

Serviced Organizations of the Washington Headquarters Services



Emergency Preparedness/Pandemic Policies & Procedures

January 2007

Due to the severity of recent hurricanes, the possibility of a pandemic influenza outbreak, and other natural and manmade disasters, general information on a variety of civilian personnel matters has been consolidated in this "Smart Book." This information is also available on the Washington Headquarters Services website <http://www.whs.mil/Emergency/index.cfm> and is subject to update as guidance is provided on specific incidents.

Washington Headquarters Services
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1. Introduction. In the Summer of 2005, several hurricanes ravaged the Gulf Coast and jeopardized the well-being of numerous Department of Defense (DoD) employees and their families. As a result, DoD had an extremely difficult time accounting for its employees affected by these events. In addition, several members of the medical community have expressed concerns over the likelihood of another influenza pandemic occurring in the foreseeable future much like those which occurred in the early and mid-20th century. Also, terrorism is always a concern. Since the likelihood of another catastrophic event or act (whether natural or manmade) is very probable, this handbook was developed to assist our managers, supervisors, and employees and to supplement other guidance to prepare for and respond to any such incidents.

2. Purpose. The purpose of this guidance is to provide information and establish procedures to be followed if a major disastrous event or significant medical emergency occurs that severely disrupts local or regional Department of Defense (DoD) activities. The goal of this guidance is to assist in ensuring the welfare, well-being, and accountability of DoD employees. Managers, supervisors, employees, and administrative officials in the serviced activities of the Washington Headquarters Services (WHS) should be given a copy and become knowledgeable of the information in this handbook and in related documents (e.g., Occupant Emergency Plans, evacuation plans, Continuity of Operations Plans (COOP), etc.) referenced herein. The following responsibilities and procedures should be reviewed and practiced periodically to ensure all employees know how to prepare for and react to a medical emergency or disastrous event and understand what is expected of them. The legal and regulatory references that establish the authorities and basis for these processes and procedures can be found in Appendix

3. Applicability. This Instruction applies to the Office of the Secretary of Defense (OSD), Joint Staff, and all activities assigned to WHS for administrative support.

4. Definitions. See Appendix 2.

5. Responsibilities.

a. Cognizant Administrative Officials (CAOs) or comparable positions for an organization should:

(i) Plan with management continued mission accomplishment through identifying key occupations/functions and methods of mission accomplishment to offset the possibility of substantial employee absenteeism

(ii) Promote Preventive Measures/Awareness in the event of a pandemic medical emergency:

- Social distancing
- Frequent hand washing

(iii) Ensure all personal contact information for employees in the organization serviced by them is maintained and updated to include each employee's home address, any home email addresses, home and cell phone numbers, and the name and contact information of the

employee's emergency point of contact. **Due to privacy concerns, this information must be kept in a secure location with limited access.**

(iv) Ensure all means of communication (phone trees, mass emails, etc.) are established and made available, to the extent practical, for managers and supervisors to be able to contact employees and employees to contact their managers and supervisors. **Due to privacy concerns, this information must be kept in a secure location with limited access.**

(v) Ensure all the buildings where their serviced employees are housed have an Occupant Emergency Plan (OEP) and that appropriate accommodations are made for those who are disabled or otherwise would need assistance during an emergency or disaster.

(vi) Organize and promote exercises, to the extent practical, to ensure employees maintain an awareness of the requirements and procedures in this and other related guidance and to identify problems, limitations, or gaps in the procedures that might limit or negate the effectiveness of the requirements and procedures in the guidance or an OEP.

(vii) Ensure that every reasonable attempt is made to contact employees not "accounted for" after or during an emergency, as practical.

(viii) Collect the names and other appropriate information of all unaccounted for employees in the serviced organization and provide this information on an updated basis to the Assistant Director for Personnel Services for further reporting.

(ix) Ensure that all employees in his/her organization have a copy of this guidance and understands its contents and that of related referenced documents, are provided information through all means available to ensure their safety and well being, and are advised of his/her responsibilities in the event of a disaster or emergency.

(x) Ensure that an employee in the organization is assigned the collateral duties of an "Evacuation/Disaster Response Expert." Sample duties are defined in Appendix 3.

(xi) Make the evacuation/disaster response responsibility a performance element in the plan of the person assigned that role.

b. Managers and supervisors should –

(i) Keep employees informed, to the extent possible, of ongoing events and next steps during a crisis to ensure their welfare and accountability.

(ii) Track and report up the chain of command their employees' status upon receipt of this information.

(iii) Make use of all the hiring options and flexibilities (see appendix 4) available to ensure the continued operation and success of their organization's mission.

c. Employees should -

(i) Review and maintain an awareness of this guidance and related documents and their responsibilities in the event of an emergency.

(ii) Provide up-to-date personal contact information to their CAOs. **Due to privacy concerns, this information must be kept in a secure location with limited access.**

(iii) Call or otherwise try to contact their supervisors or other management official in their chain of command at their office phone numbers or other appropriate means in the event of an emergency if away from their normal work site during duty hours (e.g., TDY, on leave, etc.) or during non-duty hours or if their normal duty station is separate from that of the supervisor. If the manager or supervisor cannot be reached, the employees can call 1-877-521-1923 to report their situation.

(iv) Determine their organization's situation and whether to report to work through monitoring local media and web sites (See Appendix 5) and calling their work phone numbers. Normally, employees are to report to work unless local conditions prevent them from doing so, their work facility is closed, or their safety or well-being would be jeopardized. In some cases, liberal leave or administrative leave may be authorized.

(v) Develop and submit to their CAOs or similar position a preplanned evacuation location for their families, similar to family care plans of military members.

6. Additional Information and Procedures.

a. Once an order to evacuate the work site during work hours is issued because of a local incident (e.g., a fire, local explosion, etc.), individuals are to exit the building according to the evacuation plan established for that building and meet at a location designated in the OEP or other site that may be specified and follow instructions given at that point. Local COOP procedures must be followed on subsequent work days to continue the organization's operations to accomplish its mission.

b. For incidents of a larger magnitude (e.g., a major storm, a large-scale terrorist incident, etc.) that occurs during normal duty hours, individuals must take appropriate precautions to ensure their safety and exit the building according to the evacuation plan as soon as feasible and proceed to the safe haven or other location designated in the OEP. Regional COOP procedures must be followed on subsequent work days to continue the organization's operations to accomplish its mission.

c. When incidents of disastrous proportions occur during duty hours when individuals are away from their normal work site (e.g., TDY, on leave, etc.) or during non-duty hours or if their normal duty station is separate from that of the supervisor, individuals must attempt to contact their supervisors at the first opportunity, after seeing to their safety and that of their families, to advise the manager or supervisor of their situation and to determine if they are to report to work. If individuals are unable to speak with a manager or supervisor at their office and cannot leave a

voicemail message, individuals must call 1-877-521-1923 or other available “Hot Line” numbers from other civilian and military services identified in Appendix 6 to report their situation. Repeated attempts may be required to make contact. Employees calling in must be prepared to provide the following information:

- Name
- Status (are you OK/safe)
- Location (as specific as possible)
- Family info (location/safety)
- Phone numbers (land and cell)
- Other Phone (family member, etc.)
- Activity/Command Name
- Supervisor Name
- The nature of the emergency situation that has affected the employee and prevents him/her from reporting to a work site, as appropriate

d. If an evacuation order is issued and individuals are designated to work from a safe haven location, evacuation pay is authorized for Federal civilian employees. Advanced payments, special allowances, and payments for travel for civilian employees and their dependents that are evacuated may be authorized as circumstances warrant to cover expenses during the evacuation. CONUS Evacuation Allowances are authorized in accordance with the Joint Travel Regulations (JTR), Chapter 12 and Appendix I, Part B. Allowances may be paid as soon as an authorized official orders an evacuation.

e. The following officials may order an evacuation from any location in the United States and certain non-foreign areas:

1. The Secretary of Defense, or the Secretary’s designated representative, for dependents and employees of Department of Defense (DOD) components;
2. The head of a DOD component or designated representative (definition in JTR, Appendix A);
3. The commander of a U.S. installation or designated representative (definition in JTR, Appendix A);
4. The commander, director, head, chief or supervisor of an organization or office.

f. For payment of advanced pay and special allowances, a DD Form 2461, “Authorization for Emergency Evacuation Advance and Allotment Payments for DoD Civilian Employees,” (Appendix 7) needs to be completed and submitted to the servicing customer service representative or HR Office as soon as practical. Military members may obtain emergency pay and allowances for themselves and dependents by completing and submitting a DD Form 1337, “Authorization/Designation for Emergency Pay and Allowances.” (Appendix 8)

(See Appendix 9, “Pay, Leave, and other Allowances and Benefits;” Appendix 10, “Injury Compensation;” Appendix 11, “Time & Attendance/Civilian Pay Questions & Answers (Payroll);” and Appendix 12, “Points of Contact Information and Phone Numbers;” for further information)

g. Appendix 5 also includes several web sites where additional information is available on various types of emergency events and disasters and how to prepare for them, frequently asked questions on various issues that affect individual employees and annuitants, specific information on employee entitlements and HR and management issues.

A1. APPENDIX 1

LEGAL AND REGULATORY REFERENCES THAT ESTABLISH THE AUTHORITIES AND BASIS FOR THESE PROCESSES AND PROCEDURES

- (a) Under Secretary of Defense (Personnel and Readiness), Katrina Working Group, “Lessons Learned,” dated March 27, 2006
- (b) DoD Directive 1400.31, “DoD Civilian Work Force Contingency and Emergency Planning and Execution,” April 28, 1995
- (c) DoD Instruction 1400.32, “DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures,” April 24, 1995
- (d) DoD Instruction 3001.02, “Personnel Accountability in Conjunction with Natural or Manmade Disasters,” August 8, 2006
- (e) DoD Instruction 2000.18, “Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive Emergency Response Guidelines,” December 4, 2002
- (f) Sections 5522, 5523, and 5524 of title 5, United States Code (USC), “Government Organization and Employees”
- (g) Title 5, Code of Federal Regulations (CFR), Subpart D, “Payments During Evacuation”

A2. APPENDIX 2

DEFINITIONS

A2.1. **Safe Haven** - An alternative location than the regular worksite to which an employee and/or dependent(s) is evacuated. The location should normally be mutually agreeable to the agency and the employee and can include the employee's home and is to protect the employee from harm or to allow the employee to continue to perform required duties.

A2.2. **Occupant Emergency Plan (OEP)** - A short term emergency response program that establishes procedures for safeguarding lives and property that includes a plan for evacuating employees from their workplace.

A2.3. **Telework** - Telework is an arrangement in which employees perform their official duties at a location other than the traditional worksite. This location could be the employee's home, a General Services Agency Interagency Telecenter, or another location.

Telework helps WHS to achieve its mission while giving flexibility to its employees.

Types of Telework

WHS offers two types of telework: "Regular and Recurring" and "Ad Hoc" telework.

- ***Regular and Recurring Telework*** means an approved work schedule in which employees regularly work at least one day per biweekly pay period at an alternative worksite.
- ***Ad hoc telework*** means approved telework performed on an occasional, one-time, or irregular basis. (Telework of less than one day per biweekly pay period is considered ad hoc.)
-

Arrangements for certain employees to telework at home or at an alternate work location are appropriate when traditional worksites have been evacuated because of a medical emergency or natural disaster. Information to implement telework efficiently and effectively is available at the Civilian Personnel Management Service website (www.cpbs.osd.mil) and OPM (<http://www.telework.gov/>).

A3. APPENDIX 3

DUTIES OF AN EVACUATION/DISASTER RESPONSE EXPERT

Develops and implements local and organizational policies and procedures for managers, supervisors and employees to follow during an emergency or disastrous event. This includes developing or ensuring Occupant Emergency Plans (OEPs) with continuity of operations plans, evacuations plans, and safe haven designations for the employing organization.

Ensures OEPs are exercised on a regular and recurring basis and are kept up-to-date. Maintains a knowledge of current laws, policies, and requirements relating to emergency preparedness to update OEPs and keep management updated on requirements.

Maintains a knowledge of employee benefits that are available during an emergency situations and the required procedures for requesting them.

Maintains a presence and/or availability during a crisis to respond to questions, provide guidance and direction, and respond to phone calls during a crisis.

A4. APPENDIX 4

HIRING OPTIONS AND APPOINTING AUTHORITIES

A4.1. **Hiring (General)** - There are no special hiring authorities for people affected by a natural disaster. In addition to hiring individuals for permanent jobs through competitive examining procedures, Components can use a number of existing flexibilities, including:

A4.2. **Excepted Service and Non-Competitive (i.e., non-competitive examination)**

Authorities. When an excepted service authority exists that fits your agency's vacancy, a public announcement on USAJOBS is not required and procedures for traditional competitive hiring do not apply. However, agencies still must provide veterans' preference and place persons with "priority consideration."

A4.2.1. **Excepted Service Hiring Flexibilities**

- 30-Day Critical Needs Appointments. An excepted appointment under Schedule A under 5 CFR 213.3102(i)(2) and may be made and extended for an additional 30 days. However, an individual may not be employed under this authority for more than 60 days in a 12-month period. It is to be used to meet a short-term critical need requirement for individuals with specialized skills or on an interim basis to get an individual on board quickly to meet an emergency need pending completion of a competitive process, issuance of a clearance, or other procedure required for a longer appointment. You may not use it to extend another temporary appointment. An agency may determine what qualifications are required. An agency does not have to consider Career Transition Programs (CTP), Priority Placement Program, or Reemployment Priority Lists (RPL) requirements. This authority allows a manager to meet an emergency requirement to fulfill the mission of an agency.

- Schedule A for Chaplains and Chaplain's assistant (5 CFR 213.3101(a));
 - Schedule A for persons with disabilities (5 CFR 213.3101 (t), (u), (gg));
 - Schedule A for 1-Year Temporary Emergency Need Appointments. OPM may grant use of this authority or upon request by an agency. (5 CFR 213.3102(i)(3));
 - Schedule A for faculty members (who may not have a school to teach in right now)
- up to 130 days in a year (5 CFR 213.3101(o));
- Schedule A for local physicians, surgeons, nurses (5 CFR 213.3102(n));
- Experts and Consultant (5 CFR 304);
- Schedule B for students-STEP, applicant needs to be an enrolled student (5CFR 213.3202(a));
 - Intergovernmental Personnel Act (IPA) assignments - assignment must be of mutual benefit to both the Federal Government and the state/local entity (5 CFR 334);

A4.2.2. - **Other Available Appointing Authorities.**

- 30% disabled veterans - term appointments (5 CFR 316.302(b)(4)), temporary appointments (5 CFR 316.402(b)(4)), and conversion of time-limited appointments of more than 60 days to career or career-conditional appointments (5 CFR 315.707);
- Veterans Recruitment Authority (P.L. 107-288) and (5 CFR 307);

- Defense Career Intern Program (DCIP) (5 CFR 213.3202(n));
- Remote/Isolated Locations - Positions in remote/isolated locations where examination is impracticable. A remote/isolated location is outside the local commuting area of a population center from which an employee can reasonably be expected to travel on short notice under adverse weather and/or road conditions which are normal for the area. For this purpose, a population center is a town with housing, schools, health care, stores and other businesses in which the servicing examining office can schedule tests and/or reasonably expect to attract applicants. An individual appointed under this authority may not be employed in the same agency under a combination of this and any other appointment to positions involving related duties and requiring the same qualifications for more than 1,040 working hour in a service year. Temporary appointments under this authority may be extended in 1-year increments, with no limit on the number of such extensions, as an exception to the service limits in §213.104. (5 CFR 213.3102(i)(1)).

A4.3. Direct-Hire Authority (DHA) (5 CFR 337.201-206).

A4.3.1. Department of Defense Direct-Hire Authorities

- DoD Component-Specific Critical Hiring Need – Office of the Under Secretary of Defense (Comptroller) (OUSD(C)): OUSD(C) may use direct-hire authority (DoD-003) to appoint accountants, GS-0510 series at grades GS-14 and GS-15 or the equivalent pay band(s), at Washington, DC locations. This authority expires September 30, 2007.

- DoD-wide Critical Hiring Need – Police Officer, GS-0083 Series: Components may use direct-hire authority (DoD-004) to appoint individuals to these positions at grades GS-5 through GS-13 or the equivalent pay bands, at all nationwide locations, in support of increased security requirements at DoD installations. This authority ends when the national emergency due to terrorist attacks ends or on September 30, 2007, whichever occurs first.

- DoD-wide Critical Hiring Need – Engineering, GS-801/0810/0819/0830/0850/0854/0855 Series: Components may use direct-hire authority (DoD-005) to appoint individuals to positions at grades GS-5 through GS-13 or the equivalent pay bands at worldwide locations in support of national security. This authority ends when the national emergency due to terrorist attacks ends or on September 30, 2007, whichever occurs first.

GS	0801	General Engineering
GS	0810	Civil Engineering
GS	0819	Environmental Engineering
GS	0830	Mechanical Engineering
GS	0850	Electrical Engineering
GS	0854	Computer Engineering
GS	0855	Electronics Engineering

A4.3.2. Government-wide Authorities.

- Medical Occupations - All grade levels at all locations for the following occupations:

Diagnostic Radiologic Technologist, GS-0647

Medical Officer, GS-0602

Nurse, GS-0610, GS-0620

Pharmacist, GS-0660

- Information Technology Management (Information Security) - GS-2210, GS-9 and above at all locations

- GW-004, Effective August 4, 2005 for Federal Acquisition positions covered under title 41, United States Code 433(g)(1)(A). Agencies may not appoint any individual to a position of employment using this authority after September 30, 2007.

A4.4. Competitive Examining. Authorities: 5 U.S.C. Chapter 33; 5 CFR Part 332; 5 CFR Part 315, Subpart C; 5 CFR Part 337, Subpart C; Individual agency delegation of examining authority. The traditional method to enter Federal service is by appointment through the competitive examining process. The U.S. Office of Personnel Management delegated authority to agencies to examine for all their positions (except for administrative law judges). Jobs filled through this process are open to the public.

A4.5. Appointing Current and Former Competitive Employees.

- Current career and career-conditional employees may be appointed by transfer (5 CFR 315.501).

- Former career and career-conditional employees may be appointed by reinstatement, but time limits (5CFR 315.401) and PPP, CTAP or ICTAP selection priority (5 CFR 330, subparts F and G) may apply.

- 120 Day or Less Appointments – An agency may detail an employee with specialized skills or competencies from another agency for up to 120 days without regard to PPP, CTAP or ICTAP selection priority (5 CFR 330, subparts F and G).

- Agency Reemployment Priority List (RPL) – Current and former employees on agency RPLs provides selection priority to employees who will be or were separated by reduction in force or who have recovered from a work-related injury (5 CFR 330).

- SES Limited Emergency Appointments – Agencies have the authority to make SES Limited Emergency appointments to career employees. OPM may approve agencies' requests to appoint individuals who are not current career employees, and will consider temporary space allocations for agencies who identify the need as essential (5 CFR 317.601).

Waivers

A4.6. The Deputy Under Secretary of Defense (Civilian Personnel Policy) (DUSD(CPP)) may authorize PPP waivers in response to natural disasters. Such waivers will be designed for the specific circumstances caused by the natural disaster. For example, the requirement to clear PPP when reassigning employees to vacant DoD positions may be waived if the

reassignment is in response to damage or destruction at the employee's worksite. Requests for waivers should be sent from the agency to the Office of the DUSD(CPP).

A4.7. **Waiver of the reemployment restriction for former employees who received a VSIP** and waiver of the repayment provisions may also be granted.

A4.8. **Additionally, agencies can do the following to help evacuees find jobs.**

- Review the Human Resources Flexibility Center at:
http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp ;
- Allow HR specialists to assist evacuees with preparing resumes; and
- Take laptops to evacuation centers to help evacuees search USAJOBS and match their competencies/knowledge, skills, and abilities with available jobs.

A5. APPENDIX 5

WEB SITES WITH ADDITIONAL INFORMATION

- A5.1. www.opm.gov/status - OPM's Status of Operations message
- A5.2. <http://www.fema.gov/areyouready/> - Provides information on various types of emergency events and disasters and how to prepare for them.
- A5.3. http://www.fema.gov/hazard/hurricane/hu_season.shtm
- A5.4. <http://www.ready.gov> - U.S. Department of Homeland Security
- A5.5. <http://www.cpms.osd.mil/disasters/index.htm> - Provides specific information on declared emergencies; frequently asked questions on various issues that affect individual employees, human resource practitioners, and annuitants; and information on HR and management issues.
- A5.6. www.gsa.gov - Contains a guide on the development an Occupant Emergency Program.
- A5.7. <https://disasterhelp.gov/portal/jhtml/index.jhtml>
- A5.8. <http://taskforcenavyfamily.navy.mil/NavyFamilies/>
- A5.9. <http://www.defenselink.mil/home/features/2005/katrina/index.html> - Contains help lines for service members and civilians and information on locating service members and their families
- A5.10. <http://www.whs.mil/emergency/>
- A5.11. <http://www.opm.gov/oca/compmemo/2005/2005-18HB.pdf> - OPM, "*Handbook On Pay And Leave Benefits For Federal Employees Affected By Severe Weather Conditions Or Other Emergency Situations*"
- A5.12. <http://www.opm.gov/emergency/>
- A5.13. <http://www.opm.gov/emergency/pdf/EmployeesGuide.pdf>
- A5.14. <http://www.opm.gov/emergency/pdf/ManagersGuide.pdf>
- A5.15. <http://www.opm.gov/emergency/pdf/NationalFamilyGuide.pdf>
- A5.16. <http://www.opm.gov/emergency/pdf/DCAreaFamilyGuide.pdf>
- A5.17. <http://www.opm.gov/katrina/>
- A5.18. <http://www.opm.gov/pandemic/agency/index.asp>

- A5.19. <http://www.bt.cdc.gov/> – Center for Disease Control (CDC)
- A5.20. <http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf>
- A5.21. http://www.redcross.org/services/disaster/0,1082,0_603_00.html - FEMA & American Red Cross, Preparing for Disaster for People with Disabilities and other Special Needs
- A5.22. <http://www.epa.gov/safewater/faq/emerg.html> - Environmental Protection Agency, safety of drinking water
- A5.23. http://www.firstgov.gov/Citizen/Topics/PublicSafety/Hurricane_Katrina_Recovery.shtml
- A5.24. <http://www.firstgov.gov/Espanol/Temas/Desastres.shtml>
- A5.25. <http://pandemicflu.gov>
- A5.26. <http://www.telework.gov/>

A6. APPENDIX 6

DoD EMERGENCY HOT LINE NUMBERS

Department of the Air Force	800-435-9941
Department of the Army	800-833-6622
Department of the Navy	877-414-5358
United States Marine Corps	877-414-5358
All Defense agencies	877-521-1923
DoD Civilian Hotline	888-363-4872

A7. APPENDIX 7

DD FORM 2461, "AUTHORIZATION FOR EMERGENCY EVACUATION ADVANCE AND
ALLOTMENT PAYMENTS FOR DOD CIVILIAN EMPLOYEES,"

(Insert Form Here)

A8. APPENDIX 8

DD FORM 1337, "AUTHORIZATION/DESIGNATION FOR EMERGENCY PAY AND
ALLOWANCES."

(Insert Form Here)

A9. APPENDIX 9

PAY, LEAVE, AND OTHER ALLOWANCES AND BENEFITS

A9.1. **Administrative Leave** - Employees who are affected by a natural disaster and are not required to evacuate may be excused from work without charge to leave for reasonable periods of time. DoD 1400.25-M, Civilian Personnel Manual, subchapter 610, Hours of Duty, permits the commander or head of an activity that in connection with extreme weather conditions closes all or part of the activity to excuse employees administratively. When group dismissal is projected to exceed three days, the order must document why other measures could not be used and the reason for the length of the anticipated dismissal.

A9.2. **Pay:**

A9.2.1. **Advance Pay** – Pay, allowances, and differentials paid to an employee who has received an order to evacuate his or her regular worksite in advance of the date that the employee would otherwise receive the payments to defray immediate expenses incident to the evacuation according to section 5522 of title 5, U.S.C. in Reference (f) and title 5, CFR in Subpart D in Reference (g). An advance payment is based on the employee's salary (including allowances, differentials, or other authorized payments, and excluding applicable deductions). Within the Department, the amount of the advance payment may not exceed the amount the employee would normally receive for two pay periods. The purpose of an advance payment is to help the employee defray immediate expenses incidental to the evacuation. When an employee receives an advance, the amount of the advance is exclusive of any other form of payment received by the employee, such as evacuation pay.

A9.2.2. **Evacuation Pay** – Payments to an employee who is ordered to evacuate his or her regular worksite and work from home (or an alternative location mutually agreeable to the agency and the employee) during an emergency or crisis. Evacuation payments should be paid on the employee's regular pay days since these payments reflect the employee's regular pay.

An agency may provide evacuation payments for up to 180 days. (Since most employees use electronic fund transfer to deposit pay checks to their accounts, this should not impose an additional burden on an agency.) An agency must compute evacuation payments based on the employee's rate of pay (including any applicable allowances, differentials, or other authorized payments) to which the employee was regularly entitled immediately before the issuance of the order to evacuate, regardless of the employee's work schedule during the evacuation period. Employees with intermittent schedules will be paid based on an approximation of the number of days per week normally worked. This payment is not to be decreased based on any advanced payment received.

An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the period of evacuation without regard to the employee's grade or title. Failure or refusal to perform assigned work can result in termination of further evacuation payments. However, an agency may not assign work to an employee unless the agency knows the employee has the necessary knowledge and skills to perform the

assigned work. (See Section 5523 of title 5, U.S.C. in Reference (e) and Reference (f) for further information including allowed payments to dependents and designated representatives)

A9.2.3. **Waiver of Biweekly Cap on Premium Pay** - Officials with appointing authority must waive the biweekly limitation on premium pay for work in support of an emergency or its aftermath.

(See 5 CFR 550.106 and Acting Deputy Under Secretary of Defense (Civilian Personnel Policy) letter, dated September 13, 2005, subject: Waiver of the Biweekly Limitation on Premium Pay (<http://www.cpms.osd.mil/hurricaneinfo/docs/premiumpaywaiver.pdf>))

Employees for whom the biweekly limitation is waived are subject to the annual limitation and receive premium pay to the extent basic pay and premium pay together for the calendar year do not exceed the greater of the GS-15, step 10 rate (including any special rate or locality rate), or level V of the Executive Schedule (\$133,900 in 2006). Certain fixed payments, such as availability pay, are not covered by the waiver (5 CFR 550.107). Special employee indicator (LU) has been created for the exception to the biweekly premium pay limitation. Employees with indicator LU in effect will have pay calculations made each pay period applying the annual rather than the biweekly limitation on premium pay.

For pay system processing, the Defense Finance and Accounting Service (DFAS) requires that the official send the payroll office a list of eligible employees covered by the emergency via Electronic Data Management (i.e., imaging) at the DFAS toll free number of 866-401-5849. The memorandum must contain the names and social security numbers of the employees and give the starting and ending dates of the emergency. If the ending date is not known at the time the list is sent to DFAS, the authorizing official must submit a second memorandum when the emergency terminates.

A9.2.4. **Hazardous Duty Pay & Environmental Differential Pay** - Hazardous Duty Pay (HDP) applies to General Schedule employees, and Environmental Differential Pay (EDP) applies to prevailing rate (or wage) employees. HDP and EDP are additional pay for exposure to unusually severe physical hazards and working conditions that can not be eliminated or significantly reduced by preventive measures, including the use of safety equipment and protective clothing. For example, employees may receive additional pay for work in hazardous weather or terrain, for exposure to toxic materials, or for work in unsafe structures. Management officials determine whether the additional pay is warranted. These are payable as differentials listed in 5 CFR part 550, subpart I, appendix A (HDP) and 5 CFR part 532, subpart E, appendix A (EDP).

HDP listing:

http://a257.g.akamaitech.net/7/257/2422/11feb20051500/edocket.access.gpo.gov/cfr_2005/janqtr/5cfr550.907.htm

EDP listing:

http://a257.g.akamaitech.net/7/257/2422/11feb20051500/edocket.access.gpo.gov/cfr_2005/janqtr/5cfr532.513.htm

A9.3. **Special Allowances** - The head of the agency or designated official, in his or her sole and exclusive discretion, may grant additional special allowance payments, based on a case-by-case analysis, to offset the direct added expenses incidental to performing work from home or an alternative location or to offset those expenses incurred incident to the evacuation . (See Reference (f) of Appendix 1) Evacuated employees and their dependents are authorized a per diem allowance under the 'Lodgings Plus' per diem computation method for each day in an evacuation status. The Lodgings Plus' per diem computation consists of a lodging ceiling and an M&IE allowance. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for the employee and/or each dependent. However, if an evacuated employee or dependent stays with friends or relatives while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative. Each evacuated employee/dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion for any given day.

The Office of Personnel Management (OPM) has interpreted its evacuation regulations that an evacuated employee who is returned to the Permanent Duty Station (PDS) may be paid per diem while working at the PDS if the employee's residence is uninhabitable. In such cases, the employee's dependents may continue to receive per diem at the safe haven.

Travel allowances normally would not be payable if the employee is working at the PDS. However, if an employee's home is uninhabitable, an agency may use the special allowance authority in OPM's regulations at 5 CFR 550.405 to pay subsistence expenses (including lodging) for the employee. The authority to pay subsistence expenses is discretionary and may be applied regardless of whether the lodging is within or outside of the boundaries of the duty station. Travel entitlements in support of clean up efforts will be in accordance with the JTR, Chapter 4.

A9.4. **Work Schedules** – Senior management officials have the authority and responsibility to establish work schedules for their employees. In the event of an emergency, employees may be required to perform extensive overtime for an indefinite period. While the mission may drive work requirements, all work should be scheduled and performed cognizant of safety-first.

A10. APPENDIX 10

INJURY COMPENSATION

A10.1. Normally work-related injuries or illnesses are reported through the Injury Compensation Program Administrator (ICPA) at the Labor and Management Employees Relations (LMER) Division. The ICPA will ensure that the claim is input through the Electronic Data Interchange system (EDI). If the ICPA cannot be reached because of the disaster or resulting TDY, use this alternative:

A10.2. If an employee has a work-related injury, he/she should file a claim, using this link to fill in and print a CA-1 form for an injury:
<http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf>

Or this link for a CA-2 form for a work-related illness:
<http://www.dol.gov/esa/regs/compliance/owcp/ca-2.pdf>

A10.3. Note that these forms can be filled out on line and then printed and signed; they cannot be submitted from the web link above. The completed form must be printed and signed by the employee and the supervisor or acting supervisor. The form should then be submitted to the ICPA in the LMER/Human Resources Directorate/WHS.

A10.4. If you are on TDY because of the disaster, and have a work-related illness or injury, the chargeback code is the same as it would be if you were injured at your normal duty site. The CA-1 or CA-2 form can be signed by your acting supervisor at the TDY site.

A10.5. If you are already receiving compensation (salary replacement) because of an earlier work-related illness or injury, your compensation will continue to be direct-deposited.

A10.6. If emergency medical care is needed for a work-related injury (not illness) a CA-16 form is available at:
http://www.fs.fed.us/r1/fire/nrcg/Committees/Operations/ims/ims_web_site/Forms/CA16.pdf
or could be obtained from the ICPA or supervisor. The CA-16 form authorizes payment for emergency treatment. If the CA-16 form cannot be obtained, use existing Federal Employee health insurance to receive emergency treatment. Do not pay out of pocket, as the self-pay cost may not be what the Department of Labor reimburses.

A11. APPENDIX 11

TIME & ATTENDANCE/CIVILIAN PAY QUESTIONS & ANSWERS (PAYROLL)

Question: Will I receive my pay even though I am unable to report to work?

Answer: The civilian pay system will automatically generate time and attendance in the event none has been reported for an employee up to the number of hours you are scheduled biweekly. Consequently, assuming the proper authorizations were established (i.e., administrative or other appropriate leave is approved), you will receive your basic salary and allowances. This procedure will continue until no longer necessary.

Question: What will happen to my direct deposit if my financial institution is not operating?

Answer: Financial institutions work with the Federal Reserve Bank to ensure alternate locations are available to access funds.

Question: What will happen with my check if mail cannot be delivered to me?

Answer: The Post Office will make provisions to distribute mail at alternate locations. However, if possible, it is suggested you make arrangements and change to electronic funds transfer to receive your biweekly payments. This can be done using myPay at <https://mypay.dfas.mil/mypay>.

Question: Will my allotments be processed as normal?

Answer: Yes, your allotments will be automatically sent to the financial institutions as normally done.

Question: Will my child support/alimony payments be processed?

Answer: Yes, child support/alimony payments will be processed as normal and sent to the designated recipients.

Question: Will my TSP/TSP Loans be deducted from my pay?

Answer: Yes, your TSP/TSP Loans will be automatically deducted as they normally are.

Question: Will my Flexible Spending Account (FSA) and Long Term Care (LTC) payment be made?

Answer: Yes, payments for FSA/LTC will be sent to the provider.

Question: Where will my LES be sent?

Answer: If you receive a hardcopy LES, it will be sent to your address of record. If you have internet connectivity, we recommend you change your LES to electronic vice hardcopy. You can accomplish that via the myPay website, <https://mypay.dfas.mil/mypay>.

Question: If I am unable to reach anyone at my work site is there an 800 number I can call for assistance with my civilian pay?

Answer: If you are unable to contact anyone in your agency or normal chain of command, please call 800-538-9043 for emergency payroll assistance.

A12 APPENDIX 12

POINTS OF CONTACT INFORMATION AND PHONE NUMBERS

A12.1 **Emergency Disbursements.** Specific guidance on emergency disbursements will be provided by DoD or DFAS at the appropriate time. If you should need to contact someone regarding receipt of your salary check in an emergency situation, please call the DFAS Customer Service Helpdesk at 800-538-9043.

A12.2 **Tax Relief.** The Internal Revenue Service (IRS) has a toll-free telephone number for use by callers who need help with tax matters: 1-866-562-5227. Callers to this dedicated telephone line can find out about available tax relief and receive Disaster Tax Loss Kits. IRS monitors the aftermath of natural disasters and Federally declared emergencies to provide relief and guidance appropriate to the situation.

A12.3. **Employee's Group Life Insurance/Health Benefits Programs.** Employee deductions and benefits for life insurance and health benefits coverage will remain unchanged by disastrous event and major medical emergencies. If your health benefits coverage area is affected and this impacts your services or the location where services are obtained, alternative information will be provided by the Office of Personnel Management and/or your agency.

To file a claim, please call the Office of Federal Employee's Group Life Insurance (OFEGLI) at 800-633-4542.

A12.4. **Flexible Spending Accounts.** Deductions and benefits under the Flexible Spending Account (FSA) program will remain unchanged. Employees can obtain assistance from the FSA administrative office via email, fsa@opm.gov or by calling 877-372-3337 if the employee or a family member experiences a hardship with allotments or claims.

A12.5. **Federal Long Term Care Insurance Program.** Employees Long Term Care (LTC) deductions and benefits will remain unchanged. If employees and/or enrolled family members have questions regarding your coverage or eligibility for benefits, contact LTC Partners at 800-582-3337.

A12.6. **Thrift Savings Plan (TSP)/TSP Loans.** Deductions and benefits under the TSP program will remain unchanged. TSP is administered by the Federal Retirement Thrift Investment Board. Information regarding TSP to include employee's account and loan information can be found on the website, www.tsp.gov. Participants may also contact the Thrift line at 1-877-968-3778 or for TDD assistance, call 1-877-847-4385.

A12.7. **Other Help Lines.**

DoD Civilian Hotline	888-363-4872
OPM Helpline	800-307-8298

A13. APPENDIX 13

SAMPLE LETTER REQUESTING DIRECT HIRE AUTHORITY

Human Resources

MEMORANDUM FOR THE DEPUTY UNDER SECRETARY OF DEFENSE (CIVILIAN
PERSONNEL POLICY)

SUBJECT: Request for Direct Hire Authority (DHA)

Please submit to the Office of Personnel Management this request for approval of direct hire authority for _____ positions at the _____ levels in the _____ office. The Direct-Hire Authority requested would give (specify organization) the hiring flexibility needed to employ those candidates with the expertise needed to continue the (specify organization) operations during this pandemic flu/disastrous crisis. If approved, this authority would rest with my position as Director, Human Resources, Washington Headquarters Service.

(Address here the information relative to the type of position and why it is critical)

Your favorable consideration of this request would be greatly appreciated in this difficult time. Should you have any questions, _____ is the action officer on this and can be reached on _____ or at _____.

Janet Thompson
Director

A14 APPENDIX 14

SAMPLE LETTER REQUESTING A WAIVER OF PPP CLEARANCE

Human Resources

MEMORANDUM FOR THE DEPUTY UNDER SECRETARY OF DEFENSE (CIVILIAN
PERSONNEL POLICY)

SUBJECT: Request for Waiver of PPP Clearance

This is a request to waive the PPP Clearance requirements to allow the appointment/
reassignment (specify) of an individual/employee to a vacant position in (organization/agency).
This request derives from the immediate need to fill this critical position that is required to
allow the continued fulfillment of the (organization's/agency's) mission which has been severely
impacted by the recent pandemic flu crisis /disastrous event (specify).

(Address here the information relative to the type of position and why it is critical)

Your favorable consideration of this request would be greatly appreciated in this difficult
time. Should you have any questions, _____ is the action officer on this and can be
reached on _____ or at _____.

Janet Thompson
Director

A15 APPENDIX 15

SAMPLE LETTER REQUESTING A WAIVER OF VSIP REPAYMENT

Human Resources

MEMORANDUM FOR THE DEPUTY UNDER SECRETARY OF DEFENSE (CIVILIAN
PERSONNEL POLICY)

SUBJECT: Request for Waiver of VSIP Repayment

This waiver of a VSIP repayment is being requested as a result of the pandemic flu health crisis/(disastrous event) that is occurring/has occurred. Mr./Ms. _____ possesses expertise and special qualifications necessary to continue critical support of

_____ -OR- _____
is the only qualified applicant to perform the following vital tasks. (specify duties) Your favorable consideration of this request is essential to the employment of this individual and the success of our agency's/organization's mission/function (specify) in this difficult time.

(Address here the information relative to the type of position and why it is critical)

Your favorable consideration of this request would be greatly appreciated in this difficult time. Should you have any questions, _____ is the action officer on this and can be reached on _____ or at _____.

Janet Thompson
Director