



TEXAS MILITARY DEPARTMENT
POST OFFICE BOX 5218
AUSTIN, TX 78763-5218
(512) 782-5001

NGTX-JHR

12 March 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Texas Military Department (TMD) Employee Personnel Planning Guidance for Coronavirus Disease – 2019 (COVID-19)

1. References:

- a. 5 U.S.C. § 7901 and 5 U.S.C. § 8101(2)
- b. AR 600-8-10, Leave and Passes Military, 15 February 2006/RAR 4 August 2011
- c. AFI36-3003, Military Leave Program, 20 October 2005
- d. Government Code, Ch. 661, Leave
- e. CPM 2020-05, Coronavirus Disease 2019 (COVID-19); Additional Guidance

2. Purpose: The purpose of this memorandum is to provide initial personnel planning guidance to account for and report the status of all TMD employees during the COVID-19 event.

3. Applicability. This guidance applies to all Texas Military Department employees.

4. General: The Adjutant General of Texas requires our workforce to maintain our capability to perform our assigned state and federal missions.

5. Personnel Planning Guidance:

a. Joint Personnel Status Report (JPERSTAT). The health, safety of TMD personnel is our primary concern, therefore, the following personnel accountability process is provided to achieve our daily mission and provide ready forces for state and federal missions. Beginning 13 March 2020, the TMD will use the JPERSTAT to track the status of all TMD employees. JPERSTAT INSTRUCTIONS: All components are to report the daily status TMD employees using the manual JPERSTAT spreadsheet.

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MACOMS/DIRECTORATES/OSA/TXSG will consolidate their unit JPERSTAT spreadsheets and submit them via the eLSP link:

<https://portal.tx.ng.mil/dom/dom001/JPERSTATCOVID19/Forms/AllItems.aspx>

JPERSTAT files should be saved as MACOM Name_COVID19

PERSTAT_DATE/TIME/GROUP. JPERSTATs are due to the TMD J1 NLT 0900 daily (M-F). If the eLSP site is unavailable, JPERSTATS may be e-mailed to

ng.tx.txarng.mbx.hro@mail.mil with the subject line MACOM NAME_COVID19

PERSTAT_DATE/TIME/GROUP. If you have questions or concerns please contact the J1 at ng.tx.txarng.mbx.hro@mail.mil or 512-782-6725.

b. Unit/Organization/Facility Closure or Quarantine Authority. The Adjutant General is the decision authority for unit, organization or facility closure or quarantine measures that TMD will take as an official response to the COVID-19 event.

c. Leave Authority. Commanders and Supervisors are responsible for managing and granting leave for individual employees under their supervision (both chargeable and non-chargeable leave) based on the status of the employee and options available.

d. Non-Chargeable Leave Guidance. This initial planning guidance is based on both the flexibilities provided by the Department of Defense and TMD requirements to maintain accountability of all personnel, regardless of status.

(1) General. All TMD Personnel required by State or Federal authorities to be in a quarantined status based on individual or organizational requirements, will be in a non-chargeable leave status.

(2) Federal Civil Service Employees. T32 Technician and T5 National Guard employees leave should be coded as LN – Administrative Leave with the reason code of PS – Weather and Safety. In the remarks area of the request indicate “Facility Closure due to COVID-19” and list your facilities name / location. If directed by your supervisor, federal or state authority and the purpose is individual quarantine, indicate “Individual Quarantine” in and request your supervisor’s signature.

(3) Army Active Guard Reserve (AGR) and Full-Time National Guard – Operational Support (FTNG-OS). Army AGR and FTNG-OS personnel will complete a manual DA Form 31 which will be completed and provided to the appropriate Commander/Supervisor for accountability purposes. In block 7, select “OTHER” for leave type. In block 17, indicate “Facility Closure due to COVID-19” and list your facilities name / location. If directed by your supervisor, federal or state authority and the purpose is individual quarantine, indicate “Individual Quarantine” in Block 17 and request your supervisor’s signature.

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(4) Air Active Guard Reserve (AGR) and Occasional Tour Personnel. Air AGR and OT Personnel will complete a manual AF988 which will be completed and provided to the appropriate Commander/Supervisor for accountability purposes. In block 8, select "OTHER" for leave type. In the remarks area indicate "Facility Closure due to COVID-19" and list your facilities name / location. If directed by your supervisor, federal or state authority and the purpose is individual quarantine, indicate "Individual Quarantine" in Block 8 and request your supervisor's signature.

(5) TMD State Employees (including Texas State Guard Full-Time Employees). Commanders/Supervisor will request authority for the use of emergency leave or a remote (telework) status through the State HRO.

6. Point of contact is the J1, COL Amy Cook. Additional guidance will be provided through Joint Operations Center Orders process. Questions may be directed to ng.tx.txarng.mbx.hro@mail.mil or 512-782-6725.

AMY F. COOK
COL, MP, TXARNG
J1/Director Manpower and Personnel

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