

# Defense Logistics Agency Instruction



DLAI 7212  
December 6, 2010  
J-1

## Defense Logistics Agency Telework Program

References: Refer to [Enclosure 1](#).

1. PURPOSE. This instruction establishes policy and procedures for the Defense Logistics Agency (DLA) Telework Program.

2. APPLICABILITY. This DLA Instruction applies to Headquarters (HQ) DLA and DLA Primary Level Field Activities (PLFA). Supplementation is not permitted at any level.

3. POLICY.

a. DLA's Telework Policy applies to all civilian and active duty military employees of DLA, to include non-appropriated fund employees, who occupy positions that are determined eligible for telework. Employees, who are qualified individuals with disabilities requesting telework as a reasonable accommodation, will in conjunction with these procedures, follow the guidance set forth in the DLA Reasonable Accommodations Procedures at <http://www.dla.mil/dlaps/dlai/doprraidproc.htm>. For additional information on reasonable accommodations, employees should consult their servicing Disability Program Coordinator (DPC) found at [http://www.dla.mil/do/pwd\\_coordinators.asp](http://www.dla.mil/do/pwd_coordinators.asp).

(1) It is DLA policy to offer two types of telework arrangements to meet organizational and employee needs:

(a) Regular and Recurring Telework.

(b) Periodic or Intermittent Telework.

**NOTE:** The two types of telework are not mutually exclusive. For example, an employee teleworking on a regular and recurring basis may also work on a periodic or intermittent basis on a specific project.

b. Participation in the Telework Program:

(1) Regular and recurring telework will be permitted from one to five days per week. Approving officials have the sole discretion to determine the number of days per week (from one to five) that a teleworker can work, and will advise the teleworker. Additionally, approving officials will approve fixed telework schedules based on task requirements. In the case of periodic or intermittent teleworkers, approving officials will approve telework based on task

requirements and circumstances on an as needed basis, within the predetermined one to five days of authorized telework.

(2) When the telework request is due to a medical condition, the approving official will consult with their servicing DPC for guidance. The DPC will be actively involved to assist in processing the request in a timely and efficient manner. The DPC will coordinate with the DLA Human Resources Center (DHRC) point of contact (POC) as appropriate. The telework candidate will have to provide medical documentation for review and documentation by the DPC, in coordination with the employee, the DHRC POC, and DLA medical personnel as required.)

(3) The opportunity to participate in the Telework Program is offered only with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained; for example, arrangements are made for dependent care so as not to interfere with the work, and personal disruptions such as personal phone calls and visitors are kept to a minimum.

(4) Telework is a voluntary program, not an employee's right.

c. To be eligible to participate in the program:

(1) The employee's work performance must be at the fully successful level.

(2) The employee must not have a current leave restriction letter or a written reprimand due to misconduct or poor performance on file.

(3) The employee must not have received a suspension or demotion for misconduct or poor performance within a two-year period prior to the start of the proposed telework.

(4) The approving official has the sole discretion to waive the restrictions cited.

(5) The employee can perform their official duties, either completely or in part, at an alternative worksite without impairment to the mission of the Agency.

(6) Decisions regarding an employee's participation in any Telework Program shall not be based upon, nor involve consideration of union activity, prohibited factors of an employee's race, color, sex, age, disability, religion, national origin, and/or reprisal (participation in a protected activity). Disabling conditions may be valid considerations for an employee's participation; however, such consideration must be evaluated as part of a requested reasonable accommodation relating to the individual's disability. A qualified individual with a disability requesting telework as a reasonable accommodation should review the DLA Reasonable Accommodation Procedures at <http://www.dla.mil/dlaps/dlai/doprraidproc.htm> and contact his or her servicing DPC for clarification.

(7) Employees responsible for training or mentoring others are not eligible to telework on the days needed for training or mentoring. For more information, click on <http://www.hr.dla.mil/resources/employment/current/telework.asp>.

(8) New program participants, employees and immediate supervisors, must complete training located at <http://www.hr.dla.mil/resources/employment/current/telework.asp> prior to the beginning of the telework arrangement.

(9) Employees scheduled for Temporary Duty (TDY) or training must suspend telework arrangements during applicable days.

(10) Positions shall not be considered ineligible solely because of occupation, series, grade, or supervisory status.

d. Cancellation of participation.

(1) The overall interest of the organization takes precedence over participation in the program especially during times of war, national emergency, or other crises.

(2) Management can suspend or end participation in the program at any time that participation adversely affects mission accomplishment or the employee no longer satisfies the criteria in 3c above. Management has the right to end participation should it adversely affect the employee's performance. When practicable, supervisors or managers should provide written notice prior to the cancellation of the telework agreement, to provide adequate time for conversion back to the official duty station.

(3) Supervisors may cancel an employee's participation in the telework program if a formal disciplinary action is imposed on them. Termination for this reason does not require advance notice.

(4) The employee may also request to end participation, without cause, at any time. In this instance, the supervisor and employee will plan transition back to the official duty station.

(5) The supervisor and employee must document any decision to terminate a telework arrangement on the Telework Agreement, <http://www.hr.dla.mil/resources/employment/current/telework.asp>.

e. Supplies and equipment. Complete DLA Form 1866 and DLA Form 1867 for safety and equipment requirements.

(1) The approving official or designee may approve purchase of mobile government-furnished equipment and supplies for use in an employee's home for regular and recurring telework arrangements. The approving official may make this decision on a case-by-case basis, considering the nature of the work, availability of existing and/or excess equipment, and funding constraints or flexibilities. All purchases of computing equipment will be coordinated with the Activity's Information Technology Division. Teleworkers will use their mobile government-furnished equipment in the Activity's office environment. The Activity may use the existing monitor and keyboard in conjunction with the mobile equipment. A separate desktop computer for the teleworker is not authorized except in extremely limited circumstances. Additionally, employees with disabilities, who work from home as an accommodation, may obtain certain electronic equipment from the DoD Computer Electronic Accommodations Program (CAP).

Submit online requests to CAP at [http://www.tricare.mil/cap/accom\\_process/request.cfm?type=request](http://www.tricare.mil/cap/accom_process/request.cfm?type=request). CAP's support includes evaluating the needs of employees with disabilities and purchasing the assistive devices and technology necessary to effectively complete their duties, whether on site or under an approved telework arrangement, as a form of reasonable accommodation. Employees can find additional information on CAP's telework services and policies at <http://cap.tricare.mil/Programs/Employment/Telework.aspx>.

(2) Telework employees can use DLA equipment home for official and authorized purposes only. Internet usage must conform to DLAD 8500.11, DLA Internet Management, when access is through government-established connectivity using Government owned resources or personal computers. Refer to DLA Instruction – Offsite Use of Government Information Technology (IT) equipment for information regarding the process for requesting, approving, and using Government IT equipment at private residences or sites not designated as an employee's official duty station.

(3) DLA will provide the teleworker with software that provides for a secure, encrypted connection, and the Public Key Information (PKI) certification on the Government furnished mobile computer.

(4) Any misuse of DLA equipment will be treated the same as if it occurred on the Activity's premises.

(5) Use of personally owned computers and equipment for employees who telework is authorized. Use of personally owned computing equipment to connect to the DLA network may be approved if appropriate security software is installed and security procedures are followed to avoid risk of intrusion or impact to the DLA environment. The employee is responsible for the repair and maintenance of personal equipment.

(6) DLA is only responsible for the maintenance and repair of Government furnished equipment. The teleworker is responsible for bringing the government furnished equipment back to the facility for repair or service.

(7) Supervisors and managers must ensure that the equipment assigned to telework participants is accounted for properly in accordance with the worker's Terminal Area Security Officer (TASO) or Responsible Property Custodian (RPC). The TASO or RPC is responsible for ensuring that all government equipment is identified and labeled appropriately. Adherence to local policy for off-site use of government equipment is required.

(8) All files, records, papers, or machine-readable materials, and other documentary materials, regardless of physical form or characteristics, made or received during telework are the property of the United States and shall be managed in accordance with DLA Instruction Records Management.

(9) Pursuant to 31 USC Section 1348, DLA may not pay for installing a telephone and services. GAO has permitted exception only in circumstances consistent with the statute. See Comptroller General (CG) Decision B-225159, dated June 19, 1989 at [http://www.dod.mil/dodgc/defense\\_ethics/resource\\_library/2003Deskbook/fiscal\\_basics.doc](http://www.dod.mil/dodgc/defense_ethics/resource_library/2003Deskbook/fiscal_basics.doc).

Activities will provide telework employees with telephone credit cards when business-related long distance phone calls are required for employees with dial-up or limited long distance service.

(10) The teleworker is responsible for the installation (if required) and the monthly service fee of the communication line between the employee's home and the DLA network.

(11) 31 USC Section 1348 (<http://uscode.house.gov/download/pls/31C13.txt>) also prohibits the Government from purchasing a fax machine for installation in a private residence. The use of an existing government-owned fax machine, which is not being used, may be approved for periodic home use. This prohibition does not apply to modems or automatic voice/data switches.

(12) Telework arrangements may increase an employee's home utility costs. DLA assumes no responsibility for employee expenses related to heating, electricity, water, and space usage. The rationale is that balanced against these increases are savings to the employee from reduced commuting, parking, meals, and clothing expenses. Potential costs and savings cannot be viewed in isolation from each other. A CG decision concluded, "Absent legislation authorizing such expenditures, incremental costs associated with the residential workplace may not be allowed." (CG B-225159, dated June 19, 1989). See also [http://www.dod.mil/dodge/defense\\_ethics/resource\\_library/2003Deskbook/fiscal\\_basics.doc](http://www.dod.mil/dodge/defense_ethics/resource_library/2003Deskbook/fiscal_basics.doc).

f. Security.

(1) No classified information or processing is permitted at an alternate work site.

(2) Adherence to established technical standards for Government furnished equipment, network, and security issues is required. The standards are outlined in the DLA Information Technology Solutions and Standards documents version 2.03, dated November 2002.

(3) Teleworkers shall not process sensitive information (e.g., For Official Use Only or Privacy Act information) from an alternative worksite unless PKI encryption is available for electronic mail. When employees telework on an intermittent basis, teleworkers can use their personal computers to work on limited amounts of sensitive unclassified material; however, they must delete the files as soon as they are no longer required.

(4) All sensitive information stored outside of the employee's computer must be stored in an approved, lockable container.

(5) Procedures for safeguarding Privacy Act (PA) and Personally Identifiable Information (PII) data while in a telework status.

(a) Prior to removing any documents from the worksite, the employee will make a list of all the documents that will be removed and provide the list to their supervisor to ensure accountability of all documents.

(b) All PA and PII data must be marked with the appropriate documentation and covered with a DLA Form 1880.

(c) The teleworker must keep documents in an enclosed container when transporting them to and from alternate worksites. Open hand carrying of documents is not permitted.

(d) Documents and laptop computers may not be left unattended in a private vehicle or other conveyance at any time.

(e) Once at the telework site, the information must be maintained in a controlled environment where no others have access, including family members.

(f) When the work has been completed, the documents must be placed in a locked cabinet until they are returned to the worksite.

g. Safety. Working at home raises questions under Occupational Safety and Health Administration (OSHA) rules governing the safety of workplaces and under the Federal Employees Compensation Act (FECA). Offices in the home require adequate workspace, light, telephone service, power, and temperature control. Employees are responsible for ensuring that their homes comply with safety requirements. All employees working from home must sign a self-certification checklist that the home is safe. Management has the authority to deny an employee the opportunity to participate or may rescind a telework agreement based on safety problems in the home. Management may also have the home office inspected for compliance with safety requirements if management has reasonable cause to believe that a hazardous work environment exists. Safety inspections will be conducted on an appointment only basis.

h. Official Duty Station. The official worksite generally is the location where the employee regularly performs his or her duties. If the employee's work involves regular travel, or the employee's work location varies on a daily basis, the official worksite is the location serving as the base for the employee's work activities as determined by the employing agency. However, should an employee be approved to work exclusively from his or her home, or other alternative worksite, the DHRCs should be consulted regarding possible official duty station implications. Official duty station determinations affect entitlements to special salary rates, locality pay adjustments, travel allowances, etc. An agency must document an employee's official worksite on the employee's Notification of Personnel Action (Standard Form 50 or equivalent.)

i. Liability. Any exposure to liability may be covered under the Military Personnel and Civilian Employees Claims Act, the Federal Tort Claims Act, or FECA.

j. Work Hours. Employees working at alternative work sites must work when scheduled. Assurance can be achieved by the supervisor's determination as to the reasonableness of work output for the time spent, by occasional supervisor telephone calls, or communicating with the employee by e-mail.

k. Call back to work. Management may call employees back to their official duty stations on an emergency basis; e.g., special project, meeting, shortage of staff (due to vacation, TDY, or illness) or the supervisor's need to balance staff in the office. If the supervisor directs a teleworker to travel back to their official duty station during their regularly scheduled tour of duty, the teleworker's travel hours must be credited as hours of work. If the supervisor directs the teleworker to travel back to the official duty station before or after his/her regularly

scheduled basic tour of duty for irregular or occasional overtime work, the employee may be entitled to at least 2 hours of overtime pay under the “call back” rules.

1. Accounting for time and attendance.

(1) Existing policy and collective bargaining agreements about hours of duty and scheduling work apply to telework arrangements, including working an approved alternative work schedule. Telework arrangements provide a structure for scheduling work and accounting for time and leave. Completely unstructured arrangements, where employees simply work at will, violate legal requirements and public policy.

(2) Under the Federal Labor Standards Act (FLSA) (<http://www.opm.gov/flsa/>), DLA is responsible for keeping records of time worked. Employees who are FLSA nonexempt are entitled to overtime pay. DLA must pay for officially ordered and approved overtime, and for any overtime a supervisor suffers or permits his or her subordinates to work. For employees who perform work at an alternative work site, supervisors have less control over suffered or permitted overtime. However, clearly established tours of duty and clear expectations concerning work to be performed can minimize the possibility of employees working unauthorized overtime hours. In addition, all employees will be required to sign a telework agreement prior to starting telework. Item number 10 of that agreement (<http://www.hr.dla.mil/resources/employment/current/telework.asp>) states that the employee will not work in excess of his/her prescheduled tour of duty (including overtime, compensatory time, religious time, or credit hours) unless he or she first receives approval from his or her supervisor.

(3) When telework hours are recorded on a timesheet or in a time and attendance system, one of the codes below will be used:

(a) TW – Telework Regular – Where an approved work schedule for eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.

(b) TS – Telework Situational – Ad Hoc/Situational – Approved (in advanced) telework performed on an occasional, one-time, or irregular basis. (Telework of less than one day biweekly pay period is considered Ad Hoc.)

(c) TM – Telework Medical – Telework that has been approved for a particular employee as deemed necessary by the command for medical reasons.

(4) The codes above can be used in the Employee Activity Guide for Labor Entry system.

m. Continuity of Operations (COOP) Program and Pandemic Influenza.

(1) The Federal Government will be expected to continue essential operations during a COOP or Pandemic Influenza event.

(2) Maximum use of telework is encouraged to achieve social distancing and continue to meet mission requirements in a COOP or Pandemic Influenza event.

(3) During Phases III and IV of a pandemic influenza outbreak (as defined in the DLA Pandemic Influenza Plan), employees in the affected areas whose positions are suitable for telework will do so unless there is a compelling reason (e.g., unavailability of technology or direct mission impact) to do otherwise.

(4) Telework can be managed by ensuring:

- (a) Equipment, technology, and technical support have been tested;
- (b) Employees are comfortable with technology and communications methods;
- (c) Managers are comfortable managing a distributed workgroup;
- (d) A current telework agreement (within 12 months) is on file;
- (e) A current telework agreement (within 12 months) detailing any COOP or Pandemic Influenza responsibilities is maintained;
- (f) Telework is practiced regularly to ensure effectiveness;
- (g) Supervisors and employees are familiar with agency and workgroup COOP plans and Pandemic Influenza plans and individual expectations; and
- (h) Duties assigned by management are performed, even if they are outside usual or customary duties.

n. Emergency dismissal, closing, or equipment failure.

(1) Consistent with the Office of Personnel Management's instructions, teleworkers whose official duty station is located inside the Washington Capital Beltway will observe the same closedown arrangements as employees at their official duty station.

(2) For DLA activities located outside the Washington Capital Beltway (including DLA HQ Complex) that are affected by emergency dismissal or closings, teleworkers working at an alternative worksite would normally be expected to continue working.

(3) The teleworker must immediately report equipment failures to their local technical support organization and supervisor.

(4) An employee who is unable to work at the alternative site due to equipment, power failure, etc., will contact the supervisor, who, based on the situation, will determine the appropriate duty or leave status to account for the employee's time and whether or not the employee should report to their official duty station.

(5) On days when an unscheduled leave policy is in effect, employees participating in telework may request to work at the alternative duty site instead of reporting to the official duty station or taking leave.



#### 4. RESPONSIBILITIES.

a. The Office of Human Resources (J-1) is the office of primary interest for DLA civilian employees. J-1 shall designate a Telework Representative who coordinates with each Activity's Telework Coordinator, and who reports information to the DOD Telework Coordinator.

(1) J-1 shall evaluate the Telework Program periodically to assess its success or need for modification.

(2) The DLA HQ Quality of Life Office is the office of primary interest for DLA non-appropriated fund employees.

(3) Servicing DHRCs should provide advice and guidance.

(4) J-1 will issue data calls to collect information necessary for reporting requirements.

(5) DLA J-codes and PLFAs must designate a Telework Coordinator no later than 10 days after effective date of this Instruction, and provide their name, phone number, fax number, and e-mail address to:

Defense Logistics Agency  
ATTN: DLA Telework Coordinator (J-1)/Ms. Trish McMinn  
8725 John J. Kingman Road, Room 3516  
Fort Belvoir, VA 22060-6221

(6) HQ and PLFA Telework Coordinators are responsible for gathering information needed for reporting purposes. They are also responsible for providing orientation and training of employees and supervisors, ensuring coordination with labor organizations, publishing and distributing plan information, maintaining a list of participating employees (civilian and military), and coordinating administrative arrangements with teleworkers and other organizational entities; for example, with safety, security, information services, or resource management personnel.

(7) Each Telework Coordinator is responsible for working with management on conducting an annual review of the Activity's positions to determine if the positions are still telework eligible, including those that were previously determined to be not eligible for telework.

(8) Servicing DPCs will be responsible for assisting management with processing requests for telework as a reasonable accommodation for a medical condition, in accordance with DLA's Reasonable Accommodations Procedures.

5. PROCEDURES. Refer to [Enclosure 2](#). Additional information is located at [Enclosure 3](#).

6. EFFECTIVE DATE. December 6, 2010

Director, Strategic Plans and Policy

### 3 Enclosures

1 – References

2 – Procedures

3 – Additional Information

Enclosure 1  
References

1. DLA One Book Chapter Telework, dated July 11, 2003, Superseded
2. Public Law (PL) 106-346, Section 359, FY 2001 U.S. Department of Transportation Appropriations Act
3. PL 100-235, Computer Security Act of 1987
4. DoD Telework Policy and Guide
5. Master Labor Agreement between DLA and American Federation of Government Employees Council 169, dated April 12, 2007

## Enclosure 2 Procedures

1. Employee actions to be considered for telework.
  - a. Employee reviews the DLA Telework Instruction and local guidance to understand teleworking.
  - b. Review available program orientation and other information.
2. If the employee wants to volunteer for telework, then he or she should complete DLA Form 1864, Telework Request and Approval Form, dated July 2004 and discuss with the supervisor.
  - a. The employee may dispute the reasons given by the supervisor or approving official for not approving him or her for telework or for terminating his or her telework agreement, by submitting a grievance using the appropriate agency administrative or the negotiated grievance procedure. If an employee is denied telework as a reasonable accommodation, they may use the reasonable accommodation reconsideration process within the prescribed timeframes as outlined in the DLA Reasonable Accommodation Procedures at <http://www.dla.mil/dlaps/dlai/doprraidproc.htm>. For clarification, an employee should contact their servicing DPC.
  - b. For employees who are approved for telework, employees must complete the required training at [http://www.telework.gov/Tools\\_and\\_Resources/Training/Employees/index.aspx](http://www.telework.gov/Tools_and_Resources/Training/Employees/index.aspx).
  - c. Along with their supervisor, complete DLA Form 1865, Telework Agreement Form, dated July 2004, and DLA Form 1866, Supervisor-Employee Checklist Form, July 2004.
  - d. Setup the employee's home as an alternative worksite.
  - e. Employee completes a DLA Form 1867, Home Safety Checklist Form, dated February 2003 and provides their supervisor a copy.

**NOTE:** Employees who are directly engaged in performing their job duties are covered by FECA, regardless of whether the work is performed on the Agency's premises or at an alternative worksite. However, when an employee is on property under his or her own control, activities that are not immediately directed toward performance of regular duties do not arise out of employment. An employee who works at a desk at home removes himself or herself from the performance of regular duties as soon as he or she walks away from the desk to use the bathroom, get a cup of coffee, or seek fresh air. The "Personal Comfort Doctrine" does not apply and coverage cannot be extended for injuries that result from such activities.

3. Supervisor actions to implement telework.
  - a. Review the contents of this DLA Instruction and local guidance.
  - b. Review each position to determine if it is eligible for telework. Positions eligible for telework are determined based on job content rather than job title, series, type of appointment, or

work schedule. Telework is feasible for work that requires:

- (1) Thinking, writing, or data analysis;
- (2) Reviewing grants or cases;
- (3) Writing decisions or reports;
- (4) Telephone intensive tasks such as setting up a conference;
- (5) Obtaining information, following up on participants in a study;
- (6) Computer-oriented tasks such as programming, data entry, word processing, and software development;
- (7) Measurable outputs;
- (8) Legislative research;
- (9) Editing or proofreading reports; and/or
- (10) Developing specifications;

NOTE: The above is illustrative of tasks conducive to teleworking and does not represent all types of work suitable for telework.

4. Telework is not feasible if:

- a. The employee needs to have daily or extensive face-to-face contact with the supervisor (for example, a trainee), other employees, clients, the general public, or team members.
- b. The employee needs frequent access to material that cannot be removed from the office.
- c. The activity cannot provide any necessary special facilities or equipment.
- d. It would be too costly for the activity to duplicate the level of security required at the alternative workplace.
- e. The employee requires on-the-job training and organizational orientation.
- f. A substantial volume of the employee's work must be handed to him or her each day, as opposed to in advance, or frequent changes in priorities, direction, and/or special projects require the employee's immediate interaction with other team members.
- g. On-site oversight is needed; e.g., facilities maintenance.
- h. The employee requires frequent technical assistance when using computer applications or office equipment, and the same applications or office equipment are needed for telework.

**NOTE:** The above is illustrative only and does not represent all types of work that is not suitable for telework.

5. Employees participating in a telework program should possess a familiarity with their organizations. Employees may not telework within 90 days of an assignment to a PLFA, or within 30 days of an assignment to a new position within the PLFA. For this purpose a new position is one in a different job series.

6. Supervisors will provide the telework coordinator with a copy of the current telework eligible position data and ensure that it is kept current and made available to prospective employees.

7. Supervisor will discuss telework with employees to ensure that they are aware of which positions are eligible and the procedures for requesting consideration for telework.

7. Supervisor will review DLA Form 1864, Telework Request and Approval Form, dated July 2004 submitted by employee.

a. If disapproved, provide the employee with written reason for disapproval and discuss.

b. If approved, send request to the approving authority.

c. If approving authority approves, discuss approval of request with employee and provide a copy of approved request to the local Telework Coordinator.

d. Along with the employee, complete DLA Form 1865, Telework Agreement Form, dated July 2004 and provide a copy to the local Telework Coordinator.

e. Along with the employee, complete DLA Form 1866, Supervisor-Employee Checklist Form, dated July 2004 and keep a file copy.

f. Have the employee complete DLA Form 1867, Home Safety Checklist Form, dated February 2003 and file a copy.

9. Local Telework Coordinator responsibilities.

a. Review DLA Telework Instruction and local guidance.

b. Review available program orientation.

c. Receive required training.

d. Use DLA Telework Instruction. Coordinate with local entities; i.e., resource management and Union, and implement telework.

e. Plan for local telework implementation.

f. Provide an orientation and training for employees and supervisors.

- g. Keep copies of completed Telework Request and Approval Form and the Telework Agreement Form.
- h. Gather information and prepare telework reports for DLA.
- i. Work with Government representatives, supervisors, employees, and assist in setting up alternative worksites.
- j. Monitor and evaluate progress of alternative worksite arrangements.

Enclosure 3  
Additional Information

1. The following definitions apply to this policy:

a. Activity. A DLA PLFA or DLA HQ entity.

b. Agency. DLA.

c. Alternative work site. A site away from the official duty station as recorded on the Standard Form 50-B, Notification of Personnel Action. Examples of alternative work sites are the home, a telecommuting center, or any place geographically different from the official duty station.

d. Approving Official. For DLA HQ, the approving officials are the Executive Board members and Special Staff Directors, for DLA PLFAs, the approving officials are the Deputy Commanders. The authority to approve a telework request may be delegated by the approving official in writing. The authority to disapprove a telework request may not be delegated.

e. Eligible employee. Any satisfactorily performing employee whose job or individual work activities may normally be performed on a regular and recurring basis or on a periodic or intermittent basis at home or other worksite geographically different from their duty station.

f. Eligible position. Position involving tasks and work activities that are portable, which do not depend on the employee being at the official duty station.

g. Equal Employment Opportunity. An opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment that are available to an average, similarly-situated individual without a disability.

h. Flexible workplace, flexi-place, work-at-home, telecommuting, and teleworking refer to a work situation where the location of the worksite is away from the official duty station.

i. Individual with a Disability. An individual has a disability for purposes of the Rehabilitation Act of 1973 as modified by the Americans of Disabilities Act: (1) has a physical or mental impairment that substantially limits a major life activity; (2) has a record of such impairment; or (3) is regarded as having such impairment. Please contact your servicing DPC for guidance on the current definition of disability as it pertains to an employee or applicant requesting reasonable accommodation.

j. Periodic or intermittent arrangement. These agreements are for infrequent periods of time when assignments have short turnaround times or require intense concentration. Under such arrangements, the employee typically works for a day or more at an alternative worksite, away from typical office distractions, enabling the employee to focus more effectively on completion of the assignment. Periodic or intermittent arrangements are not mutually exclusive from regular and recurring telework arrangements; some examples of where a periodic arrangement may work well include the following:



- (1) When the official duty station is not usable; e.g., during office renovation;
- (2) When travel conditions are treacherous and the employee requests to work at home rather than at the official duty station during those hours when the official duty station is open; or
- (3) When the employee has a short-term work assignment that could be performed at an alternative worksite free from interruptions.

NOTE: The above examples are illustrative only and are not inclusive of all situations.

k. **Qualified Individual with a Disability.** An individual with a disability is qualified if (1) he or she satisfies the requisite skill, experience, education, and other job-related requirements of the position; and (2) he or she can perform the essential functions of the position with or without reasonable accommodation.

l. **Reasonable Accommodation.** Any change in the work environment or in the way activities are customarily done that would enable a qualified individual with a disability to enjoy equal employment opportunities.

m. **Regular and recurring telework.** These arrangements involve working at an alternative worksite according to a regular and recurring pattern.

n. **Sensitive information.** Information, the loss, or misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of federal programs, or the privacy to which individuals are entitled to under 5 U.S.C. Section 552a (the Privacy Act), but that has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. Systems that are not national security systems, but contain sensitive information, are to be protected in accordance with the requirements of the Computer Security Act of 1987 (PL 100-235) (<http://www.fas.org/irp/offdocs/laws/pl100235.htm>).

o. **Telecommuting Center.** A facility established by federal, state, local, county governments, or by private organizations and partnerships for use by teleworkers. Typically, centers house employees of more than one Agency or Department and include workspaces and equipment common to the normal office environment.