



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

NETCSTAFFINST 5330.1A
N00V

JAN 31 2014

NETC STAFF INSTRUCTION 5330.1A

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND HEADQUARTERS STAFF
TELEWORK PROGRAM

Ref: (a) P.L. 106-346, Section 359, of 23 October 2000
(b) OPM Telework Guidance of 12 April 2011
(c) DoD Instruction 1035.01 of 3 April 2012
(d) OPNAVINST 5239.1C
(e) NETCINST 5211.2A

Encl: (1) Telework Approval Process
(2) DoD Telework Eligibility Checklist
(3) NETC HQ Telework Business Rules
(4) DoD Telework Agreement (DD Form 2946)
(5) Recording Telework Time
(6) Collaborative Information Technology Tools

1. Purpose. To implement the Naval Education and Training Command (NETC) Headquarters (HQ) Staff Telework Program based on the guidelines provided in references (a) through (e). This policy establishes a telework program where eligible employees may participate in teleworking to the extent permitted by their supervisor without diminished organizational mission or employee performance.

2. Background. Telework (also known as flexiplace, telecommuting, work-at-home) 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.

3. Scope. This instruction applies to all NETC HQ military members and civilian employees, hereinafter both referred to as employees.

4. Objective. This program is designed to actively promote telework as a legitimate method to meet mission requirements for

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employees within NETC HQ. Enclosures (1) through (6) provide the structure and process to be followed in establishing a successful telework program. The objectives of this program are to promote NETC HQ as an employer of choice, improve the retention and recruitment of high-quality personnel who can exceed work requirements, and improve employee work/life balance.

5. Policy. Telework is defined as an arrangement where an employee of the workforce performs officially assigned duties at an alternative worksite on a regular and recurring basis or on a situational basis, also known as "ad hoc" telework. The following telework policy applies at NETC HQ:

a. Supervisors and employees must follow the telework approval process shown in enclosure (1) of this instruction. Appeals for telework eligibility will be made in writing to the NETC Telework Coordinator, reviewed by the NETC Telework Board, and board recommendations will be forwarded to the NETC Chief of Staff (CoS). Final decision will be made by NETC CoS.

b. Division Directors/Special Assistants (DDs/SAs) and supervisors will review all full-time permanent positions for eligibility and suitability for telework using the Department of Defense (DoD) Telework Eligibility Checklist (enclosure (2)). Employees will be identified as eligible for regular/recurring telework (at least one day per pay period, and ideally at least one day per week), eligible for ad hoc (situational) telework, or ineligible for telework based on the criteria shown in enclosure (2).

c. After using enclosure (2), supervisors will poll eligible employees to determine interest in telework. DDs/SAs and supervisors will determine the number of positions and which positions will telework with the understanding that:

(1) The approval is per the NETC HQ Telework Business Rules as articulated in enclosure (3).

(2) The office must be operated with enough employees available on-site to meet mission requirements.

(3) Equitability and fairness is applied in the same manner that other personnel related issues are handled.

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(4) The decision is in keeping with the resources available.

d. For employees who are selected for telework, a signed copy of enclosure (2) will be submitted to the NETC Telework Coordinator (N00V). Every teleworker will submit a signed DoD Telework Agreement (enclosure (4)) to the NETC Telework Coordinator (N00V) before beginning telework. NETC (N00V) will maintain the documents for the purpose of annual reporting requirements to DoD, Department of Navy (DON), and Office of Personnel Management (OPM).

e. Supervisors and higher-level leadership reserve the right to require personnel to report to the traditional worksite on scheduled telework days based on operational needs and requirements.

f. Supervisors will discuss and review the telework agreement annually with the teleworker 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.

g. If the employee determines that the telework agreement is no longer beneficial to their quality of life, the employee may terminate the telework agreement at any time.

h. Employees who are approved for telework are required to satisfactorily complete all assigned work per standards and guidelines in their performance plan. Time spent in a telework status must be accounted for and reported in the same manner as if the employee had reported for duty at the official worksite. Directions for annotating telework in the Standard Labor Data Collection and Distribution Application (SLDCADA) System are given in enclosure (5).

i. Any deviation from the telework agreement work schedule must be approved in advance by the DD/SA.

j. All employees under a telework agreement must adhere to DoD/DON/Navy Marine Corps Intranet (NMCI) information assurance (IA) policies and guidelines and ensure that their equipment is

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used in compliance with those directives. Employees must obtain, at their expense, reliable and optimum connectivity to all necessary technology (internet, phone, voicemail, answering machine, etc.). If the employee experiences any technology problems, he/she will notify their supervisor immediately and contact the NMCI Help Desk or the NETC NMCI Account Representative (ACTR) to work with NMCI 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 worksite or return to the official worksite.

k. Teleworkers will not be financially reimbursed for routine business expenses pursuant to the telework agreement. All telework technology equipment will be NMCI compliant and will be issued by NETC (N6) prior to the start of telework. The teleworker must use only NMCI equipment in the conduct of official business and is responsible for testing the equipment prior to the commencement of teleworking. Enclosure (6) provides information on information technology (IT) collaborative tools that should be considered to ensure success of telework arrangements.

l. Consistent with DoD security and IT policies, no classified documents (hard copy or electronic) may be taken by teleworkers to alternate worksites. All materials and property provided by Navy 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 Personally Identifiable Information (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 officer and DD/SA. Should PA or PII data be lost or compromised, the employee must report the incident immediately to his/her IA Manager and follow procedures per reference (e).

m. Telework can provide some valuable assistance with dependent care by saving commuting time. However, employees approved for telework shall not be engaging in care-giving activities during their assigned work times.

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n. Upon termination of the telework agreement, the employee must report to NETC (N6) and return all Navy-issued property to the NETC ACTR.

6. Responsibilities


a. DD/SAs will serve as the Telework Administrator for personnel in their cognizance, with support from the Director, Civilian Human Resources (DCHR) (N00V). The Telework Administrator will be responsible for all policy, guidance, equipment allocation, and approvals concerning telework for NETC HQ Staff.

b. DCHR, NETC (N00V), will serve as the advisor for the Telework Program. NETC (N00V) staff will provide and interpret DON and DoD policies on telework, and will update and revise NETC's policy based on further guidance/direction from DoD or DON. A member from NETC (N00V) staff will serve as the NETC HQ staff's Telework Coordinator.

c. On an annual basis, the NETC Telework Board will be appointed by, and serve under the direction of, the Telework Administrator to provide advice and guidance as necessary. DDs/SAs may also be used as advisors to the Telework Board.

d. The Telework Coordinator will be responsible for guiding the organization through telework implementation and retain all telework eligibility checklists and agreements in order to report annually on telework activity within the organization.

e. NETC HQ DDs/SAs and supervisors will decide eligibility and suitability of their employees for telework. They will determine the number of positions and which positions to approve for telework. Just as supervisors are empowered to be responsible for approval of alternate work schedules, travel, leave, temporary assignments, etc., for their employees, supervisors will be responsible for telework decisions within their division.


J. R. JONES
Chief of Staff

TELEWORK APPROVAL PROCESS

NETCSTAFFINST 5330.1A

JAN 31 2014 PROCESS OWNER:

NOOV



Enclosure (1)



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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

Enclosure (2)

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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

Enclosure (2)

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**NAVAL EDUCATION AND TRAINING COMMAND (NETC) HEADQUARTERS (HQ)
BUSINESS RULES**

The following business rules apply for NETC HQ telework and will be used in conjunction with NETCSTAFFINST 5330.1 (series):

1. Telework is NOT an employee right, even if the employee is considered "eligible" by Office of Personnel Management (OPM) standards. Federal law requires agencies to have telework programs, but does not give individual employees a legal right to telework.
2. Full-time permanent employees may participate in the telework program if their position is eligible and the employee is suitable for telework.
3. Division Directors/Special Assistants (DD/SAs) may participate in the telework program only on an ad hoc basis with approval by their supervisor.
4. The DD/SA and supervisor will decide the hourly work schedule for the teleworker (either the NETC HQ Flexitour Work Schedule or the Compressed 5/4-9 Work Schedule).
5. The DD/SA and supervisor will decide how many days per pay period a teleworker may telework.
6. Every teleworker will sign a telework agreement (enclosure (4)) with their supervisor prior to teleworking, and it must be approved by the DD/SA.
7. Copies of telework agreements will be maintained by NETC (N00V) for data call/reporting requirements.
8. Telework requests or agreements may be denied or rescinded in writing by the DD/SA for business or performance reasons with copy provided to the employee.
9. Medical telework will be approved/disapproved via a separate NETCNOTE 5330.
10. Teleworkers can only telework with NETC (N6) issued Navy Marine Corps Intranet (NMCI) compliant equipment. NMCI telework

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equipment will only be used for the conduct of official government business and not for personal use.

11. If there are technical hardware or software problems, the teleworker will report any problems to the NMCI HelpDesk and, if necessary, bring equipment back to the official duty station office for resolution.

12. All Department of Defense (DoD)/Department of the Navy (DON)/NETC Information Assurance (IA), security measures, Privacy Act (PA), and protection of Personally Identifiable Information (PII) will be adhered to and followed by teleworkers. Consistent with DoD security and Information Technology (IT) policies, no classified documents (hard copy or electronic) may be taken by teleworkers to alternate worksites.

13. At least once per week, each teleworker is responsible for ensuring that their laptop is connected directly to the NMCI network, NOT via Broadband Unclassified Remote Access Service (BURAS), so that Radia software updates can be made to the laptop.

14. Both teleworker and supervisor will complete Telework 101 online training in addition to NETC HQ-sponsored telework training.

15. Teleworkers will ensure that the duty station office phone is forwarded to the alternative work site phone and that all phone equipment is in working order before starting telework. Teleworkers will also ensure that the voice message service is active and is professionally sounding on the alternative work site phone.

16. Teleworkers will annotate all telework hours in the electronic timekeeping system.

17. Teleworkers will report back to the official duty station work office at the request of the supervisor for face-to-face meetings or for all hands events as called by higher-level leadership if physically possible to do so.

18. Teleworkers who work from home must provide an appropriate workspace and certify that it is free from hazards per enclosure (4).

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19. Teleworkers will abide by the safety checklist and security clauses in enclosure (4).
20. Telework may not be used as a substitute for child or other dependent care.
21. Telework agreements will be reviewed annually, at a minimum, by both the supervisor and teleworker.

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DEPARTMENT OF DEFENSE TELEWORK AGREEMENT

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 113, Secretary of Defense; DoD Instruction 1035.01, Telework Policy.

PRINCIPAL PURPOSE(S): Information is collected to register individuals as participants in the DoD alternative workplace program; to manage and document the duties of participants; and to fund, evaluate and report on program activity. The records may be used by Information Technology offices to determine equipment needs, to ensure appropriate safeguards are in place to protect government information, and for assessing and managing technological risks and vulnerabilities.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may result in your inability to be a participant in the telework program.

TERMS OF TELEWORK AGREEMENT

The terms of this agreement must be read in conjunction with Department of Defense (DoD) telework policy, available on the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives/> or on the Civilian Personnel Management Service Web Site at www.cpmc.osd.mil and any additional guidance provided by the employing organization. Signatories certify they will abide by this agreement, DoD telework policy, and all supplemental terms established by the employing organization.

1. Work schedules and hours of duty may be modified as necessary, but are subject to local management procedures and approval and/or collective bargaining agreement requirements. A copy of the employee's approved work schedule should be kept on file with the signed telework agreement. In emergency situations (as indicated in Section I, Block 12 of the telework agreement), the teleworker's work hours may be subject to change. Emergency schedules will be set based on mission needs.

2. If the employee reports to the regular worksite at least twice per pay period, the regular worksite is the official worksite as defined in part 531.605, subpart F of title 5, Code of Federal Regulations.

3. If the employee does not report to the regular worksite at least twice each biweekly pay period, the official worksite is the location of the employee's telework site. Exceptions to the twice each biweekly pay period requirement may be made during emergencies (including a pandemic) and for short-term situations (e.g., special projects, medical accommodation).

4. All pay (to include locality pay or local market supplement), leave, and travel entitlements are based on the employee's official worksite as documented on a Notice of Personnel Action.

5. Prior to signing this Telework Agreement, the supervisor and employee will discuss:

- a. Office procedures (e.g., procedures for reporting to duty, procedures for measuring and reviewing work, time and attendance, procedures for maintaining office communications);
- b. Safety, technology and equipment requirements; and
- c. Performance expectations.

6. Employee will not work in excess of the prescheduled tour of duty (e.g., overtime, holiday work, or Sunday work) unless he or she receives permission from the supervisor. By signing this form, the employee acknowledges that failure to obtain proper approval for overtime work may result in cancellation of the telework agreement and may also include appropriate disciplinary action.

7. If designated employee (as indicated in Section I, Block 12 of this agreement) is unable to work due to illness or dependent care responsibilities, the employee must take appropriate leave. Supervisors may, on a case-by-case basis, administratively excuse the designated teleworker from teleworking if circumstances, such as a power failure or weather related emergency, prevent the employee from working at the telework site. To the extent practicable, managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.

8. Teleworkers may be required to return to the regular worksite on scheduled telework days based on operational requirements. In situations where the employee is called to return to the office outside normal work hours, the recall shall be handled in accordance with established policy and/or collective bargaining agreements, if applicable.

9. If the employee uses Government-furnished equipment (GFE), the employee will use and protect the equipment in accordance with the DoD Component's procedures. GFE will be serviced and maintained by the Government.

10. The employee agrees to comply with the terms of computer software license and copyright agreements, computer virus and protection requirements and procedures.

11. **No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative worksite.** If classified telework is authorized at an approved alternative secure location, teleworkers must comply with the procedures established by DoD 5200.01-R and the DoD Component regarding such work. **For Official Use Only (FOUO) and controlled unclassified information (CUI) data may be taken to alternative worksites if necessary precautions are taken to protect the data, consistent with DoD regulations.**

12. When CUI including competition sensitive or source selection data is authorized for use at the telework location, criteria for the proper encryption and safeguarding of such information and data must be consistent with Enclosure 3, subparagraphs 3.f.(1) through (3) of DoDI 1035.01, Telework Policy. Component specific instructions must be included in the space allowed for Component specific comments or cite the appropriate Component references that contain these instructions.

13. The supervisor will determine how frequently, if at all, backup copies of data onto network drives or removable disks must be made to protect against loss of data. The supervisor may also require the employee to periodically send backup copies to the main work facility.

14. The employee may be reimbursed for authorized expenses (e.g., installation of broadband or telephone lines) incurred while conducting business for the Government, as provided by statute and implementing regulations and as articulated in this agreement. (Approved authorizations are filed with this agreement.)

15. **The employee will apply approved safeguards to protect Government records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, and codified at section 552a of title 5, United States Code.** The use of personal email accounts for transmission of Personally Identifiable Information (PII) is strictly prohibited. PII may only be emailed between government email accounts and must be encrypted and digitally signed.

16. The DoD Component may inspect the home worksite, by appointment only, if the DoD Component has reason to suspect that safety standards are not being met and GFE is not being properly maintained.

17. The DoD Component will not be responsible for operating, maintenance, or any other costs (e.g., utilities) associated with the use of the employee's residence.

18. The DoD Component is not liable for damages to an employee's personal or real property while the employee is working at home, except to the extent the Government is held liable by the Federal Tort Claims Act or from claims arising under the Military Personnel and Civilian Employees Claims Act.

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TERMS OF TELEWORK AGREEMENT (Continued)

19. Employees paid from appropriated funds are covered under the Federal Employee's Compensation Act if injured in the course of performing official duties while at the official alternative worksite. Employees paid from nonappropriated funds are covered under the Longshore and Harbor Workers' Compensation Act. Any accident or injury occurring at the alternative workplace must be brought to the immediate attention of the supervisors who will investigate all reports as soon as practical following notification.

20. The employee acknowledges that telework is not a substitute for dependent care.

21. The employee acknowledges that telework is a discretionary alternative workplace arrangement. The employee may be required to work at the regular worksite on scheduled telework day(s) if necessary to accomplish the mission.

22. Either the employee or the supervisor can cancel the telework agreement. When possible, advance written notice should be provided. Management will terminate the telework agreement should the employee's performance or conduct not meet the prescribed standard or the teleworking arrangement fail to meet organizational needs.

23. The employee continues to be covered by DoD Component standards of conduct while working at the alternative worksite.

24. The employee has assessed the telework location against the attached safety checklist and certifies the location meets all safety requirements.

25. DoD Component-specific conditions may be included below.

COMPONENT-SPECIFIC TERMS AND CONDITIONS

(Read Privacy Act Statement and Terms of Agreement before completing this form.)

1. EMPLOYEE (Last Name, First, Middle Initial)

2. OFFICIAL JOB TITLE

3. PAY PLAN/SERIES/GRADE/PAY BAND

4. ORGANIZATION

6. ALTERNATE WORKSITE ADDRESS (Street, Apartment Number, City, State and ZIP Code) (May be TBD under emergency situations)

8. **ALTERNATE WORKSITE EMAIL ADDRESS** (Address for official emails if different from office email address. Identification of personal email address is not required)

10. TOUR OF DUTY (X one) (Attach copy of biweekly work schedule)

b. END (YYYYMMDD)

☐ FIXED☐ FLEXIBLE☐ COMPRESSED☐ REGULAR AND RECURRING ☐ SITUATIONAL

Regular and Recurring Telework Schedule:	Number of Days per Week or Pay Period
--	---------------------------------------

Days of the Week (e.g., Mon, Wed, Thur)

All employees who are authorized to telework on a **Regular and Recurring** or **Situational** basis to include **emergency situations** shall have a telework agreement in place.

Employee is expected to telework for the duration of an emergency pursuant to:

1) Component policy; 2) a pandemic; 3) when the regular worksite is closed or closed to the public due to natural or manmade emergency situations (e.g., snowstorm, hurricane, act of terrorism, etc.); or 4) when Government offices are open with the option for unscheduled telework when weather conditions make commuting hazardous, or similar circumstances compromise employee safety. Employees unable to work due to personal situations (e.g., illness or dependent care responsibilities), must take appropriate leave (e.g., annual or sick). If the worksite is closed or closed to the public, the employee may be granted administrative leave, on a case-by-case basis, when other circumstances (e.g., power failure) prevent the employee from working at the telework site. Managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.

☐ I also verify that I have completed approved telework training.

14. DATE (YYYYMMDD)

15. EMPLOYEE SIGNATURE ☐ I also verify that I have completed approved telework training.

16. DATE (YYYYMMDD)	
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SECTION II - SAFETY CHECKLIST

SAFETY FEATURE	(X)	YES	NO
1. Temperature, ventilation, lighting, and noise levels are adequate for maintaining a home office.			
2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.).			
3. Electrical system allows for grounding of electrical equipment (three-prong receptacles).			
4. Office (including doorways) is free of obstructions to permit visibility and movement.			
5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways.			
6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.			
7. If material containing asbestos is present, it is in good condition.			
8. Office space is free of excessive amount of combustibles, floors are in good repair, and carpets are well secured.			
I verify that this safety checklist is accurate and that my home office is a reasonably safe place to work.			
9. EMPLOYEE SIGNATURE	10. DATE (YYYYMMDD)		

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SECTION III - TECHNOLOGY/EQUIPMENT CHECKLIST

(1) TECHNOLOGY/EQUIPMENT (Indicate all that apply)	(2) REQUIREMENT (Y or N)	(3) OWNERSHIP: AGENCY OR PERSONAL (A or P)	(4) REIMBURSEMENT BY COMPONENT (Y or N)
1. COMPUTER EQUIPMENT			
a. LAPTOP			
b. DESKTOP			
c. PDA			
d. OTHER:			
2. ACCESS			
a. IPASS/VPN ACCOUNT			
b. CITRIX - WEB ACCESS			
c. OTHER:			
3. CONNECTIVITY			
a. DIAL-IN			
b. BROADBAND			
4. REQUIRED ACCESS CAPABILITIES			
a. SHARED DRIVES (e.g., H or P Drive)			
b. EMAIL			
c. COMPONENT INTRANET			
d. OTHER APPLICATIONS:			
5. OTHER EQUIPMENT/SUPPLIES			
a. COPIER			
b. SCANNER			
c. PRINTER			
d. FAX MACHINE			
e. CELL PHONE			
f. PAPER SUPPLIES			
g. OTHER			
6. SUPERVISOR'S SIGNATURE	7. DATE (YYYYMMDD)		
8. EMPLOYEE SIGNATURE	9. DATE (YYYYMMDD)		

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SECTION IV - NOTICE OF TELEWORK ARRANGEMENT CANCELLATION

(Complete this section when the telework agreement is cancelled.)

1. CANCELLATION DATE (YYYYMMDD)

2. INITIATED BY (X one)

☐

EMPLOYEE

☐

MANAGEMENT

3. REASON(S) FOR CANCELLATION

4. GOVERNMENT-FURNISHED EQUIPMENT/PROPERTY RETURNED
LIST PROPERTY AND DATE OF RETURN:☐

YES

☐

NO

5. SUPERVISOR'S SIGNATURE

6. DATE (YYYYMMDD)

7. EMPLOYEE SIGNATURE

8. DATE (YYYYMMDD)

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

- Login 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/Adhoc) or TM (Telework Medical) - 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, contact your Department Timekeeper.

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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 Unclassified Remote Access Service (BURAS) training and approval for usage. Information on RAS can be found at <https://www.homeport.navy.mil/support/topics/ras>.

Navy Knowledge Online (NKO): NKO 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. Information on NKO can be found at <https://www.nko.navy.mil/>.

Defense Knowledge Online (DKO): DKO is located on the Army Knowledge Online web site, but is available for all Department of Defense (DoD) services to use. It provides file storage that would allow your workforce to access files from remote locations. It also provides a quick access to Defense Collaboration Online (DCO). Information on DKO can be found at https://help.us.army.mil/cgi-bin/akohd.cfg/php/enduser/std_adp.php?p_faqid=119.

Defense Collaboration Online (DCO): DCO is an Information Technology (IT) tool that can be used to have a virtual meeting. It allows file sharing, online collaboration and changes to working documents, chat room during meetings, and voice communications through the computer (microphone required). There is no cost for DCO, and it can be accessed at <https://www.dco.dod.mil/>.