



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 1035.1B
N1CP
12 Mar 21

NETC INSTRUCTION 1035.1B

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND WORKFORCE TELEWORK PROGRAM

Ref: (a) 5 U.S.C. §6501-6506
(b) DoD Instruction 1035.01 of 4 April 2012
(c) SECNAVINST 12271.1
(d) OPNAVINST 5239.1D
(d) SECNAVINST 5510.36B
(e) NETCINST 5211.2C
(f) NETCINST 3030.2A
(g) NETCINST 5200.2C

Encl: (1) Definitions
(2) Department of the Navy Telework Eligibility Checklist
(3) Telework Modes
(4) NETC Telework Participation Terms and Conditions
(5) DoD Guide - Steps for Supervisor to Update Employee Eligibility in MyBiz/MyWorkplace
(6) DON Telework Information Technology (IT) Strategy Checklist
(7) Collaborative Information Technology Tools
(8) How to Record Telework in Standard Labor Data Collection and Distribution Application System (SLDCADA)

1. Purpose. To implement the Naval Education and Training Command (NETC) Telework Program based on the guidelines provided in references (a) through (g). This policy establishes a telework program where eligible employees and military personnel at NETC activities may participate in teleworking to the extent permitted by the Commanding Officer (CO), supervisors, and Information Technology (IT) resource capabilities without diminished organizational mission or employee performance.

2. Cancellation. NETCINST 1035.1A.

3. Background. Telework or "teleworking" 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. Telework has emerged over the last decade in Federal government employment. Computers, remote connectivity, voice and electronic communications, paperless work processes, and other innovations make information and work increasingly mobile.

4. Scope. This instruction applies to all NETC domain appropriated fund and non-appropriated fund federal civilian employees and military personnel. Bargaining unit employees will follow the telework terms, conditions, and negotiated grievance processes outlined in their corresponding collective bargaining agreement.

5. Objective. This program is designed to actively promote telework as a legitimate method to meet mission requirements for employees within the NETC domain. The objectives of this program are to support workforce efficiency, improve quality of life for employees, and enhance emergency preparedness at NETC activities. Telework is not an entitlement, but the program can be used to promote NETC activities as employers of choice, improve the retention and recruitment, enhance efforts to employ and accommodate individuals with disabilities, create cost efficiencies by decreasing the need for extensive office space, parking facilities, and pollution, as well as employee's commute expenses in both fuel and time.

6. Policy. NETC is committed to promoting and implementing telework to the maximum extent possible consistent with mission capability and readiness within established policies and guidance in references (a) through (g). Enclosures (1) through (8) provide the structure and process to be followed to establish a successful telework program.

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 DON reasonable accommodation procedures.

a. Employee eligibility is discretionary and determined by their supervisor, consistent with this instruction and referenced directives and criteria contained herein. Although use of telework is encouraged, employees cannot be ordered to telework, unless, during emergency situations and/or Continuity of Operations Plan (COOP) activation, the employee's duties are designated as mission-critical and the employee is required to report to an alternative worksite or the employee's telework agreement addresses situations wherein telework may be ordered.

b. Flexibility should be allowed for employees to telework to the extent that mission readiness or accomplishment is not compromised.

c. Telework is not an entitlement and not all employees or positions 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).

(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 this basis is deemed ineligible for telework is at the supervisor's discretion, based upon criteria set forth in paragraph 9d(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.

d. 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) Employees disciplined for conduct identified in paragraph 7d(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 alternative 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.

e. 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.

f. NETC offers telework modes that provide managers, supervisors, and employees maximum flexibility in work arrangements that support accomplishments of mission requirements. Per paragraph 7a, telework is discretionary. Supervisors may use discretion in the use of the telework arrangements based on detailed telework modes contained in Enclosure (3).

g. Definitions for telework types and modes are further explained in Enclosure (1) Definitions.

8. Participation. Telework is voluntary except in certain emergency situations as defined in Enclosure (3), paragraph 1j.

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 identified above in Enclosure (3), paragraphs 1i and 1j.

(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 Office of Personnel Management (OPM), Department of Defense (DoD), or other authorized official.

c. NETC 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 7c(1) through 7c(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 (g) and this instruction.

a. Human Resources Director, NETC Headquarters (HQ) (N1CP), will:

(1) Update/revise telework policy based on revised or supplemental guidance/direction from higher authorities (e.g., OPM, DoD, or Department of the Navy (DON)).

(2) Grant access to Defense Civilian Personnel Data System (DCPDS) MyWorkplace Hierarchy Tool to activities for maintenance of employee telework eligibility status. The position hierarchy is required for Supervisors/Managers to view and update an employee's telework eligibility record.

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

(4) Designate a Telework Program Manager within NETC HQ Human Resources Staff (N1CP).

b. Commanders/COs will:

(1) Implement policies and programs to include ensuring telework options are identified in the COOP.

(2) Issue guidance and procedures for program management for employees to ensure maximum flexibility in program structure and for command mission requirements.

(3) Designate a Command Telework Coordinator.

(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 that does not compromise 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 (c) through (e).

(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 (f).

(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 in DON Reasonable Accommodation guidance.

c. NETC HQ Telework Program Manager will:

(1) Serve as the advisor for the activity's Telework Program, responsible for telework program advocacy.

(2) Policy development and implementation related to Agency telework programs.

(3) Review, provide, and interpret DoD, DON, and NETC policies on telework.

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

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

(6) 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.

(7) Coordinate with supervisors to provide advisory services on denials of requests to telework or terminations of telework agreements for adverse reasons.

(8) Advise managers and employees on telework matters.

d. Supervisors/Managers will:

(1) Complete Telework Training for DON Supervisors prior to approving employee telework agreements, and accomplish this training every 2 years.

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

(3) Ensure teleworking employees complete telework training every 2 years.

(4) Review all full-time permanent positions for eligibility and suitability for telework using enclosure (2). Determine eligibility for requested telework mode as defined in paragraph 8 of this instruction and prescribed within outlined requirements of this policy. For employees whose position's duties are ineligible, if a portion of their position's duties permits 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 work independently, the employee's performance within the first 6 months in the position or at mid-term review if at an acceptable level and future on the job training needs.

(6) Approve or deny requests for telework based on 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 (e.g., 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:

(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 NETC 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) Ensure employees review and acknowledge the terms and conditions for telework, using enclosure (4).

(8) Identify employees with mission-critical duties, those who may be required to telework in the case of a COOP event, office closure due to adverse or inclement weather, or pandemic health crisis, and ensure they have a completed and

approved DD Form 2946 on file. The telework agreement should address the telework location and work expectations. To the extent practicable, supervisors will include a description of emergency duties with the telework agreement if emergency duties are different from the employee's normal duties.

(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.

(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 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 2 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 using enclosure (5) as a guide.

e. Command Telework Coordinators will 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, and annual reporting requirements to NETC HQ.

f. Employees will:

(1) Complete and submit DD Form 2946 to the supervisor for approval via TWMS.

(2) Complete and sign enclosure (6) if the telework location is the employee's residence. It is the employee's responsibility to maintain a safe work environment while teleworking. Submit enclosure (6) as part of the initial submission with enclosure (2).

(3) Complete, sign, and submit enclosure (4).

(4) Complete Telework Training for DON employees before commencement of telework and every 2 years while actively teleworking.

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

(6) Assume responsibility for operational costs incurred from working at their alternative worksite. NETC assumes no responsibility for any operating costs associated with the employee using their personal equipment and residence as an alternate work site. This includes home maintenance, insurance, and utilities (including, but not limited to, telephone, cable, and internet). All full desk-top functionality requirements will require Navy/Marine Corps Intranet (NMCI) compliant equipment and will be issued by the activity NMCI 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 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 (g) when GFE is not provided or available. Unauthorized disclosure of classified information or Controlled Unclassified Information on a personal device may result in confiscation and destruction of the device. Enclosure (7) provides information on IT collaborative tools that may be considered to ensure success of telework arrangements.

(7) Adhere to DoD/DON/NMCI Information Assurance policies and guidelines, and ensure that equipment is used in compliance with those directives while under a telework agreement. 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 will immediately notify their supervisor 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 employee and supervisor will determine an appropriate course of action for the employee to work either from the alternate work site or return to the official work site.

(8) 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 work sites. 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 (d).

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

(10) 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 may not use telework as a substitute for dependent care (e.g., child or elder care).

(11) 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.

(12) 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.

(13) 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. NETC EEO (N00E) will provide legal 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 alternative 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) Alternative work schedules (AWS). AWS includes compressed and flexible work schedules. Compressed work schedules enable full-time employees to complete the basic 80-hour biweekly work requirement in less than 10 workdays. Flexitour work schedules enable employees to pre-select a fixed starting time within the flexible time bands. Employees may also request their supervisor's prior approval to vary their

arrival and departure times within the flexible bands without recording leave. The required 8-hour day must be completed within the flexible time bands (arrival: 0630 - 0830, lunch: 1100 - 1300, departure: 1500 - 1730). Employees who have their supervisor's approval to work a flexitour schedule are required to be at work or on leave during the core hours of 0830-1100 and 1300 -1500. NETC employees may work an approved AWS while teleworking without restriction to either arrangement (telework/AWS) if consistent with organizational and work team needs.

(2) Premium pay provisions that apply to work at the traditional worksite also apply to employees who telework. Employees may work overtime only when specifically ordered and approved in advance by the supervisor. Instances in which employees perform overtime work without prior supervisory approval may be cause for administrative or disciplinary action.

d. Supervisors will establish procedures for documenting hours of work and approved leave for teleworkers to ensure telework hours are appropriately coded as regular and recurring or situational. Time spent in a telework status must be accounted for and reported in the Standard Labor Data Collection and Distribution Application System as outlined in enclosure (8).

11. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

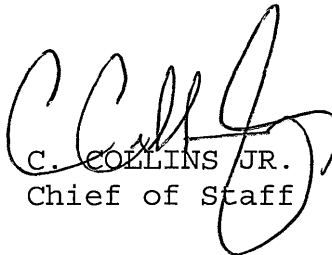
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

12. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of

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its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

13. Forms. The following form is available for download from the DoD Forms Management Program website (<https://www.esd.whs.mil/Directives/forms/>): DD Form 2946 (Department of Defense Telework Agreement).



C. COLLINS JR.
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via Content Manager or by email at netc_directives@navy.mil.

DEFINITIONS

These terms and their definitions are for the purpose of this instruction.

1. Alternative worksite. Any worksite outside of an employee's official worksite, approved for the performance of assigned official duties. It may be an employee's home, a telework center, or other approved worksite.
2. Continuity of Operations Planning. An effort to ensure that the capability exists to continue agency essential functions across a wide range of natural disasters and local or national declared emergencies.
3. Controlled Unclassified Information. Unclassified information that requires safeguarding or dissemination controls, pursuant to and consistent with applicable law, regulations, and Government-wide policies.
4. Desk Sharing. An arrangement in which two or more employees share the use of a single workspace where each employee has a designated date or time for use of this space.
5. Eligibility. Guidelines for an employee's performance and their position that separately identify suitability for telework.
6. Employee. A Department of Defense civilian employee, paid from appropriated or non-appropriated funds, to include working capital funds and foreign national employees.
7. Hot Desking. An arrangement in which employees use non-dedicated, non-permanent workspaces assigned on an unreserved first come, first-served basis.
8. Hoteling. An arrangement where employees use non-dedicated, non-permanent workspaces, assigned for use by reservation as-needed.
9. Official Worksite. Worksite where an employee regularly performs their duties.

10. Safe Access File Exchange (SAFE). An application for securely exchanging files up to 8GB. SAFE was created as an alternative file sharing method to email and file transfer protocol in order to send large files securely when personal computers are used. Consult N6 for access.

<https://safe.apps.mil/>

11. Situational Telework. Telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule, e.g., telework because 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.

12. Supervisor. Civilian employee who has responsibility for directing and managing employee work, approving time and attendance, and approving or denying employee telework requests.

13. Telework. A voluntary work arrangement where an employee or service member performs assigned official duties and other authorized activities during any part of regular, paid hours at an approved alternative worksite (Reference (b)), e.g., home, telework center, on a regular and recurring or a situational basis. Telework includes remote work where an employee resides and works at a location beyond the local commuting area of the employing organization's worksite. Telework does not include any part of work done while on official travel or mobile work, that is, work characterized by routine and regular travel to customer or other worksites instead of a single agency worksite, e.g., site audits, inspections, investigations, and property management.

14. Telework Agreement. A written agreement, completed and signed by an employee and the authorized management official(s) via the DD Form 2946, that outlines the terms and conditions of the telework arrangement.

15. Telework Center. A facility that provides a geographically convenient office setting with workstations and other office facilities and services that are used by civilian employees from more than one organization.

16. Telework during Emergency Situations. Telework performed in an employee's home or alternative worksite during a crisis situation or emergency event by those employees who perform duties in support of mission requirements during crisis situations or contingencies.

17. Telework Site. Alternative worksite location where an employee performs their assigned official duties.

18. Unscheduled Telework. A specific form of situational telework where an employee on an approved telework agreement performs assigned official duties at home or another approved worksite when Government offices are closed due to an emergency event, or open, but severe weather conditions or other circumstances disrupt commuting and compromise employee safety.



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

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**

TELEWORK MODES

1. Naval Education and Training Command (NETC) offers telework modes that provide managers, supervisors, and employees flexibility in work arrangements that support accomplishments of mission requirements. Supervisors and employees should be aware of the implications of the specific telework arrangement. Supervisors may use discretion in the use of the following telework arrangements:

a. Regular and Recurring Telework - an approved telework arrangement where an employee teleworks up to 4 days per week from an alternative worksite.

b. Situational Telework - an approved telework arrangement where employee teleworks on an irregular, occasional, or one-time basis. Situational telework is characterized by hour of work that were not part of a previously approved, ongoing and regular telework schedule (e.g., 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. Partial Telework - an approved telework arrangement where an employee may work part of the day at their approved alternative worksite and part of the day at the traditional worksite to accommodate work schedules and personal or official commitments (e.g., to attend a training course or a medical appointment located near the employee's alternative worksite, employee has official travel (flight) scheduled to start during the day).

d. Full-Time Telework - Employees who are covered by a telework agreement and approved to telework on a full-time basis (not required to report to the regular worksite at least twice each bi-weekly pay period). This includes employees teleworking on a full-time basis on an approved reasonable accommodation request or teleworking full-time on a temporary exception to the twice biweekly reporting, such requests must be made in writing. Requests must be routed through N1CP for review and approval by NETC Chief of Staff. Examples of full-time telework, include, but are not limited to:

(1) Employee works 100 percent from home under an approved reasonable accommodation arrangement.

(2) Employee requests to work from another location because their spouse/significant other has been relocated.

(3) Employee's ill family member resides in another state and employee requests to temporarily telework full-time while assisting the family member (Note: Telework cannot be used as a substitute for dependent care). Employees are required to take appropriate leave to care for an ill family member, but could be authorized to telework from an approved alternate location as the situation allows.

e. Remote worker - Employees who are hired or (re)assigned by management to work in a location other than the agency worksite (including their home) and are not required to be under a telework agreement. The official duty station is in a location outside the commuting area of the agency worksite. The individual's official worksite must be documented on an SF-50 or an equivalent non-appropriated fund form completed by the servicing human resources office per reference (a). Documentation of remote work will require a formal, documented agreement between the supervisor and individual. Reviews of permanent remote work agreements will be conducted every two years to assess impacts and contingencies in the event the arrangement were to terminate based on impacts such as budget, travel, or relocation implications. Examples of funding implications would include locality pay differences, reimbursement for official business travel to regular worksite from approved official worksite, relocation funding from approved work locations outside the command's geographic area, and reduction in force implications based on the official worksite's geographic competitive area.

f. Alternative Work Site - a work arrangement in which an employee has no dedicated/assigned workspace at the regular (Agency) work site, but instead uses one of the following arrangements when working at that location:

(1) Desk sharing - an arrangement in which two or more employees share use of a single workspace where each employee has a designated day or time for use of the workspace.

(2) Hoteling - an arrangement where employees use non-dedicated, non-permanent workspaces assigned for use by reservation on an as-needed basis.

(3) Subject to space and availability at the Agency worksite, employees utilizing an assigned workspace for 2 or fewer days per week may be required to participate in alternative officing as defined in paragraph 1f(1) and (2) of this enclosure. Employees utilizing an assigned workspace for more than 2 days per week may volunteer for alternative officing. Positions that require access or storage of sensitive information, or those positions that require office visits and/or phone calls of sensitive nature are not subject to this requirement.

g. Virtual office/distributed work environment - a work arrangement in which a work group, team, or organization has no permanent physical work site (building or other physical location) to which the employees report for meetings or other work related matters. Instead, the work setting is characterized by employees using a communications medium such as computer network access and/or other communication applications that enhance collaborative work and/or other interpersonal business interactions. The physical locations of employees working in a virtual office or distributed work environment may be any appropriate alternative worksite including the employee's home.

h. Satellite worker - NETC satellite workers are teleworkers if, and only if, they report to an appropriate alternative worksite within NETC's domain. A NETC satellite worker's official worksite is a NETC facility that is not the same as the employee's agency worksite. For example, an employee who works for a NETC Headquarters Office organization, but whose official work site (duty station) is an office building within NETC domain, is a NETC satellite worker. The official duty station is in a location outside the commuting area of the agency work site and documented on an SF-50. This does not include employees recruited to work at the satellite office and which does not require a telework agreement.

i. Unscheduled telework - a form of telework that allows employees to telework without previous supervisory approval in response to specific announcements by Office of Personnel

Management 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.

j. Emergency situation - an event, incident, or circumstance that interrupts or compromises operations at, or travel to or from the Agency or appropriate alternative work site. 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 alternative work site is compromised. Emergency situations include, but are not limited to, those that result in an official announcement of an operating status under which unscheduled telework is allowed, as defined below. Employees in positions determined not normally suitable for telework may become eligible to telework in an emergency situation if their functions are designated as mission-critical and the employee is required to report to an alternative work site or the employee's telework agreement addresses this requirement. During any period that a Component is operating under the Continuity of Operations Plan, that plan shall supersede the telework policy and the provisions of the telework agreement.

NETC 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 NETCINST 1035.1B, paragraph 9f(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 time teleworking properly in Standard Labor Data Collection and Distribution Application System, modifications to telework schedule require immediate supervisor approval.
7. If leave is taken, employee will notify the supervisor following the local guidance and/or collective bargaining agreement.
8. Employees will continue to work in pay status while working at the alternative work site. If employee requires work hours in excess of 8 hours, approval from 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 employee uses Government equipment, 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. Use of personally owned computer equipment to connect to the NETC HQ network is approved if appropriate security software is installed and security procedures are followed, and non-publicly releasable data is safeguarded to avoid risk of intrusion or impact to the Naval Education and Training Command (NETC) Headquarters (HQ) environment.
10. NETC HQ 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. NETC HQ will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using NETC HQ equipment in the employee's residence, except to the extent NETC HQ is held liable by the Tort Claims Act or claims arising under the Military Personnel and Civilian Employees Claims Act.
12. NETC HQ will not be responsible for operating, maintenance, or any other costs (e.g., utilities) whatsoever 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. 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. 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/NETC 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 NETC 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/NETC 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: _____


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Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

July 2011

Step 1: Supervisor logs into Self Service

Login



OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY

***** WARNING *** WARNING *** WARNING *** WARNING *****

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes:

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

**** Important **** Usernames are *masked* as an additional security measure for your personal protection.

Enter Username and Password

Username

Tip: Use hyphens in the Username field if applicable.

Password

Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

July 2011

Step 2: Select 'My Workplace'

The screenshot shows the Department of Defense My Biz/My Workplace interface. At the top left is the Department of Defense seal and the text "Department of Defense". To the right of the seal is a "Favorites" dropdown menu and links for "ICE MyBiz", "ICE PAA V3", "FAQ", "Logout", and "Help". Below the header is a "Navigator" section with a "My Workplace" link and a text box that says "Please select a responsibility." Below the Navigator is a paragraph of text explaining that My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo.

Select 'My Workplace' link

On the right side of the interface is a "Favorites" section with a "Personalize" button. Below this is a "New" notification box with two items:

- My Biz:** Education was updated to convert 129 outdated instructional program (IP) codes to new IP codes on July 10, 2011. Click [here](#) for more information.
- My Workplace:** On July 11, 2011, Supervisors will be able to update or change existing employee telework eligibility for employees in their hierarchy. The Telework Enhancement Act of 2010 mandates supervisors to determine telework eligibility for their employees and notify them of their eligibility status. Updates or changes to employee telework eligibility can be accomplished through My Workplace > My Employee Information > Personal Tab > Update/Change Telework Eligibility Link. A report is

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Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

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Step 3: Select 'My Employee Information'



Step 4: Select employee from list

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Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

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My Employee Information

[View/Print all Employee Emergency Contact Information](#)
[View Joint Duty Assignment Information](#)

Appointment Position Personal Salary Awards and Bonuses Performance Personnel Actions Suspenses

Focus Name	Position	Organization	Grade/Pay Band	Job	Assignment Status	Assignment Start Date	Assignment End Date
Supv Name							
Employee 1	90006E00.IT SPECIALIST	JOINT	GS-11		Active Appointment	19-Aug-2007	
Employee 2	90005C00.SUPERVISORY IT SPECIALIST	JOINT FORCE	GS-13		Active Appointment	15-Feb-2009	
Employee 3	D1581000.SUPV IT	JOINT FORCE	GS-13		Active Appointment	24-Oct-2010	
Employee 4	90005C00.SUPERVISORY IT SPECIALIST	JOINT FORCE	GS-13		Active Appointment	15-Apr-2007	
Employee 5	90005C00.SUPERVISORY IT SPEC	JOINT FORCE	GS-13		Active Appointment	15-Feb-2009	

Step 5: Select 'Personal' tab

My Employee Information >
Employee 1

GENERAL INFO: The information is current as of today's date.

Organization	JOINT FORCE HQ	Job	Information Technology Management (2210)
Position	90006E00.IT SPECIALIST	Grade/Pay Band	GS-11
Total Pay		Step or Rate	04
Email Address		Office Symbol	

[View Emergency Contact Information](#)
[View Joint Duty Assignment Information](#)

Appointment Position **Personal** Salary Awards and Bonuses Performance Personnel Actions


Details	Effective Date	Grade/Pay Band	Step or Rate	Job
Show	17-Jan-2010	GS-11	04	Information Technology Management (2210)

Step 6: Scroll down page and select the 'Update/View Telework Eligibility Information' link

Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

July 2011

Education Information	View Employee Education Information
Training Information	View Employee Training
Certifications/License Information	View Certifications/Licenses Information
Telework Eligibility Information	Update/View Telework Eligibility Information



Step 7: Select 'Need Help Determining Eligibility?' link


My Employee Information >
Update/View Telework Eligibility

Employee

Employee Name **CPMS Haglund, Douglass M**
Work Email Address

* Indicates required field

Telework Eligibility

* Update/Change Telework Eligibility 

TIP: To Update/Change Employee Telework Eligibility, enter a value in text field or use the wild card % for a partial search such as %Eligible% or %Not Eligible% and select the 'magnifying glass' icon to continue.

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Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

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Step 8: Document should help you make proper determination for your employee telework eligibility.

Close document

If	Then select person eligibility description
Employee is eligible to telework on an ongoing, regular and recurring schedule, typically on a defined day or days during a bi-weekly pay period	Employee eligible for regular and recurring Telework, including emergency and OPM prescribed 'unscheduled Telework'
Employee is eligible to telework, approved on a case-by-case basis (e.g., telework as a result of inclement weather, in conjunction with a medical appointment or other approved leave, special work assignments, or to accommodate special circumstances, such as recovery from a medical condition). Under these circumstances, telework is also considered situational even though it may occur continuously for a specific period of time.	Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
Employee hired with a disability that requires regular and recurring (to include full time) telework or Employee becomes disabled and requires regular and recurring (to include full time) telework <i>Important Note:</i> If an employee is recovering from a temporary condition, select description 'Employee eligible for Situational Telework including emergency and OPM prescribed 'unscheduled Telework'.	Employee eligible to Telework due to medical condition.
Employee has disciplinary action documented and remains in employee's OPF for more than 5 days of AWOL. <i>Note:</i> Telework Enhancement Act of 2010 directly prohibits eligibility for condition above.	Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
Employee has suspension and/or termination action documented and action remains in OPF due to violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties. <i>Note:</i> Telework Enhancement Act of 2010 directly prohibits eligibility for condition above.	Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.

Step 9: Select the 'Magnifying Glass' icon to continue

Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

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My Employee Information >
Update/View Telework Eligibility

Submit Cancel

Employee

Employee Name CPMS Haglund, Douglass M
Work Email Address

* Indicates required field

Telework Eligibility

[Need Help Determining Eligibility?](#)

* Update/Change Telework Eligibility

TIP: To Update/Change Employee Telework Eligibility, enter a value in text field or use the wild card % for a partial search such as %Eligible% or %Not Eligible% and select the 'magnifying glass' icon to continue.

Submit Cancel

Step 10: Enter a partial search in the open box, or select the 'Go' button to receive complete list of descriptions.

Search and Select: Update/Change Telework Eligibility

Cancel Select

Search

Select the 'Go' button to receive entire list of available descriptions or use wild card % to do a partial search, such as %Eligible% or %Not Eligible% and select 'Go' button. The search results will be based on the partial search criteria entered. Select 'Quick Select' icon next to selection.

Search By Telework Eligibility Go

Results

Select	Quick Select	Telework Eligibility
	No search conducted.	

Cancel Select

Step 11: Select appropriate description from list by selecting 'Quick Select' link

Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

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Search and Select: Update/Change Telework Eligibility

Cancel Select

Search

Select the 'Go' button to receive entire list of available descriptions or use wild card % to do a partial search, such as %Eligible% or %Not Eligible% and select 'Go' button. The search results will be based on the partial search criteria entered. Select 'Quick Select' icon next to selection.

Search By: Telework Eligibility [Go]

Results

Previous 1-10 Next 10

Select	Quick Select	Telework Eligibility
<input type="radio"/>		Employee eligible to Telework due to medical condition.
<input type="radio"/>		Employee eligible for regular and recurring Telework, including emergency and OPM prescribed "unscheduled Telework".
<input type="radio"/>		Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
<input type="radio"/>		Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
<input type="radio"/>		Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.
<input type="radio"/>		Not eligible due to employee conduct issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible due to employee performance issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible due to employee failure to meet performance requirement of agreement. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible during period of trainee status. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible - Posn requires extensive face-to-face contact w/supv, employees and clients, and employee's physical presence. May be eligible in emergency or OPM "unscheduled Telework". Supv approval req'd on case-by-case basis.

Previous 1-10 Next 10

Cancel Select

Note: Select 'Next 10' link to view the remaining descriptions.

Step 12: Select the 'Submit' button to update employee telework eligibility description

Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

July 2011

My Employee Information >
Update/View Telework Eligibility

Submit Cancel

Employee

Employee Name **Employee 1**
Work Email Address

* Indicates required field

Telework Eligibility

[Need Help Determining Eligibility?](#)

* Update/Change Telework Eligibility **Employee eligible for regular and recurring Telework, including emergency and OPM pres**

TIP: To Update/Change Employee Telework Eligibility, enter a value in text field or use the wild card % for a partial search such as %Eligible% or %Not Eligible% and select the 'magnifying glass' icon to continue.

Submit Cancel

Step 13: Update has been made – to verify update, follow steps identified below Confirmation. To continue updating your employee telework eligibility, select the ‘Continue Update information’ link.

Telework Eligibility Information Confirmation Notice

Confirmation

Telework Eligibility information has been updated for **Employee 1** as of **07-Jul-2011** . To verify employee telework update, take the following steps:

- * Select employee record from My Employee Information page
- * Select 'Personal' tab
- * Select the 'Update/View Telework Eligibility Information' link

To return to 'My Employee Information', select the link below

[Continue Update information](#) ←

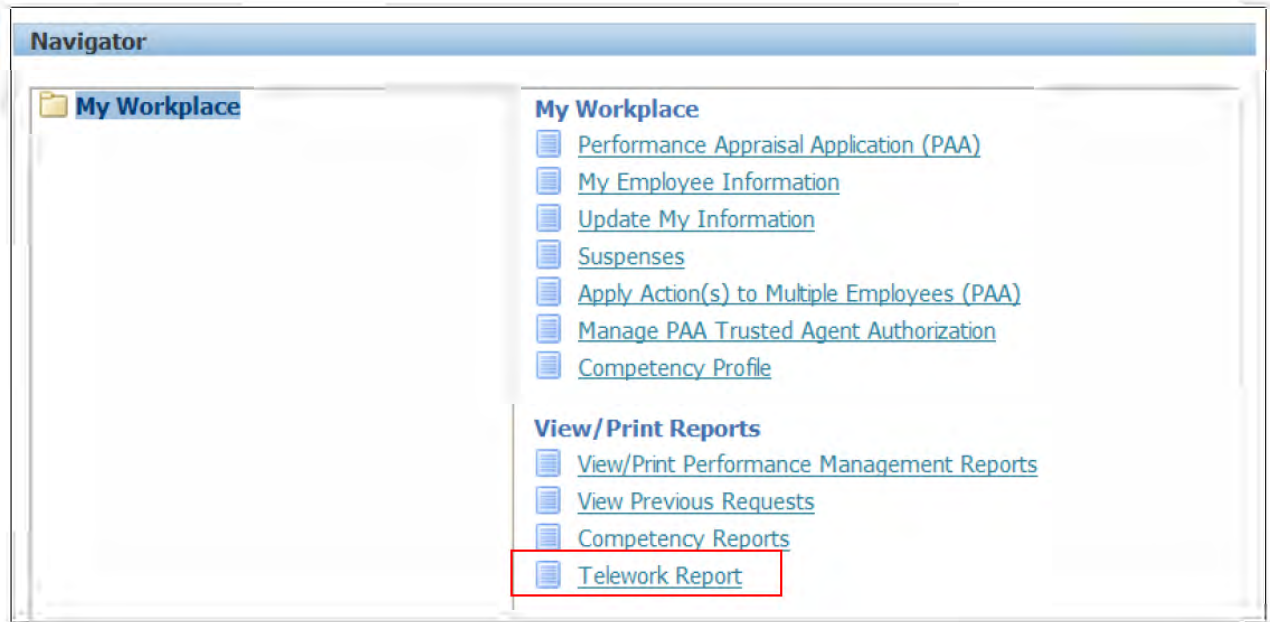
Step 14: Select the ‘Home’ link and the next step will be to submit Telework Report



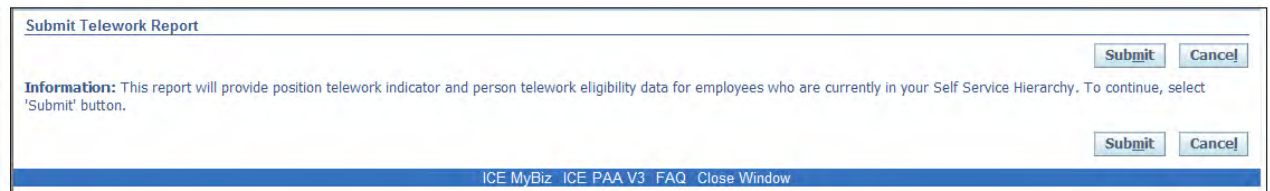
Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

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Step 15: Select 'Telework Report' link



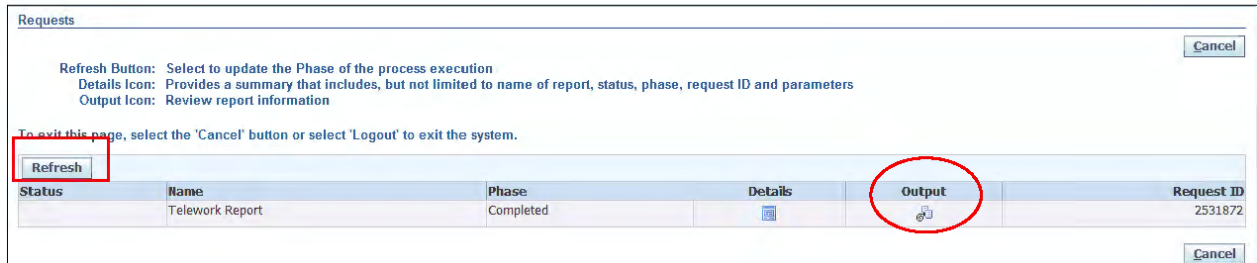
Step 16: Select 'Submit' button



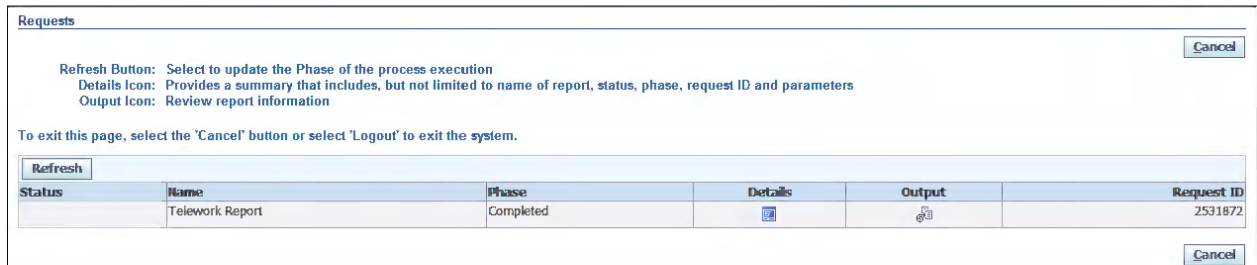
Step 17: Select the 'Refresh' until you have an 'Output' icon available

Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

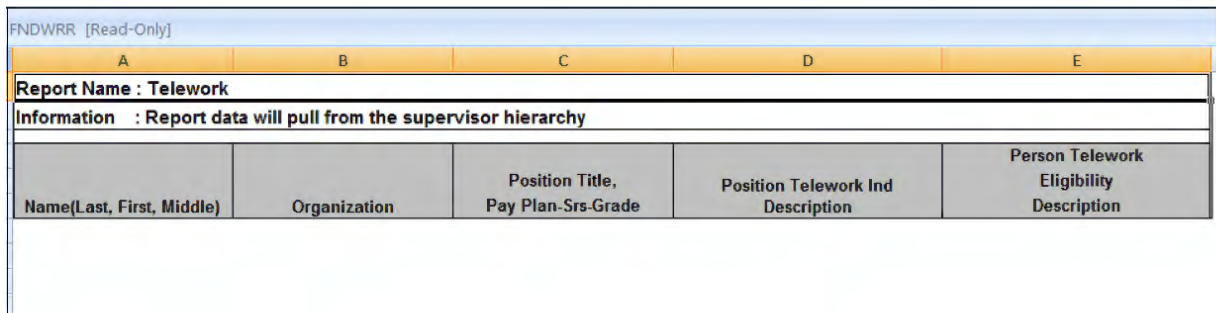
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Step 18: Select the 'Output' icon to view report



Step 19: View Report



The report can be sorted, saved, printed, etc.

Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

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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? <ul style="list-style-type: none"> <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: <ul style="list-style-type: none"> <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? <ul style="list-style-type: none"> <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: <ul style="list-style-type: none"> <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? <ul style="list-style-type: none"> <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? <ul style="list-style-type: none"> <input type="checkbox"/> If you are not using Government Furnished Equipment (GFE): <ul style="list-style-type: none"> <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?

COLLABORATIVE INFORMATION TECHNOLOGY TOOLS

There are various tools that allow for collaboration among workgroups and support a telework environment. The list below is not exhaustive, but provides some very useful tools to assist with a telecommuting workforce.

Remote Access Service (RAS): RAS allows employees to access their Navy/Marine Corps Intranet (NMCI) mail and files remotely using an NMCI-provided laptop computer. Access requires the issuance of an NMCI compliant computer, associated broadband RAS training and approval for use. Information on RAS can be found at [https://homeport/support/topics/remote-access-services-\(ras\)](https://homeport/support/topics/remote-access-services-(ras)).

Outlook Web Access (OWA): OWA allows employees to access their NMCI mail from anywhere. Access requires completion of training and approval of usage. Full information on OWA can be found at [https://homeport/support/topics/outlook-web-app-\(owa\)](https://homeport/support/topics/outlook-web-app-(owa)).

Navy e-Learning (NeL): NeL is an official Navy Website sponsored by the Naval Education and Training Command. It provides file storage that would allow your workforce to access files from remote locations. It also has instant messaging and "who's online" capabilities. Information on NeL can be found at <https://learning.nel.navy.mil/ELIAASv2p/>.

Defense Collaboration Service (DCS): DCS is an Information Technology tool that can be used to have a virtual meeting. DCS web conferencing includes the ability to share content and presentations, provide audio and video collaboration, recording, and playback capabilities. DCS chat is a robust instant messaging capability. It can be accessed at <https://conference.apps.mil/>.

Microsoft Teams: Microsoft Teams is a communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration.

Government Telework Etiquette: Government telework site provides telework etiquette quick tips for new teleworkers exposed to the requirements to participate in meetings and conference calls, as well as recommendations on staying connected and other teleworking tips. <https://www.telework.gov/federal-community/telework-managers/telework-etiquette-quick-tips/>.

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 Department Timekeeper.