March 19, 2020

MEMORANDUM TO: All Employees

FROM: Margaret M. Doane /RA/
Executive Director for Operations

SUBJECT: MANDATORY TELEWORK

Workplace health and safety continues to be our foremost concern. On March 17, 2020, the Office of Management and Budget (OMB) issued updated guidance for agencies regarding steps to take in minimizing the risks of spread and exposure to the Coronavirus (OMB M-20-16, “Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19”). Agencies are directed to “immediately adjust operations and services to minimize face-to-face interactions” and, further, “non-mission critical functions that cannot be performed remotely or that require in-person interactions may be postponed or significantly curtailed.” To slow the transmission of COVID-19, therefore, we are taking aggressive measures to minimize building occupancy during this time.

Consistent with OMB M-20-16 and the President’s declaration of a national emergency, the NRC is requiring mandatory telework for all non-mission-critical functions effective immediately, through Friday, April 3, 2020. The NRC’s offices and regions, as well as the Technical Training Center (TTC), will remain open in order to allow those functions that must be performed in an NRC facility to continue. These include the following functions:

- Intelligence collection and analysis work at NRC Headquarters in Rockville, MD
- Processing of classified information and Safeguards Information at multiple NRC facilities
- Repair, replacement, and maintenance of simulator hardware at the TTC that cannot be performed during normal operations.

For all other work, effective immediately:

- Employees, with or without a telework agreement, who have portable work are expected to telework for their normal tour of duty.
- Employees with portable work who cannot perform a full tour of duty due to personal needs (e.g., dependent care) should request leave or other form of time off (e.g., compensatory time, credit hours).
- Employees with portable work who elect not to perform their duties are on notice that their work may be reassigned. The employee should request leave or another form of time off (e.g., compensatory time, credit hours).
• Employees who do not have portable work should contact their supervisors to be assigned portable work, if available. Employees should be granted Weather and Safety Leave for all time for which portable work cannot be assigned.
• Employees who lack the necessary equipment to perform work remotely (e.g., internet access) should be granted Weather and Safety Leave.

Given that all employees have been issued laptops, it is anticipated there will be minimal need to approve WSL. In addition, it is understood that, in very limited instances for very short periods of time, employees may need to return to the office to retrieve materials to perform their duties. To access an NRC building for this purpose, send a request to COVID19.Resource@nrc.gov to coordinate your visit.

As a reminder, the NRC has granted extended hours for employees to complete their tours of duty (e.g., 12:00AM Monday through 11:59PM Saturday). However, even when utilizing all available flexibilities to the maximum extent possible, there will be limited instances where employees are unable to complete a full tour of duty each week. Accordingly, effective immediately and until further notice, managers and supervisors are authorized to approve up to 10 hours of excused absence (EXCUS) per employee, per week if they are unable complete a full tour of duty. Managers and supervisors should exercise this authority judiciously, and employees are expected to make every effort to fully perform their duties. In the event these additional hours are not sufficient to complete a full tour of duty, the employee must take leave for the balance of time not worked.

Please see the enclosed chart for further details. This very difficult decision follows careful assessment of the evolving situation and supports the mandate for “social distancing” of the federal workforce to help protect us and those around us from being exposed. You have already shown incredible dedication to our important health and safety mission by embracing telework over the last week. I am confident that we all understand and appreciate the urgent and evolving situation facing the agency and the nation, as well as the need to take every precaution to protect our health and safety, and that we will continue our dedication and commitment as we move forward in this uncertain time. Thank you for all you are doing.