



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
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IN REPLY TO

NAVSEAINST 12620.1B

Ser 10TC3/042

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NAVSEA INSTRUCTION 12620.1B

From: Commander, Naval Sea Systems Command

Subj: TELEWORK PROGRAM

Ref: (a) DoD Instruction 1035.01 of 21 Oct 10
(b) NAVSEAINST S3730.1B
(c) U.S. Office of Personnel Management Procedures
for Washington, DC Area Dismissal or Closure of
Nov 09
(d) SECNAV M-5210.1, Records Management Manual
(e) SECNAV M-5214.1, Information Requirements
(Reports) Manual

Encl: (1) NAVSEA Headquarters/Program Executive Offices
Telework Guide

1. Purpose. This instruction updates overarching policy and procedures governing the telework program consistent with references (a) through (c) and implementation per enclosure (1). This instruction does not incorporate the provisions of the Telework Enhancement Act of 2010; those provisions will be incorporated after DoD and DON issue implementation policy.

2. Cancellation. NAVSEAINST 12620.1A.

3. Scope. The provisions of this instruction are applicable throughout Naval Sea Systems Command Headquarters (NAVSEA HQ) and the affiliated Program Executive Offices (PEOs). This instruction does not apply to organizations under the cognizance of NAVSEA 08.

a. This instruction applies to civilian employees paid from appropriated funds under permanent or temporary appointment, including employees filling full-time, part-time, intermittent, or on-call positions. Specifically excluded are all Government contractor employees.

APR 1 2011

b. This instruction applies to military members to the extent its provisions do not conflict with military regulations. Active duty service members may be authorized to telecommute outside the geographical limits of their permanent duty station as long as there is recall capability within 24 hours. Travel between the alternate work site and permanent duty station does not create an entitlement to reimbursement of travel expenses. All travel will be conducted pursuant to normal liberty guidelines.

c. This instruction augments the NAVSEA Continuity of Operations (COOP) Program directed in reference (b). The COOP plan shall supersede any conflicting telework policy.

4. Policy. NAVSEA is committed to improving workforce efficiency while promoting quality of life for its employees. The active promotion of a telework program augments NAVSEA's commitment to workforce efficiency, quality of life, and COOP.

a. The maximum number of civilian positions will be identified as eligible, according to the criteria of enclosure (1), for regular and recurring telework, consistent with the efficient and effective performance of the NAVSEA HQ/PEOs mission. Incumbents of eligible positions who are found suitable for telework may request approval for a telework arrangement.

b. Normally, regular and recurring telework schedules will be limited to no more than two days per week. The scheduling of the telework day(s) is at the discretion of management.

c. Written agreements are required for regular and recurring telework and should be in place for situational (non-routine/ad hoc) telework when approval for instances of situational telework can be anticipated in advance. DD Form 2946, DoD Telework Agreement, will be used to execute telework agreements within DoD.

d. NAVSEA HQ/PEOs employees who are under a written telework agreement, for regular and recurring telework or for situational telework, will be required to work each

regularly scheduled work day during Washington DC area dismissal or closure situations. This requirement will be included in the employee's written telework agreement by checking off "Is" in Section I, Block 12, on DD Form 2946.

(1) Designated telework employees who are unable to work due to injury or illness or dependent care responsibilities will request leave appropriate for those circumstances.

(2) If circumstances permitting excused absence for other non-teleworking employees also prevent the teleworker from working at the telework location (e.g., loss of electrical power, evacuation by local authorities; or the employee cannot access materials necessary to continue work during the emergency), the employee shall attempt to contact a supervisor to be excused from duty. Supervisors may administratively excuse the designated teleworker from teleworking on a case-by-case basis. If the teleworker is unable to communicate with their supervisor to be excused from duty and cannot maintain their remote working status, the teleworker should follow applicable emergency management plans.

e. Unscheduled telework is authorized for telework-ready employees when the Office of Personnel Management announces Federal government operations will be open, delayed, or scheduled for early departure with the option for unscheduled telework and/or unscheduled leave.

f. Mission-critical emergency employees who are expected to remain in contact at all times during any closure situation to maintain COOP or who may be called to work during emergencies dealing with national security, extended emergencies, or other unique situations will have a telework agreement in place, before an emergency occurs.

g. Telework is not a right and may be terminated at the discretion of management or in response to an employee's request. Telework will be terminated at any time the teleworker fails to meet productivity requirements or exhibits marginal or poor performance, or becomes inefficient or ineffective. Telework should also be

APR 1 2011

terminated when a telework arrangement negatively impacts operational effectiveness of internal and external customers. See enclosure (1), paragraph 6(a)(11).

h. Telework agreements shall be reviewed by the supervisor and teleworker, revalidated at least every two years, and revised when appropriate. A synchronized bi-annual review led by SEA 10 will be conducted for NAVSEA HQ/PEOs. A new DD Form 2946 should be completed when a new relationship is established between an employee and supervisor.

5. Guiding Principles

a. Telework not only addresses work-life balance issues but also provides organizations and the workforce an effective and flexible means to respond to critical mission requirements and logistical challenges, including escalating maintenance costs, limited parking, and rising fuel consumption associated with lengthy commutes. Most importantly, the telework program will preserve essential functionality during closures and dismissals for a wide range of emergencies and other situations.

b. Efforts should be made to maximize eligible employees' participation in the telework program without diminishing employee or organizational effectiveness. Telework, like other flexibilities, can assist NAVSEA HQ/PEOs in attracting, recruiting, and retaining the best possible workforce. In addition, by decreasing employee commute times and other work/life stressors, telework can help make employees more effective in their jobs.

c. Telework may also be considered as an option where NAVSEA must reasonably accommodate the known physical or mental limitations of an otherwise qualified applicant or employee with a disability.

d. Artificial logistical, organizational, or other barriers should not impede the full implementation and successful functioning of this policy and the principles they represent.

APR 1 2011

e. Telework will play a vital role in preserving essential functionality during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies. Reference (b) establishes policy for the execution of NAVSEA's COOP Program plans. Events triggering NAVSEA's COOP plan(s) can stem from natural or man-made disasters which render the NAVSEA HQ/PEOs site uninhabitable for continued normal daily operations or when the appropriate higher authority directs the evacuation of this site as part of a larger incident. The decision to execute NAVSEA's COOP plan(s) will be directed by COMNAVSEA or an authorized higher authority. If executed, the NAVSEA COOP plan must be functional within 12 hours of activation and may last up to 30 days. Telework arrangements might be crucial during such a contingency operation.

6. Responsibilities

a. Deputy Commander, Corporate Operations and Total Force, SEA 10, is responsible for administering the telework program, providing telework program oversight, reporting telework participation to the NAVSEA Executive Director, the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel Policy), and for keeping this instruction updated on an annual basis.

b. Command Information Officer, SEA 00I, will:

(1) Maintain a pool of authorized, secure telework tools, such as NMCI laptops for use by personnel authorized to perform ad hoc telework who do not already have a dedicated laptop assigned to them (subject to availability and advance request).

(2) Ensure all telework tools comply with all information assurance requirements and are configured for secure connectivity.

(3) Assist PEOs/Directorates and associated office codes with ordering and deploying dedicated telework tools specifically required to accommodate personnel authorized to perform regular and recurring and/or ad hoc telework.

APR 1 2011

c. Heads of Directorates, PEOs, and Associated Office Codes will:

(1) Serve as approving officials who will have authority to make telework decisions within their codes. This authority may be further delegated.

(2) Ensure offices remain appropriately staffed (e.g., alternate Monday and Friday telework days to ensure coverage of all functional areas within the office; consider credit hour days off combined with telework days).

(3) Promote the use of telework as a means to augment organizational support of NAVSEA's COOP Program.

(4) Ensure personnel who are authorized to telework on a regular basis have appropriately maintained telework tools.

(5) Ensure all personnel who telework and require remote access understand and agree to follow established Information Assurance policies and complete other required telework-related training per reference (a).

d. Corporate Operations and Total Force Directorate, Total Force Division, Labor and Employee Relations Section, SEA 10TC3, will:

(1) Ensure continuous training is available for teleworkers, supervisors, and managers.

(2) Provide advice and assistance to management in carrying out their responsibilities under the telework program.

(3) Assess the effectiveness of the telework program.

(4) Coordinate and oversee the bi-annual synchronized revalidation of all telework agreements.

e. First-level Supervisors will:

(1) Ensure subordinate employees are aware of the telework program.

APR 1 2011

(2) Permit the use of telework where practical.

(3) Follow the criteria of enclosure (1) in making determinations for position eligibility and individual suitability for telework.

(4) Follow the provisions of references (a) through (c), and enclosure (1), in approving regular and recurring or situational telework arrangements. Specifically, supervisory responsibilities are outlined in paragraph 6a of enclosure (1).

(5) Monitor, measure, and maintain documentation of employee productivity while teleworking and ensure the prevention of telework fraud, waste, and abuse.

(6) Consider conducting an inspection of home telework sites, by appointment during normal duty hours, at least annually, to ensure proper maintenance of government-owned property, safety standards, and to ensure compliance with the terms of the telework agreements.

f. Employees desiring and/or approved to telework will:

(1) Consult their first level supervisor for collaborative development of a proposed telework arrangement.

(2) Comply with the procedures and provisions of this instruction, its enclosure, and all terms of any approved telework arrangement.

(3) Sign a telework agreement for any approved telework arrangement that is regular and recurring, and for ad hoc telework arrangements when known or anticipated in advance.

(4) To the extent practicable, complete required telework training prior to teleworking.

g. Employees not assigned to the NAVSEA COOP team per reference (b), but designated by their respective organizations as mission-critical emergency

APR 1 2011

personnel for the execution of the NAVSEA COOP will:

(1) Maintain a current telework agreement detailing any COOP responsibilities, as appropriate.

(2) Practice telework on a regular basis to ensure their proficiency and telework's effectiveness in continuing operations.

(3) Be familiar with NAVSEA's COOP Program and individual expectations and requirements.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (d).

8. Reports. The reporting requirement contained in paragraph 6a of this instruction is exempt from reports control by reference (e).

9. Forms. Telework arrangements will be executed on the following forms which may be found on iNavsea intranet at: https://inavsea.nmci.navy.mil/hq/10/10t/empl_relations/telework/default.aspx.

a. NAVSEA Form 12620.1B/1, Telework Arrangement Request, Recommendation and Approval Form;

b. DD Form 2946, DoD Telework Agreement;

c. NAVSEA Form 12620.1B/2, NAVSEA Telework Agreement Supplement; and,

d. NAVSEA Form 12620.1B/3, Supervisor-Employee Telework Checklist.

APR 1 2011

10. Point of Contact. For advice and assistance, contact your departmental Telework Coordinator or you may contact a Human Resources Specialist in Corporate Operations Directorate, Total Force Division, Labor and Employee Relations Section, SEA 10TC3, at (202) 781-4317, (202) 781-2890, or (202) 781-1153.



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APR 1 2011

**NAVSEA Headquarters/Program Executive Offices
Telework Guide**

Table of Contents

<u>Section</u>	<u>Page</u>
1. Background	2
2. Definitions	2
3. Alternative Worksites	3
4. Eligibility for Regular and Recurring Telework	4
5. General Provisions	5
6. Procedures	7
7. Equipment, Security and Information Technology Assurance	9
8. Time and Attendance	12
9. Telework and Travel	13
10. Telework and Mass Transportation Benefit Program	13
11. Local Emergency Dismissal or Closing	14
12. National Emergencies	15
13. Alternative Worksite Closure	16
14. Injury Compensation	16
15. Telework as Reasonable Accommodation for Disability.	17
16. Telework Training	17
17. Point of Contact	18

References

- (a) DoD Instruction 1035.01, Telework Policy, of 21 Oct 10
- (b) DON Civilian Human Resources Manual, Subchapter 792.4, Work/Life Program, of Apr 05
- (c) NAVSEAINST S3730.1B, Continuity of Operations (COOP) Program
- (d) SECNAVINST 12771.2, Administrative Grievance System
- (e) Title 5, Code of Federal Regulations, 531.605
- (f) Title 5, Code of Federal Regulations, 531.611
- (g) Title 5, Code of Federal Regulations, 550.112(h)
- (h) Title 5, Code of Federal Regulations, 551.401(e)
- (i) DON Civilian Human Resources Manual, Subchapter 1606, Procedures for Processing Requests for Reasonable Accommodation
- (j) NAVSEAINST 5239.2A, NAVSEA Information Assurance Policy, of 15 Dec 08
- (k) DoD Instruction 1000.27, Mass Transportation Benefit Program of 28 Oct 08
- (l) OPNAVINST 3500.41, Pandemic Influenza Policy, of 18 Sep 09

APR 1 2011

1. Background. This guide is designed to provide guidance and procedures to Naval Sea Systems Command Headquarters and affiliated Program Executive Offices (NAVSEA HQ/PEOs) in implementing the NAVSEA HQ/PEOs Telework Policy pursuant to references (a) and (b). The NAVSEA HQ/PEOs Telework Policy is consistent with the guidance developed by the Department of Defense (DoD) to promote the DoD as an employer of choice, improve recruitment and retention of high-quality employees through enhancements to employees' quality of life, enhance efforts to employ and accommodate people with disabilities, reduce traffic congestion, pollution and energy consumption, contain infrastructure cost, and augment reference (c), NAVSEA Continuity of Operations (COOP) Program.

2. Definitions

a. *Ad Hoc, situational, or non-routine telework* means telework that occurs on an occasional basis to complete short-term special assignments or to accommodate special circumstances even though the telework may occur continuously for a specific period.

b. *Alternative worksite* means a place away from the traditional worksite that has been approved for the performance of assigned official duties. It may be an employee's home or other approved worksite including a facility established by NAVSEA, state, local or county governments, or private sector organizations, i.e., leased space, for use by teleworkers.

c. *Duty Station or official worksite* means the city/town, county and state in which the employee works. For most this will be the location of the employee's worksite, which is the location of the employee's desk or the place where the employee normally performs official duties. If an employee works at least twice each pay period on a regular and recurring basis at the traditional worksite, the traditional worksite is the employee's official worksite. The duty station is identified in Block #39 in the Notification of Personnel Action (Standard Form 50 or equivalent) and is relied upon to determine locality pay, travel and relocation entitlements.

d. *Eligible position* means a position the duties of which meet the criteria established in paragraph 4a below.

e. *Regular and recurring telework or core telework* means an

APR 1 2011

approved work schedule where employees regularly work at least two days per bi-weekly pay period at an alternative worksite. Telework is considered to be regular and recurring, not situational, if it is approved for a period of 30 consecutive calendar days or more.

f. *Sensitive information* means information, the loss, 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 under 5 USC 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.

g. *Suitable employee* means an employee who, at a minimum, meets the criteria established in paragraph 4c below.

h. *Telework* means any arrangement in which an employee performs officially assigned duties at an alternative worksite on either a regular and recurring, or a situational basis. It does not include work while on official travel. Common references to telework include "flexible workplace", "flexi place", "work-at-home", "telecommuting", "virtual work", and "mobile work".

i. *Telework agreement* means a written agreement, completed and signed by an employee and appropriate official(s) in his or her Directorate/PEOs, that outlines the terms and conditions of the telework arrangement. All telework agreements within the Department of Defense shall be executed on DD Form 2946.

j. *Traditional worksite* means the duty location/station where an employee would work absent a telework arrangement.

3. Alternative Worksites

a. Work-at-home. Telework arrangements may be approved whereby an employee performs official duties in a specified work or office space in his or her home that is suitable for and dedicated solely to the performance of official duties. The space may be multi-functional during non-telework periods of time; however, during periods of telework the space must be dedicated solely to the performance of official duties. In such arrangements, employees must ensure that a proper work environment is maintained (e.g., dependent care arrangements are independently maintained and do not interfere with the home

APR 1 2011

office space, personal disruptions such as personal telephone calls and visitors are kept to a minimum, etc.).

b. Other Approved Worksites. Other approved worksites include any other worksite from which the employee is approved to telework, including a facility established by state, local or county governments or private sector organizations, i.e., leased space, for use by teleworkers.

4. Eligibility for Regular and Recurring Telework. Each Directorate/PEO shall designate positions specifically as either eligible or ineligible for regular and recurring telework. Positions designated as eligible for regular and recurring telework shall be identified in the Total Workforce Management System (TWMS). Employees shall be notified of this decision and, for those employees occupying ineligible positions, the reason(s) for the decision.

a. *Eligible positions* are those involving tasks and work activities that are portable, do not depend on the employee's presence at the traditional worksite and are conducive to supervisory oversight at the alternative worksite. Positions shall not be excluded from eligibility based on occupation, series, grade or pay band, type of appointment or supervisory status. An eligible position may include tasks that are not suitable for telework, so long as suitable tasks comprise a sufficient portion of the overall workload to remotely occupy a teleworker for at least two workdays per pay period. Tasks and functions generally suitable for telework include, but are not limited to, thinking and writing, policy development, research, analysis, report writing, telephone-intensive tasks and computer-oriented tasks. Tasks and functions requiring the use of sensitive unclassified data or remote access to DoD systems and networks are suitable for telework only if appropriate Government Furnished Equipment (GFE) and security measures are used. No U.S. classified or Foreign Government (FG) classified documents (hard copy or electronic) or equipment will be taken by teleworkers to alternative worksites, nor will any (U.S. or FG) classified information be prepared or discussed at the alternative worksite.

b. *Ineligible positions* are those that do not involve sufficient telework-suitable duties to remotely occupy a teleworker for at least two workdays per pay period, as well as those for which a telework arrangement would unduly degrade or disrupt the employee's ability to meet the official needs of customers and clients, other employees, or the NAVSEA HQ/PEOs

APR 1 2011

mission. Tasks ill-suited to telework include, but are not limited to, those that are part of trainee or entry-level positions; require daily access to classified information; or require the employee to have frequent face-to-face contact with the supervisor, clients, colleagues or the general public in order to perform the job effectively, which cannot otherwise be achieved via electronic mail, telephone, facsimile, or similar electronic means. Other positions that may be ineligible are those whose employees are integral to Command collaboration in a matrixed environment. If the work is not severable and independent, the position should be ineligible.

c. *Suitable employees* are those employees who occupy eligible positions and exhibit suitable work performance. Service member eligibility is discretionary and determined by the relevant commander consistent with this instruction. Employees in positions normally determined not eligible for telework may become eligible if their functions are designated as mission-critical.

(1) Employees whose performance or conduct warrants more close supervisory direction than telework may provide, whose rating of record is below fully successful (or its equivalent), whose conduct has resulted in disciplinary action within the past 12 months, or who have unresolved security issues are not suitable for telework.

(2) Employees participating in a telework program should possess a working familiarity with their organizations. In general, employees recently assigned or newly appointed to trainee or entry level positions are not suitable. Employees who have demonstrated suitability for telework during the first six months onboard may be considered for telework.

(3) Probationary/trial employees generally are not suitable for regular and recurring telework because probation is designed to provide supervisors with the opportunity to personally observe and evaluate employees' performance.

5. General Provisions

a. Every arrangement for regular and recurring telework will be subject to a written telework agreement executed in accordance with this guide and revalidated bi-annually.

b. When intermittent, infrequent or rare situations for working situational telework are anticipated, supervisors will

APR 1 2011

ensure employees execute a telework agreement in advance. When situational telework is not anticipated, a telework agreement is not required in order to approve the unanticipated situational telework; however, such situational telework is subject to advance supervisory approval in each instance.

c. Employees remain bound by the DON and DoD standards of conduct while working at the alternative worksite.

d. Telework employees must satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines associated with the employee's performance plan.

e. Telework is not a right, even if the employee's position is considered eligible and the employee is deemed suitable for telework as defined by the criteria in paragraph 4c above.

f. Every telework arrangement is subject to termination, alteration or suspension at any time at the discretion of the supervisor and/or approving authority. Management will give an employee reasonable advance notice, if practicable, before changing the employee's telework arrangement.

g. If an employee disputes the reason(s) given by a supervisor for not approving telework, or for terminating, altering or suspending a telework agreement, the employee may submit a written grievance under the administrative grievance procedures of reference (d).

h. An employee may request to end telework participation, for any or no reason, at any time. The supervisor and employee will plan transition back to the traditional duty site.

i. Management may require teleworkers to report to the traditional worksite on scheduled telework days based on operational requirements.

j. Telework is not a replacement for appropriate dependent care arrangements.

k. Telework may be used for supervisory-approved web-based distance and continuous learning.

l. Employees may be authorized to work both a flexible work schedule and a telework arrangement concurrently. However, approving officials must take into account the impact, if any,

APR 1 2011

of combined time away from the traditional work place.

6. Procedures

a. Supervisors will:

(1) Assess the eligibility of all positions for telework, coordinate these findings with the chain of command, and communicate the final eligibility determination to the position incumbent.

(2) Identify positions designated as eligible for regular and recurring telework in the Total Workforce Management System (TWMS).

(3) Review, evaluate, and make recommendations on an employee's request for telework on NAVSEA Form 12620.1B/1, Telework Arrangement Request, Recommendation and Approval Form. If approved by approving official, participate in development of the telework agreement.

(4) Determine the teleworker's official duty station on a case-by-case basis for purposes of determining location-based pay, travel and relocation entitlements as provided by references (e) through (h). This determination must be documented in the formal telework agreement.

(5) Ensure completion of DD Form 2946 for approving and implementing written telework agreements for every arrangement for regular and recurring telework. DD Form 2946 should be completed in advance for employees who may perform situational telework. Supervisors are strongly encouraged to complete Form 12620.1B/3, Telework Supervisor-Employee Checklist.

(6) Submit fully developed telework agreements to the designated approving official with recommendations for approval or disapproval.

(7) Retain original signed documents.

(8) Initiate a Notification of Personnel Action (Standard Form 50 or equivalent) to document the telework employee's official worksite, if the telework arrangement results in a change to the regular worksite. *Note: New rules under references (e) and (f) became effective 8 December 2008, to provide that if a telework employee is scheduled to work at least twice each pay period on a regular and recurring basis at*

APR 1 2011

the traditional worksite, the traditional worksite is the employee's official worksite. This new twice-a-pay-period standard replaces a once-a-week standard. Further, exceptions can be made to the twice-a-pay-period standard if an employee is permitted to telework as a temporary arrangement for certain situations, such as recovering from injury or illness or in an emergency which impacts commuting. Employees and supervisors should become aware of the financial implications of any change to the official worksite.

(9) Execute and implement approved telework agreements with the telework employee.

(10) Ensure employees who are approved for telework complete required training. Required training may be satisfied in the form of instructor-led sessions, web-based sessions, or hard copy material. Completion of mandatory training is not required before telework may begin; however, it should be accomplished in advance to the maximum extent practicable.

(11) Issue written denials or terminations of telework agreements to affected employees. Denial and termination decisions must be based on business needs, failure to adhere to performance and/or conduct expectations, or because the position becomes ineligible or the employee is found unsuitable. The decision should include information about why the arrangement was denied or terminated and when the employee might reapply, and also if applicable, what actions the employee should take to improve his or her chance of approval. Denials should be provided in a timely manner. Seek advice from SEA 10TC3 prior to terminating any telework arrangement that was approved to accommodate a medical condition. Termination, or cancellation, of telework arrangements must be executed on the formal telework agreement, DD Form 2946.

(12) Periodically review telework agreements with teleworkers and complete a bi-annual revalidation.

(13) Ensure employees who are designated as mission-critical and/or emergency essential personnel for COOP maintain a current telework agreement detailing any COOP responsibilities, as appropriate. Allow such individuals to practice telework to ensure functionality and effectiveness.

(14) Consult with SEA 10TC3, Labor and Employee Relations Section, before making telework determinations related to requests for telework as an adjustment or change at work

APR 1 2011

because of a medical condition. Per reference (i), SEA 10TC3 will consult with the Equal Employment Opportunity Disability Program Manager and Office of Counsel as indicated.

b. Employees who occupy eligible positions and desire to telework will:

(1) Complete appropriate telework request form and consult with their first line supervisor to determine whether or not they are suitable for telework. If so, collaborate with the supervisor on a proposed arrangement.

(2) Complete DD Form 2946, including its home safety checklist, and NAVSEA Form 12620.1B/2, NAVSEA Telework Agreement Supplement.

7. Equipment, Security and Information Technology Assurance.

All telework arrangements must be consistent with DoD, DON, and NAVSEA HQ/PEOs security and information assurance policies, including reference (j). Telework arrangements are subject to termination if the following conditions are not met.

a. Employees are responsible for ensuring proper use of all government-owned equipment used at the telework site. NAVSEA policies concerning the use of government computer equipment, including the prohibition on accessing inappropriate web sites such as those containing sexually explicit material, apply to the telework site.

b. No foreign nationals (neighbors, friends, family members, etc.), no family members, and no one other than government personnel with a need to know are authorized use of government-owned equipment or access to controlled unclassified (sensitive) information (CUI). Further, employees who telework are required to protect sensitive information from the view or access of family and household members, guests, and others in the alternative work environment.

c. The employee must protect all government-owned equipment from possible theft and environmental damage. In cases of damage to unsecured equipment by non-employees, management will review the circumstances to determine whether the employee is still suitable for telecommuting (i.e., whether the employee's actions exhibited dependability and responsibility).

d. No U.S. classified or Foreign Government classified documents (hard copy or electronic) or equipment will be taken

APR 1 2011

by teleworkers to alternative worksites, nor will any (U.S. or FG) classified information be prepared or discussed at the alternative worksite.

e. No unclassified Foreign Government Information will be taken by teleworkers to alternate worksites.

f. All situational and regular and recurring telework arrangements that involve CUI will require use of Navy-Marine Corps Intranet (NMCI) equipment, software, and communications capabilities, with appropriate security measures. CUI is any unclassified information that has not been officially authorized for release to the public, whether or not it has been marked with any warning notices or distribution controls (e.g., Privacy Act, contractually sensitive, For Official Use Only, Unclassified Naval Nuclear Propulsion Information (U-NNPI)). NMCI NNPI account holders must comply with the rules of behavior in accordance with the NMCI U-NNPI CUI User Agreement signed when they obtained their NMCI NNPI accounts. Use of physical controls, unique user identifiers, passwords, terminal identifiers, access control software, and strict adherence to security procedures are required with all telework arrangements, to the extent they are available. No personal computers will be used for situational, regular and recurring telework arrangements that involve CUI.

g. DoD policy requires special disposal techniques for electronic media that is used to store DoD information. Because these techniques cannot be applied to personally owned equipment, the use of such equipment for processing classified and "For Official Use Only" (FOUO) information such as personal information, business sensitive information, unclassified critical technical data, or other limited distribution information is prohibited for telework. Also prohibited on personally owned equipment is the processing of CUI, including U-NNPI.

h. The necessity and availability of NMCI equipment will be a factor in management's determination of whether to approve a particular telework arrangement. Procurement of such equipment by Directorate/PEOs is dependent upon available funding and must be initiated through the NAVSEA Command Information Office, SEA 00I, using the NMCI Procurement Process.

i. Telework arrangements that require NMCI equipment support, such as laptop computers and associated configuration, must be coordinated with SEA 00I Enterprise Operations through

APR 1 2011

the organization's Activity Command Information Officer (ACIO). ACIOs must ensure that requirements for connectivity software and other specialty software are made known at the time the equipment request is made. Funding for any hardware or software other than the laptops provided through agreement by SEA 00I will be the responsibility of the employee's organization. Costs associated with ordering or changing an employee's NMCI equipment configuration is the responsibility of the employee's Directorate/PEO.

j. SEA 00I will maintain a loan pool of NMCI laptop computers for use by personnel who are authorized to telework on an ad-hoc basis and are not already assigned a dedicated NMCI laptop. Laptops in the SEA 00I NMCI laptop loan pool will be configured with the connectivity software to allow for connection to the NMCI network. Issuances of laptops from the SEA 00I NMCI laptop loan pool are subject to availability and advance request. Loan pool laptops must be returned to SEA 00I on the designated return date unless other arrangements are made in advance.

k. Supervisors and the organization's ACIOs should ensure that government-owned equipment dedicated or loaned to teleworkers is properly documented and accounted for. All government-owned equipment assigned to a teleworker for an alternative worksite will be issued under a property pass that the employee must maintain and keep current.

l. Employees are required to return NMCI laptops to their duty workstation or official worksite periodically to reconnect to the NMCI network via the docking station to receive software updates. Out-of-area telecommuters may make arrangements with their supervisors/ACIOs to secure assistance at nearby NMCI stations, if feasible.

m. Software to obtain remote access to NAVSEA servers cannot be loaded into employees' personal computers.

All files, records, papers, or machine-readable materials created while teleworking are the property of the U.S. Government.

n. Teleworkers must return all NMCI computer equipment and materials to the ACIOs at the conclusion of the telework arrangement or immediately upon management's request.

8. Time and Attendance. Existing policies regarding hours of

APR 1 2011

duty and scheduling of work apply to work performed in a telework arrangement including working an approved flexible work schedule. 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. Completely unstructured arrangements, where employees simply work at will, violate legal requirements, public and Command policy.

a. Many telework arrangements provide for a minimum work time in the traditional worksite, e.g., 2, 3 or 4 days per week. Employees are expected to spend part of the work week in the traditional worksite to improve communication, minimize isolation and use facilities not always available when working offsite. Directorates/PEOs are encouraged to develop flexible policies and procedures that allow individual supervisors to determine the best balance for their internal mission, the enterprise and individual situations.

b. 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 predetermined offsite location. 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, supervisors/managers should adopt a flexible approach in developing optimum arrangements for these employees to the extent it is consistent with NAVSEA mission accomplishments.

c. Supervisors/employees will enter and/or approve the number of hours each individual spends working in a telework status during the regular daily tour of duty by entering a type hour code in the premium column using "TS" for Telework Ad Hoc/Situational, "TW" for Telework Core or Regular, or "TM" for Telework Medical into the Navy Enterprise Resource Planning (ERP) employee self-service time recording system.

For instance, if an employee has a regular daily tour of duty of 8 hours and spends 8 hours in a telework core or regular status, 8 hours would be recorded using the "TW" code as well as RG for regular hours. Hours spent in a telework status that are outside of the regular daily tour must also be accounted for and reported accordingly. Employees in a telework status need to maintain and report their approved work schedules and associated hours. Approval to work overtime and/or compensatory time must be requested and obtained in advance.

APR 1 2011

d. Employees unable to enter their own time and attendance in the attendance system must submit to his/her supervisor actual hours worked within a given pay period. This submission must be in writing (e-mail, fax, etc.) and must be submitted in a timely fashion allowing sufficient time to be entered.

e. Supervisors can verify an employee's time spent working at the alternative worksite by determining the reasonableness of the work output for the time spent, or by monitoring an employee's performance by telephone or e-mail 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.

f. Employees shall follow the established procedures for reporting absences and seeking and obtaining approval for leave.

9. Telework and Travel

a. At any time, employees may be called back to their traditional duty stations, (e.g., for a special project, meeting, shortage of staff due to vacation/TDY/illness, mission requirements, or supervisor's basic need to be able to balance staff in the office). If a teleworker is directed to travel back to his/her traditional duty station during his/her regularly scheduled tour of duty, the teleworker's travel hours must be credited as hours of work.

b. If the teleworker is directed to travel back to the official duty station after his/her regularly scheduled basic tour of duty for irregular or occasional overtime work, the employee is entitled to at least 2 hours of overtime pay or compensatory time off per references (g) and (h).

10. Telework and Mass Transit Benefit Program (MTBP).

Reference (k) requires MTBP participants to estimate their monthly commuting costs, based on the actual average number of days they use mass transportation. Parking costs, tolls, and van pool ferry costs shall not be used in establishing commuter costs, nor shall costs for holding van pool space. MTBP participants who are not using mass transportation for every workday, or working compressed work schedules, will calculate costs based only for days commuting to and from the workplace, including an approved telework place to which an employee must commute, using a qualified means of transportation. NAVSEA does not have the authority to increase the monthly maximum transportation subsidy limit. For advice and guidance on

APR 1 2011

adjusting calculated commuting costs due to home or other telework arrangements, MTBP participants should contact SEA 10F, Facilities Management Division.

11. Local Emergency Dismissal or Closing

a. Personnel who perform duties in support of mission requirements during an emergency situation may be required to work from home or an alternative workplace. When possible, such individuals will be required to sign a telework agreement.

b. Employees who are under a situational or regular and recurring telework agreement shall be required to work in the event of dismissal or closure of the official worksite due to adverse weather or emergency. On a case-by-case basis, supervisors may excuse a teleworker from duty on rare occasion, without charge to leave or loss of pay, during a dismissal or closure if the situation adversely affects the telework site (e.g., disruption of electricity, loss of heat, etc.), or if the teleworker's duties are such that he or she cannot continue to work without contact with staff at the regular worksite. Teleworkers must request leave when unable to telework due to dependent care obligations.

c. When an employee's residence or other approved alternative workplace has been designated as a "safe haven" during a pandemic health crisis evacuation per reference (1), the supervisor may assign any work necessary as long as the employee has the skills to perform the assigned work without regard to the employee's grade or pay band level. In cases where a "safe haven" is designated, a telework agreement does not need to be in place consistent with the guidance in section 550.409 of Title 5, Code of Federal Regulations.

d. In the event of a pandemic health crisis which may last longer than a typical COOP, employees who perform critical mission functions, that are not necessarily defined as mission essential may also be required to telework to prevent the spread of germs. These employees should telework on a regular basis to ensure their proficiency and telework's effectiveness in continuing operations. These employees in positions not typically eligible for telework should telework on a situational basis when feasible. Employees who may be required to telework in the event of a pandemic should have a signed telework agreement in place before the emergency arises.

e. The teleworker must immediately report equipment

APR 1 2011

failures to his/her local technical support organization and his/her supervisor. If the teleworker is on the NMCI network, the teleworker is responsible for calling the NMCI help desk (1-866-the-nmci) to initiate a work/trouble ticket.

f. 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 his/her traditional duty site.

g. When the Office of Personnel Management announces federal government operations will be open, delayed or set for early departure with an option for unscheduled telework due to an emergency or severe weather, a telework-ready employee may choose to perform unscheduled telework instead of reporting to the traditional worksite. The employee must notify his or her supervisor of his or her intent to work unscheduled telework. A telework-ready employee is one who is under a formal telework agreement and is able to perform available, regular duties at the alternate worksite.

12. National Emergencies

a. During occurrences of national emergencies or limited access to the worksite due to Force Protection Condition (FPCON) CHARLIE or DELTA (defined below), use of situational telework may provide an ideal arrangement for employees to work on projects or assignments that could be effectively performed away from the office and are critical to meeting the needs of the mission. Supervisory approval is still required for such situational telework assignments.

(1) FPCON CHARLIE. Applies when an incident occurs or intelligence is received indicating some form of terrorist action or targeting against personnel and facilities is likely. Prolonged implementation of CHARLIE measures may create hardship and affect the peacetime activities of the unit and its personnel.

(2) FPCON DELTA. Applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is imminent. Normally, this FPCON is declared as localized condition. FPCON DELTA measures are not intended to

APR 1 2011

be sustained for substantial periods.

b. During activation of a NAVSEA Continuity of Operations (COOP) Program plan or other organizational plans established in support of NAVSEA's mission, ad hoc telework arrangements may be authorized to preserve essential functionality.

13. Alternative Worksite Closure. 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, or require the employee to report for work at the traditional worksite. If the employee knows in advance of a situation that would preclude working at the alternative worksite, then flexible work schedules, leave, or time in the employee's traditional worksite must be scheduled.

14. Injury Compensation. Regardless of the worksite location, federal employees are covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official government business. Accordingly, teleworkers are covered by FECA and may qualify for benefits for on-the-job injury or occupational illness. FECA coverage for employees who work at home differs from coverage of employees who work at an activity's office or agency-sponsored alternate worksite.

a. The employee must notify the supervisor immediately of any accident or injury at the alternative worksite, provide details of the accident or injury and a copy of the formal telework agreement, and complete the Department of Labor Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. The Form CA-1 can be found at the Department of Labor website at <http://www.dol.gov/esa/owcp/dfec/regs/compliance/forms.htm>. Supervisors must refer injury claims to SEA 10TC3 for appropriate claim processing.

b. For work-at-home telework arrangements, the employee is required to designate one section of the home as the telework workstation. Generally, the government's potential exposure to liability is restricted to this designated workstation for the purposes of telework. Each employee approved for work-at-home telework shall complete the Self-Certification Home Safety Check

APR 1 2011

List on DD Form 2946 that proclaims the home safe. Employees are responsible for ensuring that their homes comply with safety requirements as defined by the Occupational Safety and Health Administration (OSHA). For more information contact the NAVSEA HQ/PEOs Safety Office at 202 781-4225 during normal working hours or by e-mail at nsscsafetyoffice@navy.mil.

c. 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. OSHA rules govern the safety of workplaces for Federal employees.

d. 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 will be developed for an injured employee.

(1) If the command wishes to provide work suitable for telework to accommodate an injured employee, it cannot require the use of one's personal residence or resources to perform work.

(2) If an employee finds the home-based worksite not conducive to work, the teleworker would generally be able to withdraw from the vocational rehabilitation trial and resume receiving compensation benefits.

15. Telework as Reasonable Accommodation for a Disability. Telework may constitute a form of reasonable accommodation for employees with a disability under section 501 of the Rehabilitation Act of 1973, as amended, 29 U.S. Code section 791, and the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act, PL 110-325, S-3406, effective 1 January 2009. In order to comply with laws protecting the disabled, exceptions to telework program policies and procedures may be required. See paragraph 6a(14) above.

16. Telework Training. SEA 10 will provide periodic instructor lead training as well as self-directed training on iNAVSEA. Additionally, telework training is continuously available on-line.

a. Navy Knowledge On-Line (NKO). The Navy Knowledge Online (NKO) website offers continuous basic on-line telework training entitled, *Telework for Employees*. NKO is developing similar

APR 1 2011

training for managers and supervisors. *Telework for Employees* can be accessed by following these steps:

Step 1. Begin at the Navy Knowledge Online log in page. Click on the CAC Log In button to log into the portal at the following address: <https://wwa.nko.navy.mil/portal/home/>

Step 2. Locate the Learning section and click on Navy e Learning > Online Courses.

Step 3. Locate the Content section of the Navy e Learning screen and select Browse Categories.

Step 4. Select the Department of the Navy (DON) Training.

Step 5. Select General Civilian Training.

Step 6. Select Telework for Navy and Marine Corps Civilian Employees.

b. Interagency training. The Office of Personnel Management (OPM) and the General Services Administration (GSA) have established an interagency website to provide easy access to information about telework in the Federal Government - Telework.gov. Telework.gov offers two continuous, self-directed, free interactive courses providing a brief introduction to telework: *Telework 101 for Employees* and *Telework 101 for Managers*. You may find these courses at: http://www.telework.gov/Tools_and_Resources/Training/index.aspx

17. Point of Contact. For advice and assistance, contact a Human Resources Specialist in Corporate Operations Directorate, Total Force Division, Labor and Employee Relations Section, SEA 10TC3, at (202) 781-0899, (202) 781-2890 or (202) 781-1153.