



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
FALLS CHURCH, VA 22042

IN REPLY REFER TO  
BUMEDINST 5330.4C CH-1  
BUMED-M09B1  
SEP 16 2015

BUMED INSTRUCTION 5330.4C CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY HEADQUARTERS TELEWORK PROGRAM

Ref: (a) DoD Instruction 1035.01  
(b) Section 359 of P.L. 106-346, "Department of Transportation and Related Agencies Appropriations Act 2001," of 23 Oct 00  
(c) Chapter 65 of Title 5, United States Code  
(d) SECNAV M-5210.1  
(e) Civilian Human Resources Manual (CHRM) 792.4  
(f) OPM Washington, DC, Dismissal and Closure Procedures  
(g) DD FORM 2946

Encl: (1) Revised page 2 of the basic instruction

1. Purpose. To implement the Bureau of Medicine and Surgery (BUMED), Headquarters (HQ), herein after referred to as BUMED HQ, Telework Program per references (a) through (g) to allow personnel to telework while maintaining productivity and mission accomplishment. The objectives of this program is to promote BUMED HQ as an employer of choice and improve the recruitment and retention of high-quality personnel, while maintainig or increasing productivity and ensuring Continuation of Operations Program (COOP).

2. Actions

- a. Remove page 1 of basic instruction and replace with enclosure (1).
- b. Remove enclosures (2) and (3).

3. Retain. For record purposes, keep this change transmittal in front of the basic instruction.

  
A. M. DIGGS  
Chief of Staff

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<http://www.med.navy.mil/directives/Pages/BUMEDHQInstructions.aspx>

by promoting quality of life for our personnel, leveraging technology while improving workforce efficiency, reducing real estate costs or space savings, and reducing greenhouse gas emissions.

5. Policy. Telework is defined as a voluntary arrangement where a member performs official assigned duties at an alternate worksite on a regular and recurring basis or on a situational basis. BUMED HQ's policy of the formal Telework Program is as follows:

a. Telework Program is voluntary for eligible personnel. Personnel shall be selected to participate in the program based upon guidance and criteria set forth in enclosure (1).

b. Telework is discretionary workplace flexibility. Telework is not an entitlement and not all employees are eligible to telework. Although use of telework is encouraged, civilian employees cannot be ordered to telework, unless the employee's duties are designated as mission-critical. However, in accordance with reference (f), all telework ready employees, civilian and military, are required to work during government closures due to inclement weather or for an emergency or special event that causes disruption in the Washington Metropolitan area.

c. Deputy Directors and Assistant Deputy directors may require teleworkers to report to their traditional worksite on scheduled telework days based upon operational requirements. Deputy Directors and Assistant Deputy Directors may also end a teleworker's participation in the program should the teleworker's performance not meet prescribed standards, or if the teleworker's continued participation fails to benefit organizational needs.

d. Military personnel are not required to sign a telework agreement, but may do a formal agreement between the service member and their supervisor.

e. All civilian employees approved to telework, whether on a regular, recurring, or situational basis, must complete and sign enclosure (4) and reference (g) prior to beginning telework. Supervisors of civilian teleworkers must maintain a copy of signed enclosures locally and log all productivity accomplished during any telework day. Civilian 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 must have reference (g) on file with their supervisor. Telework agreements, as well as all required training, shall be completely renewed at least every two years, and when a new relationship is established between the employee and their supervisor (e.g. change of supervisor).



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7 May 15

BUMED INSTRUCTION 5330.4C

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Ref: (a) DoD Instruction 1035.01  
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(f) OPM Washington, DC, Dismissal and Closure Procedures  
(g) DD FORM 2946

Encl: (1) Telework Policies and Procedures  
(2) Telework Self-Certification Physical Security Audit  
(3) Supervisory Checklist for Civilian Teleworkers  
(4) Sample Program Proposal

1. Purpose. To implement the Bureau of Medicine and Surgery (BUMED), Headquarters (HQ), herein after referred to as BUMED HQ, Telework Program in accordance with references (a) through (g) to allow personnel to telework while maintaining productivity and mission accomplishment. The objectives of this program is to promote BUMED HQ as an employer of choice and improve the recruitment and retention of high-quality personnel, while maintaining or increasing productivity and ensuring Continuation of Operations Program (COOP). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 5330.4B.

3. Scope. This instruction applies to all BUMED HQ personnel (active duty, reservist, and civil service employees) as well as BUMED Detachments. Contractors are subject to criteria outlined in their respective performance work statements.

4. Background. Telework among Department of Defense (DoD) employees has emerged over the last decade pursuant to specific DoD policies and regulations. BUMED HQ supports this initiative as an effective strategy for mission accomplishment, ensuring continuity of operations in a crisis, recruiting and retaining valued talent

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by promoting quality of life for our personnel, leveraging technology while improving workforce efficiency, reducing real estate costs or space savings, and reducing greenhouse gas emissions.

5. Policy. Telework is defined as a voluntary arrangement where a member performs official assigned duties at an alternate worksite on a regular and recurring basis or on a situational basis. BUMED HQ's policy of the formal Telework Program is as follows:

a. Telework Program is voluntary for eligible personnel. Personnel shall be selected to participate in the program based upon guidance and criteria set forth in enclosure (1).

b. Telework is discretionary workplace flexibility. Telework is not an entitlement and not all employees are eligible to telework. Although use of telework is encouraged, civilian employees cannot be ordered to telework, unless the employee's duties are designated as mission-critical. However, in accordance with reference (f), all telework ready employees, civilian and military, are required to work during government closures due to inclement weather or for an emergency or special event that causes disruption in the Washington Metropolitan area.

c. Deputy Directors and Assistant Deputy Directors may require teleworkers to report to their traditional worksite on scheduled telework days based upon operational requirements. Deputy Directors and Assistant Deputy Directors may also end a teleworker's participation in the program should the teleworker's performance not meet prescribed standards, or if the teleworker's continued participation fails to benefit organizational needs.

d. Military personnel are not required to sign a telework agreement, but may do a formal agreement between the service member and their supervisor.

e. All civilian employees approved to telework, whether on a regular, recurring, or situational basis, must complete and sign enclosures (2) through (4) prior to beginning to telework. Supervisors of civilian teleworkers must maintain a copy of signed enclosures locally, and log all productivity accomplished during any telework day. Civilian 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 must have reference (g) on file with their supervisor. Telework agreements, as well as all required training, shall be completely renewed at least every two years, and when a new relationship is established between the employee and their supervisor (e.g. change of supervisor).



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f. At the discretion of the Deputy Directors and Assistant Deputy Directors, military personnel can telework outside of geographical territorial boundaries of the United States. Travel between the alternate work site and permanent duty station does not create an entitlement to reimburse travel expenses, and all travel will be conducted pursuant to normal liberty guidelines.

g. Civilian employees or military personnel who perform mission critical duties may be required to work from home or an alternate workplace such as a telework center during an emergency situation. Employees or military personnel 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 significant event. Mission critical employees in positions not typically eligible for telework should telework on a situational basis, when feasible, in order to test and exercise telework for COOP situations. Such civilian employees should have a signed DD Form 2946.

6. Performance Management. Evaluation criteria for work performance will remain the same. Work performance will be evaluated based on individual performance as measured against established standards, performance measurements, and performance expectations of the position. Should performance fall below expectations, teleworking privileges will be revoked.

7. Equipment/Telecommunications. To participate in the Telework Program, service members and civilian employees must equip their home work stations adequately to maintain their productivity. This may require a personal computer, telephone, and connectivity for voice and data. Teleworkers are responsible for maintenance and repair of their personal computers, telephones, voice and data connections. BUMED HQ will provide Common Access Card (CAC) readers and related software necessary to access military networks and e-mail accounts. Upon termination of the Telework Program, teleworkers must return all additional government property supplied in order to telework to their supervisor. Personal computers must be CAC enabled and equipped with a current virus protection software. All sensitive information shall be maintained on government owned computers. Sensitive material or work containing sensitive material will never be completed or maintained on personal computers.

8. Expenses. BUMED HQ will only reimburse full-time telework members for routine expenses associated with telework, such as office supplies. Part-time teleworkers should organize their work so that office supplies are used when they are in the office.

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9. Information Assurance. Teleworkers agree to adhere to DoD and BUMED's Information Assurance policies and guidelines, and to ensure that communication equipment is functional. If teleworkers experience any technical problems, they will notify their supervisor immediately and contact the appropriate service provider. Consistent with the policies identified above, teleworkers may not take any classified materials (hard copy or electronic) to alternate worksites. All materials and property provided by the Department of the Navy (DON) are for authorized official/business use only. Security and care of government-supplied property and information are the teleworker's responsibility. The teleworker will follow all DON, Fleet Forces Cyber Command, and BUMED policies, procedures, and directives to protect all information with a specific emphasis on protecting Privacy Act and Personally Identifiable Information (PII) in the telework environment. Should government equipment be lost, stolen, or damaged, teleworkers must report the incident to their supervisor immediately. Should Privacy Act or PII data be lost or compromised, teleworkers must report the incident immediately to their supervisor and Information Assurance Manager. Upon termination of the Telework Program, teleworkers must return all government property to their supervisor or Information, Telephone and Communication Services (ITACS).

10. Guidance and Requirements for Civilians. Civilian employee participation in the Telework Program must comply with references (a), (c), (e), (f), and (g) guidance and requirements for civilian telework. Total Workforce will be responsible for ensuring BUMED HQ's Telework Program guidance and requirements comply with DON Office of Civilian Human Resources (OCHR) guidance and requirements. Requirements for civilians may include, but not be limited to, a civilian-specific Telework Agreement and a Safety Checklist for home work stations. These requirements are subject to change.

11. Records Management. Records created by this instruction, regardless of media, will be managed in accordance with reference (d).



P. B. COE  
Chief of Staff  
Acting

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### **Telework Policies and Procedures**

1. Program Objectives. The main goal of this program is to improve the quality of life of our personnel and the recruitment and retention of high quality personnel, while maintaining or increasing productivity and ensuring COOP. The flexibility telework provides will improve participants' quality of life, mental health, and morale. With the prior approval of the supervisor, military personnel and civilian employees may work non-traditional hours during telework days in order to participate in non-work related activities during the workday.

2. Behaviors to Avoid. Challenges of a telework program include:

a. Perception of "telework day" as a "day off";

b. Decreased morale due to perceived unfairness in the selection process;

c. Decreased morale for non-participants due to a belief that participants are not working as hard; and

d. Perception of the program as an entitlement and decreased morale if the program is discontinued.

3. Scope

a. Program cycle. Participation in the Telework Program will occur in six-month cycles. At the end of each cycle, supervisors will review each teleworker's productivity and determine whether another six-month assignment to the program is appropriate. The supervisor may terminate participation in the program at any time if the teleworker fails to meet productivity requirements, or the supervisor determines that the teleworker's participation in the program is no longer beneficial to the work center.

b. The nature of duties in BUMED HQ requires that offices maintain a staff on site that is adequate to respond to customers and unforeseen requirements. In order to ensure sufficient personnel on site and to maximize the opportunity for all employees to share in the benefits of telework, supervisors will generally approve telework requests only up to two days per week. However, the Deputy Directors and Assistant Deputy Directors have the authority to approve requests to telework more than two days per week.

c. Telework can be done on an *ad hoc* basis; however, scheduled telework days are strongly preferred as they provide a structure for participants, co-workers, and the chain of command.

Enclosure (1)

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d. Telework may include time to complete approved professional training or coursework for an approved professional education program.

e. Teleworkers must be able to be contacted via telephone or email.

#### 4. Participants

a. This program is available to military and civilian personnel. Civilian participants will also be subject to telework requirements, policies, and procedures promulgated by the Office of Personnel Management (OPM) and the DON OCHR.

##### b. Suitability of Work

(1) Supervisors should determine whether a position is suitable for telework by focusing on the nature of the work and job characteristics. Generally, positions with a history of productivity data or positions that involve tasks that would benefit from an offsite day should be the focus of the program. In many cases, 100 percent of a position will not lend itself to telework. However, there may be discrete job tasks that can be identified for telework days and can be performed away from the main office.

(2) For example, telework is feasible for work that requires thinking and writing - data analysis, reviewing cases, drafting documents or reports; telephone-intensive tasks, setting up conferences, obtaining information, following up on information; and computer-oriented tasks such as programming, web page design, data entry, and word processing.

(3) Telework may not be appropriate if the service member or civilian employee needs to have extensive face to-face contact with the supervisor, other service members, clients, or the general public. Telework may not be feasible for positions that require frequent access to material that cannot be moved from the regular office.

##### c. Suitability of Service Member or Civilian Employee

(1) Service members and civilian employees at every level of the chain of command are eligible to participate in the program. As a general rule, a service member or civilian employee should be onboard the command for at least six months before participating in the Telework Program, unless



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specifically authorized by the Chief of Staff, Assistant Chief of Staff, Deputy Directors or Assistant Deputy Directors. This period provides workplace supervisors time to evaluate whether the service member or civilian employee is right for the program.

(2) The characteristics of a service member or civilian employee are particularly important in determining participation in the program. The service member or civilian employee should be organized, highly disciplined, and a conscientious self-starter who requires minimal supervision and has excellent time management skills. A service member's performance should be above average. A civilian employee's performance should meet all the performance expectations of the position. Employees whose performance or conduct warrants more close supervisory direction than telework may provide are generally not suitable for telework. In certain situations, however, a supervisor may choose to offer telework as a way to help the service member or civilian employee improve performance. Telework eliminates long commute times and provides flexibility for those who struggle with personal responsibilities interfering with their normal workday. For example, telework may assist a military or civilian personnel who must leave work frequently to attend medical appointments for a child or family member. Regardless of the situation, the military member or civilian employee must be trustworthy.

(3) Telework is not suitable for military or civilian personnel who need to be in the office to learn about the organization, who require on the job training, or those who need close supervision.

(4) The characteristics of the supervisor are also critical. The supervisor should be willing to try out the new arrangement and take the necessary steps to ensure its success. Most importantly, in a telework environment, the supervisor should utilize the same proven management tools that are appropriate in a non-telecommuting environment.

5. Program Coordinator. BUMED HQ Administrative Services (Admin) is charged with the overall coordination of the Telework Program. Admin will conduct random checks to ensure supervisors are adhering to the standards set forth in this instruction.

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## 6. Measurements

a. Productivity data. Where available, Standard Labor Data Collection and Distribution Application (SLDCADA) data will be collected to evaluate teleworkers' participation and the success of the program. Performance measurement data will include productivity data and hours worked.

b. Comparison to previous productivity. Where possible, performance goals should be created based upon historic workload data. This goal creates a minimum productivity standard the teleworker must maintain.

c. Random Compliance Audits. Each participant and supervisor shall log all accomplished work during any telework session. The Director for Administration and telework coordinator will conduct random audits of work accomplished to ensure compliance with reference (a).

d. Focus Groups. Participants and supervisors may occasionally be required to participate in focus groups. The feedback from these focus groups will provide BUMED leadership information on whether the objectives of the program are being met.

7. Orientation and Training Sessions. Orientation and training sessions for telework participants and their supervisors ensure a common understanding of the program requirements. Active duty service members and civilian employees approved for telework must complete required orientation and training sessions before beginning to telework, and upon telework agreement renewals. Supervisors shall ensure their personnel complete the required training sessions as directed above. The required training may be found at <https://www.telework.gov>.

8. Equipment/Expenses. To participate in the Telework Program, service members and civilian employees must equip their home work stations adequately to maintain their productivity. This may require a personal computer, telephone, and connectivity for voice and data. Teleworkers are responsible for maintenance and repair of their personal computers, telephones, and voice and data connections. BUMED HQ assumes no responsibility for the teleworker's telework-related expenses, with the following exceptions:

a. BUMED HQ will provide CAC readers, computers and related software necessary to access military networks.

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b. Upon a teleworker's request and with Chief of Staff's approval, BUMED HQ may supply a blackberry device or long distance calling card to cover the cost of official long distance telephone lines made from the teleworker's home. Teleworkers who request funded long distance calling card or blackberry device must demonstrate the necessity of the card or blackberry device, and must abide by policies to prevent private misuse of the blackberry device or long distance calling card.

## 9. Civilian Personnel Policies Procedures

a. Official Duty Station. A teleworker's official duty station continues to be the main duty station, not the alternative workplace. Periodic presence at the official duty station will minimize isolation and communication problems; give the teleworker access to equipment, services, etc., not available at the alternate workplace; facilitate integration of the employee with those in the main office.

b. Hours of Duty. Existing rules for hours of duty apply to teleworkers. Supervisors determine employee work schedules consistent with the requirements of the work group and provisions of any applicable collective bargaining agreements. Teleworkers will be accessible to their on-site counterparts during their agreed upon regular business hours, despite work location.

c. Pay and Leave. Existing rules on pay and leave apply to teleworkers. The location of an employee's work site has no pay and leave rules depend on the work schedule.

d. Overtime. The existing rules on overtime under Title V, U.S. Code and the Fair Labor Standards Act (FLSA) apply to teleworkers. Supervisors should ensure employees work overtime only with advance approval and should cancel teleworking privileges of employees who continue to work unapproved overtime.

e. Certification and Control of Time and Attendance. Supervisors must report time and attendance to ensure that teleworkers are paid only for the work performed and that absences from scheduled tours of duty are accounted for. The General Accounting Office (GAO) requires agencies with employees working at remote sites provide reasonable assurance that the employees are working when scheduled, by determining the reasonableness of the work output for the time spent or by having the supervisor make occasional telephone calls during the employee's scheduled work time. The supervisor will determine the reasonableness of the work output for the time spent.

f. Supervisors will ensure that the teleworker's work site meets acceptable standards. If the employee's home is the

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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. Civilian employees working at home must complete a self-certification safety inspection form included in enclosure (2) of this instruction.

g. Worker's Compensation. Employees are covered by Chapter 81 of Title 5, United States Code (also known as "The Federal Employment Compensation Act") when injured or suffering from work-related illnesses while conducting official Government business at the telework location. The DoD's potential exposure to liability is restricted to the designated official alternate worksite. Supervisors are to be notified immediately if injury or illness occurs.

h. Emergency Situations

(1) Employees who perform mission-critical duties may be required to work from home or an alternate workplace such as a telework center during an emergency situation. Civilian employees who perform mission-critical duties shall have a signed DD Form 2946 in place. The telework agreement should address the telework location and work expectations. To the extent practicable, supervisors will include a description of emergency duties with the telework agreement if emergency duties are different from the employee's normal duties. In the event of a pandemic health crisis, employees with COOP responsibilities or service members may be asked to telework to prevent its spread. These employees or service members should telework on a regular basis to ensure their proficiency and telework's effectiveness in continuing operations.

(2) 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 man-made emergency event (e.g., hurricane, earthquake, wild fire, snow storm, flooding, act of terrorism) shall continue to telework each regularly scheduled work day during the emergency situation. Designated employees who are unable to work due to injury or illness or dependent care responsibilities will request leave appropriate for those circumstances. 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

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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 immediate supervisor to be excused from duty and cannot maintain their remote working status, the teleworker will attempt to contact the next supervisor in his/her chain of command.

(3) When an employee's residence or other approved alternate workplace has been designated as a safe haven during an emergency, 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.

i. Performance Management. In accordance with reference (a).

(1) Performance standards for employees who telework shall be the same as performance standards for on-site employees.

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

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

(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. Supervisors shall put procedures in place to maintain communication across members of a workgroup. Supervisors are responsible for the effective functioning of the workgroup. However, employees are responsible for their availability and information sharing with the workgroup, and for ensuring the success of the telework arrangement.

10. Proposals. Each BUMED HQ "M" code that participates in the program shall draft a Program Proposal for each applicant to the Telework Program. Proposals shall name the nominated



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participant, provide a brief explanation of his or her duties, set forth which job tasks lend themselves to teleworking, confirm that no classified information is required for telecommuting, provide a proposal for how the participant's productivity shall be measured, and provide a proposed telework schedule. The supervisor shall submit proposals to the appropriate Assistant Deputy Director for approval. A copy of each approved proposal shall be maintained locally by the supervisor. A sample program proposal is included as enclosure (4).

11. Required Documents Upon Approval. After the appropriate Assistant Deputy Director approves an active duty service member's or civilian employee's participation in the telework program, the following documents must be completed.

a. Civilian employees and military who would like to telework must complete the Telework Agreement and the Self Certifying Physical Security Audit. Supervisors will retain the documents locally.

b. Supervisors of civilian employees approved for telework must complete the Supervisory Checklist for Civilian Teleworkers for each civilian teleworker. Supervisors will retain the originals locally and provide a copy to the civilian teleworker.

12. Cancellation. Upon their request, teleworkers may opt out of the Telework Program and resume working at their official workplace. Deputy Director and Assistant Deputy Directors may also end a teleworker's participation in the program should the teleworker's performance not meet prescribed standards, or if the teleworker's continued participation fails to benefit organizational needs. Reasons for cancellation may include but are not limited to: decline in performance, participation fails to benefit organizational needs, the need for in-office interaction with co workers or customers arises, or other work related reasons. The teleworker and the supervisor must sign the original Telework Agreement to document termination of a telework arrangement.

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**Telework Self-Certification Physical Security Audit**

Name \_\_\_\_\_ and \_\_\_\_\_ Position: \_\_\_\_\_

Command/Code: \_\_\_\_\_

My alternate workplace address is: \_\_\_\_\_

This checklist assesses the overall ability to protect Department of Defense data and information processed, stored, transmitted, or received at the home workplace. Each participant shall read, complete, sign, and date the security audit checklist.

1. Do all doors and windows have adequate locking devices?  
YES NO
2. Is there a lockable file cabinet or container available to store documents?  
YES NO
3. Is the computer hardware positioned so unauthorized persons cannot see the screen?  
YES NO
4. Does the computer have either a keyboard or power supply locking device?  
YES NO
5. Are the computer and removable media adequately protected from unauthorized access?  
YES NO
6. When remotely accessing other systems, is your user password encrypted?  
YES NO
7. Have you received adequate Information Assurance training, including training on Personally Identifiable Information?  
YES NO
8. Do you possess an adequate working knowledge of how your computer transmits and receives data?  
YES NO

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9. Do you possess an adequate working knowledge of what data needs to be protected when you transmit or receive?

YES

NO

10. Are you familiar with computer virus detection and eradication procedures?

YES

NO

Teleworker 's Signature and Date:

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Copy to:  
Civilian Personnel Manager

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**Supervisory Checklist for Civilian Teleworkers**

Name of teleworker: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Date completed: \_\_\_\_\_

- 1. Employee has read guidelines outlining policies and procedures of the program. [ ]
- 2. Employee has been provided schedule of core hours.
- 3. Employee has been issued/has not been issued equipment.
- 4. Equipment issued by BUMED HQ is documented. [ ]

Check as applicable:

- Computer Yes No
- CAC reader Yes No
- Software for CAC reader Yes No
- other

5. Policies and procedures for care of equipment issued by BUMED HQ have been explained and are understood. [ ]

6. Policies and procedures covering classified, secure, or privacy act data have been discussed, and are clearly understood. [ ]

7. Requirements for an adequate and safe office space and/or area have been discussed, and the employee certifies those requirements are met. [ ]

8. Performance expectations have been discussed and are clearly understood. [ ]

9. Employee understands that the supervisor may terminate employee participation at any time in accordance with established administrative procedures. [ ]

10. Employee has completed training for federal teleworkers. Date of completion: \_\_\_\_\_ [ ]

\_\_\_\_\_  
Supervisor's signature Date

\_\_\_\_\_  
Employee's signature Date

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**Sample Program Proposal**

12620

Date

From: CDR John Jones, MSC, USN  
To: CAPT Jane Doe, MSC, Assistant Deputy Director, M1  
Subj: RECOMMENDATION FOR TELEWORK PARTICIPATION  
Ref (a) BUMEDINST 5330.4C

1. Pursuant to reference {a), I recommend LT Joe Smith, JAGC, USN, for participation in the Telework Program.
2. Explanation of Duties. Lieutenant Smith is an appellate defense counsel. He represents service members who have been convicted of crimes at courts-martial. Lieutenant Smith is responsible for explaining to clients the appellate process, as well as the range of potential outcomes, economic effects, timetables, effect of the judgment pending appeal, and the availability of alternative solutions. He is responsible for keeping clients informed and involved in decisions and promptly responding to inquiries. Lieutenant Smith spends much of his time reviewing records, drafting motions, and preparing for oral argument.
3. Job tasks amenable to telework. Telephone and written correspondence; review of relevant case law; document review; motion drafting; oral argument preparation.
4. Classified/Privacy Act/Personally Identifiable Information. LT Smith's work does not involve classified material. He will receive training on working with Privacy Act and Personally Identifiable Information if approved for this program.
5. Measuring productivity. Lieutenant Smith and his co-workers carry approximately 20 appellate cases. Lieutenant Smith will be expected to maintain the same caseload and processing time, which will increase and decrease consistent with the division workloads. He will be expected to maintain his share of the work. Lieutenant Smith will also be required to enter CMTIS data for telework days. Although I expect that LT Smith will be more efficient while working from home, I will monitor to ensure that Lieutenant Smith is working and complying with normal leave and liberty policies.
6. Proposed telecommuting schedule. Lieutenant Smith will telework two days per week. He is scheduled to telework on Mondays and

Enclosure (4)



Wednesdays but understands his telework days are subject to change given operational needs of the office.

7. Training and supporting documents. Upon approval, Lieutenant Smith will complete required training and will submit the agreement and audit required to participate in this program.

J. JONES

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FIRST ENDORSEMENT

From: Assistant Deputy Director, M1

Subj: RECOMMANDATION FOR TELEWORK PARTICIPATION

1. I hereby authorize Lieutenant Joe Smith, JAGC, USN, to participate in the Telework Program.

J. DOE

Copy to:  
Civilian Personnel Manager