

HIRING FLEXIBILITIES

- To ensure the continuity of operations of Army's critical and essential functions, commands may utilize a variety of staffing flexibilities to fill emergency or special staffing needs by considering excepted appointments; reemploying annuitants; direct-hire authority; contractor personnel; competitive service appointments of 120 days or less; and the Reemployment Priority List (RPL).
 - Additional information regarding staffing flexibilities is available on OPM's website at <http://www.opm.gov/pandemic/index.asp>.

LABOR RELATIONS

- Involve union representatives during emergency planning initiatives, to address labor relations obligations prior to an emergency.
- In most cases, fulfilling labor relations obligations may be delayed in the presence of an actual emergency, when implementation of a plan is required for the necessary functioning of the activity.
- Provide unions with as much advance notice as possible.
- Work with the CPAC to address labor relations obligations associated with any pandemic influenza initiative.

NONAPPROPRIATED FUND (NAF) WORKFORCE

- NAF operates under different personnel policies than appropriated fund employees.
- For information on NAF policies, contact the servicing CPAC NAF Human Resources Office.

Additional Resources

1. Department of the Army Pandemic Influenza Handbook for Commanders and Managers

<http://acpol.army.mil>

2. Department of Defense Civilian Human Capital Guide for Pandemic Planning

<http://www.cpms.osd.mil/disasters/docs/HRPGuide2007.pdf>

3. Office of Personnel Management (OPM) Pandemic Influenza Website

<http://www.opm.gov/pandemic/index.asp>

4. Department of Defense Disaster Preparedness and Response Website

<http://www.cpms.osd.mil/disasters>

5. Department of Health and Human Services Influenza Website

<http://www.pandemicflu.gov>

6. Centers for Disease Control and Prevention Website

<http://www.cdc.gov>

7. Department of Defense Telework Policy and Guide

<http://www.cpms.osd.mil/telework.aspx>

8. OPM Employee and Family Support Benefits and Policies

http://www.opm.gov/employment_and_benefits/employeesupport2.asp

9. Staffing Flexibilities

<http://www.opm.gov/pandemic/index.asp>

10. Workplace Posters

<http://www.cpms.osd.mil/disasters>

2009

**Office of the Assistant G-1
for Civilian Personnel**



Pandemic Influenza

Human Capital Information for Commanders and Managers

DEPARTMENT OF THE ARMY

Commanders are responsible for mission accomplishment and the well-being of the workforce - both of which can be seriously impacted by a pandemic influenza outbreak. This pamphlet highlights a number of management actions and human resources flexibilities, which may be used to assist in preparation for a possible local outbreak.

TELEWORK

- Ensure Telework Agreements include provisions for emergency telework.
- Establish Telework Agreements with employees as appropriate.
- Ensure sufficient IT capability for Telework.

MEDICAL CONSIDERATIONS

- Protect employee privacy and refrain from disclosing identity of infected employees.
- Exercise caution when contemplating directing medical exam/screening for an employee suspected of infection.
- Only certain positions allow for such a provision. Contact the servicing CPAC and legal office for advice.

PREPARATION

- Develop an emergency plan of action.
- Involve the local CPAC, IT, Security, Legal, Safety, Medical offices, and Union in the planning stages.
- Communicate the plan to the workforce and test the plan.

ACCOUNTABILITY

- Ensure personnel have access to information on the current operating status of the command/activity.
- Distribute “call-in” procedures to all personnel and test the process.

SOCIAL DISTANCING

- Goal is to keep physical distance between people.
- Can be accomplished by: conducting meetings via telephone/video, authorizing telework, alternating work shifts and schedules.

MANAGEMENT-EMPLOYEE RELATIONS

MEDICAL CONSIDERATIONS	<ul style="list-style-type: none"> • Employees reluctant to enter the workplace during a pandemic influenza may be directed to report to work, or to provide documentation that absence is necessary. Failure to do so may result in a charge of absence without leave (AWOL) and may result in disciplinary action against the employee. 								
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