

Determining Telework Eligibility in DLA

A Guide for Managers and Supervisors

Purpose

The purpose of this guide is to:

- Provide DLA-specific guidance and clarification for making telework eligibility determinations
- Assist in identifying appropriate position and employee telework eligibility codes
- Identify when position and person telework eligibility determinations are required

When to Make Determinations

When should supervisors and managers determine or revalidate the telework eligibility codes for a position and /or an employee?

- Change in work requirements – When existing work requirements are changed (e.g., changes in mission, assigned duties, the needs of the work group, expectations during emergencies, etc.), the position and/or employee eligibility should be reviewed and revised as appropriate.
- Change in supervisor – DLA recommends that, when newly assigned to an organization, supervisors review existing telework position and employee eligibility.
- New position – When a new position is created, the position eligibility code is a mandatory field, determined by management and recorded in the Defense Civilian Personnel Data System (DCPDS) position build.
- Recruitment – When recruiting to fill a vacancy, the position eligibility code is included in the Request for Personnel Action. Supervisors determine employee eligibility when the position is filled and record the code using MyWorkplace.
- Employee performance or conduct – Employee eligibility may change based on performance or conduct decisions and/or timelines.

Position Eligibility Basics

Position eligibility is based entirely on the duties described in a position description (PD). It is determined by management and entered into DCPDS by Human Resources when a PD is established.

- General Schedule (GS) positions are presumed eligible unless there are compelling reasons to the contrary.
- Federal Wage System (e.g., WG, WL) positions are presumed ineligible due to required access to non-portable materials and/or equipment.

All incumbents on an ineligible PD are ineligible for telework. Positions should ONLY be coded as ineligible when –

- It can be predicted that incumbents will never be allowed to telework, even situationally for online training, special projects, weather emergencies, or similar situations.
- The non-portable duties of the position must be performed each and every day and can not be reorganized in a way that allows telework to occur.
- The only occasions when remote work might be possible are during rare or extreme situations (e.g., employees are sent to a "safe haven" or an event occurs where the normal worksite is destroyed). When such an event occurs, work is reconstituted at a designated location that essentially replaces the worksite of record and is, therefore, not considered to be telework.

Authority to Disapprove

Coding a position or employee as ineligible is treated like a disapproval. Based on DLA policy, authority to disapprove telework may not be delegated below the Approving Official, which means an Executive Board member (Director or Deputy Director in an activity) must authorize.

Position Telework Eligibility Codes

Taking into consideration the Position Eligibility Basics above, each position description must be designated as eligible or not eligible for telework. These 4 options are available –

1. If physical presence is required each and every day due to face-to-face contact with others (example: nursing position involving direct patient care on a daily basis) –
 - The position is ineligible (NE001), and
 - All incumbents are ineligible (NE106).
2. If access to material or special equipment that cannot be moved from the regular worksite is required each and every day (examples: firefighter position; forklift operator or other non-supervisory wage grade positions) –
 - The position is ineligible (NE002), and
 - All incumbents are ineligible (NE107).
3. If handling classified or sensitive materials that cannot be removed from the worksite is required each and every day –
 - The position is ineligible (NE003), and
 - All incumbents are ineligible (NE108).
4. All other positions–
 - All other positions are eligible by default (YA001), and
 - Employee eligibility must be determined based on individual work assignments, the mission needs of the organization, conduct and discipline matters, or similar criteria. Use the table below to determine employee eligibility.

Employee Telework Eligibility Codes

These codes are used by supervisors in MyWorkplace to record the individual eligibility of employees who occupy positions that are coded as eligible for telework (YA001).

Employee Code	Meaning
ER001	Employee is eligible for regular and recurring telework, including emergency and OPM prescribed “unscheduled telework.”
ES002	Employee is eligible for situational telework only, including emergency or similar events when unscheduled telework is prescribed.
EM003	Employee is eligible to telework due to medical condition (reasonable accommodation). ¹
NE100	Prohibited due to official discipline for more than 5 days of absent without leave (AWOL) in a calendar year. ²
NE101	Prohibited due to official discipline for violation of Subpart G, Ethical Standards, for viewing, downloading, or exchanging pornography on a Federal Government computer, or while performing official duties. ²
NE102	Not eligible due to employee conduct issues. ³
NE103	Not eligible due to employee performance issues. ³
NE104	Not eligible due to employee failure to meet the performance requirements of the telework agreement. ³
NE105	Not eligible during period of trainee status. ³
NE106	Not eligible – Position requires extensive face-to-face contact with supervisor, employees and clients, and/or the employee’s physical presence. ^{3,4}
NE107	Not eligible – Position requires access to material or special equipment that cannot be moved from the office or worksite. ^{3,4}
NE108	Not eligible due to daily requirement to handle classified materials. ^{3,4}

¹ Employees requesting telework as a reasonable accommodation for a long term disability should contact their command EEO Office’s Disability Program Manager for the proper procedures.

² Prohibition continues for as long as the infraction is documented in the Official Personnel File.

³ Employees *in eligible positions* may be eligible during emergency or similar events when unscheduled telework is prescribed. Supervisor approval is required on a case-by-case basis.

⁴ These codes may be used when a position is eligible, but the employee’s assigned workload or situation causes the individual to be ineligible. For ineligible positions, all incumbents are automatically considered ineligible.

Finding more information

For additional questions on Telework Determination, contact your home organization’s Activity Telework Coordinator.

More information is also on the telework page of the DLA HR website at <http://www.hr.dla.mil/resources/employment/current/telework.asp>. This website provides:

- Policy and DLA guidance on telework
- A link to the DLA Learning Management System for mandatory training
- Answers to frequently asked questions about telework in DLA
- Information about DLA-specific forms