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

NETCINST 1035.1D
N1CP
24 Jul 2025

NETC INSTRUCTION 1035.1D

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND WORKFORCE TELEWORK
       PROGRAM GUIDANCE

Ref: (a) SECDEF memo of 24 Jan 25
        (b) 5 U.S.C. §6501-6506
        (c) DoD Instruction 1035.01 of 8 January 2024
        (d) OPNAVINST 5239.1E
        (e) SECNAVINST 5510.36G
        (f) SECDEF Memo of 31 Jan 25
        (g) ASN M&RA Memo of 4 Feb 25
        (h) NETCINST 5211.3B
        (i) NETCINST 3030.2B
        (j) NETCINST 5200.2C
        (k) NETCSTAFFINST 5330.1D

1. Purpose. To distribute the Naval Education and Training
Command (NETC) telework guidance based on references (a) through
(k). 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 1035.1C.

3. Background. In-person collaboration remains a key to
building camaraderie and mission execution. Teams work better
when its' members can communicate and work together in real
time. To enhance the lethality and readiness to our Force, the
Department of Defense (DoD) prohibits regular and recurring
telework, absent the presence of an exemption as detailed in
reference (a). Reference (a) provides the Department of Navy
(DON) initial implementation guidance for return to in-person
work. Reference (b), sections 6501-6506 establish government
organizations, employees, and telework responsibilities.
Reference (c) establishes policy, assigns responsibilities, and
prescribes procedures for implementing DoD telework and remote
work programs. Reference (d) provides policies and procedures
for the Chief of Naval Operations Cybersecurity Program.

Reference (e) establishes policies and procedures and assigns responsibilities for executing and maintaining the United States Navy's Cybersecurity Program. Reference (f) provides initial DoD implementation guidance of return to in-person work. Reference (g) issues guidance on the DON Information Security Program. Reference (h) provides electronic mail guidance and use of personal messaging to conduct business. Reference (i) provides guidance regarding emergency management responsibilities. Reference (j) issues training information technology guidance. Reference (k) is the NETC Workforce Telework Program.

4. <u>Action</u>. Commands are granted the discretion within applicable DoD and DON policy to develop a telework policy that best supports organizational operations and mission requirements. Each commanding officer and director may adopt reference (k) and modify and develop a telework policy for their activities. When developing a telework policy, all activities will:

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

    b. Ensure military members and civilian employees work full-time and in person at their respective duty stations unless excused due to a disability, qualifying medical condition, or other compelling reason. Other compelling reasons are approved exemptions detailed in reference (a).

    c. Under DoD and DON policy, supervisors have latitude to authorize situational telework for weather-related emergencies, office closures, and other situations where telework serves a compelling Agency need. Supervisors should take care in assessing and ensuring the basis for requested situational telework is appropriately documented, and must ensure approved situational telework "exceptions" do not swallow the return to full-time in office work "rule."

    d. Issue guidance and procedures for program management to ensure the continued accomplishments of command mission requirements.

    e. Designate a command telework coordinator.

    f. Ensure continuity of operations planning in remote work
capability by practicing situational telework on a regular basis
and by 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 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 the DON reasonable accommodation guidance.

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

5. <u>Records Management</u>

    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 <u>https://portal.secnav.navy.
mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/
Approved%20Record%20Schedules/Forms/AllItems.aspx</u>.

    b. For questions concerning the management of records
related to this instruction or the records disposition
schedules, please contact the local records manager.

6. <u>Review and Effective Date</u>. Per 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.

G. C. HUFFMAN

Releasability and distribution:
This instruction is cleared for public release and is available
electronically on the NETC public web site (www.netc.navy.mil)
or by e-mail at netc-directives@us.navy.mil.