



THE ASSISTANT SECRETARY OF THE NAVY  
(MANPOWER AND RESERVE AFFAIRS)  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

DEC 21 2020

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Extension of Exception to Policy on Telework and Childcare during the COVID-19 Pandemic

Reference: (a) Department of Defense Civilian Personnel Advisory Service Memorandum, "Extension to Maximum Telework Flexibilities," dated 30 November 2020

The Under Secretary of Defense for Personnel and Readiness (USD (P&R)) issued guidance extending the limited exception to policy on telework and childcare provided by the USD (P&R) memorandum dated 8 March 2020. The Department of Defense issued guidance (Reference A) allowing Components to extend the exception.

Accordingly, Department of Navy (DON) Commands may continue to allow civilian employees to telework during an emergency with a child or other persons requiring care or supervision present at home through 30 June 2021. Employees must still account for work and non-work hours during their tours of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent).

My POC for this action is Dr. Daramia Hinton, Director, Workforce Relations and Compensation at (202) 255-3281 or ([daramia.hinton1@navy.mil](mailto:daramia.hinton1@navy.mil)).

Catherine L. Kessmeier  
Principal Deputy Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)  
Performing the Duties of the Assistant Secretary  
of the Navy (Manpower and Reserve Affairs)

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