



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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NSTCINST 1035.1
N1
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NSTC INSTRUCTION 1035.1

From: Commander, Naval Service Training Command

Subj: TELEWORK POLICY

Ref: (a) P.L. 111-292 of 9 Dec 10
(b) DoD Instruction 1035.01
(c) DoD Directive 8100.2
(d) OPNAVINST 5239.1C
(e) OPM ES/WLW-04-11, Guide to Telework in the Federal Government
(f) SECNAVINST 5211.5E
(g) SECNAVINST 5239.3B
(h) SECNAVINST 5510.36A
(i) 5 CFR 550.112(g), Time in Travel Status
(j) 5 CFR 550.112(h), Call-back Overtime Work
(k) 5 CFR 550.409, Evacuation Payments during a Pandemic Health Crisis
(l) 5 CFR 551.401(e), Irregular or Occasional Overtime Work
(m) NETCINST 1035.1
(n) NETCINST 5230.2
(o) NSTCINST 12610.2

Encl: (1) [NSTC Telework Handbook](#)

1. Purpose. To establish telework program policy for Naval Service Training Command (NSTC) and subordinate activities in accordance with references (a) through (o). For commands with bargaining units, appropriate labor relations obligations will be fulfilled.

2. 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.

3. Scope. This instruction applies to all NSTC employees, civilian and military, assigned to NSTC and its subordinate activities. This policy does not apply to federal contractors.

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4. Discussion. Telework provides discretionary workplace flexibility for managers to expand work options and increase workforce productivity. Telework is not appropriate in every situation or for every employee, particularly in an operational training environment. Not all positions are eligible for telework, and not all employees are suitable for a telework schedule. Telework is a privilege for employees not an entitlement. It can be granted or revoked at management's discretion.

5. Policy

a. 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, or during a pandemic health crisis, in accordance with reference (k).

b. Telework is not an entitlement and not all employees are eligible. See enclosure (1) for further guidance on eligibility. Personnel on an alternate work schedule are not authorized to telework.

c. Military personnel are not authorized to participate in recurring telework at this time. Military personnel are authorized to telework on a situational or ad-hoc basis when weather conditions or other circumstances disrupt continuity of operations.

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

e. Telework is not a substitute for dependent care, i.e., childcare or eldercare nor is it another form of leave or

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excused absence. Employees are to perform only NSTC-related work while teleworking.

f. 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.

g. 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).

h. Commands will periodically evaluate the effectiveness of their telework programs and will maintain data on this program sufficient to respond to the annual reporting requirement when issued by the Department of Defense (DoD) or other higher echelon activities.

6. Action

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., Office of Personnel Management (OPM), DoD, DON or NETC).

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(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 measure, assessment, and compliance evaluation as required by Congress and OPM.

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

(7) Serve as the NSTC HQ Staff Telework Coordinator. Maintain copies of all agreements and ensure recertification is completed annually or that agreements are cancelled.

b. Commanding Officers shall:

(1) Implement policies and programs to ensure telework options are allowed for eligible employees to the maximum extent possible that does not comprise mission requirements.

(2) Utilize enclosure (1) or develop guidance and procedures to amplify the NSTC policy to meet operational requirements. Any policy established shall include and meet all requirements within this instruction.

(3) Designate a Command Telework Coordinator.

(4) Determine telework eligibility and participation status for all positions and employees.

c. Supervisors/Managers shall:

(1) Complete "Telework Training for DON Supervisors" prior to approving employee telework agreements.

(2) Review all full-time permanent positions for eligibility and suitability for telework. 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.

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(3) Notify employees of their eligibility to participate in the telework program.

(4) Approve or deny requests for telework based upon outlined eligibility terms. 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 must include when the employee may reapply or actions the employee should take to improve their probability of approval when practicable.

(5) Maintain sufficient personnel on-site in the office to meet mission requirements.

(6) 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.

(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.

d. Command Telework Coordinators shall:

(1) 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 any data calls and annual reporting requirements from higher echelons.

e. Employees shall:

(1) Complete "Telework Training for DON Employees" before commencement of telework.

(2) Submit a telework request via DD Form 2246 to their supervisor for approval and provide the signed telework agreement to the activity Telework Coordinator before beginning telework.

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(3) Meet all requirements and follow all regulations as outlined in enclosure (1).

(4) Assume responsibility for operational costs incurred from working at their residence. NSTC assumes no responsibility for any operating costs associated with the employee using their personal equipment and residence as an alternate worksite. Use of personally owned equipment may be authorized in compliance with reference (n) 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.

(5) 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. If the problem is not resolved immediately, the supervisor shall determine if the employee will continue to work from the alternate site or return to the official worksite.

(6) Comply with all federal, DoD, and DON policies and procedures regarding sensitive and/or classified information. No classified documents (hard copy or electronic) may be taken by teleworkers to alternate worksites.

(7) 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.

(8) Request leave as appropriate for circumstances where the employee is unable to work due to injury, illness, or dependent care responsibilities. Employees approved for telework shall not engage in care-giving activities during their assigned work times. Telework is not to be used as a substitute for dependent care.



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