



READINESS AND FORCE  
MANAGEMENT

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MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY  
(MANPOWER AND RESERVE AFFAIRS)  
ASSISTANT SECRETARY OF THE NAVY  
(MANPOWER AND RESERVE AFFAIRS)  
ASSISTANT SECRETARY OF THE AIR FORCE  
(MANPOWER AND RESERVE AFFAIRS)  
DIRECTOR OF THE JOINT STAFF  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES  
DEPUTY ASSISTANT SECRETARY OF DEFENSE  
(CLINICAL AND PROGRAM POLICY)  
DIRECTOR, NATIONAL CAPITAL REGION MEDICAL  
DIRECTORATE

SUBJECT: Civilian Personnel Guidance for Department of Defense Civilians Deployed to Ebola Outbreak Areas

This memorandum transmits questions and answers related to Department of Defense civilian employees who were deployed in or returning from Ebola outbreak areas.

These attached questions and answers supplement the Under Secretary of Defense for Personnel and Readiness memorandums "Pre-Deployment, Deployment, and Post-Deployment Training, Screening, and Monitoring Guidance for Department of Defense Personnel Deployed to Ebola Outbreak Areas – Change 1" dated October 31, 2014, and the "Civilian Personnel Guidance for Medical Care for Department of Defense Civilians Deployed to Ebola Outbreak Areas" dated November 7, 2014. Additional information applicable to civilian employees deployed in or returning from Ebola outbreak areas may be found in Chairman of the Joint Chiefs of Staff Instruction "Post Deployment Policy for 21-Day Controlled Monitoring of Service Members Returning from Ebola Virus Disease Outbreak Areas in West Africa" dated November 7, 2014.

My point of contact for this action is Darryl Roberts, Technical Director, Defense Civilian Personnel Advisory Service. Mr. Roberts may be reached at (571) 372-2021, or [darryl.e.roberts6.civ@mail.mil](mailto:darryl.e.roberts6.civ@mail.mil).

*Paige Hinkle-Bowles*

Paige Hinkle-Bowles  
Deputy Assistant Secretary  
Civilian Personnel Policy

Attachment:  
As stated

Civilian Personnel Questions and Answers

**1. Are employees deployed in support of Operation UNITED ASSISTANCE (OUA) authorized medical treatment and evacuation services in theater?**

Yes. Employees deployed to West Africa in support of OUA are authorized to receive emergency medical care at a Military Treatment Facility (MTF) in theater for illnesses and injuries, and medical evacuation services, when deemed appropriate by a Department of Defense (DoD) medical official, at no cost to the employee.

**2. Are employees eligible for continuing treatment for Ebola Virus Disease (EVD) in MTFs upon return from deployment?**

Deployed employees who were treated in theater continue to be eligible for treatment in MTFs or civilian medical facilities for EVD or compensable illnesses, diseases, or injuries at no cost to the employees.

**3. Is an employee eligible for Federal Employees' Compensation Act (FECA) payments if he or she contracts EVD?**

If an employee believes his or her illness resulted from a work-related incident, the employee can file a workers' compensation claim under the Federal Employees' Compensation Act (FECA). Employees with a medical condition covered by FECA will receive compensation benefits under FECA for the duration of the job-related disability. Coverage also includes medical treatment required for that condition, at no cost to the employee. FECA benefits are administered by the U.S. Department of Labor, and each case will be judged on its own merits.

**4. Will military controlled monitoring procedures be made available for civilian employees?**

Yes, military controlled monitoring will be available to DoD civilian employees on a voluntary basis, at no cost to the employees.

**5. May a DoD civilian employee who is asymptomatic decline to use the military controlled monitoring?**

Yes, as this is a voluntary option, an employee may decline to participate in the military "controlled monitoring" program. However, they must still comply with mandates from applicable public health authorities, which could include the Centers for Disease Control and Prevention, State, and local public health agencies.

**6. May an employee who is asymptomatic and meets the criteria for “no known exposure” or “some/minimal risk” be granted excused absence (administrative leave) for the 21-day active monitoring period?**

At the present time, no. Excused absence would be inconsistent with the Under Secretary of Defense for Personnel and Readiness (USD (P&R)) memorandum, “Pre-Deployment, Deployment, and Post-Deployment Training, Screening, and Monitoring Guidance for Department of Defense Personnel Deployed to Ebola Outbreak Areas-Change 1,” dated October 31, 2014, that indicates that civilian employees who elect “Option 1: Active monitoring/return to normal activities” should return to normal work duties, routines, and life activities. The same is true for employees who elect “Option 2: Voluntary Participation in military controlled monitoring.” Employees who elect Option 2 will be assigned work during regular duty hours to the extent practicable.

**7. May an employee who is asymptomatic and meets the criteria for “no known exposure” or “some/minimal risk” telework during the 21-day monitoring period?**

Yes, if an employee’s position is eligible for telework. DoD civilians participating in active monitoring may telework in accordance with their prescribed telework agreement, consistent with USD(P&R) guidance (as part of their return to “normal work duties, routines, and life activities”). At this time, supervisors should not expand telework arrangements solely to cover the 21-day monitoring period.

**8. Does the employee need a telework agreement before commencing telework?**

Yes, every employee who participates in telework must have a written agreement, regardless of the type of telework.

**9. Is telework voluntary?**

Yes. An agency may not compel an employee to telework, even if the duties of the position make that employee "telework eligible." Although entering into a telework arrangement is voluntary, once the employee is under such an arrangement, he/she may be required to telework outside of his/her normal telework schedule. Any active monitoring requirements remain in effect when an employee is in a telework status.

**10. If in “controlled monitoring”, will my Federal benefits such as Health and Life Insurance, contributions to the Thrift Savings Plan (TSP), Flexible Spending Account, etc., continue?**

Benefits for Federal employees and eligible family members remain unchanged during periods of “controlled monitoring.”

**11. During the “controlled monitoring” period, who is an employee’s point of contact for benefits-related questions, such as Open Season elections, TSP loans, interruption of pay, etc.?**

Employees should contact their respective agency benefits offices.

**12. What Overseas Allowances/Differentials are there for employees deployed to Liberia?**

Employees on TDY are eligible for a post hardship differential once they serve 42 cumulative days at one or more differential posts. Payment begins on day 43 and is equal to 35% of basic pay for Liberia. Rates and locations are subject to change.

**13. May employees receive Hazardous Duty Pay/Environmental Differential Pay for being deployed to an Ebola-affected country?**

There is no authority to pay hazardous duty pay (HDP) or environmental differential pay (EDP) based solely on being in an affected country. Components determine whether an employee is entitled to hazardous duty or environmental differential pay in accordance with applicable Office of Personnel Management (OPM) regulations and Occupational Safety and Health Administration standards.

**14. Are employees eligible for Standby/On Call Pay if under military controlled monitoring?**

No. Employees under military controlled monitoring are not required to be in a state of readiness to perform work outside of regular duty hours.

**15. How will an employee be paid if they volunteer for participation in military controlled monitoring for 21 days?**

Employees who voluntarily participate in military controlled monitoring will be in a Temporary Duty (TDY) status and paid in accordance with a 40-hour workweek or applicable part-time schedule.

**16. Is an employee entitled to compensation for the twice-a-day scheduled active monitoring that will occur on non-duty days?**

Yes, employees will be compensated for the twice-a-day face-to-face interview and temperature checks outside of their regular work hours. If the monitoring is scheduled prior to the start of the administrative workweek, employees will be paid for the actual monitoring time (to include waiting time). If the monitoring is scheduled after the start of the administrative workweek, employees who return to the worksite or alternate location will be paid for at least 2 hours, as appropriate.

**17. What happens once an asymptomatic employee with “no known exposure” or “some/minimal risk” volunteers for military controlled monitoring?**

Prior to departure from theater, the employee must choose between either active monitoring/return to normal activities or voluntary participation in military controlled monitoring. Employees electing military controlled monitoring will be transported consistent with Chairman of the Joint Chiefs of Staff Instruction, “Post-Deployment Policy for 21-Day

Controlled Monitoring of Service Members, DoD Civilians and DoD Contractors Returning from Ebola Virus Disease Outbreak Areas in West Africa,” dated November 7, 2014. DoD civilians participating in the 21-day controlled monitoring program will be accommodated at the same standards as uniformed Service members. Once an employee makes an election while in theater, he/she will be directly transported to one of the designated military controlled monitoring facilities.

**18. Will local travel expenses be paid to trained DoD personnel who are assigned to conduct active monitoring duties at locations other than their normal duty station?**

Yes, consistent with the Joint Travel Regulations.