency staffing needs.	Contracts exceeding 120 workdays may be extended for an additional 120 days subject to displaced employee procedures.	5 CFR §300 Subpart E