

# Naval Service Training Command



## Telework Handbook

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1. [Training Certification PII and Telework Training for Don Employees](#)
2. [Notice of Telework Agreement Expiration](#)
3. [Request to Revalidate Standard Telework Agreement](#)
4. [How to Record Telework in the SLDCADA System](#)
5. [DOD Telework Agreement \(DD 2946\)](#)

## **Background**

Telework participation has increased dramatically over the last two decades in the federal government. The interest in alternative or flexible workplace arrangements has increased as a result of a greater employee demand for a better balance of their work and family lives and a reduction in the time and money spent commuting. Telework is a tool that provides employees with the opportunity to perform their duties at an alternate worksite such as their homes or other alternate locations during an agreed-upon portion of their workweek. The benefits for the command include improved continual operations response, potentially reduced need for office space, improved employee productivity, morale, motivation, job satisfaction, and retention.

## **Applicability and Scope**

This handbook is applicable to all NSTC employees, civilian and military, assigned to headquarters (HQ) and its subordinate commands, who occupy positions/billetts that have been determined to be eligible for telework. This policy does not apply to federal contractors. Implementation of a telework program with respect to bargaining unit employees must be coordinated with the Labor Relations Specialist at the servicing Human Resources Office (HRO) to ensure all notification and bargaining obligations have been met. All NSTC telework agreements will be executed under the authority of this handbook.

## **Roles and Responsibilities**

### **Chief of Staff (CoS)**

The CoS has authority to approve alternate duty stations and recurring standard telework in excess of two days per pay period for civilian and military members on the NSTC staff, including Officer Development and Citizenship Development. This authority cannot be re-delegated.

### **Manpower Director (N1)**

The N1 has responsibility for the general oversight of the program and designation of an NSTC Staff telework coordinator.

**Commanding Officers**

COs have the responsibility of implementing and managing a telework program. COs must ensure the command's mission remains the priority over telework interests.

**Managers and Supervisors**

Managers and supervisors at all levels of NSTC have authority to approve requests for regular and recurring telework up to one day per week, two days per pay period, and to determine both the eligibility of positions and suitability of employees for telework. In addition, managers and supervisors may grant ad hoc/situational telework for special projects, unique situations, e.g., building renovations or medical reasons. In accordance with references (a) through (p), managers and supervisors will ensure that financial, logistical, organizational, or other barriers to full implementation and successful policy execution are mitigated to the fullest extent practicable. Supervisors are responsible for the effective functioning of their workgroup, including both teleworking and non-teleworking employees, and will put procedures in place to maintain communication between teleworking and non-teleworking employees.

**Employees**

Employees at all levels of NSTC are responsible for adhering to NSTCINST 1035.1 and policy within this handbook. Employees are responsible to ensure that a safe and proper work environment is maintained at alternate work sites. Dependent care arrangements must be made so as not to interfere with the employees' work, and personal distractions such as non-business phone calls and visitors must be kept to a minimum. Employees are also responsible for providing simultaneous phone and computer connectivity if working at home or in a remote location. Local procedures will be followed to document the check-out of government-furnished equipment (GFE). If GFE is not furnished, employees are responsible for the cost of purchasing a Common Access Card (CAC) reader or any other required equipment. Teleworking employees are responsible for ensuring the success of the telework arrangement. They must continue to actively participate with their workgroup and in the daily business operations of the office, including information sharing, regular communication, and being consistently available. Employees are also responsible for protecting all sensitive data in their possession, including personally

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identifiable information (PII). Employees are responsible for ensuring customers, supervisor, and co-workers have ready access to telephone contact information or to ensure work telephone lines are transferred to personal phone lines.

### **Telework Coordinator**

The telework coordinator is responsible for the day-to-day management of the command telework program including:

- Tracking employees' completion of telework/PII training and Attachment 1 prior to teleworking
- Maintaining paper or electronic telework agreements, Attachment 2
- Gathering information required for reporting and responding to data calls
- Providing telework training and guidance as needed
- Periodically evaluating the program to assess its success or need for modification
- Actively promoting telework
- Maintaining accurate lists of telework eligible positions and participating employees in their command
- Establishing a system to monitor telework agreements for pending expiration, and reminding employees by Attachment 3 of the need to submit Attachment 4

### **Eligibility of Positions**

Supervisors must first determine which positions/billets under their supervision are eligible for telework. Positions eligible for telework are those involving tasks and work activities that are portable, do not depend on the employees being at the official duty station, and are conducive to supervisory oversight at the alternative worksite. Positions will not be excluded as eligible solely on the basis of occupation, series, grade, or supervisory status. Tasks and functions generally appropriate for telework include, but are not limited to:

- Thinking and writing
- Policy development
- Research
- Analysis, e.g., investigating, program analysis, policy analysis, financial analysis
- Report writing
- Telephone-intensive tasks
- Computer-oriented tasks, e.g., programming, data entry, word processing, web page design

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- Data processing

Positions generally not eligible for telework are those positions involving tasks that are not appropriate to be performed away from the official duty station, including tasks that:

- Require daily face-to-face interaction with the supervisor, other managers, colleagues, clients, or the general public in order to perform the job effectively, which cannot otherwise be achieved via email, telephone, fax or similar electronic means
- Require daily access to classified materials
- Require daily access to Navy or DoD information systems that cannot be accessed from non-DoD IP addresses
- Require have daily hands-on contact with work machinery, equipment, vehicles, etc.
- Require worksite to coverage

Probationary, trial, trainee, and entry-level positions are generally not appropriate for telework, because the employees require closer supervision, and probationary/trial periods are established for the specific purpose of allowing supervisors an opportunity to personally observe and evaluate employees performance and overall suitability for federal employment.

If any of the conditions listed above are applicable, the positions are not eligible for telework.

### **Suitability of Employees**

Employees suitable for telework are employees whose demonstrated personal characteristics are well suited to telework, as determined by the supervisor (s), including at a minimum:

- Dependability
- Trustworthiness
- Ability to handle responsibility
- High personal motivation
- Ability to work independently and effectively, with minimal supervision

Suitable employees must have been rated "acceptable" on their most recent performance rating of record and have no unresolved security issues (must maintain eligibility for secret clearance).

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Suitable employees must have the confidence of their supervisor(s) to work at an alternate location.

Suitable employees must have developed a working familiarity with NSTC's organization and policy and their job requirements.

Additionally, within the past 24 months, the employees must not have received or have:

- A warning letter, Performance Improvement Plan (PIP), or other form of written counseling because of poor performance
- A written counseling, disciplinary action, or adverse action because of misconduct
- A Leave Restriction Letter or other form of written counseling because of attendance problems

***If any of the above apply to an employee, that employee is not suitable for telework.***

Employees may contest the denial of telework, the reasons given for a denial, and the termination of an existing telework agreement through the administrative or negotiated grievance procedures as applicable.

#### **Permanent Suitability Prohibitions**

In accordance with the guidance set forth in 5 USC 6502(a)(2), employees may not be authorized to telework if:

- Officially disciplined for being absent without permission for more than 5 days in any calendar year, or
- Officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a federal government computer or while performing federal government duties consistent with the guidance set forth in 5 CFR 2635.704.

This provision constitutes a permanent bar from teleworking and is not subject to appeal.

## **Types of Telework Arrangements**

Standard Regular and Recurring. Telework that requires an approved work schedule where eligible employees consistently work one day per week or two days maximum per pay period at an alternative worksite. Employees must complete Attachments 1 and 2.

Standard Ad-Hoc/Situational. Telework that occurs sporadically. Under such an arrangement, employees typically work for at least a full day or more at an alternative worksite. Ad hoc/situational arrangements are not mutually exclusive of regular and recurring telework arrangements. Employees must complete Attachments 1 and 2. Supervisors may consider ad-hoc/situational telework arrangements for reasons including, but not limited to:

- To work on urgent projects/assignments that have short turnaround times
- To perform large projects or tasks that require concentration and uninterrupted blocks of time for successful completion
- When the official duty station is not usable, e.g., during office renovation
- When there is a need for convalescence from a short-term injury or illness but the employee is still able to complete work (supervisors may authorize telework instead of sick leave, but only at the supervisor's discretion; it is not an automatic entitlement)
- When there is a short-term assignment that could be performed at an alternative worksite free from typical office distractions, thus enabling greater to focus on completion of the assignment
- When Office of Personnel Management (OPM), DOD, or NSTC declare government closure of all or part of their activities due to major disasters, natural disasters, emergency situations, adverse weather conditions, or other incidents causing disruption of government operations

## **Procedures**

Once the supervisor has identified which positions are eligible for telework in Defense Civilian Personnel Data System (DCPDS), the option of telework should be discussed with suitable employees. Employees interested in telework may also ask their supervisor regarding the possibility of being placed on a

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telework schedule. The supervisor should respond to these requests within a reasonable period of time.

When considering the suitability of employees for telework arrangements, supervisors must ensure the arrangements are either cost neutral or beneficial, i.e., allowing employees to telework will not increase costs to the command or the client.

If the supervisor determines an employee's position is eligible for telework, and the employee is suitable for telework, the employee will complete the required Personal Identifiable Information (PII)/Telework Training for DON Employees in TWMS and submit Attachment 1 as certification of completion prior to submitting a telework agreement. If an employee already has a telework agreement on file but has not completed the training, he/she should complete the required PII/Telework Training for DON Employees in TWMS and submit Attachment 1 to the appropriate telework coordinator.

Upon completion of PII/Telework Training for DON Employees, employees will submit Attachment 2 to their immediate supervisor for a standard telework schedule. The supervisor signs pages 1 and 3, and the employees sign pages 1, 2, and 3. Attachment 2 may be submitted in hard copy or electronic copy to the telework coordinator.

Employees found to be suitable for telework and who encumber telework-eligible positions are authorized to perform regular and recurring standard telework up to one day per week, two days per pay period with supervisory approval.

The supervisor must determine in advance how supervision will be accomplished, including, but not limited to: the manner and frequency of contact, how work will be assigned/evaluated. All timekeeping procedures as mandated via reference (o), shall be adhered to. Teleworking employees shall ensure they have access to Standard Labor Data Collection and Distribution Application (SLDCADA).

If paper telework forms are used, copies of Attachment 1 and any other forms will be retained by the employee and the supervisor, and the original will be sent to the command telework coordinator.

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**Government-Furnished Equipment (GFE)/Supplies/Property and Use of Personally Owned Equipment**

Employees must comply with equipment usage requirements set forth in the telework agreement. Employees and supervisors will complete the Technology/Equipment Checklist found in Section III of Attachment 2.

The command is responsible for the service and maintenance of GFE. Employees may be required to bring their GFE into the office for maintenance.

The command will not provide office equipment or office supplies, e.g., paper, toner, printer ink, staplers, pens, etc., for telework.

GFE is for official use and authorized purposes only. Family members and friends of employees are not authorized to use GFE and command-provided materials. GFE must be returned to the command at the conclusion of telework arrangements, at the command's request, or at the conclusion of the employees' employment.

Operating costs associated with the teleworkers using their personal residence as the alternate worksite, including home maintenance, insurance, or utilities, e.g., telephone, cable, internet, heat, electricity, are assumed by the employees. NSTC assumes no responsibility for any operating costs.

NSTC is not liable for damages to employees' personal or real property while the employees are working at home, except to the extent the government is liable under the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.

Due to limited inventory of laptops and CAC readers, employees approved for telework shall be prepared to purchase, at their own personal expense, CAC readers and any required software. These costs will not be reimbursed by NSTC or any subordinate activities.

**Security of Information and Equipment**

Employees are required to follow security policies and procedures set forth in reference (g). At no time will employees work with or create classified hard copy or electronic information while working at alternate work sites. Employees will handle only unclassified information when working at any

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site other than those command sites specifically designated for the handling of classified information. Teleworkers who access government e-mail and other DoD systems will require CAC authentication. Employees are responsible for the security and care of government-furnished information, equipment, and property, including the computer, if issued to them and the data it contains. Employees will immediately, or as soon as practical, report any lost, stolen, or damaged equipment to their supervisors and local Command Information Officer (CIO) support personnel. In addition, if a laptop computer is stolen, the employee must file a police report as soon as possible, obtain a copy of the police report, and provide it to his/her manager and CIO department. Per reference (f), if any data covered by the Privacy Act, including PII, is compromised, lost, or stolen, the employee must immediately report the incident to their command privacy POC, which at NSTC is the Office of General Counsel.

### **Telework Agreements**

Completion of Attachment 2 is required for all employees prior to working at an alternate location. Section II of Attachment 2 is the Safety Checklist that must be signed by the employee, and Section III is the Technology/Equipment Checklist that must be signed by the employee and the supervisor. A signed copy of the agreement will be provided to the participating employee and the supervisor, and the original will be retained by the appropriate telework coordinator.

When a telework agreement has been approved, the agreement normally continues in effect for as long as the employee chooses to participate in the program and the supervisor annually approves requests for revalidation.

Any permanent changes to the telework agreement must be documented either by an attachment to the current agreement or by completing a new agreement.

The telework arrangement can be suspended by the supervisor, higher level leadership, or the employee. The initiating party must complete Section IV of Attachment 2, and both the employee and the supervisor must sign and date Section IV. A signed copy of Section IV will be provided to the participating employee and the supervisor, and the original will be retained by the appropriate telework coordinator.

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**Revalidation**

All telework agreements, both standard and remote, must be revalidated annually for employees to continue participation in the telework program. For improved consistency, supervisors may, at their discretion, revalidate their employees' telework agreements at the beginning or end of the performance rating cycle. Each telework coordinator will establish a "tickler" system to monitor telework agreements for pending expiration and will periodically remind employees by means of Attachment 3 of the need to submit a request for revalidation. If employees choose not to continue their telework schedule, Attachment 3 will be completed, signed, and returned to the telework coordinator. Employees who wish to revalidate their telework agreements must complete Attachment 4 and forward it to the supervisor for approval. If employees fail to meet the revalidation requirements, their telework agreements will be cancelled via management and the completion of section IV of Attachment 2.

**Cancellation of Telework Agreements**

Supervisors, higher level leadership, or employees may cancel telework arrangements. Initiating parties must complete Section IV of Attachment 2, and employees and supervisors must sign and date Section IV.

**Management-Initiated Cancellation**

Employees' participation in telework may be cancelled at the discretion of supervisors or higher level leaderships operational reasons including, but not limited to:

- disciplinary or performance-based action;
- prohibited practices occurred while teleworking, e.g., dependent care, performing work for a non-government entity;
- being placed under investigation for misconduct
- the telework arrangement is no longer beneficial to NSTC
- the telework schedule has negatively impacted client service, the efficiency of the work group, etc.

An employee's refusal to return to the official duty station or other worksite determined by the supervisor on the date determined by the supervisor may subject the employee to disciplinary or adverse action, up to and including removal from federal service.

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**Employee-Initiated Cancellation**

When an employee wishes to cancel the telework arrangement and return to the official duty station, the supervisor and employee will work together to facilitate the employee's return to the official duty station in a timely manner.

**Other Factors****Continuity of Operations (COOP)**

Mission essential employees who will be expected to telework during a Continuity of Operations (COOP) event. Mission essential employees who do not routinely telework should periodically practice telework on an ad-hoc basis to familiarize themselves with the intricacies of teleworking and to prepare for unforeseen difficulties.

Per reference (k), management may order employees to evacuate from their worksite and perform work from their home or an alternative location mutually agreeable to the command and the employee during a pandemic health crisis without regard to whether the command and employees have telework agreements in place at the time the order to evacuate is issued. Under these circumstances, a command may designate the employees' home or an alternative location mutually agreeable to the agency and the employee as a safe haven. Evacuated employees at a safe haven may be assigned to perform any work considered necessary or required to be performed during the period of evacuation without regard to grade level or title. Employees must have the necessary knowledge and skills to perform assigned work. Failure or refusal to perform assigned work may be a basis for disciplinary action.

**Telework Sites**

All worksites must be conducive to conducting business. Employees are responsible for ensuring that a safe and proper work environment is maintained, e.g., dependent care arrangements are made so as not to interfere with the work and personal distractions such as non-business phone calls and visitors are kept to a minimum, and providing simultaneous phone and computer connectivity if working at home or in a remote location. Employees who telework from home should designate one section of the home as the telework work station for purposes of the telework agreement and complete Section II of Attachment 2.

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**Inspections**

As a condition of accepting a telework schedule, and as indicated in Section I, block 6 of Attachment 2, supervisors have the right to inspect the alternate worksite, by appointment only, to ensure safety standards are met and GFE is properly maintained.

**Official Duty Station**

The official duty station will not be changed for employees who work at alternate locations. The official duty station for the purpose of the telework program is the city/town designated in Block 39 on the most recent "Notification of Personnel Action," (SF-50).

**Performance Management**

The critical elements in the employees' performance plan for telework should be the same as at the official duty station. Participating employees must complete assigned work according to the procedures set by the supervisor (s) and according to the employees' performance plans. Teleworker performance should be frequently evaluated by the supervisor to ensure that working at an alternative workplace is productive for the command. As with employees at the official duty station, teleworking employees will be held accountable for the results they produce. In the section "Component-Specific Terms and Conditions" of Attachment 2, supervisors should clearly address their expectations of the employees' performance, as well as their expectations regarding work assignments, office coverage, and communication between teleworking and non-teleworking employees in the workgroup. Employees and supervisors will discuss, as often as necessary, work assignments to be performed or training to be accomplished while the employees are performing telework. Whenever possible, such assignments or training should be explained and understood in advance of the telework event. As when working at the official duty station, supervisors may, at their discretion, modify or cancel any work assignment.

**Hours of Duty and Work Schedules**

When determining work schedules, the supervisor should consider all appropriate factors, including the needs and mission of the command, office coverage, and the employees' preferences. Under normal circumstances, teleworking employees must be at their

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alternate worksite during their scheduled tours of duty. Supervisors have the authority to disapprove or require a change in any work schedule arrangement to avoid an adverse impact on operations. The overall interests of the command take precedence over the employees' interests in telework participation.

### **Changing or Suspending Telework Days**

An employee may change telework day(s) on a temporary or permanent basis with prior supervisory approval. The supervisor must document the change in writing, e.g., e-mail or memo attached to the employee's telework agreement, etc. A supervisor may direct an employee to come into the office on a telework day for work related reasons, such as lack of office coverage or to attend meetings or training. The supervisor may grant the employee another telework day in lieu of the one that was suspended, but is not obligated to do so. Directing an employee to come to the office on a normal telework day is not considered a termination/cancellation of the telework arrangement.

### **Call-Back Travel**

The supervisor may call teleworking employees back to the official duty station during normal work hours for work-related reasons including, but not limited to: special projects, meetings, lack of office coverage, mission requirements, or training. Teleworkers directed to report back to the official duty station during a regularly scheduled tour of duty will have their travel hours credited as hours of work. Per reference (i), teleworkers directed to travel back to the official duty station outside of the regularly scheduled tour of duty for irregular or occasional overtime work are entitled to at least two (2) hours of overtime pay or compensatory time off.

### **Temporary Duty (TDY) Assignments/Details**

Telework arrangements do not automatically follow an employee who is sent on a temporary duty (TDY) assignment or temporarily detailed. The new supervisor may continue or modify the employee's telework arrangement but is not obligated to do so.

### **Time and Attendance**

Supervisors and employees must report time and attendance accurately to ensure employees are paid correctly for the time

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spent performing their duties, and that absences from scheduled tours of duty are accounted for correctly in accordance with reference (??). Supervisors must have reasonable assurance that employees are working when scheduled. Reasonable assurances may include occasional calls or e-mails by the supervisor to the employees' alternate worksites and determining reasonableness of work output for the time spent off-site. When completing timecards, employees must use the proper SLDCADA procedures per Attachment 5 for telework to ensure that telework usage can be tracked and sufficiently documented.

### **Overtime and Compensatory Time**

The current policies and Fair Labor Standards Act (FLSA) regulations for the administration and use of compensatory time and overtime are unchanged when teleworking. Overtime and compensatory time must be requested and approved in advance per reference (o).

### **Leave**

Command policies for requesting annual leave, sick leave, or leave-without-pay are unchanged when teleworking. Employees are responsible for requesting leave in advance from the supervisor and for providing the supervisor accurate time and attendance data per reference (o). On days when an "Unscheduled Leave/Unscheduled Telework Policy" is in effect, employees participating in telework may request to work at the alternate duty site instead of reporting to the official duty station or taking leave. The approval of such requests is at the discretion of the supervisor.

### **Administrative Leave, Dismissal, Emergency Closings, Equipment Failure**

The ability to conduct work and the nature of any impediments, whether at the alternate worksite or the official duty station, determines when employees may be excused from work. Employees who know in advance of a situation that would preclude working at their alternative worksite should either work in the office or take approved leave. Employees working at home or another alternate worksite will not be given administrative leave when the official duty station is closed due to hazardous weather conditions, e.g., snow storm, unless power outages or imminent danger, e.g., tornado, hurricane, flood, prevent the employee from being able to work at home or other alternate worksites. Teleworking employees who experience equipment failure should

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report the situation to their supervisor and their computer helpdesk immediately.

### **Workers' Compensation**

Teleworking employees are covered by the Federal Employees' Compensation Act (FECA) and qualify for continuation of pay or workers' compensation for on-the-job-injury during normal work hours or occupational illness. The supervisor's signature on the request for compensation attests only to what the supervisor can reasonably know, whether the event occurred at the regular worksite or the alternate worksite. Employees bear the responsibility for informing their supervisor immediately of an injury. Supervisors must ensure that claims are brought immediately to the attention of the command's Workers' Compensation Coordinator and the Safety Officer.

### **Safety**

Occupational Safety and Health Administration (OSHA) rules governing safety in the workplace apply to work performed while telecommuting. Telework offices in the home require adequate workspace, lighting, telephone service, power, and temperature control. Employees will complete the Safety Checklist found in Section II of Attachment 2. Employees are responsible for ensuring their homes comply with safety and health requirements. Employees who refuse or are unable to comply with the requirements of the Safety Checklist are precluded from using the home as an alternative worksite until the requirements are met. Safety requirements will not be waived or altered to accommodate the employee.

### **Denial of Telework**

Employees who have been denied telework retain the right to file an administrative grievance or a grievance through the negotiated grievance process.

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**TRAINING CERTIFICATION  
PII AND TELEWORK TRAINING FOR DON EMPLOYEES**

1. I certify the following:

a. I have completed TWMS Personally Identifiable Information (PII) training within the last 12 months.

b. I have completed TWMS "Telework Training for DON Employees" training within the last 12 months.

c. I understand that I am not allowed to store any information that can be used to identify, contact, or locate the person to whom such information pertains when using personally-owned computers. The use of personal electronic storage media is not permitted at any time. This prohibition covers information from other sources, or from which other personally identifiable information can be derived, including but not limited to:

- |                     |                           |
|---------------------|---------------------------|
| • Name              | • Financial Profiles      |
| • Address           | • Credit Card Information |
| • Telephone Numbers | • Social Security Numbers |
| • Fax Numbers       | • Biometric Data          |
| • E-Mail Addresses  | • Date of Birth           |

2. If I learn or suspect that information described in paragraph 1c above, whether in electronic or physical form, has been lost or stolen, or subjected to unauthorized access, use, disclosure, modification, or destruction, I will report such to my Information Assurance Manager and my supervisory chain within one (1) hour of suspecting or knowing such event(s), or as soon as is practical.

As of this date, my Information Assurance Manager (IAM) is:

\_\_\_\_\_  
(Name, phone number and e-mail address of IAM)

I have read and understand the requirements listed above. I understand that my completion of PII and Telework Training for DON Employees training and my signing of this acknowledgement are required before entering into a telework agreement with NSTC.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Employee Name- type or print)

\_\_\_\_\_  
(Date)

Note: Copy to employee and supervisor; telework coordinator keeps original.

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**NOTICE OF TELEWORK AGREEMENT EXPIRATION**

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

From: \_\_\_\_\_ (Telework Coordinator)

To: \_\_\_\_\_ (Employee)

1. This is notice that your current telework agreement will expire on \_\_\_\_\_. If you fail to have your telework agreement revalidated before it expires, your telework privileges will be suspended until your current agreement is revalidated by your supervisor or until you have completed a new telework agreement.

2. If you wish to revalidate your standard telework agreement, please submit Attachment 4 of the Telework Handbook (NSTCINST 1035.??, Enclosure (1)) to your supervisor.

3. If you no longer wish to continue your telework arrangement, please check the box and sign below, return this form to your telework coordinator, and submit a copy to your supervisor. Your declination to revalidate your telework agreement will not preclude you from requesting participation in the telework program at a later date.

\_\_\_\_\_ I decline to revalidate my telework agreement.

\_\_\_\_\_  
Employee's Signature                      Date

Note: Copy to employee and supervisor; telework coordinator keeps original.

**REQUEST TO REVALIDATE STANDARD TELEWORK AGREEMENT**

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

From: \_\_\_\_\_ (Employee)

To: \_\_\_\_\_ (First Line Supervisor)

I. I am requesting to revalidate my standard telework agreement for one year from the date of the expiration of my previous telework agreement. I understand that I remain obligated to honor the requirements set forth in NSTC telework policy and in my previous telework agreement, as applicable.

2. It is my desire to:

\_\_\_\_\_ Maintain the same telework arrangement as my previous agreement.

\_\_\_\_\_ Change to a different telework arrangement, specified below:

\_\_\_\_\_ Ad Hoc/Situational

\_\_\_\_\_ Regular and Recurring.

Telework days will be: \_\_\_\_\_  
(e.g., first Monday, second Friday, etc.) of each pay period

\_\_\_\_\_ Change my regular and recurring telework days to: \_\_\_\_\_  
(e.g., first Monday, second Friday, etc.) of each pay period

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

3. Authorization:

\_\_\_\_\_ Approved. The revalidated agreement will expire on \_\_\_\_\_  
(date)

\_\_\_\_\_ Disapproved. Reason: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Note: Copy to employee and supervisor; telework coordinator keeps original.

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

- Log in to SLDCADA.
- 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/Adhoc) or TM (Telework Medical) - whichever telework schedule you are following.**

- In the THC (Type Hour Code) block, 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.

NOTE: You must sign in and out on a standard timesheet each day that you telework. Turn the timesheet in to your supervisor or departmental timekeeper on your next scheduled workday at the primary worksite.

If you should have problems, contact the NSTC SLDCADA Coordinator in N8.