



**DEPARTMENT OF THE NAVY**  
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CNICINST 12600.1B  
N1  
13 Nov 15

CNIC INSTRUCTION 12600.1B

From: Commander, Navy Installations Command

Subj: TELEWORK POLICY

Ref: (a) SECNAVINST 12271.1 (series), Department of Navy  
Telework Policy  
(b) Public Law 111-292, Telework Enhancement Act dated  
9 Dec 2010  
(c) DoD Instruction 1035.01, Telework Policy dated  
4 April 2012  
(d) OPM Guidance, Washington, DC, Area Dismissal and  
Closure Procedures of December 2013  
(e) CNICINST 5230.1, Total Workforce Management Services  
(TWMS) dated 10 May 2008  
(f) 5 C.F.R. Parts 550-551  
(g) 5 C.F.R Part 531

Encl: (1) Manager's Telework Position/Employee Eligibility  
Guide

1. Purpose. To update and reissue policy for the Commander, Navy Installations Command (CNIC) telework program based on guidance provided in references (a) through (g). Reference (a) provides overarching Department of the Navy (DON) policy and includes definitions of terms used throughout this instruction. This policy supersedes any local policies or instructions in conflict with this guidance. This policy should be read in conjunction with reference (a).

2. Cancellation. CNIC Instruction 12600.1A dated 12 March 2012.

3. Background. The term "telework" or "teleworking" refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work, in accordance with reference (b). Telework includes remote work where an employee resides and works at a location beyond the local commuting area of the employing organization's worksite.

This updated policy is issued to help managers and employees throughout the CNIC enterprise establish, maintain, and terminate telework agreements, and permit CNIC employees to capitalize on the benefits of telework. Telework is a voluntary arrangement, requiring concurrence between the approving official or their designee, and eligible employees. Additional information, tools, and documents associated with the telework program are available on the CNIC Gateway 2.0 telework team site at: <https://g2.cnic.navy.mil/tscnichq/N1/N13/TW/default.aspx>.

4. Policy. CNIC is committed to promoting and implementing telework across the enterprise to the greatest extent possible, consistent with mission capability and readiness. The CNIC telework program supports workforce efficiency, emergency preparedness, and quality of life. In accordance with references (c) and (d), telework is not an entitlement, but its use can serve as an effective recruitment and retention strategy, enhance CNIC's efforts to employ and accommodate persons with disabilities, create cost savings by decreasing the need for extensive office space and parking facilities, and reduce traffic congestion, transportation costs, energy consumption, and pollution. OCONUS participation in the Telework Program may be limited due to security issues or network connectivity.

a. This instruction covers CNIC civilian Appropriated Fund (APF) employees, Non-Appropriated Fund (NAF) employees, and service members where applicable. This policy does not apply to Federal contractors or employees within tenant commands. Bargaining unit employees will follow the terms and conditions of locally negotiated telework policies until such time as they may be modified through negotiations. All CNIC employee telework agreements will be executed under this authority.

b. Telework eligibility must be determined for all CNIC positions and employees throughout the enterprise with notification provided to employees accordingly within 60 days of reissuance of this policy. Service member eligibility to participate in the telework program is discretionary and determined by the relevant commander or supervisor, consistent with this instruction and component specific guidance in accordance with reference (c). Enclosure (1) is provided to guide supervisors in making position and personnel telework eligibility determinations. Eligibility status for all positions and employees must be revalidated every two years. New employees must be identified as eligible or ineligible

within 30 days of arrival.

c. After a position has been determined to be telework eligible, the telework status of the employee shall be determined. Employees may be designated as ineligible to telework, eligible for regular and recurring telework, or eligible for ad hoc/situational telework. Selecting regular and recurring telework automatically includes ad hoc/situational telework.

(1) Employees would be ineligible to telework if they are:

(a) In a position that requires daily on-site activity or direct face-to-face personal contact which cannot be handled remotely or at an alternative worksite (e.g., on-site customer service).

(b) Interns or new employees receiving on the job training (eligibility reassessed after three months onboard)

(c) In a position that requires daily direct handling of classified material.

(d) If deemed necessary by a supervisor, if performance or conduct warrants more close supervisory direction, their rating of record is below fully successful, their conduct has resulted in disciplinary action within the past 12 months, or they have unresolved security issues.

(2) Regular and recurring telework is defined as an approved work schedule where eligible employees work at an alternative worksite on a regular, recurring, and ongoing basis. A regular and recurring telework agreement also requires the employee to telework on an ad hoc/situational basis as needed (e.g., when government offices are closed or there are delayed openings with the option for unscheduled telework; when weather conditions make commuting hazardous; or circumstances arise that compromise employee safety such as snow storms, hurricanes, act of terrorism, etc.).

(3) Ad hoc or situational telework is telework that occurs on an occasional, non-routine basis. Telework to complete short-term special assignments or to accommodate special circumstances are also considered situational even though the telework may occur continuously for a specific

period.

d. Eligibility determinations must be made by the first line supervisor and captured in the applicable personnel system of record utilized across CNIC. APF employees are documented in the Defense Civilian Personnel Data System (DCPDS), active duty service members are documented in the Total Workforce Management Services (TWMS), and NAF employees will have the data captured in Systems Applications Processing (SAP) by their local Human Resources Office (HRO).

e. CNIC employees are required to use TWMS to apply for telework, in accordance with reference (e). In accordance with references (a) and (c), employees must sign and agree to abide by Department of Defense (DoD) and CNIC Terms and Conditions contained in the Telework Agreement DD Form 2946 created in TWMS as part of the application process.

f. Telework training is a mandatory part of the application process and will be provided in TWMS, in accordance with reference (e). Telework applicants and all supervisors are required to take telework training in TWMS (supervisors are required to take the training every two years and employees will take the training each time they elect to apply for telework). Where employees do not have access to TWMS, or when TWMS is not functioning, all inquiries regarding telework training, telework eligibility, and procedures for applying for telework should be made through their respective HRO telework coordinator.

g. Telework agreements must be approved or disapproved by the first line supervisor within 10 business days of receiving a telework application.

h. Employees will revalidate their request to telework every two years. Employees may not start their telework arrangement until approval has been received. Telework must terminate on the expiration of an existing agreement.

i. In the event that a telework-approved employee has engaged in prohibited practices clearly identified in reference (d), the OPM Telework Guidance (e.g., dependent care, babysitting while teleworking, etc.), or has been informed by the first line supervisor of performance, conduct or security issues, the employee's participation in the telework program may be temporarily suspended by the first line supervisor. Such cancellations do not require advance notice. The employee may

also request to end participation, without cause, at any time. An employee's self-cancellation in TWMS of their telework agreement will not be routed up the chain of command. In accordance with references (a) and (c), any management termination of a telework agreement must be documented in the employee's agreement in Section IV, Notice of Telework Arrangement Cancellation and signed by the employee and their first line supervisor in TWMS or on the DD2946, if filed in a hard copy.

j. There is no minimum or maximum number of days per pay period that an employee with a regular and recurring telework agreement may telework. The first line supervisor has the authority to determine the appropriate number of days that telework is authorized, ensuring no adverse impact on mission. In the event of a temporary medical condition, an employee may be approved for ad hoc or situational telework. This may entail the employee teleworking up to five days a week for a defined period of time, normally not to exceed three months. Requests to telework for medical conditions shall follow the Department of the Navy Civilian Human Resources Manual (CHRM) 1606, Chapter 1, Procedures for Processing Requests for Reasonable Accommodation (RA).

k. A supervisor may call employees back to their official duty station for reasons including, but not limited to: special projects; meetings; shortage of staff due to vacation/illness; temporary additional duty; mission requirements; or a supervisor's basic need to balance work demands in the office. If an employee is performing scheduled telework at an alternative worksite and is then required to travel to their official duty station, time enroute will count as time worked. If the teleworker is directed to return to the official duty station after their regularly scheduled basic tour of duty for irregular or occasional overtime work, the employee may be entitled to additional compensation in accordance with reference (f).

l. Employees in a drug testing designated positions (TDPs) and service members who telework on a testing day will be recalled to their official site for testing.

m. Employees who telework must be at their alternative worksite during their scheduled tour of duty. A teleworking employee may work part of the day at their approved alternative worksite and part of the day at their official worksite, or take

13 Nov 15

leave, to accommodate work schedules and personal commitments (e.g., to attend a training course or a medical appointment located near the employee's alternative worksite).

n. Employees will continue to follow established local procedures of each activity and/or pertinent provisions of applicable collective bargaining agreements concerning the reporting of absences and requests for leave during any telework period.

o. Time spent in a telework status must be accounted for and reported in the appropriate time and attendance system of record using the designated telework codes, e.g., Telework Regular (TW), Telework Situational (TS), or Telework Medical (TM) for APF employees.

p. Occupational Safety and Health Administration (OSHA) rules governing the safety of workplaces apply to work performed via telework. Telework approved offices in the home require adequate workspace, lighting, telephone service, power and temperature control. In accordance with references (a) and (c), employees are responsible for ensuring that their homes comply with health and safety requirements. In accordance with references (a) and (c), employees must complete and sign a self-certification safety checklist which is part of the DD Form 2946, DoD Telework Agreement, prior to beginning/renewing a telework arrangement. If the employee fails to submit or comply with the home self-certification checklist the employee is precluded from using his or her home as an alternative work site until certified.

q. Employees must have access to adequate equipment to function effectively while teleworking. Government furnished equipment (GFE) including computers, Common Access Cards (CAC) readers, printers and phones are authorized tools to complete work at an alternative worksite. Since GFE availability is not guaranteed, use of personal equipment may be authorized. An employee electing to use his or her personal computer for government business, tacitly agrees to granting the government full access to all drives, files, documents and other information contained therein.

r. DoD CAC software may be installed onto Government-furnished and/or personally owned computers to enable access via the Virtual Private Access (VPN) or Outlook Web Access (OWA) to unclassified DoD systems and networks in accordance with

13 Nov 15

reference (c), and the activity's information technology department guidance and requirements. The VPN provides full desktop-level functionality from remote locations but the network is physically limited on the number of concurrent users. Overburdening the system could compromise mission requirements by preventing some users from accessing the network entirely, or limiting functionality and performance level. Teleworkers should opt for employing other remote access capabilities such as OWA with smartcard readers, smartphones, etc., in accordance with reference (a).

s. Employees are responsible for safeguarding all CNIC information, protecting GFE and Government property, and performing assigned duties while teleworking in support of CNIC's mission requirements. Employees will apply approved safeguards to protect Government records from unauthorized disclosure or damage. Using personal email accounts for transmission of Personally Identifiable Information (PII) is strictly prohibited. PII may only be emailed between Government email accounts and must be encrypted and digitally signed.

t. Employees may be required to work from home or at an alternative worksite to ensure Continuity of Operations (COOP) during either natural or manmade emergencies and should have an approved telework agreement on file. Emergencies may include:

(1) A pandemic health crisis.

(2) When the regular worksite is closed or closed to the public due to natural or manmade emergency situations.

(3) When Government offices are open with the option for unscheduled telework during weather conditions that make commuting hazardous or circumstances arise that compromise employee safety (e.g., snowstorm, hurricane, act of terrorism, etc).

u. Employees with approved regular or situational telework agreements in place are expected to telework for the duration of any emergency whether it is a scheduled telework day or not. Employees are expected to be aware of impending weather emergencies and prepare in advance to telework. Preparation includes forwarding office telephones to the alternative worksite and collecting sufficient program or project material to complete while unable to access the regular worksite.

v. Teleworkers on approved leave are not eligible for administrative leave when Federal offices are closed, in accordance with reference (d).

5. Responsibilities

a. CNIC Headquarters (HQ) Director, Civilian Human Resources (N13) is responsible for:

(1) Designating a Telework Program Manager to:

(a) Assess participation in the CNIC Telework Program.

(b) Send annual data calls to CNIC regions and NAF Headquarters Human Resources to collect telework participation metrics and training data for reporting requirements to Department of Navy (DON).

(2) Reporting CNIC telework metrics to the DON Office of Civilian Human Resources as required.

(3) Including telework eligibility in all future position descriptions and recruiting advertisements.

(4) Updating the supervisor hierarchy to ensure employees are aligned to their supervisors in DCPDS for APF employees, TWMS for active duty service members, and SAP for NAF employees. Updates in DCPDS and SAP will flow into TWMS.

(5) Producing reports for supervisors, N-Code/Special Assistants, and the front office when requested.

b. Region Commanders are responsible for:

(1) Designating a Telework Coordinator(s) and providing their contact information to CNIC HQ N13 via email no later than 10 business days following the effective date of this instruction. Updates to points of contact will be provided annually or within 10 business days of any vacancy.

(2) Providing telework statistics and data when requested from CNIC HQ N13.

c. Supervisors are responsible for:



(1) Determining telework eligibility for the positions and employees under their purview. Supervisors are required to notify all of their employees of their eligibility status.

(2) Submitting position and employee eligibility determinations to the correct system of record.

(3) Completing supervisory telework training in TWMS every two years.

(4) Meeting with employees prior to entering into a telework agreement to:

(a) In accordance with references (a) and (c), fully discuss each of the DoD and CNIC Terms and Conditions in the Telework Agreement (DD Form 2946).

(b) Review office procedures including reporting for duty, methods for measuring and reviewing work, systems for capturing time and attendance, and procedures for maintaining office communications. Use of Defense Collaboration Services (DCS), a DoD network hosted instant messaging capability, is encouraged to maintain connectivity.

(c) Reinforce safety requirements at the alternate worksite, and assess technology and equipment needs.

(d) Discuss performance expectations.

(e) Ensure a seamless process to customers either by telephone or electronically.

(5) Considering telework requests in a consistent manner, ensuring that disapprovals include justifications based on sound business or mission-related reasons, and notifying employees of incomplete or inaccurate requests and returning applications for editing.

(6) Approving or disapproving an employee's request within 10 business days.

(7) Ensuring employees complete work assignments while in a telework status.

(8) Supporting the program to the fullest extent possible and working to ensure all eligible employees, including

those working under an alternative work schedule, have the opportunity to participate in telework if possible.

(9) Ensuring that a telework agreement review is completed upon supervisory staff changes.

(10) Revalidating all positions and employees within their purview for telework eligibility and submitting any changes to the appropriate system as required.

d. Employees are responsible for:

(1) Completing telework training and the telework request forms in TWMS when initially requesting to telework, when an agreement expires, or when the agreement has been suspended.

(2) Ensuring that their alternate work space is safe and functional to conduct business.

(3) Resolving all child or dependent care issues that could interfere with the ability to work at the alternative worksite prior to applying for telework.

(4) Forwarding office phones to their alternative worksite, ensuring that they have sufficient work to keep them occupied for any period spent teleworking and being properly prepared to perform telework.

(5) Communicating the status of all assignments.

(6) Reporting any equipment or power failures that would infringe on their ability to continue to telework.

(7) Maintaining the same work schedule while teleworking at their alternative worksite.

(8) Requesting permission from their supervisor to telework or take leave when there is a natural or man-made emergency, severe weather, or when the office is closed or there is a delayed opening. Employees are responsible for notifying their supervisors if unforeseen circumstances arise that will preclude them from teleworking.

(9) Requesting permission from their supervisor to reschedule their telework day when it is more conducive to work

in the office.

(10) In accordance with references (a) and (c), complying with every term delineated under the DoD and CNIC Terms and Conditions of the Telework Agreement (DD Form 2946). Failing to abide by the Terms and Conditions of the Telework Agreement will result in the cancellation of the Telework Agreement and possible disciplinary action.

(11) Ensuring telework is recorded properly in the appropriate time and attendance system.

## 6. Actions

### a. Supervisors shall:

(1) Decide the telework eligibility of positions and employees within their purview and enter that determination in the system of record (DCPDS, TWMS, or SAP). Enclosure (1) is provided to guide supervisors in making position and person telework eligibility determinations.

(2) Include telework eligibility in all future position descriptions and recruiting advertisements.

(3) Review and approve or disapprove their employee's telework requests within 10 business days.

(4) Maximize telework to the extent possible without negatively impacting the mission.

### b. CNIC HQ N13 shall:

(1) Update the supervisor hierarchy for HQ employees to ensure employees are aligned to their supervisors in the correct system of record.

(2) Produce reports for supervisors, N-Code/Special Assistants, and the front office when requested.

### c. Region Commanders shall:

(1) Update the supervisor hierarchy for regional employees to ensure employees are aligned to their supervisors in the correct system of record.

(2) Implement this instruction and allow for teleworking to the maximum extent feasible.

d. Employees shall:

(1) Maintain the safety of their alternative worksite and report any work-related accident or injury occurring at the alternative worksite to their supervisor. Provide the supervisor with medical documentation (e.g., FECA CA-1) related to the accident or injury when requested.

(2) Apply or reapply for telework program participation and complete telework training as required.

(3) Adhere to all requirements as set forth in this instruction.

7. Forms. Applications for standard telework reside on each employee's TWMS self-serve page at: <https://mytwms.navy.mil>.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.



D. R. SMITH

Vice Admiral, U.S. Navy

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<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

## MANAGER'S TELEWORK POSITION/EMPLOYEE ELIGIBILITY GUIDE

GENERAL INSTRUCTION					
<p>In accordance with DoD Telework Policy (DoDi 1035.01):</p> <p>To the extent that mission requirements are not jeopardized, the Department of Defense shall permit employees to telework who exhibit suitable work performance and occupy eligible positions to the maximum extent possible.</p> <p>Supervisors or commanders should allow maximum flexibility for employees or Service members to telework to the extent that mission readiness or accomplishment is not compromised. Regular, routine use of telework programs 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.</p> <p>Telework eligibility criteria should be applied impartially and consistently.</p>					
Position Title:		Series:		Grade:	
PD#		Position Office Symbol:		Date:	
Eligibility Evaluator (Name & Title):					
Name of Current Incumbent (if vacant, please indicate):					

SECTION A POSITION ELIGIBILITY CRITERIA		
<p>Base the below determination on the <u>current duties of the position</u>. This determination may change if the duties change (e.g. task forces, special projects, details).</p> <p>Conduct this analysis based on the <u>position duties</u> rather than job title, series, type of appointment, work schedule or incumbent.</p>		
QUESTIONS	YES	NO
1. Does the position contain tasks that require the incumbent to report <i>daily</i> to the official duty station?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the position require continuous on-the-job training or constant supervision?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the position require <i>daily</i> use of special facilities or equipment that the organization cannot provide or is not available at an alternative worksite?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the position contain tasks that require <i>daily</i> face-to-face contact that cannot otherwise be achieved via email, telephone, or similar electronic means with:		
a. Supervisor(s) / manager(s)	<input type="checkbox"/>	<input type="checkbox"/>
b. Colleagues / team members	<input type="checkbox"/>	<input type="checkbox"/>
c. Customers / clients	<input type="checkbox"/>	<input type="checkbox"/>
d. The public	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the position contain tasks that require <i>daily</i> access to material/equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference material, sensitive information or classified information?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the position contain tasks that require <i>daily</i> access to systems/networks/applications that cannot be accessed at an alternative worksite?	<input type="checkbox"/>	<input type="checkbox"/>
7. Would the performance of the position tasks at an alternative worksite result in measurably lowering the level of service provided to customers (e.g. delays in processing work, stacking of essential workload to be performed on a telework day, or inhibiting customer access to the employee)?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is YES to any of the above questions (1-7), the *position is NOT eligible for telework*. Document the decision at the end of this worksheet. DO NOT complete the rest of the checklist.

If the answer is NO to all above questions, the position may be eligible for regular/recurring or ad hoc/situational telework. Continue to question 8.

8. Does the position contain tasks that require <i>extensive</i> face-to-face contact that cannot otherwise be achieved via email, telephone, or similar electronic means with:	<input type="checkbox"/>	<input type="checkbox"/>
a. Supervisor(s) / manager(s)	<input type="checkbox"/>	<input type="checkbox"/>
b. Colleagues / team members	<input type="checkbox"/>	<input type="checkbox"/>
c. Customers / clients	<input type="checkbox"/>	<input type="checkbox"/>
d. The public	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the position contain tasks that require <i>extensive</i> access to material/equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference material, sensitive information or classified information?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the position contain tasks that require <i>extensive</i> access to systems/networks/applications that cannot be accessed at an alternative worksite?	<input type="checkbox"/>	<input type="checkbox"/>

If the answers to all of the above questions (8-10) are NO, the *position is eligible for regular/recurring and ad hoc/situational telework*. Position eligibility has now been established. Document the decision at the end of this worksheet and go to Section B Employee Eligibility Criteria.

If the answer to any of the above questions is YES, the *position is not eligible for regular/recurring telework, but may be eligible for ad hoc/situational telework*. Go to question 11.

11. Does this position include tasks that are <i>occasional, one-time, or irregular</i> that may be performed for at least a full day at an alternative worksite?	<input type="checkbox"/>	<input type="checkbox"/>
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If the answer to the above question (11) is YES, the *position is eligible for ad hoc/situational telework only*. Position eligibility has now been established. Document the decision at the end of this worksheet and go to Section B Employee Eligibility Criteria.

SECTION B EMPLOYEE ELIGIBILITY CRITERIA		
Complete this section only if:		
<ul style="list-style-type: none"> <li>a. Position eligibility has been established <u>and</u></li> <li>b. The position is encumbered</li> </ul>		
QUESTIONS	YES	NO
1. Is the incumbent's performance currently rated below the Acceptable/Fully Successful level (or equivalent, e.g. Valued Performer)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the incumbent have a current letter of reprimand; leave restriction letter; or letter of caution or similar written notice regarding performance, attendance or conduct?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the incumbent been officially disciplined for being absent without permission for more than 5 days in any calendar year?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the incumbent been officially disciplined for violations of subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the incumbent received a suspension or demotion for misconduct or poor performance within the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the incumbent on a probationary period that requires personal observation and evaluation by the manager?	<input type="checkbox"/>	<input type="checkbox"/>

<b>7. Is the incumbent in a trainee or entry level position requiring close supervision?</b>	<input type="checkbox"/>	<input type="checkbox"/>
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If the answers to all of the questions in Section B (1-4) are NO, the employee may be eligible to telework.

If the answers to one or more of the questions in Section B are YES, the employee is not eligible to telework.

Document the appropriate determination at the end of this worksheet.

Relevant characteristics of the position/incumbent not discussed in the questions above or other additional information.  
If there are concerns with the incumbent's dependability, self-motivation, prioritization, time management, or handling of responsibility, please note them in this section.

DETERMINATION		YES	NO
1. Position is eligible for regular/recurring telework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Position is eligible for ad hoc/situational telework only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Employee is eligible for telework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NAME/POSITION</b>		<b>SIGNATURE</b>	