



DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL MANAGEMENT SERVICE
1400 KEY BOULEVARD
ARLINGTON, VA 22209-5144

SEP 08 2005

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Information Concerning Department of Defense Nonappropriated Fund
(NAF) Employees Affected by Hurricane Katrina

The Acting Deputy Under Secretary of Defense (Civilian Personnel Policy) (DUSD(CPP)) issued the guidance attached at Tab 1 covering DoD civilian employees affected by Hurricane Katrina. The guidance includes information on evacuation allowances and benefits. Eligible DoD NAF employees affected by Hurricane Katrina are entitled to emergency evacuation, as well as evacuation payments, allowances, and benefits, not to exceed the amounts and limitations outlined in the Acting DUSD(CPP) guidance, and prescribed in the Joint Travel Regulations.

In addition to providing evacuation payments, allowances and benefits, DoD NAF employers may assist NAF employees affected by Hurricane Katrina through available NAF personnel flexibilities and resources. A reference sheet outlining NAF benefits and flexibilities is attached at Tab 2.

The Acting DUSD(CPP) guidance encourages DoD employers to use available personnel flexibilities to assist employees. Please let me know if there is anything the NAF Personnel Policy Division can do to assist you in helping your DoD NAF employees through this difficult time.

A handwritten signature in cursive script, reading "Donna S. Trantum".

Donna S. Trantum
Chief, NAF Personnel Policy Division

Attachments:
As stated

DISTRIBUTION: SANDRA CURRAN, DIRECTOR, NAF HUMAN RESOURCES
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PERSONNEL AND
READINESS

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3 SEP 2005

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Information for Department of Defense Civilian Employees Affected By
Hurricane Katrina

The purpose of this memorandum is to provide guidance on benefits, entitlements, and employment flexibilities authorized for Department of Defense (DoD) civilian employees affected by the immense devastation and disruption of Hurricane Katrina. The attached conveys important information on critical human resources issues.

Our DoD civilian employees are a valued resource and an essential part of our total force structure. As we move forward to restore operations interrupted by the storm and its aftermath, we must do all that we can to assist our civilian workforce during this difficult and challenging time. As part of our effort to keep our DoD workforce informed, updated information will be posted regularly on the Defense Civilian Personnel Management Service website, www.cpms.osd.mil. The site also contains links to other information provided by agencies such as the Office of Personnel Management and the Federal Emergency Management Agency.

We also must recognize that our employees are eager to continue making contributions to our vital mission. Therefore, I encourage you to make every effort to use alternate worksites, telework, alternate work schedules, temporary duty at alternative work sites, and other flexible employment practices to ensure all employees can continue their contributions. As we have learned from past crises, work can be a therapeutic outlet by providing structure, consistency, and camaraderie.

I know that you will make every effort to support affected employees as they rebuild their lives and return to normalcy. Please let me know how we can assist you and support your efforts.

Marilee Fitzgerald
Marilee Fitzgerald
Acting Deputy Under Secretary of Defense
(Civilian Personnel Policy)

Attachment:
As stated

DISTRIBUTION: ASSISTANT G-1 FOR CIVILIAN PERSONNEL POLICY,
DEPARTMENT OF THE ARMY
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DEPARTMENT OF THE NAVY
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COMMANDER, HEADQUARTERS, ARMY AND AIR FORCE
EXCHANGE SERVICE

**PAY, LEAVE AND EMPLOYEE BENEFIT GUIDANCE FOR
NONAPPROPRIATED FUND (NAF) EMPLOYEES
AFFECTED BY HURRICANE KATRINA**

This reference sheet provides guidance on personnel flexibilities and resources available to assist DoD NAF Components, their employees and employees' family members affected by Hurricane Katrina and the aftermath. Employee questions may be referred to DoD NAF Component servicing Human Resources Offices (HRO). DoD NAF HRO questions may be referred to the applicable Component Headquarters offices or to NAF@cpms.osd.mil.

The CPMS website for Hurricane Katrina emergency information is www.cpms.osd.mil/hurricane.html.

PAY:

- Evacuation Pay

Eligible evacuated NAF employees are authorized evacuation payments in amounts and limits not to exceed those provided to appropriated fund employees. Those amounts and limitations are outlined in the September 3, 2005, Acting DUSD(CPP) memo, subject: Information for Department of Defense Civilian Employees Affected By Hurricane Katrina. This memo may be found at www.cpms.osd.mil/hurricane.html.

- Evacuation Transportation and Per Diem/Subsistence Allowances – DoD 1400.25-M, Subchapter 1405, SC1405.2.7

Transportation and per diem/subsistence allowances are authorized in accordance with the Joint Travel Regulations. Evacuation transportation and per diem/subsistence allowances are authorized for the period of time covered by the evacuation order, unless terminated earlier. The allowance authorization cannot exceed 180 days.

There is no reimbursement for lodging costs if staying with family or friends. Entitlements include, but are not limited to, transportation to the designated safe haven and authorized per diem/subsistence expenses for that location. Heads of DoD NAF Components and the Commander, Army and Air Force Exchange Service, have approval authority for all matters covered by Volume 2, Chapter 12, of the Joint Travel Regulations.

- Overtime Pay – *DoD 1400.25-M, Subchapter 1405, AP4*

Overtime rules differ depending upon whether the employee's position is designated exempt or non-exempt from the Fair Labor Standards Act (FLSA). There is also a distinction between Crafts and Trades and white-collar workers relative to eligibility and applicability of overtime rules. Please refer to the reference cited above for detailed information.

- Compensatory Time Off in Lieu of Overtime – *DoD 1400.25-M, Subchapter 1405.AP4.T1*

NAF employers may authorize compensatory time off in lieu of overtime for certain employees, in accordance with the reference cited above.

- Compensatory Time Off for Official Travel for Exempt White-Collar NAF Employees – *CPMS, NAF Personnel Policy memo of January 28, 2005, Subject: Compensatory Time Off for Official Travel for Exempt White-Collar Nonappropriated Fund Employees*

Compensatory time off for travel that is not otherwise compensable may be authorized for exempt white-collar NAF employees in a manner that is comparable with the civil service regulations. Compensatory time off for travel does not convert to overtime and will not be paid out as lump-sum payment. FLSA overtime requirements apply to non-exempt white-collar NAF employees.

LEAVE

- Administrative Leave – *DoD 1400.25-M, Subchapter 1406.2.1.6*

NAF Components may grant administrative leave to employees who are not required to evacuate, but who are unable to report to work due to circumstances surrounding a natural disaster. When the administrative group dismissal is projected to exceed three days, the administrative order authorizing the group dismissal must document why other alternatives could not be used and the reason for the length of the anticipated dismissal.

- Leave Without Pay (LWOP) – *DoD 1400.25-M, SC1406.2.2.13*

When all paid leave is exhausted, LWOP may be approved for up to 1 year.

- Military Leave – *DoD1400.25-M, SC1406.2.2.9.and Section 6323(a) of Title 5, United States Code*

In calculating military leave, an 8-hour civilian workday is the basis for accruing and using 1 day of military leave. An employee shall not be charged military leave for hours that he/she would not otherwise work, such as during regularly scheduled days off. Military leave is pro-rated for part-time employees. Detailed information may be found at www.cpms.osd.mil/vip/per_data/58c.htm

- Family Medical Leave Act (FMLA) – *DoD1400.25-M, SC1406.2.2.5 & 1406.2.2.5.5*

Employees may be eligible for up to 12 workweeks of LWOP (accrued paid leave may be substituted for unpaid leave). Summaries of key FMLA rules are found at <http://www.opm.gov> (see leave administration). During approved periods of FLMA leave, employees who are enrolled in the NAF Health Benefits Program (HMO or non-HMO) may continue health insurance coverage (medical and dental).

- Federal Employees Family Friendly Leave Act (FEFFLA) – *DoD1400.25-M, SC1406.2.2.5.5*

NAF Components may extend to employees the full entitlements of the FEFFLA, including use of sick leave for family-care purposes. Additional information may be found at <http://www.opm.gov> (see leave administration).

- Leave Donation – *DoD1400.25-M, SC1406.2.2.6*

The Heads of DoD NAF Components may establish leave donation programs to assist eligible employees who are unable to report for work because of the effects of Hurricane Katrina. Leave may be donated from/to individual employees, or leave banks may be established. The transfer of leave between appropriated and nonappropriated fund employees for the purpose of donations is prohibited.

WORK SCHEDULING

- Flexible and Compressed Work Schedules – *DoD1400.25-M, Subchapter 1406.2.1.7*

NAF employers are encouraged to make full use of all available flexible work schedule authorizations in order to accommodate employees dealing with the effects of the hurricane and its aftermath.

- Telecommuting

NAF employers may permit employees to work off-site, either at telecommuting centers, alternate work areas and facilities, or home. This option provides a means for management to maintain operations and support the President's call for energy conservation following the disruption of fuel supplies due to Hurricane Katrina.

EMPLOYEE BENEFITS

- DoD NAF Health Benefits Program (HBP)

The DoD NAF HBP's third-party claims administrator, Aetna, has taken steps to remove barriers to accessing needed health care and to ease administrative burdens for our members during this crisis. These temporary measures will remain in effect through September 30. The anticipated long-term impact of the hurricane may require modification as necessitated by local market conditions or regulatory requirements.

- Employee Assistance Programs (EAP)

NAF Components may refer employees to applicable Component Employee Assistance Programs (EAPs), which are intended to help employees who have personal and/or work-related problems affecting their work performance or conduct. Employee participation in an EAP is voluntary. EAPs may include coverage of such matters as personal finance, health and wellness, legal assistance, family matters, dependent care, and drug and alcohol abuse.

- Relocation Expenses – Joint Travel Regulation (JTR), Volume 2

Because of the widespread destruction, displaced employees may want to consider relocating to take a position in another geographical area. NAF employers may provide reimbursement to eligible employees for expenses incurred in shipping household goods, moving family members, real estate fees, and other allowable expenses authorized under the Joint Travel Regulations. This cost may be shared between the losing and gaining NAFI.