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NAVAL AIR SYSTEMS COMMAND
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IN REPLY REFER TO

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NAVAIR INSTRUCTION 12700.2

From: Commander, Naval Air Systems Command

Subj: TELEWORK PROGRAM

Ref: (a) Public Law 106-346 of 23 October 2000, Section 359
(b) DoD Telework Policy of 11 October 2001

Encl: (1) Department of Defense (DOD) Telework Guide
(2) Naval Air Systems Command Telework Agreement
(3) Naval Air Systems Command Safety Checklist
(4) Cost Analysis of Teleworking Outside of the Traditional Duty Station

1. Purpose. The purpose of this instruction is to establish policies, responsibilities, and procedures for participation in the teleworking program, also known as telecommuting or the flexi-place program per the provisions of references (a) and (b). This program allows eligible employees of the Naval Air Systems Command (NAVAIR) to work at home, at an existing General Services Administration (GSA) sponsored telecommuting center, or other worksite approved by the command.

2. Scope. This instruction applies to all Naval Air Systems Command (NAVAIR) and Program Executive Office (PEO) civilian employees. In the event of a conflict between a negotiated agreement and this instruction, the provision(s) of the negotiated agreement will prevail until such time as changes can be negotiated to align local bargaining unit agreement(s) with this NAVAIR-wide policy.

3. Policy. It is the policy of NAVAIR to encourage cost effective teleworking to the maximum extent possible without diminishing employee or mission performance.

4. Background

a. Telework is an innovative tool that provides employees with the opportunity to perform their assigned duties at alternative work sites during an agreed upon portion of their workweek. Teleworking offers the potential for increased productivity and improvements in employee morale, motivation, job satisfaction, and retention.

b. Telework is a discretionary tool that allows managers the flexibility to recruit and retain high-quality performers, accommodate people with disabilities or serious health problems, reduce travel costs and energy consumption, create a family friendly workplace by reducing commute time, and complement Continuity of Operations Program (COOP) plans.

5. Eligibility

a. Positions eligible for telework are those involving tasks and work activities that are portable and do not depend on the employee being at the traditional worksite. Not all NAVAIR positions or tasks may be appropriate for telework arrangements. Some reasons for which tasks/ positions may be deemed ineligible or inappropriate for teleworking include:

(1) work requiring face-to-face interaction which cannot otherwise be adequately achieved via email, telephone, fax or similar electronic means;

(2) work requiring access to Privacy Act or other sensitive information in which security cannot be adequately assured;

(3) work is dependent on resources that cannot be accessed from a remote site or when the cost of such access would exceed the benefit to the government; and

(4) where the costs associated with telework participation exceed the benefits to be derived by the Government.

b. The determination of teleworking on a regular and recurring or ad hoc basis will depend on the nature of specific assignments or other factors.

c. An employee suitable for telework is an employee whose demonstrated personal characteristics, as determined by the supervisor, include at a minimum:

(1) demonstrated dependability and the ability to handle responsibility;

(2) a proven record of high personal motivation;

(3) the ability to prioritize work effectively and use good time management skills;

(4) a proven or expected "acceptable" performance rating; and

(5) no adverse actions within the previous 12 months.

6. Definitions

a. Ad Hoc telework is approved telework less frequently than one day per biweekly pay period. This may include occasional, one-time, or irregular telework by an employee at an alternative worksite, typically for a day, or block of days, to work on projects or assignments that would be most effectively performed away from the office.

b. Adverse Action is a personnel action considered unfavorable to an employee, e.g., removal, suspension, furlough, or reduction in grade or pay.

c. Alternative Worksite is a place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's home, a telecenter, or

other command-approved worksite including a facility established by state, local or county governments or private sector organizations for use by teleworkers.

d. Designated Approving Authority (DAA) is responsible for compliance of personal computers and equipment for work on non-sensitive, unclassified data consistent with Department of Defense (DoD) policy.

e. Official Duty Station is the duty station appearing on the SF-50. It is a teleworker's official duty station for such purposes as special salary rates, locality pay adjustments, travel and Reduction in Force (RIF) competitive area. When a teleworker works the majority of their time from an approved alternative worksite, and the alternative worksite and the traditional worksite are not in the same locality pay area, the official duty station shall be determined to be the alternative worksite and a change shall be made to the duty station listed on the SF-50.

f. Regular and Recurring telework is an approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.

g. Safety Checklist (Enclosure(3)) is designed to help the employee assess the overall safety of the home worksite.

h. Telecenter is a GSA Telecenter that would typically house employees of more than one agency and include workspaces and equipment common to a traditional office environment.

i. Telework refers to any arrangement in which an employee performs officially assigned duties at an alternative worksite on either a regular and recurring, or an ad hoc basis (not including while on official travel). Telework is not a substitute for dependent care and is not to be used to replace care arrangements.

j. Telework Agreement (Enclosure (2)) is a written agreement that outlines the terms and conditions of the telework arrangement, and must be completed and signed by the employee and appropriate official(s) in their competency/PEO. The agreement should clearly state:

(1) scheduled time the employee will be at the traditional worksite; and

(2) scheduled time the employee will be teleworking.

k. Traditional Worksite is the location where an employee would work absent a telework arrangement.

l. Work-at-Home telework means an approved arrangement whereby an employee performs their official duties in a specified office area in their home that is safe and suitable for the performance of official government business.

7. Procedures. Enclosure (1) is the DoD Telework Guide and should be used as guidance. In the event of a conflict between the DOD Telework Guide and this instruction, this instruction shall take precedence. The following shall apply:

a. Each competency shall designate positions specifically as either eligible or ineligible for regular and recurring telework. If an employee has been identified as eligible, they have the option to accept or decline the opportunity to telework.

b. An employee in an eligible position who wishes to telework on a regular and recurring basis must complete enclosures (2) and (3) and submit the completed forms through their supervisor for approval.

c. Ad hoc telework does not normally require a formal NAVAIR Telework Agreement, (enclosure (2)). However, if the ad hoc telework extends beyond a single pay period, in any 12-month period, both enclosures (2) and (3) must be completed. Approval for ad hoc telework does not confer eligibility for regular and recurring telework.

d. Prior to approving telework, the supervisor must determine the following:

(1) that the position is eligible and the employee is suitable for telework in accordance with the guidance provided in paragraph 5 above and enclosure (1). If the supervisor determines that the position is not eligible or the employee is not suitable for teleworking, the supervisor must notify the employee of the decision denying the request in writing and the reason(s) for the decision;

(2) the supervisor must determine the best balance for the mission and individual situations. Accordingly, the supervisor may determine that a more limited telework schedule is required to ensure that the efficiency of the service is not compromised. The supervisor must inform the employee of the reason(s) for any changes;

(3) that adequate resources of funding to procure necessary equipment is available prior to approval of a regular and recurring telework schedule; and

(4) the supervisor must coordinate with any teams to which the employee is assigned.

e. The supervisor must designate the location of the employee's official duty station on enclosure (2), which normally is the location of the traditional worksite. In situations where an employee teleworks from outside the locality pay area, the official duty station will be the location where the employee physically works for the majority of their time. The employee's existing schedule, either flexible or compressed, will be allowed while teleworking on either a regular and recurring or ad hoc basis. Where an employee's duty station will change, enclosure (4) shall be completed. Any questions concerning the determination of the official duty station should be referred to the servicing human resources advisor.

f. Any permanent change to enclosure (2) requires the submission and approval of a new agreement which is in compliance with this instruction. When either the employee or supervisor wishes to terminate the agreement advanced written notice is required. The reason(s) for the termination must be included in the written notice. Termination of individual Telework Agreements may be made for reasons such as:

(1) the arrangement no longer supports the mission;

(2) performance standards are not being met or conduct is unacceptable;

(3) reassignment caused a change of work; and

(4) where cost exceeds the benefit to the government

g. If an employee's telework arrangement is terminated or denied by management; the employee has the right to grieve through the administrative or negotiated grievance process.

h. The policies for requesting leave remain unchanged.

8. Responsibilities

a. Corporate Operations (AIR-7.0) will serve as the process owner of the NAVAIR Telework Program and will oversee the implementation of the telework program.

b. The servicing HRO will ensure that the teleworking program is publicized, that all participating supervisors and employees are aware of their responsibilities to accurately measure and report performance and time and attendance, and ensure that sufficient telework procedures training is provided to participants.

c. Civilian Personnel Programs (AIR-7.3) will serve as the focal point for the NAVAIR Telework Program and will:

(1) designate a telework coordinator to coordinate the implementation of the NAVAIR telework program following public law, this policy and any relevant DoD or Department of the Navy (DON) regulations;

(2) prepare consolidated reports on participation in the NAVAIR Telework Program, and other data as required; and

(3) update and revise this instruction based on further guidance and/or direction from the DoD or the DON.

d. Site Telework Coordinators will:

(1) maintain copies of all telework agreements;

(2) ensure that all telework agreements are reviewed by the appropriate official(s) on a yearly basis following the execution of the initial agreement;

(3) in cases where an employee's duty station has changed as a result of a telework agreement, ensure that the appropriate cost/benefit analysis (enclosure (4)) has been approved by

the cognizant National Level 1; and

(4) advise management and employees on matters involving the telework program.

e. The DAA serves as the focal point for all equipment, information, and data associated with the implementation of this policy and will:

(1) ensure appropriate standards/specification for equipment used in telework situations are adhered to;

(2) ensure that communication packages and user applications for telework employees are compatible with the NAVAIR network and, if necessary, allow the teleworker to run local applications and conduct file transfers remotely; and

(3) ensure Navy Marine Corp Intranet (NMCI) requirements are met.

f. All NAVAIR positions are to be reviewed for consideration for teleworking. The ultimate decision on suitability of work tasks for teleworking is the responsibility of the managers and supervisors. Therefore, supervisors will:

(1) determine and notify those employees eligible to participate and encourage telework;

(2) ensure that all necessary documentation is completed, approved and maintained appropriately for regular and recurring and ad hoc telework;

(3) establish and communicate the teleworkers' deliverables and provide feedback;

(4) ensure that NO classified documents are taken to the alternate worksite;

(5) be aware that a night differential rate is payable to employees for work between 6 p.m. and 6 a.m. if the regular tour of duty includes work during such hours; and

(6) manage by results.

g. Employees will:

(1) comply with telework policy and guidance;

(2) ensure all necessary paperwork is approved and signed prior to the start of telework;

(3) provide a suitable work environment, which complies with good work practices and reasonable safety standards, set forth in Enclosure (3). The employee must notify the supervisor immediately of any accident or injury at the alternative worksite.

(4) ensure that they are using the appropriate equipment for the work required;

(5) ensure that NO classified documents are taken to the alternate worksite;

(6) communicate with their supervisor if there are any issues or concerns while teleworking;

(7) observe all policies concerning the request for and use of overtime, compensatory time and leave;

(8) use government equipment for official use only; and

(9) maintain an "acceptable" performance rating.

9. Review. The viability of teleworking, whether at home or a GSA telecenter or elsewhere, may change because of security concerns, workload demands, and technological requirements, including but not limited to changes in computer hardware, software or networking. AIR 7.3.1 will review this instruction annually for modifications.

10. Forms. The following forms NAVAIR 12700/1, (12/02) and 12700/2, (12/02), can be found on http://directives.navair.navy.mil or locally on https://wingspan.navair.navy.mil.

By direction

Distribution: https://wingspan.navair.navy.mil and http://directives.navair.navy.mil

DEPARTMENT OF DEFENSE TELEWORK GUIDE

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1. BACKGROUND

This Guide is designed to provide guidance to Components in implementing the DoD Telework Program, pursuant to Public Law No. 106-346, Section 359, and the DoD Telework Policy. It is also designed to assist Components in developing their own guidance for Component-specific telework programs, subject to the legislation and Department-wide Policy.

Telework (also known as flexiplace, telecommuting, work-at-home) has emerged over the last decade in Federal Government employment both on an informal basis and pursuant to specific agency policies and regulations. In the early 1990s, following a successful home-based flexiplace pilot program by the Office of Personnel Management (OPM) and the General Services Administration (GSA), agencies were given the authority to permit employees to work at locations other than the traditional worksite.

Congress subsequently initiated an interagency Telecommuting Center Pilot Project in 1993, with a $5 million appropriation to GSA to acquire and equip four pilot telecommuting centers (telecenters) in the Washington Metropolitan area. Since then, additional centers have been added in the Washington, D.C., area, and in other areas around the country.

DoD, from 1996-1998, conducted a telecommuting pilot project to encourage all DoD Components to test the feasibility of using the GSA telecenters. The interest in alternative or flexible workplace arrangements has increased as a result of a greater demand by employees for a better balance of their work and family/personal lives, increased stress associated with long commutes, increased air pollution, rising costs of office space, and advances in computer and telecommunications capabilities.

This Guide provides advice to managers and employees on the Telework Program and should be read in conjunction with the DoD Telework Policy. It does not attempt to provide answers to every possible question on telework, nor anticipate every potential situation in a telework arrangement.

Managers, supervisors and employees are encouraged to regularly visit the Interagency Telework Web Site sponsored by OPM and GSA for current information on telework for Federal employees. The site includes OPM and GSA Government-wide policy and guidance on telework; links to the International Telework Association and Council (ITAC) and the Washington Metropolitan Telework Centers; and Frequently Asked Questions. The web site address is http://www.telework.gov.

2. IMPLEMENTATION OF THE DOD TELEWORK PROGRAM

2.1 Types of Telework

DoD offers two types of telework arrangements, "regular and recurring" and "ad hoc", based on the recognition that organizational and employee needs may vary considerably, and should be considered on a case-by-case basis. Some situations require occasional or infrequent arrangements while others are more conducive to longer periods or regularly scheduled arrangements. The intent in offering two types of telework is to provide supervisors, managers, and employees with maximum flexibility to establish an arrangement that is responsive to their particular situation. However, regular and recurring telework of at least one day per biweekly pay period should receive most support and approval from managers.

2.1.1 Regular and recurring telework means an approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.

Reasons for regular and recurring telework arrangements include the recruitment and retention of high-quality employees; improved employee morale and a better balance of work and personal lives; reductions in commuting related stress and costs; improvements in access or as a reasonable accommodation for disabled employees; reductions in office space and associated costs; the need for convalescence from a short-term injury or illness, periods when the work office is not usable (e.g., during office renovation), or assignment to a special project (Note: As indicated in the basic policy, telework is not a substitute for dependent care and is not to be used to replace care arrangements.)

All eligible employees who telework on a regular and recurring basis will be required to sign a Telework Agreement (example at Appendix A). Teleworkers who work at home must sign a safety checklist (example at Appendix B).

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Conversely, requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

Regular and recurring telework may include "full time" telework (i.e., performing all official duties at an approved alternative worksite), including telework from geographic locations outside of the commuting area to the traditional worksite, e.g., within Continental United States or overseas. Refer to section 2.9 on Official Duty Station and section 2.10 on Telework and Travel for more information.

2.1.2 Ad hoc telework means approved telework performed at an alternative worksite on an occasional, one-time, or irregular basis. (Telework of less than one day per pay period is considered ad hoc.)

This provides an ideal arrangement for employees who, at infrequent times, have to work on projects or assignments that require intense concentration. Work assignments in this situation may include a specific project or report, such as drafting a local directive, preparing a brief or arguments, preparing an organization's budget submission, reviewing grant proposals, or preparing a research paper. Such situations may occur throughout the year or be a one-time event. Ad hoc telework may also cover short-term assignments, for example, for employees recovering from injury or illness. Supervisor approved web-based distance and continuous learning are excellent examples of ad hoc telework.

For ad hoc telework, Components may choose to require a formal Telework Agreement and safety checklist if the employee is teleworking from home, to be completed prior to the employee commencing telework. Approval for ad hoc telework, including signing of a Telework Agreement for ad hoc telework, does not confer eligibility for regular and recurring telework.

The manager should retain a record of the number of employees who undertake approved ad hoc telework and the incidence of such telework.

2.2 Alternative Worksites

2.2.1 Work-at-Home

Work-at-home telework means an approved arrangement whereby an employee performs his or her official duties in a specified work or office area of his or her home that is suitable for the performance of official Government business.

Advantages of teleworking from home include:

- savings in time and reduced stress by avoiding the commute to the traditional worksite, resulting in more and higher quality time with family, and a healthier lifestyle;
- savings in commuting costs;
- convenience;
- familiar environment; and
- enabling work at peak productivity times.

The opportunity to participate in a work-at-home arrangement is offered with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained (e.g. dependent care arrangements are maintained

and do not interfere with the home office, personal disruptions such as non-business telephone calls and visitors are kept to a minimum).

The employee and his/her family should understand that the home worksite is just that, a space set aside for the employee to work. Telework is not a substitute for dependent care.

Before commencing teleworking, work-at-home teleworkers must complete and sign a safety checklist (example at Appendix B) that proclaims their home safe for an official home worksite. The goal is to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely.

Work-at-home telework arrangements may increase an employee's home utility costs. DoD assumes no responsibility[1] for any operating costs associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities (e.g., heating, electricity, water). Furthermore, employees on a work-at-home telework arrangement who are approved to use their own equipment, are responsible for the repair and maintenance of that equipment.

For official Government business only, and specific to telework, Components have the option to use appropriated funds[2] to install telephone lines in a private residence. Components may also issue a calling card (as for telecenter teleworkers) to charge long distance official calls in cases where a separate telephone line cannot be justified or installed. Alternatively, under 31 U.S.C. Section 1348, reimbursement of long-distance (domestic and international) telephone expenses is allowed if incurred as a result of official duties. Employees shall complete Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business, and have it approved by their supervisor with a copy of the telephone charges.

Maintenance of any Government-furnished equipment may require access by approved repairers to the employee's home, with advance notice. Alternatively, the Component may require the work-at-home teleworker to transport Government-furnished equipment to the traditional worksite for repairs.

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1 A GAO decision concluded that "*absent legislation authorizing such expenditures, incremental costs associated with the residential workplace may not be allowed*" (B-225159, June 19, 1989).

2 Public Law 104-52, Sections 619 and 620, allows agencies to use funds to install telephone lines, and necessary equipment, used for official purposes and to pay monthly charges in any private residence or private apartment of an employee who has been authorized to work-at-home.

2.2.2 GSA Telecenters (National Capital Region)

DoD provides a limited central fund to underwrite the expenses associated with use of the GSA telecenters in the Washington, D.C., metropolitan region by the DoD Components for both civilian and military personnel. The central fund is managed by the Civilian Personnel Management Service and covers all costs (within allotted funds) associated with renting space, including equipment and utilities, at a telecenter. Components may provide employees with a calling card to cover long distance telephone charges.

Typically, GSA telecenters house employees of more than one agency and include work spaces and equipment common to a traditional office environment. All office accommodations (desks, computers with modems, conference areas, copy machines, fax machines) are provided based on a monthly service charge. Employees work at approved GSA telecenters primarily because the centers are closer to their home than their traditional worksite, not necessarily because they belong to the same work unit or organization.

The security requirements prescribed in the DoD telework policy apply to all employees who telework, including those who telework from GSA telecenters.

A list of the GSA telecenters and their locations is provided at Appendix C. All centers are operated on a space available basis, and approval of telework /telecenter arrangements is based on availability of space and central funding. (Components, of course, may choose not to use the central fund and make their own arrangements with the telecenters.)

Procedures for applying to telework at a GSA telecenter are outlined at Appendix C. The Telecommuting Facility Reimbursement Information Sheet at Appendix C must be submitted to the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (ODASD(CPP)) for approval prior to employees beginning telework from the telecenters.

Advantages of teleworking from a telecenter include:

- on-site technical support and full resources;
- manager may prefer the structure of a telecenter for his or her employees and use this as a first step towards work-at-home telework;
- some employees' homes are not conducive to work-at-home telework;
- provides a professional environment; and
- maintains a clear delineation of work and home life.

2.2.3 Other Approved Worksites

Other approved worksites include any other worksite funded by the employee's Component from which the employee is approved to telework, including a facility established by state, local or county governments or private sector organizations for use by teleworkers, and including National Guard Bureau Distance Learning Centers.

2.3 Telework Agreement

Prior to the commencement of regular and recurring telework arrangements, supervisors and employees must complete and sign a Telework Agreement (example at Appendix A) that outlines the terms and conditions of the arrangement.

The Telework Agreement prescribes the approved alternative worksite and telework schedule, and addresses personnel, security, and equipment issues. It also records the anticipated reduction in commuting miles for the teleworker.

The employee or supervisor may terminate the telework agreement by giving advance written notice. If, at any time, it is determined that an arrangement is having an adverse impact on work operations or performance, the supervisor will provide notice to the employee that the arrangement will be terminated. The transition back to the traditional worksite must be in accordance with established administrative procedures and collective bargaining agreements.

2.4 Employee Grievances

If an employee disputes the reason(s) given by a supervisor for not approving him or her for telework, or for terminating his or her telework agreement, the employee may submit a grievance using the agency administrative or negotiated grievance procedure, as appropriate.

2.5 Certification and Control of Time and Attendance

The assigned hours of work while teleworking form part of the employee's regular tour of duty. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. Timekeepers will record the numbers of hours each individual spends in a telework status during the regular daily tour of duty by entering a type hour code "LX"[3] into the automated time and attendance system. For instance, if an employee has a regular daily tour of duty of 8 hours and spends 8 hours in a telework status, 8 hours would be recorded using the "LX" code. Hours spent in a

[3] Use of the LX code is a temporary measure pending establishment of a new, distinct code for telework.

telework status that are outside of the regular daily tour must also be accounted for and reported. Employees in a telework status must adhere to their approved work schedules. Overtime work must be ordered and approved in advance by the supervisor.

Supervisors can verify an employee's time spent working at an alternative worksite by determining the reasonableness of the work output for the time spent, or by making occasional telephone calls during the employee's scheduled work hours at the alternative worksite. The technique for determining reasonableness of work output for the time spent is consistent with managing by results (refer to the section below on performance management).

2.6 Performance Management

An employee must have a proven, or expected (for new employees), performance rating of "fully successful" or equivalent, to be eligible for participation, and for ongoing participation, in the Telework program.

Teleworkers' performance should be monitored in the same manner as all employees' at the traditional worksite. The performance standards should be based on a results-oriented approach and should describe the quantity and quality of expected work products and the method of evaluation.

Teleworkers are required to complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

2.7 Work Schedules

The existing rules on hours of duty apply to teleworking employees. Management determines the employee's work schedule, including the days and times that the employee will work in the traditional worksite and at the alternative worksite, consistent with the requirements of the work group and provisions of existing regulations, Government-wide policy and applicable bargaining agreements. The assigned telework hours can parallel those in the traditional worksite or be specific to the alternative worksite.

Employees who work an alternative work schedule, that is, a flexible work schedule or a compressed work schedule, may also telework.

There are no limits on the number of telework days versus "in-office" days per week or pay period for teleworkers. Many arrangements provide for a minimum work time in the traditional worksite, e.g., 2 to 3 days per week, although this

should not preclude approval of full-time (i.e., every workday) telework arrangements. Most teleworking employees spend part of the workweek in the traditional worksite to improve communication, minimize isolation, and use facilities not available off-site. Components are encouraged to develop flexible procedures that allow individual supervisors to determine the best balance for the mission and individual situations.

Employees participating in short-term arrangements (e.g., recuperating from surgery, complications associated with pregnancy) typically do not have in-office days; they work a full- or part-time schedule from their home. Similarly, long-term teleworkers may be allowed to work their full schedules at the alternative worksite, particularly when the employee is physically unable to commute. Again, Components should adopt a flexible approach in developing optimum arrangements for these employees.

2.8 Overtime

The overtime provisions that apply to employees working at a traditional worksite apply to employees on a telework agreement. Employees may work overtime only when ordered and approved by the supervisor in advance.

2.9 Official Duty Station

A teleworker's official duty station for such purposes as special salary rates, locality pay adjustments, and travel, is established at Component discretion. Although the Office of Personnel Management has not issued regulations or formal guidance on determining official duty stations for employees in telework situations, OPM's "Guide to Processing Personnel Actions" (GPPA) provides guidance on documenting duty station changes.

Chapter 23 of the GPPA defines "duty station" as the "city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site." The guide further states, "The location of an employee's work site is the location of the employee's desk or the place where the employee normally performs his or her duties." Components should make duty station determinations under telework arrangements within the framework of these GPPA citations.

In situations where a teleworker works solely from an approved alternative worksite, and the alternative worksite and the traditional worksite are not in the same locality pay area, the official duty station should be determined to be the alternative worksite. It would be contrary to the intent of the locality pay law to provide locality pay entitlements to an employee who does not actually work

"within the locality" in question. To effect a change in duty station, a supervisor must initiate a Request for Personnel Action to document the change on a Notification of Personnel Action.

2.10 Telework and Travel

The travel provisions that apply to employees working at a traditional worksite also apply to employees who telework. A teleworker who is directed to travel to another worksite (including the traditional worksite) during his or her regularly scheduled basic tour of duty would have the travel hours credited as hours of work. Similarly, as for all employees, teleworkers who are directed to travel back to the traditional worksite after their regularly scheduled basic tour of duty for irregular or occational overtime work, are entitled to at least 2 hours of overtime pay or compensatory time off (5 CFR 550.112(h) and 551.401(e)).

Where an employee teleworks full-time from a location outside of the local commuting area of the traditional worksite, and his or her alternative worksite has been determined as his or her official duty station, management funds all work-related travel outside the employee's normal commuting area, including travel to the traditional worksite (refer to the guidance provided at 2.9 above).

Management reserves the right to require employees to report to the traditional worksite on scheduled telework days, based on operational requirements.

2.11 Emergency Dismissal or Closing

Emergency dismissal or closure procedures for employees (including employees teleworking from an alternative worksite) in Federal executive agencies located inside the Washington Capital Beltway are prescribed by OPM on an annual basis. These procedures apply not just in adverse weather conditions (snow emergencies, severe icing conditions, floods, earthquakes, and hurricanes), but in all kinds of emergency situations including air pollution, disruption of power and/or water, and interruption of public transportation.

OPM's current policy in situations where it deems Federal agencies to be "closed" is that employees not designated as "emergency employees" (including teleworking employees at an alternative work site) are excused from duty without loss of pay or charge to leave. Consistent with this advice, teleworkers whose traditional worksite is inside the Washington DC Beltway will observe the same closedown arrangements as employees at the traditional worksite. For DoD agencies located outside the Washington DC beltway that are affected by emergency situations or closings, managers should determine action on a case-by-case basis.

If a situation arises at the employee's alternative worksite that results in the employee being unable to continue working (e.g., power failure), the supervisor should determine action on a case-by-case basis. Depending on the particular circumstances, supervisors may grant the teleworker excused absence, offer the teleworker the option to take leave or use compensatory time off or credit hours, if applicable, or require the employee to report for work at the traditional worksite. If a similar occurrence (not covered by OPM emergency dismissal guidance) causes employees at the traditional worksite to be unable to continue working, e.g., part of a large organization is dismissed due to a lack of heat or cooling, employees who are teleworking would not be affected and would not need to be excused from duty.

If the employee knows in advance of a situation that would preclude working at the alternative worksite, a change in work schedule, leave, or work at the employee's traditional worksite must be scheduled.

2.12 Telework for Employees with Disabilities

Telework is excellent for accommodating employees with disabilities. For information on employing and accommodating employees with disabilities, both at home and at the traditional worksite, see the handbook, Managing End User Computing for Users With Disabilities, prepared by GSA's Clearinghouse on Computer Accommodation (COCA). GSA's Federal Information Resources Management Regulations, FIRMR Bulletin C-8, establish Government-wide guidelines for acquiring ADP equipment that helps disabled Federal employees.

2.13 Training

Supervisors and employees participating in the DoD Telework Program are encouraged to undertake training in telework, as experience shows that the most successful telework arrangements include initial training for both supervisors and employees. Components may determine the best training options in this respect.

3. EQUIPMENT

The following paragraphs supplement, and should be read in conjunction with, the provisions on use of equipment for telework, as prescribed in the DoD telework policy.

Component Designated Approving Authorities (DAAs) may determine the range of equipment required by a teleworker, the source of this equipment and

responsibility for its installation, service, and maintenance subject to the following:

a) providing and/or installing Government-furnished equipment, including separate phone lines, at alternative worksites is at the discretion of the Component DAA, and every effort should be made to provide the necessary equipment within budgetary constraints. Laptops and docking stations are useful options for teleworkers;

b) supervisors should ensure that Government equipment assigned to teleworkers is properly accounted for;

c) the employee continues to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using Government-furnished equipment;

d) the Component is responsible for the service and maintenance of all Government-furnished equipment and software, and employees may be required to bring such equipment into the traditional worksite for maintenance;

e) the employee must protect all Government-furnished equipment and software from possible theft and environmental damage. In cases of damage to unsecured equipment by non-employees, the employee will be held liable for repair or replacement of the equipment or software in compliance with applicable regulations on negligence;

f) if a Component DAA decides to approve Government-furnished equipment and does not have enough office equipment to support its teleworkers due to shortages, the requirement can often be satisfied through excess property (Refer to Part 101-43 of the Federal Procurement Management Regulation (FPMR) regarding "Utilization of Personal Property.") The Property manager for the Component should have knowledge concerning excess equipment availability. Excess property should be the first source of supply before considering purchasing equipment;

g) Public Law 104-52 authorizes agencies to use funds to install telephone lines in private residences of employees authorized to telework, and to pay monthly phone charges for such lines, within budgetary constraints. Teleworkers should be provided with Federal calling cards if duties require making long distance calls on a regular basis;

h) office supplies, such as paper, toner, printer ink etc., will be available to the teleworker for use at the alternative worksite in the same way as in the traditional workplace; and

i) employees who use telecenters will be provided access to basic office equipment (e.g., computer, modem, telephone, fax, copier). Telecenters are responsible for the installation and maintenance of telecenter equipment. Employees are prohibited from using telecenter equipment for personal use.

4. SECURITY ISSUES

The following paragraphs supplement, and should be read in conjunction with, the provisions on security for telework, as prescribed in the DoD Telework Policy.

All files, records, papers, or machine-readable materials created while teleworking are the property of DoD. For policy advice on electronic security procedures, see FIRMR 41 C.F.R. section 201-7, Security of Personal Privacy; and Security of Personal Computer Systems; A Management Guide, NBS Special Publication 500-120, U.S. Department of Commerce, National Institute of Standards and Technology.

Records subject to the Privacy Act may not be disclosed to anyone except those authorized access as a requirement of their official responsibilities. Components shall ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records. Only copies, not originals, of Privacy Act documents may be permitted to be taken out of the traditional work site and they may be taken only on temporary basis and not permanently stored out of the traditional work site. Components shall ensure that any teleworkers who will be working on Privacy Act materials receive appropriate Privacy Act training.

Teleworkers are responsible for the security of all official data, protection of any Government-furnished equipment and property, and accomplishment of the mission of DoD at the alternative worksite.

5. WORKERS' COMPENSATION AND OTHER LIABILITIES

Employees who are directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act (FECA), regardless of whether the work is performed on the agency's premises or at an alternative worksite. An employee on the workers' compensation rolls who is a candidate for vocational rehabilitation may upon approval by the Department of Labor (DOL), use telework as an option.

The employee must notify the supervisor immediately of any accident or injury at the alternative worksite, provide details of the accident or injury, and complete the DOL Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

For work at home arrangements, the employee is required to designate one area in the home as the official work station. The Government's potential exposure to liability is restricted to this official work station for the purposes of telework. Each employee with an approved Telework Agreement for work-at-home telework must sign a safety checklist (example at Appendix B) that proclaims the home safe. Employees are responsible for ensuring that their homes comply with safety requirements.

The Government is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act. Occupational Safety and Health Administration rules govern Federal employee workplace safety.

An employee on the workers' compensation rolls who is a candidate for vocational rehabilitation may use telework as an option. It is a management decision, however, as to whether a light duty position would be developed for an injured employee. If an employer wishes to provide a position suitable for telework, it cannot require the use of one's personal residence or resources to perform work. If an employee finds the home-based worksite not conducive to work, the teleworker would upon approval of the DOL generally be able to withdraw from the vocational rehabilitation trial and apply for a resumption of workers' compensation benefits.

APPENDIX A

SAMPLE TELEWORK AGREEMENT
DEPARTMENT OF DEFENSE

The following constitutes the terms and conditions of the telework agreement between:

Employee: _____

Last Name **First Name** **Middle Initial**

_____

Title

_____

Pay Plan **Series** **Grade**

and
DoD Component: _____

Days in Biweekly Pay Period Employee is Authorized to Telework

The employee is approved to work at the approved alternative worksite specified below in accordance with the following schedule:

DAY	PER WEEK	PER PAY PERIOD	WORK SCHEDULE		DUTY HOURS *(specify hours of work and lunch break)*
			Fixed or Alternative	FWS or CWS	
MON					
TUES					
WED					
THURS					
FRI					

Alternative Worksite

The employee's alternative worksite is:

☐ Home office or work area
Address: _____
Location of home office or work area: _____
Phone: _____ Fax: _____ Email: _____

☐ GSA Telecenter
Address: _____
Phone: _____ Fax: _____ Email: _____

☐ Other approved alternative worksite
Address: _____
Phone: _____ Fax: _____ Email: _____

Changes to Telework Arrangement

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

Work-at-Home Telework

It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking.

Work-at-home teleworkers must complete and sign a safety checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit access to the home worksite by agency representatives as required, during normal working hours, to repair or maintain Government-furnished equipment, and to ensure compliance with the terms of this telework agreement.

For work at home arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official Government business. The Government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.

The employee acknowledges that telework is not a substitute for dependent care.

The Government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

Official Duty Station

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is _____

The official duty station corresponds to that found on the most recent SF 50, Notification of Personnel Action.

Time and Attendance, Work Performance and Overtime

Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

The employee is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

The employee agrees to work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without such prior approval may be subject to administrative or disciplinary action.

Security and Equipment

No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For regular and recurring telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with Government-furnished equipment. The employee is responsible for the security of all official data, protection of any Government-furnished equipment and property, and carrying out the mission of DoD at the alternative worksite. Government-furnished equipment must only be used for official duties and family members and friends of teleworkers are not authorized to use any Government furnished equipment

Where the employee has been approved by the Component DAA to use their personal computers and equipment for telework on non-sensitive unclassified data, remote access software must not be loaded into employee's personal computers for official purposes. The employee is responsible for the installation, repair and maintenance of all personal equipment.

The Component is responsible for the maintenance of all Government-furnished equipment. The employee may be required to bring such equipment into the office for maintenance. The employee must return all Government-furnished equipment and materials to the agency at the conclusion of teleworking arrangements or at the Component's request.

Liability and Injury Compensation

The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government

business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

Standards of Conduct

The employee acknowledges that he/she continues to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using Government-furnished equipment.

Mileage Savings

The employee estimates that the telework arrangement will result in a reduction of approximately _____ miles traveled in commuting per week.

Termination of the Telework Agreement

This telework agreement can be terminated by either the employee or the supervisor by giving advance written notice. Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

Date of Commencement

The telework arrangement covered by this Agreement will commence on:

_____

(Date)

Signatures:

_____

Employee **Date**

_____

Supervisor **Date**

APPENDIX B

SAMPLE SAFETY CHECKLIST	
DoD TELEWORK PROGRAM The following checklist is designed to assess the overall safety of the home worksite. The participating employee should complete the checklist, sign and date it, and return it to his or her supervisor (and retain a copy for his or her own records).	
1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?	**Yes [ ] No [ ]**
2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)?	**Yes [ ] No [ ]**
3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)?	**Yes [ ] No [ ]**
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	**Yes [ ] No [ ]**
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways?	**Yes [ ] No [ ]**
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?	**Yes [ ] No [ ]**
Employee's Signature _____	**Date** _____

NAME: _____ COMPONENT: _____

POSITION: _____

ADDRESS: _____

LOCATION OF DESIGNATED HOME OFFICE OR WORK AREA: _____

_____

HOME TELEPHONE: _____

SUPERVISOR'S NAME: _____

PROCEDURES FOR TELEWORK AT GSA TELECENTERS

1. The employee starts by making a reservation at a GSA Telecenter by telephoning the appropriate center director to ensure there is space available and the associated cost (see Contact List & Fee Schedule on following pages).

2. The employee and his or her supervisor complete the top portion of the Telecommuting Facility Reimbursement Information Sheet (TFRIS) (see next page) and forward to the Component Telework Coordinator. The Component Telework Coordinator will fax it to the approving office below:

   Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (OASD(CPP))
   Attention: Louise McDonough /Action Officer
   FAX: (703) 697 9768; Voice: (703) 697-5783

3. Once approved, ODASD(CPP) forwards it to the Obligating/Paying Office for funding approval:

   Civilian Personnel Management Service (CPMS)
   Rosemary Barnes, Voice (703) 696-4652
   Charlie Holland, Voice (703) 696-2788
   Fax (703) 696-5474

4. The completed form is then sent to GSA by CPMS, and a copy sent to the Component Telework Coordinator for forwarding to the employee

   GSA, PBS, Office of Business Performance
   1800 F Street NW, Washington, DC 20405
   Attention: Penny Einarsen, Room 4333
   FAX: (202) 208-5912

5. All employees approved for telecenter telework must give a copy of their agency approved Information Sheet to the appropriate Telecenter Director.

6. A new form is required for all changes in telecenter work schedule. A new TFRIS must be submitted directly to CPMS on an annual basis, unless there is an increase in funding requiring prior approval by ODASD(CPP).

7. Upon termination, the teleworker must obtain the signature of the telecenter director on the TFRIS form and fax copies to 3. and 4. Above

8. Further information on use of and facilities in GSA Telecenters is provided at www.telework.gov

9. TFRIS Terms: AGENCY NAME = Component
   AGENCY CONTACT = Component Telework Coordinator

Fiscal Year 2002
TELECOMMUTING FACILITY REIMBURSEMENT INFORMATION SHEET (TFRIS)

TELECENTER NAME: _____
AGENCY NAME: _____
AGENCY CONTACT: _____
Contact Telephone #: _____
FAX #: _____
Email address: _____

TELECENTER USER SUMMARY:

User Name: _____
Telephone #: _____
Email address: _____

Status (mark with an "X"): **New User [ ]** **Amendment [ ]**

Start Date: _____
Completion Date: _____

User Days and frequency (mark with an "X"): **(30-days notice is required for fee adjustments related to unused workstation days)**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Every [ ]	Every [ ]	Every [ ]	Every [ ]	Every [ ]
Every Other [ ]	very Other [ ]	Every Other [ ]	E very Other [ ]	Every Other [ ]

Approved FY2002 Telecenter Funding Level for this User: **$_____/month**
$_____/year

AGENCY LOCATION CODE: **_00006551_____**

AGENCY ACCOUNTING DATA: **9720100.7301 001 P860.01 25.16 A H5A2 AO2H5A2TELCOM S033181**

DoD Coordinator's Approval:
(This payment document will be submitted to GSA and the telecenter director on an annual basis. The user will give the center director 30-days notice prior to vacating a telecenter or requesting fee adjustments and notify the appropriate user agency personnel. The telecenter director will notify GSA of the termination by signing in the Center Director Termination block below and forward a copy to GSA, PBS, Office of Business Performance.)

AGENCY CERTIFYING OFFICIAL'S SIGNATURE: _____
Signer Name (Please print): **CONSTANCIA A. LUMPKIN, Chief, _____**
Business Management Division, DoD CPMS

----------**CENTER**
DIRECTOR TERMINATION SIGNATURE: _____

Signer Name (Please print) _____**Date:** _____

GSA TELECENTER CONTACT LIST

Maryland	2001 Monthly Fee (per day of week that workstation is reserved)	2001 Monthly Fee *for full time use of workstation (5 days per week)*
Bowie/Thurgood Marshall Library www.tc.bowiestate.edu Bowie State University 14000 Jericho Park Road, Bowie MD 20715 POC: Joyce Larrick Ph. (301) 352-4390 FAX 352-4513	$100	$500
Frederick www.ibasys.net/telework.htm 7340 Executive Way, Suite Frederick, MD 21704 POC: Lori Smith Ph.(301) 698-2700 FAX 696-2848	$100	$500
Hagerstown pilot.wash.lib.md.us/telework 14 North Potomac Street, Suite200 Hagerstown, MD 21740 POC: Mary Bray Ph. (301) 745-560 FAX 745-5700	$100	$500
SOUTHERN MARYLAND www.telecommutesomd.org POC: Paula Coluzzi Ph. (301) 934-7628 FAX 934-7686		
Calvert Center 110 S. Solomon's Island Rd. Prince Frederick, MD 20678	$108	$540
Waldorf InTeleWork Center 128 Smallwood Village Shopping Center Waldorf, MD 20602	$108	$540
Laurel Lakes 13962 Baltimore Avenue Laurel, MD POC: Beatrice Mouapi Ph. (301) 470-0560	$108	$540
WEST VIRGINIA		
Jefferson County www.jctc.org 401 South Fairfax Blvd Ransom, WV 25438 POC: Nieltje Gedney Ph. (304) 728-3051 FAX 728-3068	$154	$770

Virginia	2001 Monthly Fee (per day of week that workstation is reserved)	2001 Monthly Fee *for full time use of workstation (5 days per week)*
NORTHERN VIRGINIA www.gmutelework.com POC: Andrew Spalding Ph. (703) 279-3301		
FairfaxCity 4031 University Drive; 1st Floor Fairfax, VA 22030	$104	$520
Herndon 768 Center Street Herndon, VA 22070	$104	$520
Loudoun Co. 100 Carpenter Street; Suite 103 Sterling, VA 20166	$104	$520
Manassas www.lmco.com/manassas/telecommute 9500 Godwin Drive Building 105 Manassas, VA 22110 POC: Darryl Dobberfuhl Ph. (703) 367-3000 FAX: 703 367-0126	$104	$400
Fredericksburg www.radco.state.va.us/telecomm POC: Jennifer Alcott Ph. (540) 710-5001 FAX: 540 710-5004	$104	$520
Massaponax Outlet Center 4956 Southpoint Parkway Fredericksburg, VA 22407	$104	$520
Stafford County 24 Onville Road, Suite 201 Stafford, VA 22554	$104	$520
Woodbridge www.radco.state.va.us/telecomm 13546 Minnieville Road Woodbridge, VA 22192 POC: Jennifer Alcott Ph. (540) 710-5001	$196	$980
Winchester NetTech Center of Winchester www.nettechcenter.net 13 North Loudoun Street Winchester, VA 22601 POC: Linda Whitmer Ph. (540) 678-1909 FAX: 540 678-1939	$104	$520

THIS AGREEMENT MUST BE COMPLETED/SIGNED AND RECEIVED BY THE TELEWORK COORDINATOR PRIOR TO COMMENCEMENT OF TELEWORK

NAVAL AIR SYSTEMS COMMAND TELEWORK AGREEMENT

The following constitutes the terms and conditions of the telework agreement between:

Employee: _____

Last Name | First Name | Middle Initial

Title

Pay Plan | Series | Grade

and Activity/Org Code: (e.g., NAWCAD/7.3.3)

Regular and Recurring ☐ yes ☐ no If yes, please complete the work schedule below

Ad Hoc ☐ yes ☐ no If yes, **DO NOT** complete the work schedule below, but maintain documentation of days and hours.

If you are a **part-time employee**, describe your schedule (list days/hours, i.e., M/W/F, 0700-1530):

WORK SCHEDULE

The employee is approved to work at the approved alternative worksite specified below in accordance with the following schedule:

Please check the appropriate work schedule (fixed or alternate).

☐ **Fixed**

☐ **Alternate Work Schedule (AWS)**
~ if AWS is chosen, please select which type AWS from below:
☐ **Compressed Work Schedule (CWS)**
☐ **Flexible Work Schedule (FWS)**

Days in Biweekly Pay Period Employee is Authorized to Telework
Put a checkmark next to the day/days per week or day/days per every other week you will be teleworking.

DAY	PER WEEK	EVERY OTHER WEEK	DUTY HOURS *(specify hours of work that include lunch break, e.g., 0730-1700)*
MON	☐	☐	
TUES	☐	☐	
WED	☐	☐	
THURS	☐	☐	
FRI	☐	☐	

How many hours per pay period are you teleworking?

Alternative Worksite

The employee's alternative worksite is (please mark the appropriate checkbox and fill in the information):

☐ **Home office or work area**

Address _____
Street City State Zip

Location of home office or work area (e.g., basement, upstairs room, etc.):
(update as necessary) _____

Phone Fax Official DoD Email

☐ **GSA Telecenter**

Address _____
Street City State Zip

Phone Fax Email

☐ **Other approved alternative worksite:**

Address _____
Street City State Zip

Phone Fax Email

Changes to Telework Arrangement

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements. A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

Work-at-Home Telework

It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking.

Work-at-home teleworkers must complete and sign a safety checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit access to the home worksite by agency representatives as required, during normal working hours, to repair or maintain Government-furnished equipment, and to ensure compliance with the terms of this telework agreement.

For work at home arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official Government business. The Government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.

The employee acknowledges that telework is not a substitute for dependent care.

The Government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

Official Duty Station

Normally, the official duty station corresponds to that found on the most recent SF50, Notification of Personnel Action. In situations where an employee teleworks from outside the commuting area, the official duty station will be the locale where the employee physically works for the majority of their time. The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is:

Time and Attendance, Work Performance and Overtime

Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

The employee is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

The employee agrees to work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without such prior approval may be subject to administrative or disciplinary action.

Security and Equipment

No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For regular and recurring telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with Government-furnished equipment. The employee is responsible for the security of all official data, protection of any Government-furnished equipment and property, and carrying out the mission of DoD at the alternative worksite. Government-furnished equipment must only be used for official duties and family members and friends of teleworkers are not authorized to use any Government furnished equipment

Where the employee has been approved by the Component Designated Approving Authority (DAA) to use their personal computers and equipment for telework on non-sensitive unclassified data, remote access software must not be loaded into employee's personal computers for official purposes. The employee is responsible for the installation, repair and maintenance of all personal equipment.

The Component is responsible for the maintenance of all Government-furnished equipment. The employee may be required to bring such equipment into the office for maintenance. The employee must return all Government-furnished equipment and materials to the agency at the conclusion of teleworking arrangements or at the Component's request.

Liability and Injury Compensation

The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

Standards of Conduct

The employee acknowledges that he/she continues to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using Government-furnished equipment.

Mileage Savings

The employee estimates that the telework arrangement will result in a reduction of

approximately miles traveled in commuting per week.

Termination of the Telework Agreement

This telework agreement can be terminated by either the employee or the supervisor by giving advance written notice. Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

Date of Commencement

The telework arrangement covered by this Agreement will commence on:

Date
(first telework date)

Signatures

_____
Employee Signature/Date

_____
Supervisor Signature/Printed Name/Phone (Commercial/DSN)/Official e-mail address/Date

_____
Level I Signature (Required for telework from outside the commuting area only.)
I certify this telework arrangement is in the best interest of the government.

PLEASE READ THIS CAREFULLY

All information on this form, including the individual's home address is required under Section 359 of Public Law No. 106-346 (Appendix 1). The information is sensitive and is needed to process your request to participate in the telework program. Failure to provide the requested information may affect the processing of your request and may delay or prevent approval for teleworking under the DoD Telework Program.

Any modifications to this information must be approved by your supervisor and submitted by the employee via email to your site telework coordinator.

NAVAIR SAFETY CHECKLIST

TELEWORK PROGRAM

The following checklist is designed to assess the overall safety of the home worksite. The participating employee should complete the checklist, sign and date it, and return it to his or her supervisor (and retain a copy for his or her own records).

1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?	**Yes**	**No**
2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)?	**Yes**	**No**
3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)?	**Yes**	**No**
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	**Yes**	**No**
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways?	**Yes**	**No**
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?	**Yes**	**No**
7. Is there a functioning smoke detector in the home?	**Yes**	**No**

Employee's Signature
Date

COST ANALYSIS OF TELEWORKING OUTSIDE THE LOCAILTY PAY AREA OF THE TRADITIONAL WORKSITE

If the employee will be working a majority of the time at an alternate worksite outside the traditional duty station's locality pay area a "change in duty station" will need to be processed for the employee. The National Level 1 approval on the telework agreement will be required to approve this action. This approval shall be based on a cost/benefit analysis considering the following questions.

QUESTIONS	COMMENTS
1. Will there be adjustments in special salary rates and locality pay as a result of telecommuting from an alternative worksite? If so, please discuss the differences in pay.	
2. Will there be travel, transportation and per diem entitlements for the employee to return to the traditional worksite from the alternative worksite? If so, please discuss the projected annual cost to the competency.	
3. Will overtime be paid as a result of travel to the traditional worksite and return to the alternative worksite? If so, please discuss the projected annual cost to the competency.	
4. Will there be costs associated with installing telephone lines in private residence and to pay monthly phone charges for such lines; long distance telephone charges; and telephone usage charges (other than long distance)? If so, please detail the projected annual cost to the competency.	
5. Will there be increased NMCI costs of a portable seat vs. a stationary desktop seat? Please discuss the projected annual cost to the competency.	
6. Are there any other costs associated with the proposed telecommuting arrangement? Please discuss the projected annual cost to the competency.	
7. Are there any savings/benefits to the Government associated with the proposed telecommuting arrangements?	

If the first-line supervisor determines that the benefits exceed the costs of the proposed telework arrangement, the above findings shall be routed along with the proposed telework agreement to the National Level 1 for approval/disapproval.

If, however, the first-line supervisor determines that the costs exceed the benefits, the proposed telecommute agreement shall be disapproved, unless a determination is made by the National Level 1 that the position is unique and requires special skills that cannot be met by another employee in the immediate office. Please keep your site telework coordinator informed of any interests and/or efforts in having employees' telework outside the locality pay area of the traditional duty station.

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