



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Telework

Human Capital Directorate
OPR: DCMA-HCL

DCMA-INST 619
November 18, 2014

1. PURPOSE. This Instruction:

- a. Reissues DCMA Instruction (DCMA-INST) 619, “Telework” (Reference (a)) to update policy and reformat.
- b. Establishes policies, assigns roles and responsibilities, and outlines procedures and practices for telework in accordance with DoD Instruction (DoDI) 1035.01, “Telework Policy” (Reference (b)).
- c. Is established in accordance with the authority in with DoD Directive 5105.64, “Defense Contract Management Agency (DCMA)” (Reference (c)).

2. APPLICABILITY. This Instruction applies to DCMA Headquarters; Operations, International, and Special Programs Directorates; Contract Management Offices, and their subordinate offices.

3. MANAGERS’ INTERNAL CONTROL PROGRAM. In accordance with DCMA-INST 710, “Managers’ Internal Control Program” (Reference (d)), this Instruction is subject to evaluation and testing. The process flow is located on the policy resource page.

4. RELEASABILITY – UNLIMITED. This Instruction is approved for public release.

5. PLAS CODE. **223B** – Personnel Management

6. POLICY RESOURCE WEB PAGE. <https://home.dcma.mil/policy/619r>

7. EFFECTIVE DATE. By order of the Director, DCMA, this Instruction is effective November 18, 2014, and all applicable activities shall be fully compliant within 60 days from this date.

A handwritten signature in dark ink, reading "Kathleen A. Butera".

Kathleen A. Butera
Executive Director
Human Capital

SUMMARY OF CHANGES

This Instruction has been rewritten and should be read in its entirety. The following identifies the most notable changes.

- Updates guidance in accordance with DoD Instruction 1035.01.
- Defines the roles and responsibilities of individuals who are primarily responsible in the execution of this instruction.
- Enhances the definition of types of telework, eligibility for telework, and applicability of telework.
- Provides the process for establishing telework agreements and designates the DD Form 2946, DoD Telework Agreement, as the new telework agreement form.
- All employees requesting a telework agreement for the first time and new supervisors are required to complete training.
- Prescribes the designation of the official worksite. Employees must be scheduled to report to the official worksite twice each biweekly pay period to have that location designated as the official worksite, which is recorded in DCPDS and used for compensation (i.e., locality pay).
- Requires supervisors to notify employees of their eligibility to telework and advise employees that telework eligibility is annotated in Defense Civilian Personnel Data System (DCPDS).
- Clarifies when employees approved for regular and situational telework who are not able to report to their assigned office location due to office closure or dismissal from a natural or manmade emergency event (e.g., hurricane, tornado, earthquake, wild fire, snow storm, flooding, act of terrorism) or when the Agency announces that offices are open with the option for unscheduled telework when weather conditions or other circumstances disrupt commuting and compromise employee safety shall telework each regularly scheduled work day during the emergency situation, when the capability to telework is available at the alternate worksite.
- Establishes medical telework procedures.
- Requires telework agreements to be reviewed and re-validated at least every 2 years.
- Implements restrictions that employees that have been officially disciplined for being absent without leave (AWOL) for more than 5 days in any calendar year or for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties that occurred after December 9, 2010, the date of the enactment of the Telework Enhancement Act may not be approved for telework.
- Establishes that if an employee requests to terminate their telework agreement, the employee will not be eligible to submit a request to telework for 6 consecutive months.

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REFERENCES

- (a) DCMA-INST 619, "Telework," October 2009 (hereby canceled)
- (b) DoD Instruction 1035.01, "Telework Policy," April 4, 2012
- (c) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (d) DCMA-INST 710, "Managers' Internal Control Program," April 21, 2014
- (e) DCMA Collective Bargaining Agreement between DCMA and AFGE Council 170, January 11, 2006
- (f) Sections 2635.704, 531.605, 550.112(g), 550.409, 551.422, of Title 5, Code of Federal Regulations
- (g) DCMA-INST 552, "Information Security Program," October 29, 2013
- (h) Section 423 of Title 41, United States Code (also known as Section 27 of the Office of Federal Procurement Policy Act, as amended)
- (i) Federal Acquisition Regulation, March 2005
- (j) Defense Federal Acquisition Regulation Supplement, current edition
- (k) Sections 1346(b), 1402(b), 2401(b), and 2761-1680 of Title 28, United States Code (also known as "The Federal Tort Claims Act")
- (l) Section 3721 of Title 31, United States Code (also known as "The Military Personnel and Civilian Employees Claims Act")

CHAPTER 1

POLICY

1.1. OVERVIEW. This policy actively promotes and implements telework in support of the agency commitment to workforce efficiency, emergency preparedness, and quality of life. Regular and routine use of telework will allow supervisors, employees, and Service members to identify and resolve technology, equipment, communications, workflow, and associated issues, that could impact the efficiency of mission accomplishment and inhibit the transparency of remote work. Telework is not an entitlement, but its use can:

1.1.1. Serve as an effective recruitment and retention strategy;

1.1.2. Enhance DCMA efforts to employ and accommodate people with disabilities; and

1.1.3. Create cost savings by decreasing the need for office space, parking facilities, and reducing transportation costs, including costs associated with payment of transit subsidies.

1.2. POLICY. It is DCMA policy that:

1.2.1. Telework will be authorized for the maximum number of positions to the extent that mission accomplishment is not jeopardized. Supervisors should allow maximum flexibility for employees or Service members to telework to the extent that mission readiness or accomplishment is not compromised.

1.2.2. Telework will be periodically exercised to ensure its effectiveness in continuing operations in the event of a crisis or national emergency (e.g., pandemic influenza).

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. SUPERVISORS. Supervisors shall perform the following functions:

2.1.1. Determine the eligibility of all employees to participate in telework on a regular, recurring, or situational basis, consistent with the requirements of the Collective Bargaining Agreement (CBA) (Reference (e)) and the criteria at section 3.2. of this Instruction.

2.1.2. Notify employees of their eligibility to telework and advise employees that telework eligibility is annotated in Defense Civilian Personnel Data System (DCPDS). (Refer to the resource page of this Instruction).

2.1.3. Participate in telework training prior to approving employees' telework agreements.

2.1.4. Approve or deny requests for telework based upon mission requirements, employee performance, and the needs of the organization.

2.1.5. Sign, and maintain a DD Form 2946, DoD Telework Agreement, consistent with the requirements of section 3.3.

2.1.6. Discuss with the employee:

2.6.1.1. Office procedures (e.g., procedures for reporting to duty, procedures for measuring and reviewing work, time and attendance, procedures for maintaining office communications);

2.6.1.2. Safety, technology, and equipment requirements; and

2.6.1.3. Performance expectations.

2.1.7. Terminate telework arrangements if an employee's performance or conduct does not meet the prescribed standard, if the teleworking arrangement fails to meet organizational needs, or if the employee becomes ineligible after the start of the agreement based on criteria for eligibility established in section 3.5. of this Instruction.

2.1.8. Ensure adequate worksite coverage during business hours so mission operations are carried out efficiently and effectively.

2.2. EMPLOYEES AND SERVICE MEMBERS. Employees and Service members who are approved for telework shall perform the following functions:

2.2.1. Participate in telework training prior to entering into a written telework agreement.

2.2.2. Comply with all network access requirements and protect all Controlled Unclassified Information (CUI), Personally Identifiable Information (PII), Privacy Act or For Official Use Only (FOUO) data, and contractor proprietary data. Comply with all criteria and guidelines for information and electronic security, consistent with this Instruction as well as DCMA, DoD, and Federal requirements. Protect Government property.

2.2.3. Report to the regular worksite on scheduled telework days if determined necessary by the supervisor for mission success.

2.2.4. If requesting to telework at home, designate one area in the home as the official work station for purposes of telework, ensure that the designated area complies with safety requirements, and complete the self-certification safety checklist included on the DD Form 2946.

2.2.5. Report any work-related accident or injury occurring at the alternate worksite and provide the supervisor with medical documentation related to the accident or injury. DCMA's potential exposure to liability is restricted to the designated official alternate worksite.

2.2.6. Contact the supervisor to request unscheduled telework to accommodate unanticipated personal circumstances (e.g., emergency home maintenance or repairs) and when Government employees are provided the option of unscheduled telework consistent with paragraph 3.1.1.3. of this Instruction.

2.2.7. Telework on scheduled or unscheduled telework days when the regular worksite is closed or closed to the public due to natural or manmade emergency situations consistent with paragraph 3.13.3. of this Instruction.

2.2.8. Complete and sign a DD Form 2946 consistent with the requirements of section 3.3.

2.3. TELEWORK PROGRAM MANAGER. The telework program manager will be appointed by the Executive Director, Human Capital. As administrator of the telework program, the telework program manager will perform the following functions:

2.3.1. Establish annual Agency telework participation goals and monitor goal progress.

2.3.2. Track employee participation, provide employee telework eligibility, and participation data. Collect data that is to be sent to Defense Civilian Personnel Advisory Service (DCPAS) for submission to Office of Personnel Management (OPM) for the annual Status of Telework in the Federal Report to Congress.

2.3.3. Ensure all employees are notified of their telework eligibility and that telework eligibility is annotated in the position record in the DCPDS.

2.4. DCMA CHIEF INFORMATION OFFICER (CIO). The DCMA CIO will perform the following functions:

2.4.1. Develop strategies and provide guidance for enterprise information technology capabilities and data security required to support telework.

2.4.2. Oversee the evaluation of new and emerging technologies that facilitate telework and approve appropriate technologies for Agency use.

2.4.3. Establish criteria and guidelines for using and protecting Government Furnished Equipment (GFE) and non-GFE, including personally owned equipment, to access DCMA information systems and networks to perform telework.

CHAPTER 3

PROCEDURES

3.1. TELEWORK APPLICABILITY. Telework can be used on a regular and recurring basis or on a situational, non-routine, or ad hoc basis.

3.1.1. When used on a situational, non-routine, or ad hoc basis, telework can be used:

3.1.1.1. To perform large projects, for tasks that require concentration and uninterrupted blocks of time for successful completion, or to accomplish routine job tasks when practicable.

3.1.1.2. For supervisor or command directed Web-based distance and continuous learning, including educational requirements required by law or regulation. Training requested by an employee or Service member is subject to the supervisor's approval, as applicable, and must conform to the provisions of applicable regulations.

3.1.1.3. When the regular worksite is closed during adverse or inclement weather conditions (e.g., snow emergencies, floods, hurricanes, and tornados) or when the local activity announces that Government offices are open with the option for unscheduled telework when severe weather conditions or other circumstances disrupt commuting and compromise employee safety.

3.1.2. Telework can be used as a regular or situational arrangement for employees or Service members with impairments, as appropriate.

3.1.3 Telework will be used periodically (as practice) to prepare for continuity of operations (COOP) and an efficient transition to telework in the event of an emergency situation.

3.2. TELEWORK ELIGIBILITY. To the extent that mission requirements are not jeopardized as determined by the Supervisor, employees who exhibit suitable work performance and conduct, and occupy eligible positions (i.e., those positions that involve portable work and are not dependent on the employee's presence at the regular worksite) should be permitted to telework to the maximum extent possible. Telework eligibility criteria shall be applied impartially and consistently.

3.2.1. Service member eligibility is discretionary and determined by the relevant Commander or Supervisor consistent with this Instruction.

3.2.2. Foreign national employee eligibility and implementation will be determined by the Commander, DCMA International unless delegated to the relevant overseas commander or supervisor. All procedures must be in accordance with the joint committee process applicable to the country concerned and consistent with applicable host nation laws and regulations, as well as international agreements and implementing arrangements.

3.2.3. Supervisors or commanders should allow maximum flexibility for employees or Service members to telework to the extent that the mission readiness or accomplishment is not compromised.

3.2.4. Telework is a discretionary workplace flexibility. Although use of telework is encouraged, employees not on a telework agreement cannot be ordered to telework. Employees whose positions are designated as mission-critical or employees on a telework agreement shall telework during emergency situations when the capability to telework is available at the alternate worksite.

3.2.5. Telework is not an entitlement and not all employees are eligible to telework.

3.2.6. When an employee's position is ineligible for regular and recurring telework, there may be circumstances or portions of an employee's work (e.g., reading and analyzing documents, and preparing reports or other types of correspondence) may be considered for telework on a situational basis. In certain situations based on the following criteria, positions or employees may be identified as ineligible for telework:

3.2.6.1. Employees in positions that require, on a daily basis, direct handling of classified materials.

3.2.6.2. Employees in positions that require, on a daily basis, an on-site activity or face-to-face personal contacts that cannot be handled remotely or at an alternate worksite.

3.2.6.3. Employees whose performance or conduct warrants more close supervisory direction than telework may provide, or whose rating of record is below fully successful (or its equivalent), or whose conduct has resulted in disciplinary action within the past 12 months, or who have unresolved security issues that might influence telework eligibility (e.g., based on personal conduct, handling protected information, or use of information technology systems).

3.2.6.4. Employees in a probationary period who are recently hired into the federal government or newly appointed to trainee or entry level positions.

3.2.7. Employees in positions determined not normally suitable for telework as cited in paragraph 3.2.5 of this Instruction may become eligible to telework in an emergency situation if their functions are designated as mission-critical.

3.2.8. Employees shall not be authorized to telework if:

3.2.8.1. The employee has been officially disciplined for being absent without leave (AWOL) for more than 5 days in any calendar year. For example, an employee working 8 hour days, 5 days a week, would need to be absent for all 8 hours on more than 5 distinct days in any calendar year to be deemed ineligible. An employee working a compressed work schedule of 4-10 hour days per week would need to be absent for all 10 hours on more than 5 distinct days in any calendar year to be ineligible for telework. An employee may not telework when he or she has been AWOL for more than 5 days and has been officially disciplined for such AWOL.

3.2.8.2. The employee has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties consistent with the guidance set forth in section 2635.704 of Title 5, Code of Federal Regulations (CFR) (Reference (f)).

3.2.8.3. Ineligibility determinations for AWOL or the misuse of GFE as cited in paragraphs 3.2.8.1 and 3.2.8.2 should apply to conduct or official discipline (i.e., discipline that is in the Official Personnel Folder (OPF)) that occurred after December 9, 2010, the date of the enactment of the Telework Enhancement Act.

3.3. TELEWORK AGREEMENT. All employees who are authorized to telework are required to execute a DD Form 2946. The DD Form 2946 will be included in the new employee on-boarding package for those employees occupying telework eligible positions to ensure that they are aware of their telework responsibilities, should telework be offered or requested. The DCMA Telework Agreement form is obsolete and all employees that telework on a regular or recurring basis or on a situational basis are required to sign or execute a new telework agreement.

3.3.1. The DD Form 2946 shall be signed and dated by the employee and supervisor and maintained by the employee's supervisor.

3.3.2. Employees with mission-critical duties and those who may be required to telework in the case of a COOP event, office closure due to adverse or inclement weather, or pandemic health crisis shall have a DD Form 2946 in place.

3.3.3. The completed DD Form 2946 should outline the specific work arrangement agreed upon and address the logistics of alternate workplace arrangements such as the employee's work schedule, security requirements for DCMA information, safety requirements for the alternate worksite, supplies and equipment issued, protection of GFE, the supervisor's expectations of a teleworker's performance, and the employee's emergency response telework responsibilities.

3.3.4. All telework agreements, regardless of the employee's emergency response status, shall address:

3.3.4.1. The employee's telework location (e.g., the employee's home or other approved alternate worksite, when appropriate);

3.3.4.2. The requirement to telework when the regular worksite is closed (e.g., emergency dismissal due to adverse weather conditions such as snow emergencies, floods, tornados, hurricanes, or any other type of emergency situation) or when the local activity announces that offices are open with the option for unscheduled telework when severe weather conditions or other circumstances disrupt commuting and compromise employee safety; and

3.3.4.3. That the employee may not be authorized to telework if the employee's performance while teleworking does not comply with the terms of the telework agreement.

3.3.5. If the employee's home is the telework location, it is the responsibility of the employee to make certain that a safe work environment is maintained while teleworking. Employees should designate one section of the home as the telework work station for purposes of the telework agreement and complete the safety checklist included on the DD Form 2946 prior to beginning the telework arrangement.

3.3.6. Telework agreements shall be reviewed and revalidated by the supervisor and teleworker annually and revised when appropriate. A new DD Form 2946 shall be completed when a new permanent supervisor is responsible for the employee. It is recommended that the DD Form 2946 be reviewed and revalidated at the beginning of each rating period along with the employee's Individual Performance Plan (IPP). At a minimum, every telework agreement will be reviewed and re-validated at least every 2 years.

3.3.7. Teleworkers may be required to return to the regular worksite on scheduled telework days based on operational requirements (e.g., to attend a specific meeting). A recall to the office for operational reasons is not a termination of the telework agreement. Requests by teleworkers to change their scheduled telework day(s) in a particular week or biweekly pay period should be accommodated by the supervisor where practicable, consistent with mission requirements. A permanent change of the telework agreement must be reflected by approval of a new DD Form 2946.

3.4. TELEWORK TRAINING. All employees requesting a telework agreement for the first time and new supervisors are required to complete training. Comprehensive OPM telework training courses for supervisors and employees are available at the joint OPM/General Services Administration (GSA) telework Web site. This link is provided on the resource page of this Instruction. Employees, supervisors, and leaders shall be permitted to participate in telework training during the work day. All employees will provide a copy of the telework training certificate to their supervisor.

3.5. DESIGNATION OF OFFICIAL WORKSITE. The official worksite shall be established for an employee on an approved regular telework schedule on a case-by-case basis consistent with the guidance in section 531.605 of Title 5, CFR (Reference (f)). The official worksite for an employee covered by a telework agreement is the location of the regular worksite for the employee's position (i.e., the place where the employee would normally work absent a telework agreement), as long as the employee is scheduled to report physically at least twice each biweekly pay period on a regular and recurring basis to the regular worksite. The employee's official worksite may involve an arrangement when working at the official worksite location (e.g., hoteling). In the case of a telework employee whose work location varies on a recurring basis, the employee does not need to report at least twice each biweekly pay period to the regular worksite established by the Agency, as long as the employee is performing work within the same geographic area (established for the purpose of a given pay entitlement) as the employee's regular worksite.

3.5.1. When an employee's worksite is changed from the official worksite to the telework location in a permanent arrangement, a Standard Form 50, "Notification of Personnel Action,"

must be completed by the local administrative office. Supervisors and employees should be aware of the implications of this arrangement.

3.5.2. Employees are compensated based on the location of their official worksite (i.e., when the telework location is the employee's official worksite, locality pay would be based on the location of the telework site, not the regular worksite).

3.5.3. Employees are entitled to reimbursement for official business travel to the regular worksite when the employee teleworks full-time from a location outside of the local commuting area, and his or her alternate worksite has been determined as his or her official duty station.

3.5.4. Reassignment of the employee from the official worksite to the telework site may also have implications for a reduction in force (e.g., the telework site may be a different competitive area than the regular worksite).

3.5.5. The local Commander or senior manager may make an exception to reassignment of the official worksite to the telework site in certain temporary situations, such as when an employee is recovering from an injury or medical condition or the employee is affected by an emergency situation (e.g., pandemic influenza) that prevents the employee from commuting to the regular worksite.

3.6. WORK SCHEDULES AND COMPENSATION.

3.6.1. Employees who telework must be at their alternate worksite during their scheduled tours of duty. Employees who telework may also have alternate work schedules at the discretion of the supervisor.

3.6.2. Employees may not use telework as a substitute for dependent care; e.g., child or elder care.

3.6.3. Employees may work part of the day at their approved alternate worksite and part of the day at the regular worksite to accommodate work schedules and personal commitments (e.g., to attend a training course or a medical appointment located near the employee's alternate worksite prior to reporting to the regular worksite).

3.6.4. Premium pay provisions that apply to work at the regular worksite also apply to employees who telework. Employees may work overtime only when specifically ordered and approved in advance by the supervisor. Instances in which employees perform overtime work without prior supervisory approval may be cause for administrative or disciplinary action. Overtime for bargaining unit employees will be administered in accordance with the CBA.

3.7. TIME AND ATTENDANCE. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for work at the regular worksite. Supervisors will ensure telework hours are appropriately coded in Performance Labor Accounting System (PLAS) as regular and recurring, situational, or medical. Employees must

record dates of telework accomplished so that Agency telework usage can be tracked. The work codes to be used in PLAS are:

- TW - Telework regular
- TS - Telework situational (ad hoc)
- TM - Telework medical (as appropriate)

3.8. TELEWORK AND TRAVEL. The provisions in the guidance set forth in sections 550.112 and 551.422 of Title 5, CFR (Reference (f)) concerning time spent in a travel status are applicable to employees who are directed to travel away from the alternate worksite during a period that is scheduled for telework.

3.9. MEDICAL TELEWORK. Supervisors may approve telework based on a medical reason to accommodate an employee experiencing a temporary personal injury or illness.

3.9.1. An employee may request to perform work at home for a specified period of time if she/he suffers from temporary personal injury or illness that prevents the employee from commuting to the official duty station. An employee may also request to perform work at home for a specified period of time if she or he suffers from temporary personal injury or illness that makes it difficult or impossible for the employee to perform an entire day's work at the official duty station, but that would not preclude the employee from performing her/his official duties at home.

3.9.2. The employee must submit administratively acceptable medical certification in support of the request. The certification will, at a minimum, specifically provide:

3.9.2.1. The specific nature of the illness or injury.

3.9.2.2. The anticipated beginning and ending dates of the incapacitation.

3.9.2.3. The specific reason(s) why the employee is incapable of commuting to the official duty station and/or performing her or his duties at the official duty station for an entire day.

3.9.2.4. A statement that the employee is capable of performing her or his duties at home, subject to any specific limitations.

3.9.2.5. Based on individual circumstances, the approving official may require additional medical certification deemed necessary. When additional medical documentation is deemed necessary, the supervisor will coordinate with the servicing Employee Relations specialist prior to the request. Individual employee participation will be decided on a case-by-case basis. If an employee's request is denied, the manager will provide written notice to the employee with the reason(s) for denial within a reasonable period of time.

3.9.2.6. The PLAS code for medical telework shall not be used unless all the provisions are met and supervisory approval has been received.

3.10. REASONABLE ACCOMMODATION.

3.10.1. Employees requesting telework as a reasonable accommodation due to a disability will make a formal request in accordance with Agency procedures. For assistance with reasonable accommodations, refer to DCMA Reasonable Accommodations Procedures or contact the Agency Equal Employment Opportunity (EEO) Office.

3.10.2. The DoD Computer/Electronic Accommodations Program may provide services and accommodations (e.g., assistive devices and technology) for employees or Service members with impairments teleworking under an approved telework arrangement.

3.11. PERFORMANCE MANAGEMENT. Teleworkers and non-teleworkers shall be treated the same for the purpose of work requirements, periodic appraisals of job performance, training, rewarding, reassigning, promoting, reducing in grade, retaining and removal, and other acts requiring management discretion.

3.11.1. Performance standards for employees that telework should be the same as performance standards for on-site employees.

3.11.2. As with any supervisory relationship, work assignments to be performed or training to be accomplished while on telework should be discussed and agreed to in advance of the telework event.

3.11.3. Supervisor expectations of an employee's performance should be clearly addressed on the DD Form 2946. As with on-site personnel, employees shall be held accountable for the results they produce while teleworking.

3.11.4. Supervisors shall communicate expectations of telework arrangements, including work assignments, office coverage, and staff communication to teleworking and non-teleworking employees in the workgroup.

3.11.5. Supervisors shall put procedures in place to maintain communication across all members of a workgroup.

3.11.6. Supervisors are responsible for the effective functioning of the workgroup. However, employees are responsible for their availability and information sharing with the workgroup. Supervisors and employees are responsible for ensuring the success of the telework arrangement.

3.12. TELEWORK DENIAL AND TERMINATION. A telework request may be denied by the supervisor. A telework agreement may be terminated at the discretion of the supervisor or at the employee's request.

3.12.1. When an employee's request to telework is denied or an agreement is terminated by the supervisor, the reasons for denial or termination should be documented in writing and given

to the employee. Denial or termination of telework agreements should be documented based on business reasons (e.g., the telework agreement fails to meet the organization's needs or the employee's performance does not meet the prescribed standard).

3.12.2. Employees may dispute the denial of telework, the reasons given for a denial and the termination of an existing telework agreement through agency administrative grievance procedures. Bargaining unit employees may file a grievance through negotiated grievance procedures.

3.12.3. If an employee requests to terminate their telework agreement, the employee will not be eligible to submit a request to telework for 6 consecutive months.

3.13. EMERGENCY SITUATIONS.

3.13.1. Employees or Service members who perform mission-critical duties may be required to work from home or an alternate worksite such as a telework center during an emergency situation. Employees shall be required to complete a DD Form 2946. The telework agreement should address the telework location and work expectations. Supervisors will include a description of emergency duties with the telework agreement if emergency duties are different from the employee's normal duties. During any period that the Agency is operating under the COOP plan, that plan shall supersede the telework policy and the provisions of the telework agreement. Telework agreements are not required for Service members in an emergency situation.

3.13.2. In the event of a pandemic health crisis, employees with COOP responsibilities, Service members, and employees who do not have COOP responsibilities, but are trained and equipped to telework, may be asked to telework to prevent the spread of germs. These employees or Service members should telework on a regular basis to ensure their proficiency and telework's effectiveness in continuing operations. Employees or Service members in positions not typically eligible for telework should telework on a situational basis when feasible.

3.13.3. Employees approved for regular and situational telework who are not able to report to their assigned office location due to office closure or dismissal from a natural or manmade emergency event (e.g., hurricane, tornado, earthquake, wild fire, snow storm, flooding, act of terrorism) or when the Agency announces that offices are open with the option for unscheduled telework when weather conditions or other circumstances disrupt commuting and compromise employee safety shall telework each regularly scheduled work day during the emergency situation, when the capability to telework is available at the alternate worksite. The employee must be telework ready which consists of files, projects, and all equipment.

3.13.4. If the teleworker is unable to commute to the office when it is closed to the public, designated employees who are unable to work due to personal situations or other circumstances (e.g. illness, dependent care responsibilities, loss of electrical power, evacuation by local authorities, or the employee cannot access materials necessary to continue work during the emergency) shall attempt to contact a supervisor to request leave appropriate for those

circumstances or to be excused from duty. Supervisors may administratively excuse designated teleworkers from teleworking on a case-by-case basis.

3.13.5. When an employee's residence or other approved alternate worksite has been designated as a safe haven during an emergency, such as a pandemic health crisis evacuation, 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 DD Form 2946 does not need to be in place consistent with the guidance in section 550.409 of Title 5, CFR (Reference (f)).

3.13.6. Employees or Service members designated as mission-critical should telework on a regular basis to ensure their proficiency and telework's effectiveness in continuing operations in the event of an emergency or pandemic. Mission-critical employees in positions not typically eligible for telework should telework on a situational basis, when feasible.

3.14. SECURITY CONSIDERATIONS.

3.14.1. Government furnished computer equipment, software, and communications, with appropriate security measures, are required for any telework arrangement that involves working with any unclassified data that is labeled as CUI, PII, contractor proprietary, law enforcement sensitive, or counterintelligence sensitive, in accordance with DCMA-INST 552, "Information Security Program" (Reference (g)).

3.14.2. Teleworking employees who access PII may only do so by using DCMA GFE or by accessing DCMA data through the DCMA CIO provided remote access solution as posted on the DCMA CIO Web Page and 360 site.

3.14.3. Extraction of PII from DCMA systems onto GFE used for teleworking is prohibited unless approved by a DCMA manager. If approved by a DCMA manager, PII data must be logged in and out and upon completion of use it must be erased.

3.14.4. The use of personal systems for processing or storing classified information is strictly prohibited.

3.14.5. The use of personal e-mail accounts for PII transmission is strictly prohibited. PII may only be e-mailed between Government e-mail accounts and must be encrypted and digitally signed.

3.14.6. Employees and Service members must protect CUI or contractor proprietary data restricted by section 423 of Title 41, United States Code (also known as Section 27 of the Office of Federal Procurement Policy Act, as amended) (Reference (h)); data otherwise restricted by the Federal Acquisition Regulation (Reference (i)); the Defense Federal Acquisition Regulation Supplement (Reference (j)); and other acquisition policies.

3.14.7. Employees and Service members in telework arrangements shall not take classified documents (hard copy or electronic) to their homes or alternate worksites.

3.14.8. Employees and Service members must comply with criteria and guidelines established by the DCMA CIO using both GFE and non-GFE, and for access to DoD information systems and networks to perform telework.

3.14.9. Disposal of data while teleworking must comply with the same requirements set forth at the regular worksite.

3.15. EQUIPMENT AND OFFICE SUPPLIES. DCMA offices may provide the necessary equipment and office supplies (e.g., paper, toner, and printer ink) for use with GFE for employees and Service members who telework on a regular and recurring basis, within budgetary constraints, based on the nature and type of work performed. Equipment and supplies may be furnished for employees and Service members who telework on a situational basis when practicable. Employees must comply with equipment usage requirements set forth in the telework agreement.

3.15.1. GFE should be approved for employees or Service members who telework on a regular and recurring basis and for situational teleworkers, when practicable. DCMA Information Technology Directorate (DCMA-IT) will determine the propriety of furnishing and installing GFE and software. DCMA-IT will be responsible for the service and maintenance of GFE.

3.15.2. Software for access to DCMA networks may be installed onto Government-furnished and personally-owned computers to enable access to unclassified systems and networks consistent with criteria and guidelines established by DCMA-IT.

3.15.3. GFE shall be used for official use and authorized purposes only. Family members and friends of employees or Service members are not authorized to use GFE and materials. GFE must be returned to the Agency at the conclusion of teleworking arrangements or at the Agency's request.

3.15.4. Use of personally-owned computers to access unclassified DCMA systems or networks remotely must comply with the criteria and guidelines for using personal equipment established by DCMA-IT.

3.15.5. The employee or Service member is responsible for the installation, repair, and maintenance of all personally-owned equipment and other incremental costs associated with the residential worksite. Operating costs associated with the teleworker using their personal residence as the alternate worksite including home maintenance, insurance, or utilities (e.g., heat, electricity) will not be assumed by DCMA.

3.15.6. Appropriated funds may be used to install telephone lines, broadband, or other necessary telecommunications equipment in a private residence and fund appropriate monthly expenses for employees that telework on a regular and recurring basis, when the purpose is for official Government business consistent with the guidance set forth in section 1348 note of Title 31, U.S.C. (Section 620 of Public Law 104-52, "The Treasury, Postal Service, and General

Government Appropriations Act of 1996”, November 19, 1995). DCMA may also issue a calling card, provide a cell phone, or reimburse for long-distance (domestic and international) telephone expenses if incurred as result of official business.

3.15.7. The Agency is not liable for damages to the employee’s or Service member’s personal or real property while the employee or Service member is working at home, except to the extent the Government is liable under sections 1346(b), 1402(b), 2401(b), and 2761-1680 of Title 28, U.S.C. (also known as “The Federal Tort Claims Act”) (Reference (k)) or section 3721 of Title 31, U.S.C. (also known as “The Military Personnel and Civilian Employees Claims Act”) (Reference (l)).

3.16. PROGRAM EVALUATION AND REPORTING.

3.16.1. The Telework Program Manager will establish annual component telework participation goals, track employee participation, monitor goal progress, and provide employee telework eligibility and participation data to DCPAS.

3.16.2. Telework eligibility and required documentation will be annotated in the position DCPDS.

GLOSSARY

DEFINITIONS

Alternate Worksite. A place away from the regular worksite that has been approved for the performance of assigned official duties. It may be an employee's or Service member's home, a telework center, or other approved worksite.

Continuity Of Operations (COOP) Planning. An effort to ensure that the capability exists to continue Agency essential functions across a wide range of natural disasters or local or national declared emergencies.

Controlled Unclassified Information (CUI). A categorical designation that refers to unclassified information that does not meet the standards for National Security Classification, but is pertinent to the national interests of the United States or to the important interests of entities outside the Federal Government and under law or policy requires protection from unauthorized disclosure, special handling safeguards, or prescribed limits on exchange or dissemination.

Disciplinary Action. Action taken to correct an employee's performance or conduct. These actions can range from written letters of reprimand, suspension, and termination or removal.

Eligibility. Characteristics of the job position and the employee that identify suitability for teleworking as determined by the supervisor or other appropriate management official in the employee's chain of command.

Emergency Situation Telework. Telework performed in an employee's or Service member's home or alternate worksite during a crisis situation or emergency event by those employees or Service members who perform duties in support of mission requirements during crisis situations or contingencies.

Employee. A DCMA civilian employee, to include foreign national employees, paid from appropriated funds.

Hoteling. An arrangement where employees use non-dedicated, non-permanent workspaces, assigned for use by reservation on an as-needed basis.

Local Commuting Area. The geographic area surrounding an employee's regular work site/permanent duty station that is a mileage radius of not greater than 50 miles.

Mission-Critical Duties. Job position functions that are identified as critical to performance of the mission.

Official Worksite. Approved location where the employee regularly performs his or her duties.

Regular Worksite. Location where an employee would work absent an alternate worksite.

Routine Telework. An approved work arrangement where eligible employees work at an alternate worksite as part of an ongoing, regular or recurring schedule, typically on an approved day or days during a biweekly pay period.

Safe Haven. Agency designated location such as an employee's residence or an alternate location mutually agreeable to the Agency and the employee when employees are evacuated from their worksites.

Situational Telework. Telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing and regular telework schedule (e.g., telework as a result of inclement weather, medical appointment, special work assignments or to accommodate special circumstances). Telework is also considered situational even though it may occur continuously for a specific period and is also referred to as episodic, intermittent, unscheduled, or ad hoc telework.

Supervisor. Civilian management official, commander, or Service member who has responsibility for directing and managing employee work and for approving and denying employee telework agreements.

Telework. A voluntary work arrangement where an employee or Service member performs assigned official duties and other authorized activities during any part of regular, paid hours at an approved alternative worksite (e.g., home) on a regular and recurring or a situational basis. Telework includes remote work where an employee resides and works at a location beyond the local commuting area of the employing organization's worksite. Telework does not include any part of work done while on official travel or mobile work, that is, work characterized by routine and regular travel to customer or other worksites instead of a single Agency worksite (e.g., site audits, inspections, investigations, and property management).

Telework Agreement. A written agreement, completed and signed by an employee and the authorized management official(s) via the DD Form 2946, that outlines the terms and conditions of the telework arrangement.

Telework Site. Alternate worksite location where an employee or Service member performs assigned official duties.

Unscheduled Telework. A specific form of situational telework where an employee on an approved telework agreement performs assigned official duties at home or other approved worksite when Government offices are closed due to an emergency event or open, but severe weather conditions or other circumstances disrupt commuting and compromise employee safety.

GLOSSARY

ACRONYMS

AWOL	Absence Without Leave
CFR	Code of Federal Regulations
CIO	Chief Information Officer
COOP	Continuity of Operations
CUI	Controlled Unclassified Information
DCMA-INST	DCMA Instruction
DCMA-IT	Information Technology Directorate
DCPAS	Defense Civilian Personnel Advisory Service
DCPDS	Defense Civilian Personnel Data System
DD Form 2946	Department of Defense Telework Agreement
DoDI	DoD Instruction
GFE	Government Furnished Equipment
IPP	Individual Performance Plan
OPF	Official Personnel Folder
OPM	Office of Personnel Management
PII	Personally Identifiable Information
PLAS	Performance Labor Accounting System
U.S.C.	United States Code