



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

NETCINST 1035.1C  
N1CP  
16 Feb 2023

NETC INSTRUCTION 1035.1C

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND WORKFORCE TELEWORK  
PROGRAM GUIDANCE

Ref: (a) 5 U.S.C.  
(b) DoD Instruction 1035.01 of 4 April 2012  
(c) SECNAVINST 12271.1  
(d) OPNAVINST 5239.1D  
(e) SECNAVINST 5510.36B  
(f) NETCINST 5211.2C  
(g) NETCINST 3030.2A  
(h) NETCINST 5200.2C  
(i) NETCINST 5211.3A

Encl: (1) NETCSTAFFINST 5330.1B

1. Purpose. To distribute the Naval Education and Training Command (NETC) telework program based on the guidelines provided in references (a), sections 6501-6506, through (i). The purpose in providing this policy is to give commands a reference to utilize as they adopt, modify, or develop their own policies.

2. Cancellation. NETCINST 1035.1B.

3. Background. Prior to Coronavirus 2019 (COVID-19) most Force Development (FD) employees worked on-site in an office 5 days per week. As a result of the COVID-19 virus and protective measures, teleworking became widely utilized across the Department of the Navy (DON), as well as the FD domain. Out of necessity, the FD domain immediately began to embrace a telework posture for the majority of employees. Capabilities were expanded and telework has proven to be very beneficial. As the FD domain emerges from COVID-19, the value of an updated telework instruction that incorporates the lessons learned and sets a foundation for the NETC telework policy is needed. This instruction was derived from employee and leadership input in an attempt to capitalize on these lessons learned and encourage

supervisors to continue to support telework for eligible employees.

4. Action. Commands are granted the discretion to develop a telework program that best supports organizational operations and mission requirements. Each commanding officer and director may adopt enclosure (1), modify as deemed necessary, or develop a telework program for their activities. When developing a telework program, all activities will:

a. Adhere to the requirements identified in references (a) (section 6501-6506) and (b).

b. Issue guidance and procedures for program management for employees to ensure maximum flexibility in program structure and for the continued accomplishments of command mission requirements.

c. Designate a command telework coordinator.

d. Ensure determination for telework eligibility and participation status for all positions and employees is made at the supervisory level described in references (a) and (b).

e. Allow telework for eligible employees to the maximum extent possible that does not compromise mission requirements. Mission requirements will take into consideration the impact of telework on the DON remote access information technology network capacity and appropriate information security as outlined in references (c), (d), (e), and (f).

f. Ensure continuity of operations planning 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 references (g) and (h).

g. 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 Department of Defense (DoD) computer and 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.

h. Ensure all employees including military, civilian, and contract personnel using a Navy and Marine Corps Intranet email account or conducting official DoD business follow the policy and guidance outlined in reference (i).

5. 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 DON 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.

6. Review and Effective Date. Per Office of the Chief of Naval Operations (OPNAV) Instruction (OPNAVINST) 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, 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.

  
C. COLLINS, JR.

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by email at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).