

EMPLOYEE SERVICES FOR EMPLOYEES RELOCATING TO THE ST. ELIZABETHS CAMPUS

I. Purpose

This Directive establishes the Department of Homeland Security (DHS) policy, responsibilities, and requirements regarding employee services for federal employees relocating to the St. Elizabeths campus. The specific employee services include access to on-site child care, fitness center, and health & wellness services.

II. Scope

This Directive applies to DHS Support Components (except the Federal Law Enforcement Training Centers) employees who are relocating to the St. Elizabeths campus from other DHS locations in the National Capital Region.

III. Authorities

- A. Title 5, United States Code (U.S.C.) § 7901, "Health Service Programs"
- B. Title 40, U.S.C., § 590, "Child Care"
- C. Title 14, U.S.C., § 552, "Child Development Services"
- D. Title 41, Code of Federal Regulation (C.F.R.), § 101-5.304, "Federal Employee Health Services"
- E. Title 41 C.F.R., §§ 102-79.30 – 102-79.35, "Fitness Centers on Federal Property"
- F. Executive Order 12564, "Drug-free Federal Workplace," September 15, 1986
- G. Executive Order 13266, "Activities to Promote Personal Fitness," June 20, 2002
- H. DHS Delegation 03000, "Delegation for Human Capital and Human Resources"

I. DHS Delegation 00500, "Delegation to the Chief Readiness Support Officer"

J. DHS Directive 254-07 and Instruction 254-07-001, "Workplace Health and Wellness Program"

IV. Responsibilities

A. The ***Chief Human Capital Officer*** manages the establishment of human resource policies related to the enumerated services for DHS Support Component federal employees at the St. Elizabeths campus.

B. The ***Chief Readiness Support Officer (CRSO)*** appoints an individual responsible for working with the United States Coast Guard (USCG) Headquarter Installation Commander on matters of funding, management, and operation of the St. Elizabeths USCG Childcare Development Center, the fitness facility, and other potential shared services on the St Elizabeths campus.

C. The ***USCG Headquarter Installation Commander*** works with the Office of the Chief Readiness Support Officer on matters of funding, management, and operation of the St. Elizabeths USCG Childcare Development Center, fitness facility, and other potential shared services on the St. Elizabeths campus.

V. Policy and Requirements

A. **Policy:**

1. Access to on-site child care and workplace flexibilities related to meeting child care obligations:

a. Pursuant to 14 U.S.C. § 552 and 40 U.S.C. § 590, DHS federal employees may use the St. Elizabeths USCG Childcare Development Center.

b. The USCG Headquarter Installation Commander determines the cost for enrolling a child in the USCG Childcare Development Center.

c. The following groups are eligible to use the St. Elizabeths USCG Childcare Development Center: Active Duty Military Personnel, Reservists and National Guard on Active Duty or During Inactive Duty Personnel Training, Appropriated Fund and Non-Appropriated Fund DHS and USCG Civilian Personnel, and DHS and USCG Contractors.

d. There are two waitlists, one for spaces set aside for USCG employees in the child care center, and another for spaces set aside for DHS employees. Waitlist priority depends on the category of spaces.

i For spaces set aside for USCG Members / USCG Employees:

- a) First priority is given to USCG active duty personnel, USCG civilian employees (paid from either appropriated non-appropriated funds), and Public Health Service (PHS) officers who are on active duty orders to USCG. Within this class of individuals, wait list priority is set as follows:
- Priority 1: Single parents whether active duty, civilian, or PHS officers on active duty to USCG.
 - Priority 2: Dual active duty and or married civilian employees (working outside the home) or PHS officers on active duty orders to USCG.
 - Priority 3: Active duty, civilian, and PHS officers on active duty orders to USCG with a spouse actively seeking employment.
 - Priority 4: Active duty, civilian, or PHS officers on active duty orders to the USCG with a spouse attending full time school (enrolled a minimum of six (6) credit hours for spring and fall semesters and/or (6) hours of summer.
- b) Second priority is given to active duty members and civilian employees of the Department of Defense Armed Forces' components (Army, Marines, Navy, Air Force). Within this second priority class of individuals, the wait list priority mirrors the priority for the first priority class.
- c) Third priority is given to federal employees not employed by USCG.

- d) Fourth priority is given to USCG contractors and local community members.¹
 - ii For spaces set aside for DHS Support Component federal employees:
 - a) First priority is given to DHS federal employees assigned to St. Elizabeths campus.
 - b) Second priority is given to DHS federal employees not assigned to St. Elizabeths campus.
 - c) Third priority is given to federal employees not employed by USCG.
 - d) Fourth priority is given to DHS contractors and local community members.²
 - e. Subject to supervisory approval and in alignment with Component policy, DHS federal employees are able to engage in Flexible Work Schedules, including the Maxi-Flex option. Flexible Work Schedules allow employees greater autonomy in meeting their child care needs.
- 2. DHS federal employees have access to the on-site fitness facilities and workplace flexibilities related to fitness:
 - a. At no charge or fee.
 - b. Subject to supervisory approval, and in alignment with Component policy, are able to engage in Flexible Work Schedules, including the Maxi-Flex option. Flexible Work Schedules allow employees greater autonomy in choosing their fitness activities and facility preferences.

¹ Contractors and local community members will pay a higher rate than USCG service members and federal employees, as appropriated funds cannot be used to subsidize the childcare costs for contractors or local community members.

3. Access to on-site health and wellness services:

The USCG operates a military clinic in the Munro Building at St. Elizabeths. The clinic provides operational medicine related services to USCG service members. This clinic is not available for civilian federal employee use. USCG federal employees are provided occupational health-related services only if their position is associated with physical requirements of employment (e.g., enrollment in the Hearing Conservation Program).

B. **Requirements:**

As detailed in appropriate Memorandum of Agreement and Interagency Agreements, OCRSO and the USCG HQ Installation Commander fund, manage, and operate the St. Elizabeths USCG Childcare Development Center, fitness facility, and other shared services on the St. Elizabeths campus.

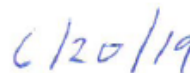
VI. Questions

Direct questions or concerns regarding this Directive to the Workforce Health and Safety Division, Office of the Chief Human Capital Officer.



R. D. Alles

Senior Official Performing Duties of the Deputy
Under Secretary for Management



Date