



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

2601A PAUL JONES STREET

GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1035.1B

N1

27 June 2022

NSTC INSTRUCTION 1035.1B

From: Commander, Naval Service Training Command

Subj: TELEWORK POLICY

Ref: (a) 5 U.S.C. 6501-6506
(b) DoD Instruction 1035.01
(c) SECNAVINST 12271.1
(d) OPNAVINST 5239.1D
(e) SECNAVINST 5510.36B
(f) NETCINST 5211.2C
(g) NETCINST 3030.2A
(h) NETCINST 5200.2C
(i) NETCINST 1035.1B
(j) NSTCINST 12610.2B

Encl: (1) Department of the Navy Telework Eligibility Checklist
(2) NSTC Telework Participation Terms and Conditions
(3) DON Telework Information Technology (IT) Strategy Checklist
(4) How to Record Telework in Standard Labor Data Collection and Distribution Application System (SLDCADA)

1. Purpose. To implement telework program policy for Naval Service Training Command (NSTC) and subordinate activities in accordance with references (a) through (j). For commands with bargaining units, appropriate labor relations obligations will be fulfilled. This policy establishes a telework program where eligible employees and military personnel at NSTC activities may participate in teleworking to the extent permitted by the Chief of Staff, Commanding Officers (CO), supervisors, and Information Technology (IT) resource capabilities without diminished organizational mission or employee performance.

2. Cancellation. NSTCINST 1035.1A.

3. Background. Telework is referred to as a work flexibility arrangement where an employee performs official duties and responsibilities from an approved worksite other than the location from which the employee would otherwise work.

4. Scope. This instruction applies to all NSTC employees, both civilian and military, assigned to NSTC and its subordinate activities. Bargaining unit employees will follow the telework terms, conditions, and negotiated grievance processes outlined in their corresponding collective bargaining agreement. This policy does not apply to federal contractors.

5. Discussion. Telework provides discretionary workplace flexibility for managers to expand work options and increase workforce productivity. This program is designed to actively promote telework as a legitimate method to meet mission requirements for employees within the NSTC domain. The objectives of this program are to support workforce efficiency, improve quality of life for employees, and enhance

27 June 2022

emergency preparedness at NSTC activities. Telework is not an entitlement and may not be appropriate in every situation or for every employee, particularly in an operational training environment. The program can be used to promote NSTC activities as employers of choice, improve retention and recruitment, enhance efforts to employ and accommodate individuals with disabilities, as well as decrease employees' commuting expenses in both fuel and time.

6. Policy. NSTC encourages the development, implementation, and active promotion of telework to enhance workforce efficiency and quality of life and to ensure continuity of operations. Although the use of telework is encouraged, employees cannot be ordered to telework unless the employee's duties are designated as mission-critical, the employee's telework agreement addresses this requirement, there is a pandemic health crisis, or other emergency situations discussed further in paragraphs 7e and 7f. NSTC offers telework modes that provide managers, supervisors and employees flexibility in work arrangements in support of mission requirements. Supervisors may use discretion in the use of the following telework arrangements:

a. Regular and Recurring Telework. An approved telework arrangement in which an employee teleworks up to 4 days per week from an alternate worksite.

b. Situational Telework. An approved telework arrangement in which an employee teleworks on an irregular, occasional, or one-time basis. Situational telework may include 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.

c. Unscheduled telework. A form of telework that allows employees to telework regardless of supervisory approval in response to specific announcements by Office of Personnel Management (OPM) or other local government deciding/authorizing officials regarding emergency situations. It is a means for agency employees to continue work operations and maintain productivity during emergency situations. This requirement must be documented on the DD-2946, and telework training must be completed prior to starting telework. The employee is required to adhere to all directives of the supervisor in regard to this telework arrangement.

7. Eligibility. Commands will determine eligibility of employees to participate in telework based on outlined guidance, and employees will be notified of their eligibility to telework. The use of a telework arrangement to reasonably accommodate a qualified individual with a disability is also provided for under this instruction. However, decisions on requests for reasonable accommodation must follow Department of the Navy reasonable accommodation procedures.

a. Employee eligibility is discretionary and determined by their supervisor, consistent with this instruction and referenced directives and criteria contained herein.

b. Telework is not an entitlement and not all employees are eligible. Employees or positions may be designated as ineligible for telework under the following situations:

(1) Employees are in positions that require direct handling of classified material on a daily basis.

(2) Employees are in positions that require, on a daily basis, an on-site activity or face-to-face personal contact that cannot be handled remotely or at an alternate workplace (e.g., hands-on contact with machinery, equipment, employees receiving on the job training).

27 June 2022

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

(4) Employees recently assigned or newly appointed to train, entry-level positions and interns. The length of time for which an employee under the basis is deemed ineligible for telework is at the supervisor's discretion, based upon criteria set forth in paragraph 9c(5).

(5) Employees whose past performance in a telework status resulted in diminished individual or organizational performance, or continuation of telework will interfere with the employee's ability to attain or return to a fully successful performance level. In such situations, the supervisor and employee should prepare a written plan designed to improve the telework related performance problem of the employee with a goal of returning the employee to a telework eligible status.

c. Employees shall not be authorized to telework if;

(1) The employee has been officially disciplined for being absent without permission for more than 5 days in any calendar year; or

(2) The employee has been disciplined for violations of viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer, or while performing Federal Government duties;

(3) Employee disciplined for conduct identified in paragraph 7c (1) and (2) above are ineligible for telework under any circumstances, including emergency situations or COOP activation. In such cases, the employee must report to their regular official agency work site or, with supervisory approval, be provided with an alternate work site in a designated agency location or offered administrative leave until such time as official alternative work site location is available;

(4) An employee may be considered ineligible for telework in the event telework can be demonstrated to have resulted in diminished individual or organizational performance, or continuation of telework will interfere with the employee's ability to attain or return to a fully successful performance level. In such situations, the supervisor and employee should prepare a written plan designed to improve the telework related performance problem of the employee with a goal of returning the employee to a telework eligible status.

(5) The limitations on eligibility even in emergency or other unforeseen situations set forth in this paragraph are not intended to constitute an exhaustive list of reasons to limit or restrict telework. Supervisors should consult Human Resources and legal advisors when considering other limitations.

d. Military personnel are authorized to participate in recurring telework. Military personnel are authorized to telework on a situational or ad-hoc basis when weather conditions or other circumstances disrupt continuity of operations. Telework training and agreements will be completed as outlined in this instruction.

e. Unscheduled telework is an option for federal employees to telework from home or an approved, alternate worksite. The unscheduled telework option will allow more federal employees to work from home or an approved, alternate worksite, to the extent practicable, when severe weather conditions or other circumstances disrupt or prevent employees from commuting or reporting to work. It will help

27 June 2022

maintain the productivity and resilience of the federal workforce during heavy snow accumulation, reasons of national security, special events, and other regional emergencies, and help ensure the safety of our employees.

f. Telework may be required under an emergency situation such as an event, incident, or circumstance that interrupts or compromises operations at, or travel to or from the agency or appropriate alternate work site. This may include a range of situations including, but not limited to, civil disruptions, inclement weather and associated travel conditions, national security situations, natural disaster, public health emergencies, power outages, unusual traffic situations, water main breaks, or other incidents where access to the Agency or appropriate alternate work site is compromised. Employees in positions determined not normally suitable for telework may become eligible to telework in an emergency situation. During any period that an activity is operating under the Continuity of Operations Plan, that plan shall supersede the telework policy and the provisions of the telework agreement.

g. Telework is not a substitute for dependent care, i.e., childcare or eldercare, nor is it another form of leave or excused absence. Employees are to perform only NSTC-related work while teleworking.

h. Telework will be authorized for the maximum number of positions to the extent that mission readiness is not impacted. Telework will create no adverse impact on the ability to expeditiously meet client, supervisor, and co-worker needs. The overall mission of NSTC takes precedence over an employee's interest in telework participation. Decisions regarding employee participation in telework arrangements will not be based on, or involve consideration of, an employee's race, color, gender, sexual orientation, age, religion, national origin, disability, political affiliation, marital status, parental status, or participation in any protected activity.

i. Supervisors, teleworking employees, and non-teleworking employees should proactively engage with each other to maintain their working relationships and guard against developing an "out of sight – out of mind" attitude towards telework. Whenever possible, office special events such as holiday parties, luncheons, and retirement parties should be scheduled and/or telework days rescheduled if necessary to ensure that both teleworking and non-teleworking employees can attend the event(s).

8. Participation. Telework is voluntary except in certain emergency situations as defined in paragraphs 7e and 7f.

a. The requirement to telework in response to emergency situations must be reflected in the employee's Telework Agreement.

(1) Emergency situations that affect a single agency or building may result in similar responses at the agency level, but not result in one of the specific announcements discussed in paragraph 7.

(2) When an employee's regular (agency) work site is unavailable during an emergency, employees not eligible for telework and telework eligible employees who are not telework ready may be:

(a) Authorized an accessible alternative worksite from which to work; or

(b) Granted Weather and Safety Leave, when appropriate.

b. Operating status announcements allowing unscheduled telework (defined in paragraph 8i) may be made by the Office of Personnel Management (OPM), Department of Defense (DoD), or other authorized officials.

27 June 2022

c. NSTC employees performing mission critical functions may be required to telework.

d. During an emergency (i.e., pandemic), supervisors shall review employees/positions previously determined to be ineligible to telework based on criteria set forth in paragraphs 7b(1) through 7b(5), and determine whether those employees/positions may be required to situationally telework during the period of the emergency.

9. Responsibilities. Commands, activities, and individuals with responsibility for telework programs shall take necessary action to implement the provisions outlined in references (a) through (j) and this instruction.

a. NSTC Manpower Director, N1 shall:

(1) Serve as the advisor for the activity's Telework Program.

(2) Provide and interpret DoD, Department of the Navy (DON), Naval Education and Training Command (NETC), and NSTC policies on telework.

(3) Update/revise telework policy based on new guidance/direction from higher authorities (i.e., OPM, DoD, DON or NETC).

(4) Maintain Defense Civilian Personnel Data System (DCPDS) MyWorkplace Hierarchy Tool for all civilian employees to reflect telework eligibility status. The position hierarchy is required for supervisors/managers to view and update an employee's telework eligibility record.

(5) Maintain telework program metrics for effective measures, assessment, and compliance evaluation as required by Congress and OPM, DoD and DON.

(6) Coordinate all telework data calls and prepare any reports required by higher echelons.

(7) Advise supervisors/employees on the proper execution of their civilian telework policy, procedures, and responsibilities.

(8) Assist the heads of commands and activities in conducting the required reporting and self-assessment of their civilian telework program.

(9) Provide telework policy and guidance in new employee orientation materials for all employees to ensure they are aware of their responsibilities should telework be offered or requested.

b. Commanding Officers shall:

(1) Implement policies and programs to ensure telework options are allowed for eligible employees to the maximum extent possible without compromising mission requirements.

(2) Issue guidance and procedures for program management for employees to ensure maximum flexibility in program structure and for command mission requirements. Any policy established shall include and meet all requirements within this instruction.

(3) Designate a Command Telework Coordinator.

27 June 2022

(4) Ensure determination for telework eligibility and participation status for all positions and employees is made at the supervisory level.

(5) Allow telework for eligible employees to the maximum extent possible without compromising mission requirements. Mission requirements shall take into consideration the impact of telework on the DON remote access IT network capacity and appropriate information security as outlined in references (d) through (h).

(6) Ensure COOP in remote work capability by practicing telework on a regular basis and by maximizing the use of unscheduled telework during periods of inclement weather per reference (g).

(7) Provide available assistive technology and services for telework usage free of charge to DON employees with hearing, visual, dexterity, cognitive, and communication impairments through the DoD Computer/Electronic Accommodations Program, and provide procedural assistance with requests for reasonable accommodations for qualified person(s) with a disability as outlined on DON Reasonable Accommodation guidance.

c. Supervisors/Managers shall:

(1) Complete "Telework Training for DON Supervisors" prior to approving employee telework agreements and accomplish this training every two years.

(2) Review Telework Agreements within Total Workforce Management System (TWMS) at a minimum of every two years for all teleworking employees.

(3) Ensure teleworking employees complete required telework training every two years.

(4) Review all full-time permanent positions for eligibility and suitability for telework using enclosure (1). Determine eligibility for regular/recurring, situational telework, or ineligibility as prescribed within outlined requirements. Regular/recurring is defined as teleworking at least twice in a bi-weekly pay period. Ad-hoc/situational telework is designated for special assignments, inclement weather, or emergency situations. Any changes to position eligibility shall be forwarded to the Command Telework Coordinator and NSTC N1. For employees whose positional duties are ineligible, if a portion of their duties permit telework, supervisors may authorize telework on a partial basis.

(5) Notify employees of their eligibility to participate in the telework program. Determine the length of time necessary for employees recently assigned or newly appointed to trainee, entry-level positions and interns to become eligible for telework. Eligibility may be based on mission accomplishment, workload distribution, the employee's ability to work independently, the employee's performance within the first 6 months in the position, or at mid-term review if at an acceptable performance level and dependent on future job training needs.

(6) Approve or deny requests for telework based upon outlined eligibility terms. DD Form 2946 will be completed via TWMS any time an employee submits a request to telework. Denial of an employee's request to telework will be documented using DD Form 2946. Justification for the denial or termination of telework must be based on the eligibility terms consistent with mission requirements, performance or needs of the workgroup (i.e., office coverage), and should include when the employee may reapply or actions the employee should take to improve their probability of approval when practicable. The following factors should be considered when approving or disapproving a request:

27 June 2022

(a) Apply the same performance management standards for both teleworkers and non-teleworkers, and ensure an equitable work environment for performance reviews, pay decisions, and promotions for both teleworkers and non-teleworkers.

(b) The office must operate with enough employees available on-site to meet mission requirements.

(c) Ensure equitability and fairness are applied in the same manner that other personnel related issues are handled, including distribution of assignments amongst all employees in the work unit, whether working at the agency worksite or at appropriate alternative worksites.

(d) Supervisors and teleworkers will ensure that telework does not place a hardship or extra workload on other employees. In such a situation, the telework arrangement should be modified consistent with mission needs and legitimate business reasons.

(e) The decision is in keeping with the resources reasonably available. There is no guarantee that additional resource funds will be extended to NSTC activities for hardware or software involved with telework. Supervisors should inquire with Human Resource specialist and Equal Employment Opportunity (EEO) Reasonable Accommodation Manager as to the availability of funding for assistive devices and equipment.

(7) Identify employees with mission-critical duties, those who may be required to telework in the case of inclement weather, pandemic health crisis, or office closure and ensure they have a completed and approved DD 2946 on file. Employees will be provided a description of emergency duties with the telework agreement if emergency duties are different from the employee's normal duties.

(8) Ensure employees review and acknowledge the terms and conditions for telework using enclosure (2).

(9) Use appropriate work tracking and communication tools regardless of supervisors' telework status.

(10) Use DD Form 2946 and ensure telework agreements outline:

(a) The specific work expectations and arrangements agreed upon between the supervisor and employee. Use enclosure (3) in setting expectations in terms of IT strategy and requirements.

(b) Address the logistics of alternative workplace arrangements such as the employee's work schedule. Specifically, the number of days worked per pay period and the hourly work schedule for the teleworker. Any deviation from the telework agreement work schedule must be approved in advance by the supervisor.

(c) The employee's telework location (e.g., the employee's home or other approved alternative work site such as a telework center, when appropriate).

(d) Security requirements for safeguarding DoD information and Personally Identifiable Information (PII).

(e) Instructions on whether sensitive unclassified or competition sensitive source selection data is authorized for use at the telework location. If so, DD Form 2946 shall include a description of the

27 June 2022

proper encryption, storage, safeguarding, and return of such information and data or cite the appropriate component references that contain these instructions.

(f) Safety requirements for the alternative work site.

(g) Supplies and equipment issued.

(h) Protection of Government Furnished Equipment (GFE).

(i) The supervisor's expectations for teleworker's performance. The employee shall not be authorized to continue telework if the employee's performance does not comply with the telework terms and work expectations annotated in the telework agreement.

(j) The employee's emergency response telework requirements when the traditional worksite is closed (e.g., emergency dismissal due to adverse weather conditions such as snow emergencies, floods, hurricanes, or any other type of emergency situation), or when OPM announces that government offices are open with the option for unscheduled telework due to severe weather conditions or other circumstances that disrupt commuting and compromise employee safety.

(11) Hold teleworkers accountable for GFE.

(12) Terminate telework status if an employee's performance does not comply with the telework agreement or if the teleworking arrangement is unsuccessful in meeting organizational needs. Define the necessary requirements that would allow an employee to return to a telework eligible status.

(13) Discuss and review the telework agreement with the teleworker every two years to ensure continued effectiveness of participation in the telework program. Should the review indicate changes in mission effectiveness or employee performance, management has the authority to terminate the agreement with the employee at any time.

(14) Record and maintain employee eligibility via MyWorkplace in DCPDS.

(15) Ensure employees document telework hours by using appropriate telework codes in Standard Labor Data Collection and Distribution Application System (SLDCADA).

d. Command Telework Coordinators shall oversee the coordination and administration of the telework program for the activity to include retention of all telework documentation, metrics, and program compliance for the purpose of telework program audits, Inspector General Command Inspections, annual reporting requirements and any data calls from higher echelons.

e. Employees shall:

(1) Complete "Telework Training for DON Employees" before commencement of telework and every two years while actively teleworking.

(2) Submit a telework request, DD Form 2946, to their supervisor for approval and provide the signed telework agreement to the activity Telework Coordinator before beginning telework. The DD Form 2946 shall be completed and submitted in TWMS.

(3) Meet all requirements and follow all regulations as outlined in this instruction.

27 June 2022

(4) Complete the Safety Check List tab in the DD 2946 in TWMS if the telework location is the employee's residence. It is the employee's responsibility to maintain a safe work environment while teleworking.

(5) Complete, sign and submit enclosure (2).

(6) Satisfactorily complete all assigned work per standards and guidelines in the employee's performance plan.

(7) Assume responsibility for operational costs incurred from working at their alternate worksite. NSTC assumes no responsibility for any operating costs associated with the employee using their personal equipment and residence as an alternate worksite. This includes home maintenance, insurance, utilities (including but not limited to, telephone, cable, and internet). All full desktop functionality requirements will require Navy/Marine Corps Internet (NMCI) compliant equipment and will be issued by the activity Account Representative (ACTR) prior to the start of telework. The teleworker must use only NMCI equipment in the conduct of official business requiring access to Controlled Unclassified data, including Personally Identifiable Information (PII), and is responsible for testing the equipment prior to the commencement of teleworking. Use of personally owned equipment may be authorized in compliance with reference (h) when government furnished equipment (GFE) is not provided or available. Unauthorized disclosure of classified information or Controlled Unclassified Information (CUI) on a personal device may result in confiscation and destruction of the device. Enclosure (3) provides information on IT collaborative tools that may be considered to ensure success of telework agreements.

(8) Adhere to DoD/DON/Navy Marine Corps Intranet (NMCI) Information Assurance policies and guidelines, and ensure equipment is used in compliance with those directives while under a telework agreement. Employees must obtain at their own expense reliable and optimum connectivity to all necessary technology (i.e., internet access, phone, voicemail, or answering machine). The employee will notify the supervisor immediately of any technological problems and contact the NMCI Help Desk or the activity NMCI ACTR to resolve the problem. If the problem is not resolved immediately, the supervisor shall determine an appropriate course of action for the employee to continue to work from the alternate site or return to the official worksite.

(9) Comply with all federal, DoD, and DON policies and procedures regarding sensitive and/or classified information. Consistent with DoD security and IT policies, no classified documents (hard copy or electronic) may be taken by teleworkers to alternate worksites. All materials and property provided by NMCI are for authorized business use only. Security and care of Navy-supplied property and information are solely the employee's responsibility. Teleworkers will follow all DoD, DON, and NETC policies, procedures, and directives to protect all information, with a specific emphasis on preventing the spillage of Privacy Act (PA) and PII in the telework environment. Should Navy equipment be lost, stolen, or damaged, whether accidental or not, the employee must report the incident immediately to the appropriate security officers and the first line supervisor. First line supervisors will report the loss to the Division Director/Special Assistant. Should PA or PII data be lost or compromised, the employee must immediately report the incident to their first line supervisor and Information Assurance Manager and follow procedures per reference (e).

(10) Upon reasonable notice, be required to report to the traditional worksite on scheduled telework days, based on operational needs and requirements, at the discretion of the supervisor and/or higher level leadership.

27 June 2022

(11) Request leave as appropriate, on scheduled telework days, for circumstances where the employee is unable to work due to injury, illness, or dependent care responsibilities. Employees approved for telework may not use telework as a substitute for dependent care (e.g., child or elder care).

(12) Document telework hours work by using appropriate telework codes in SLDCADA as outlined in paragraph 10 and enclosure (4).

(13) May terminate a voluntary telework agreement at any time, if the employee determines telework participation is no longer desired. A telework arrangement is a privilege and may be terminated at the discretion of the supervisor consistent with applicable standards.

(14) Check back through the activity NMCI ACTR and return all Navy-issued property, as deemed necessary by NMCI ACTR, upon termination of the telework agreement.

(15) Employees may challenge a denied telework eligibility status or a denied telework request, the reasons given for a denial, and the termination of an existing telework agreement through the Navy's administrative or negotiated grievance procedures, or if alleging a proper complaint basis, via the equal employment opportunity complaint process. Employees and supervisors may utilize Alternative Dispute Resolution (ADR) to resolve telework disputes through DON Workplace ADR program in conjunction with the above complaint process, where applicable.

g. NSTC Office of General Counsel (OGC) and/or NETC EEO (N00E) will provide advice and assistance, as needed, on telework eligibility or denial determinations, and on reasonable accommodation requests.

10. Work schedules, compensation and time and attendance.

a. Telework is official time (hours of duty) and is not to be used for any purposes other than official duties. Unless on approved leave or excused absence, employees who telework must be at their alternate work-site during their scheduled work hours.

b. Employees who telework may also have alternative work schedules at the discretion of the supervisor.

c. The governing rules, regulations, and policies concerning time and attendance, leave, compensatory time, and overtime remain in effect, regardless of whether the employee works at the agency work site or appropriate alternative work site.

(1) Employees may work overtime/compensatory time only when specifically ordered and approved in advance in accordance with reference (j). Instances in which employees perform overtime/compensatory time work without prior approval may be cause for administrative or disciplinary action.

(2) All telework hours shall be appropriately coded on employees' timecards in SLDCADA. A separate row will be used on the timecard to reflect the Type Hour Code (THC) of Regular (RG) and the Ehz code of "TW" for regular telework or "TS" for situational telework. Failure to properly document telework hours in SLDCADA may result in the telework agreement being cancelled. Enclosure (4) provides guidance in entering appropriate Telework EHZ codes in SLDCADA.

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

27 June 2022

12. Review and Effective Date. Per OPNAVINST 5215.17A, N1 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or cancelled prior to the 10-year anniversary date, or an extension has been granted.



JENNIFER S. COUTURE

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy issuances Website, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directive/>

27 June 2022



Department of the Navy Telework Eligibility Checklist

Directions: In accordance with Public Law 111-292, the Telework Enhancement Act of 2010, all positions must be evaluated for telework eligibility and employees must be notified of their eligibility to telework.

This checklist assists the supervisor in determining telework eligibility for each employee. Complete each entry and retain a copy for each employee. Telework denial must be based on a business case reason.

Employee Name: Date:

Title:

Series: Grade:

1. Does this position require daily on-site work that cannot be done remotely or at an alternate worksite?
 - ☐ Yes. The employee is required on-site daily. (ineligible)
 - ☐ No. The employee is only required on-site ____ days per week.
 - ☐ No. The employee is not required on-site.
2. Does this position require daily direct handling of classified information or sensitive non-classified information determined to be inappropriate for telework due to an inability to protect the data?
 - ☐ Yes. The employee handles classified or sensitive information daily. (ineligible)
 - ☐ No. The employee only handles classified or sensitive information ____ days per week.
 - ☐ No. The employee does not handle classified or sensitive information.
3. Has the employee been disciplined for five days of absence without leave (AWOL) in the past calendar year?
 - ☐ Yes (permanent ineligibility)
 - ☐ No
4. Has the employee been disciplined for viewing pornography on a government computer?
 - ☐ Yes (permanent ineligibility)
 - ☐ No

27 June 2022

Based on the answers above, the employee is:

☐ Eligible for telework ____ days per week

☐ Not eligible for telework

(Justification for telework denial must be provided below)

Date employee notified of telework eligibility status:

Justification for telework denial (must include sound business-based reason):

Supervisor Signature

Date



**Department of the Navy
Telework Eligibility Checklist**

NSTC TELEWORK PARTICIPATION TERMS AND CONDITIONS

EMPLOYEE NAME: _____ DATE: _____

Telework is voluntary except in certain emergencies. Employees are not required to telework, except in response to emergencies.

Per NSTCINST 1035.1B, paragraph 9e(7), employees must obtain, at their expense, reliable and optimum connectivity to all necessary technology (i.e., internet access, phone, voicemail, or answering machine). The employee must notify their supervisor of any technological problems immediately, and contact the Navy/Marine Corps Intranet (NMCI) HelpDesk or the activity NMCI Account Representative to resolve the problem. If the problem is not resolved immediately, the employee will notify their supervisor who will determine an appropriate course of action for the employee to either work from the alternate site or return to the official worksite.

1. With reasonable notice, report back to the traditional worksite on scheduled telework days based on operational needs and requirements at the discretion of the supervisor and/or higher level leadership. Call back outside the telework hours/dates are handled per established policy and/or collective bargaining agreement.
2. Only NMCI computing equipment is approved for Telework use at alternative worksite. Only .mil email addresses are approved for use at alternate worksite and will be the email listed in Block 8 of DD 2946.
3. Telework dates/times may be modified as needed to meet mission requirements as required and must be approved by the supervisor per local guidance and/or collective bargaining agreement.
4. Email where Controlled Unclassified Information (CUI) data is included will be encrypted. When encryption is not feasible, employee must make use of the Department of Defense (DoD) Secure Access File Exchange to safeguard the sensitive data for file sizes of up to eight gigabytes.
5. All pay, leave, and travel entitlements will be based on the employee's official duty station as documented on a Notice of Personnel Action, SF-50.
6. Employees are required to record telework time properly in Standard Labor Data Collection and Distribution Application System, modifications to telework schedule require immediate supervisor approval.
7. If leave is taken, the employee will notify the supervisor following the local guidance and/or collective bargaining agreement. Employees will request leave as appropriate, on scheduled telework days, for circumstances where the employee is unable to work due to injury, illness, or dependent care responsibilities.

8. Employees will continue to work in pay status while working at the alternative work site. If the employee requires work hours in excess of 8 hours, approval from the supervisor is required in advance for credit and compensatory hours. The employee will not work in excess of their prescheduled tour of duty (including overtime, compensatory time, religious time, or credit hours) unless they receive prior permission from their supervisor. By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in their removal from participation in the telework program or other appropriate action.

9. If the employee uses Government equipment, the employee will use and protect the Government equipment per agency policy and procedures. Government-owned equipment will be serviced and maintained by the government. If an employee provides their own equipment, they are responsible for purchasing and installing any software, servicing it, and maintaining it. The employee must follow all NSTC IT security policies when using their own equipment.

10. The command retains the right to inspect the home worksite, by appointment only, to ensure proper maintenance of Government owned property and safety standards, initial inspections may be required as a condition of starting telework. Subsequent inspections may be required provided management has reasonable cause to believe that a hazardous work environment exists.

11. The command will not be liable for damages to an employee's personal property during the course of performance of official duties or while using government owned equipment in the employee's residence, except to the extent NSTC is held liable by the Tort Claims Act or claims arising under the Military Personnel and Civilian Employees Claims Act.

12. NSTC and subordinate commands will not be responsible for operating, maintenance, or any other costs (e.g., utilities) associated with the use of the employee's residence. The employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the government, as provided by statute and implementing regulations.

13. The employee is covered under the Federal Employee's Compensation Act if injured in the course of actually performing official duties at the official alternate work site. Any accident or injury occurring at the alternate duty station must be brought to the immediate attention of the supervisor. Because an employment-related accident sustained by a telework employee will occur outside of the premises of the official duty station, the supervisor must investigate all reports as soon as practical following notification.

14. The employee is required to designate one area in the home or approved alternate work site as the official work or office area that is suitable for the performance of official government business. In instances where the home is the approved worksite, the individual will sign a self-certification safety checklist contained in the DD Form 2946 under Section II – Safety Checklist, as part of the initial submittal of the DD Form 2946 prior to the beginning of the telework arrangement. The government's potential exposure to liability is restricted to this alternate worksite (office area) used for the purpose of telework.

15. The employee will meet with the supervisor to receive assignments and to review completed work as necessary or appropriate.

16. All assignments will be completed according to the work procedures, guidelines, and standards stated in the employee's performance plan.
17. Employees will apply approved safeguards to protect Government/NSTC records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, PL 93-679, codified at Section 552a, Title 5 USC.
18. Employees shall manage all files, records, papers, or machine-readable material and other documentary materials, regardless of physical form or characteristics, made or received during telework per NSTC Records Management Instruction and Records Management Procedures and Records Schedule.
19. No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative work site. CUI and sensitive non-classified data may be taken to alternative work sites if necessary precautions are taken to protect the data, consistent with DoD regulations.
20. Telework will be terminated if it adversely affects the performance of the employee.
21. The employee continues to be covered by the government/NSTC standards of conduct while working at the alternative work site.
22. The employee acknowledges that telework is not a substitute for dependent care.

I certify that I have read each statement above and acknowledge telework requirements, terms, and specifications set forth in the above statements. My participation in the telework program:

Employee Signature: _____

DON TELEWORK INFORMATION TECHNOLOGY (IT) STRATEGY CHECKLIST
Commands will utilize this checklist to develop an IT strategy for telework

DON Command Considerations	Employee Considerations
<input type="checkbox"/> What will the office use as the primary means of communication for teleworkers? <input type="checkbox"/> Email: Outlook Web Access (OWA), air card? <input type="checkbox"/> Instant Message: Jabber (TWMS)? <input type="checkbox"/> Laptop: Needed for PII, FOUO, or sensitive unclassified, or personal computer? <input type="checkbox"/> Telephone: GOV, private, long distance calls? <input type="checkbox"/> Video Teleconference: Defense Connect Online (DCO)?	<input type="checkbox"/> Do you have the IT equipment necessary for telework, and/or can you organize your work for cost effective use of office equipment? Such as: <input type="checkbox"/> Computing device (personal or GOV) <input type="checkbox"/> Internet connectivity <input type="checkbox"/> Smart phone/cell phone/desk phone <input type="checkbox"/> CAC card reader <input type="checkbox"/> Scanner or Fax machine <input type="checkbox"/> Web camera, Audio headset/microphone <input type="checkbox"/> Air Card, Wireless Card, Tethering <input type="checkbox"/> Mobile Talon Card, SME PED <input type="checkbox"/> MobiKEY, NMCI on a Stick
<input type="checkbox"/> How will the office conduct meetings? <input type="checkbox"/> Conference Calls, DCO, VTC, telephone bridge, or direct dial <input type="checkbox"/> Audio headsets/microphones, web cameras?	<input type="checkbox"/> Do you have a telecommunications voice or data plan that will economically accommodate high-frequency use?
<input type="checkbox"/> Are conference rooms equipped with an audio/telephone system that can ensure successful reception and transmission of voice conversations?	<input type="checkbox"/> Do you have the most current phone numbers for: <input type="checkbox"/> Office personnel <input type="checkbox"/> Emergency recall purposes <input type="checkbox"/> Help Desk personnel <input type="checkbox"/> Other?
<input type="checkbox"/> Does the employee require full network access for telework? Full time or Part time telework? <input type="checkbox"/> What will the employee use to obtain a network connection (e.g., a local Internet Service Provider (ISP); Air Card; Wireless Card; or by tethering with a smart phone (i.e., Blackberry))? <input type="checkbox"/> If full access is needed: Has the employee been given a means to connect (e.g., Virtual Private Network (VPN) connectivity; "MobiKEY;" or "NMCI on a Stick")? <input type="checkbox"/> If full access is not needed (no PII, FOUO, or sensitive unclassified): Have all software tools been provided to perform the work remotely? <input type="checkbox"/> Has the employee been issued a Common Access Card (CAC) reader? <input type="checkbox"/> Can the employee organize the remote work to reduce costs (in office equip. used for work)?	<input type="checkbox"/> If your primary means of connecting to the network to perform work is not available, do you have a backup plan?
<input type="checkbox"/> How will you share and manage calendars?	<input type="checkbox"/> Do you know how to establish and connect to virtual meetings or chat sessions?
<input type="checkbox"/> How will you manage share files? (e.g., via a web portal such as Defense Knowledge Online (DKO), Intelink; Navy Enterprise Portal (NEP) Command Site; or via direct network access)	<input type="checkbox"/> Have you forwarded your phone and/or do you know how to receive work phone calls and voice mail messages remotely?
<input type="checkbox"/> Does the employee have access to a fax or scanner and software that can generate editable documents?	<input type="checkbox"/> Do you have access to all of the software you need to perform your work? (e.g., VZ Access to connect via VPN)
<input type="checkbox"/> Can employees forward their desk telephones to an alternate location or pick access work voice mail remotely?	<input type="checkbox"/> Where will your data be stored and backed up? (e.g., Local hard drive; External disk; in the "Cloud")
<input type="checkbox"/> Can employees sign and/or encrypt all emails while teleworking to ensure authenticity and avoid spoofing?	<input type="checkbox"/> Have you been trained on the use of Data at Rest (DAR) encryption software? <input type="checkbox"/> If you are not using Government Furnished Equipment (GFE): <input type="checkbox"/> Do you have antivirus software installed and up to date virus signatures? (GOV antivirus software and updated signatures : https://infosec.navy.mil) <input type="checkbox"/> Is your Internet access configured in accordance with DON CIO Information Assurance for wireless or wired connections?

HOW TO RECORD TELEWORK IN STANDARD LABOR DATA COLLECTION AND DISTRIBUTION APPLICATION SYSTEM (SLDCADA)

- Log-in to SLDCADA.
- Navigate and open your timekeeping screen.
- If necessary, add a row (if there are no blank rows available).
- In the Ehz field, click on the down arrow and select TW (Telework Regular) or TS (Telework Situational) – whichever telework schedule you are following.
- In the THC* (Type Hours Code), click on the down arrow and select RG for Regular (Graded) – input the number of hours you have teleworked.
- SAVE
- When you get ready to check the EVT boxes prior to certification, ensure that you have two RG lines – one line for telework hours and one line for non-telework hours.

If you should have problems, you may contact your SLDCADA Customer Service Representative.