



**DEPARTMENT OF DEFENSE**  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Mr. Daniel J. Hester

SUBJECT: Extension of Maximum Telework Flexibilities

AUDIENCE: Appropriated Fund and Nonappropriated Fund Personnel

ACTION: Disseminate to Department of Defense (DoD) Human Resources Practitioners

REFERENCE: Under Secretary of Defense for Personnel Readiness (USD(P&R))  
Memorandum, "Extension of Maximum Telework Flexibilities," dated March 1, 2022 (attached)

BACKGROUND/INTENT: On March 1, 2022, the USD(P&R) signed the above referenced memorandum which extended the limited exception to policy in DoD Instruction 1035.01, "Telework Policy," through September 30, 2022. Under this exception, DoD Components may allow their civilian employees to telework during an emergency with a child or other persons requiring care or supervision present at home. Employees must still account for work and non-work hours during their tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties to care for a child or other person requiring care or supervision.

As a reminder, the Office of Personnel Management's exception to the telework policy that requires employees to report to the worksite a minimum of two days per pay period is still in effect. This exception will end when Components fully complete workforce reentry in accordance with DoD policy or the President declares the end of the COVID-19 pandemic national emergency status.

POINT(S) OF CONTACT: Ms. Taiwana Smith, Director, Benefits, Wage and Nonappropriated Fund (NAF) Policy, 571-372-1642, taiwana.r.smith.civ@mail.mil, and Ms. Kisha Wilkins, Work-Life Program Branch Chief, Benefits, Wage and NAF Policy, 571-372-2238, kisha.l.wilkins.civ@mail.mil.

Attachment:  
As stated



PERSONNEL AND  
READINESS

**UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

**MAR - 1 2022**

**MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS**

**SUBJECT: Extension of Maximum Telework Flexibilities**

In response to the ongoing coronavirus disease 2019 pandemic, as an exception to policy in DoD Instruction 1035.01, "Telework Policy," DoD Components may allow their civilian employees to telework with a child or other persons requiring care or supervision present at home until September 30, 2022. Employees must still account for work and non-work hours during their tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties to care for a child or other person requiring care or supervision.

For more information, my point of contact is Ms. Taiwana Smith, Director, Benefits, Wage and Nonappropriated Fund Policy, Defense Civilian Personnel Advisory Service, at (571) 372-1642 or taiwana.r.smith.civ@mail.mil.

A handwritten signature in black ink, appearing to read "Gilbert R. Cisneros, Jr.", written in a cursive style.

Gilbert R. Cisneros, Jr.