

United States Department of Agriculture  
Marketing and Regulatory Programs  
Agricultural Marketing Service  
Animal and Plant Health Inspection Service  
Grain Inspection, Packers and Stockyards Administration

# Directive

MRP 4368.1

06/07/11

## TELEWORK PROGRAM

### 1. PURPOSE

This Directive establishes Marketing and Regulatory Program (MRP) policy, procedures, and guidance for participants in the Telework program.

### 2. REPLACEMENT HIGHLIGHTS

This Directive replaces MRP 4368.1, Flexiplace Program, dated 6/8/05.

### 3. AUTHORITIES

- a. Presidential Memorandum, "Expanding Family-Friendly Work Arrangements in the Executive Branch", dated July 11, 1994.
- b. Presidential Memorandum, "Implementing Federal Family Friendly Work Arrangements", dated June 21, 1996.
- c. Presidential Directive, National Security Presidential Directive 51/Homeland Security Presidential Directive 20, National Continuity, dated May 9, 2007.
- d. Public Law Number 104-52, Treasury, Postal Service, and General Government Appropriations Act of 1996.
- e. Public Law Number 106-346, Section 359, Department of Transportation Appropriation Act of 2001.
- f. Office of Personnel Management (OPM) Guide to Processing Personnel Actions, Chapter 23. <http://www.opm.gov/feddata/gppa/gppa.asp>
- g. OPM Memorandum to Executive Heads of Agencies, Subject: Establishing Telecommuting Policy, dated February 9, 2001.  
<http://www.opm.gov/wrkfam/opm-gsa/dirmemo2.htm>
- h. OPM Memorandum, subject: Washington, DC Area Dismissal and Closure Procedures, dated December, 2010. <http://www.opm.gov/oca/compmemo/dismissal.pdf>

- i. DR 4080-811-002, USDA Telework Policy, dated January 25, 2011  
[http://www.ocio.usda.gov/directives/doc/Telework%204080-811-002\\_V10\\_110114%20-%20FINAL%20\(3\).htm](http://www.ocio.usda.gov/directives/doc/Telework%204080-811-002_V10_110114%20-%20FINAL%20(3).htm)
- j. DR 3440-002, Control and Protection of “Sensitive Security Information”, dated January 30, 2003. <http://www.ocio.usda.gov/directives/doc/DR3440-002.pdf>
- k. DM 3525-003, Chapter 5, Part 3 – Telework and Remote Access Security, dated February 17, 2005. <http://www.ocio.usda.gov/directives/doc/DM3525-003.pdf>
- l. DM 3550-002, Chapter 10, Part 2 – Sensitive But Unclassified Information Protection, dated February 17, 2005. <http://www.ocio.usda.gov/directives/doc/DM3550-000.pdf>
- m. Federal Continuity Directive 1, Federal Executive Branch National Continuity Program And Requirements, dated February 2008.  
<http://www.fema.gov/pdf/about/offices/fcd1.pdf>
- n. H.R. 1722, Telework Enhancement Act of 2010, December 2010.  
<http://www.gpo.gov/fdsys/pkg/BILLS-111hr1722enr/pdf/BILLS-111hr1722enr.pdf>

#### **4. POLICY**

It is MRP policy that:

- a. The Telework Program begins with the assumption that all employees and positions are eligible for telework, unless the official duties require, on a daily basis, an employee to be physically present at a worksite and work cannot be preformed remotely or from an alternative worksite.
- b. MRP telework training is required for participating employees and their supervisors prior to employee participation in the MRP telework program.
- c. Employees must adhere to guidelines on tours of duty (beginning/ending times, core hours, meal breaks, etc.) and absence and leave.
- d. Managers, supervisors, and employees can terminate the telework arrangement with a minimum of two weeks advance written notification, except in emergency situations. Agreements may be terminated in less than two weeks when appropriate. Reasons for termination may include a decline in employee performance, conduct issues, or if the employee’s participation adversely affects the achievement of the organization’s mission and service delivery.

#### **5. COVERAGE**

- a. Participation in the MRP telework program is limited to employees who:
  - (1) Have a proven or expected minimum of fully successful or equivalent (e.g., ‘pass’) on their most recent performance appraisal;
  - (2) Have work assignments that are portable and can be performed effectively at a location other than their official duty station;

- (3) Have completed the mandatory USDA telework training; and
  - (4) Have completed the USDA Telework Agreement which has been approved by the appropriate agency officials.
- b. Managers and employees in programs with recognized bargaining units are advised to refer to appropriate negotiated agreements to determine how this Directive is implemented for bargaining unit members.

## **6. OPERATING PROCEDURES**

Operating procedures on the Telework Program are contained in the Human Resources Desk Guide (HRDG), Subchapter 4368, Telework Program. This Directive and HRDG Subchapter 4368 are available on the following Web sites: <http://www.aphis.usda.gov/library> and [http://www.aphis.usda.gov/mrpbs/publications/hr\\_policies\\_procedures.shtml](http://www.aphis.usda.gov/mrpbs/publications/hr_policies_procedures.shtml)  
These procedures are incorporated herein as part of this Directive.

## **7. INQUIRIES**

Inquiries should be directed to the designated agency telework coordinator listed in the HRDG, Subchapter 4368, Telework, Section A. Contact MRPBS, Human Resources Division, Workplace Resolutions and Wellness Branch at 301-851-2950 for MRP telework policy guidance.

/s/

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