



DEFENSE HEALTH AGENCY
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DHA-Policy Memorandum 22-004
May 4, 2022

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Defense Health Agency Workplace Guidance for Final Reentry of Civilian Personnel

This Defense Health Agency-Policy Memorandum outlines the Defense Health Agency's (DHA) guidance for the final reentry of civilian personnel to the workplace, based on the authorities of references (a) and (b), and in accordance with the guidance in references (c) through (i). DHA continues to actively promote and authorize telework and other workplace flexibilities for the maximum number of employees to the extent that mission readiness is not jeopardized.

Workplace flexibilities increase DHA's efficiency and effectiveness, and help DHA to attract and retain employees with the necessary skills and abilities needed to support DHA's mission, vision, and goals of leading the Military Health System as an integrated, highly reliable system of readiness, medical training, and health.

Supervisors will immediately begin discussions with civilian employees to plan for reentry to the workplace. Supervisors will consider workplace flexibilities, organizational needs, the Health Protection Condition framework, and force health protection guidance in re-establishing work locations and work schedules. Absent an urgent and compelling mission need, supervisors must provide employees 30-days advance notification in writing prior to recalling or adjusting the work schedules of the following two categories of civilian employees:

- Category 1: Civilian employees who have been on full-time telework (with remote work treated like telework) due to the COVID-19 pandemic, and may not have returned to the workplace other than on an occasional basis.
- Category 2: Civilian employees who, due to the COVID-19 pandemic, have had work schedules that differ from their organization's regular schedules, such as shift work to maintain physical distancing or a flexible schedule related to dependent care.

Supervisors may adjust the work locations and work schedules for civilian employees who are not in the two categories above based on organizational needs, the Health Protection Condition framework, DoD force health protection guidance (see reference (d)), and do not need to provide 30-days advance notification.

Supervisors must ensure that telework eligible employees who will continue to telework after final reentry to the workplace must have a current, approved telework agreement on file. Employees in telework eligible positions who do not currently have an approved telework agreement on file, or whose telework agreements were approved more than 2 years ago, can

work with their supervisors to submit new telework applications through their supervisory chain of command.

Employees who desire to request a reasonable accommodation during and after reentry to the workplace must work with their supervisor to begin the reasonable accommodation process.

DHA supervisors and civilian employees are reminded that employee assistance programs are always available as a resource. DHA supervisors and civilian employees can call the DHA Employee Assistance Program at 1-866-580-9046 to be connected with the right resource or professional, or can visit MagellanAscend.com to browse all of the services available to DHA employees.

DHA organizations must satisfy any labor obligations prior to implementing this guidance for bargaining unit employees.

Please direct your questions or comments regarding this matter to Mr. Ronald A. Hamilton, Director, Administration & Management, (J-1) at ronald.a.hamilton2.civ@mail.mil, or (703) 681-6424.

This DHA Policy Memorandum is cleared for public release.

/S/
RONALD J. PLACE
LTG, MC, USA
Director

Attachments:

1. References

cc:

Defense Health Agency Director of Staff, Assistant Directors, Deputy Assistant Directors, and Special Staff

Directors, Defense Health Agency Direct Reporting Markets

Director, Small Market and Stand-Alone Military Medical Treatment Facility Organization

Directors, Defense Health Agency Small Markets

Directors, Defense Health Agency Military Medical Treatment Facilities

Directors, Defense Health Agency Dental Treatment Facilities

ATTACHMENT 1

REFERENCES

- (a) DoD Directives 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency,” September 30, 2013, as amended
- (c) Office of the Secretary of Defense Memorandum, "Guidance for Commanders' Risk-Based Responses and Implementation of the Health Protection Condition Framework During the Coronavirus Disease 2019 Pandemic," April 29, 2021¹
- (d) DoD Force Health Protection Guidance²
- (e) Deputy Secretary of Defense Memorandum, “DoD Workplace Guidance for Final Reentry of DoD Civilian Personnel,” March 16, 2022
- (f) Defense Health Agency (DHA), Administrative Offices Coronavirus Disease 2019 (COVID-19) Safety Plan, June 30, 2021
- (g) Defense Health Agency-Administrative Instruction 001, “Telework Program,” December 2, 2014
- (h) Defense Health Agency-Administrative Instruction 3020.01, “Return to the Workplace Staffing Plan in the Coronavirus Disease 2019 Environment,” June 4, 2020, as amended
- (i) Defense Health Agency-Administrative Instruction 1020.01, “Reasonable Accommodation (RA),” November 2, 2020

¹ This reference can be found at: <https://media.defense.gov/2021/May/04/2002634486/-1/-1/0/GUIDANCE-FOR-COMMANDERS-RISK-BASED-RESPONSES-AND-IMPLEMENTATION-OF-THE-HEALTH-PROTECTION-CONDITION-FRAMEWORK-DURING-THE-COVID-19-PANDEMIC.PDF>

² This reference can be found at: <https://www.defense.gov/Spotlights/Coronavirus-DOD-Response/Latest-DOD-Guidance>