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MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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MAR 06 2020

COMBAT CENTER ORDER 12271.1

From: Commanding General
To: Distribution List

Subj: TELEWORK PROGRAM FOR CIVILIAN MARINE EMPLOYEES

Ref: (a) Public Law, 111-292, Telework Enhancement Act of 2010
(b) DoD Instruction 1035.01
(c) SECNAVINST 12271.1
(d) OPM Guide to Telework in the Federal Government of 2011
(e) MCO 12271.1

1. Situation. In accordance with the references, this Order provides guidance and establishes the telework program for all Marine Corps Appropriated Funds civilian employees aboard, or under the cognizance of the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC).

2. Mission. Managers and supervisors will authorize the use of telework to the fullest extent possible without adversely affecting the mission of MAGTFTC, MCAGCC or diminishing employee performance.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Implementation of a telework program supports workforce efficiency, emergency preparedness, continuity of operations (COOP), and quality of life. The program also improves retention and recruitment of qualified personnel, enhances our efforts to employ and accommodate persons with disabilities, and increases employee morale.

(2) Concept of Operations

(a) Participation in the telework program is voluntary. It is not an employee right, nor is it a program in which an employee can be forced into. However, once a voluntary telework agreement has been made, employees carry the obligation to support mission continuity in emergency situations such as inclement weather, pandemic, or crisis.

(b) Occupying a position that is telework eligible does not automatically mean that employee is approved for telework. Factors such as conduct and performance issues, trainee status, staffing levels within the employee's work section and availability of equipment should also be considered before approving an employee for telework.

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(c) Participation in the telework program is offered to employees with the understanding that it is the teleworking employee's responsibility to ensure that a proper work environment is maintained. Employees must ensure they are working in a safe environment, and that arrangements are made for dependent care and that disruptions, such as personal telephone calls or visitors, are avoided.

(d) Employees may be approved to telework on a regular and recurring schedule or situational basis.

1. Regular and recurring telework is when an employee is scheduled to work at an approved alternative worksite in a regular and recurring pattern on one or more days each pay period.

2. Situational telework is when an employee's work at an alternative worksite is unscheduled, project-oriented, or irregular in nature.

b. Subordinate Element Missions

(1) Civilian Human Resources Office (CHRO)

(a) Provide guidance to managers and employees in regards to telework, including when telework may be appropriate as a reasonable accommodation.

(b) Track all hard copy and Total Workforce Management System (TWMS) telework agreements and provide a weekly update to the payroll office on all new, updated or expired telework agreements.

(c) Work with managers to ensure that TWMS accurately reflects which positions are telework eligible.

(2) Payroll Office. Ensure employees approved for telework have access to the proper timekeeping codes in SLDCADA: TW (Telework Regular), TS (Telework Situational) or TM (Telework Medical).

(3) Supervisors and Managers

(a) Identify positions that are suitable for telework and determine employee eligibility to telework. Both the position and the person must be considered when determining employee eligibility.

1. Position eligibility. Positions eligible for telework are those involving tasks and work activities that are portable, do not depend on the employee being at the official duty station and conducive to supervisory oversight at the alternate work location. Positions that require daily, on-site contact with other employees or customers, require direct handling of secure materials or systems, or contact with machinery, equipment, or vehicles are not suitable for telework. Positions will not be excluded as eligible solely on the basis of occupation, series, grade or supervisory status.

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2. Person eligibility. Employees' performance must be at the fully successful level or above and employees must have demonstrated appropriate work habits to include the ability to work independently without close supervision. Employees who are newly assigned to a trainee or entry-level position shall not be authorized to telework until the employee has demonstrated both satisfactory performance and appropriate work habits. In accordance with reference (a), employees who have been officially disciplined for being absent without permission for more than five days in any calendar year or who have been officially disciplined for viewing, downloading, or exchanging pornography on a government computer or while performing official duties, shall not be authorized to telework.

(b) Approve, disapprove, or terminate an employee's telework request or schedule. Denial of a request to telework or telework termination must be based on mission needs, or position/person ineligibility. A denial or termination should include information as to when the employee might reapply, and if applicable what actions the employee should take to improve his or her chance of approval.

(c) Complete telework training for supervisors prior to authorizing a telework arrangement for any employee. Ensure completion of training is reflected in TWMS.

(d) Ensure telework agreements are in place and that the teleworker has completed required training before starting a telework schedule. Ensure completion of training is reflected in TWMS.

(e) Ensure performance standards for employees who telework are commensurate with performance standards for non-teleworks and hold employees accountable for the results they produce while teleworking. Treat teleworkers and non-teleworkers the same for the purpose of work requirements, appraisals of job performances, rewards, reassignments, promotions, reductions in grade, retention and removal, and other acts requiring management discretion.

(f) Review and re-sign telework agreements on an annual basis. New telework agreements will be executed when a new supervisor-employee relationship is established.

(g) Whenever possible, telework agreements should be completed in TWMS. If unable to complete the telework agreement in TWMS, contact CHRO for additional assistance. Ensure the following provisions are added to all telework agreements in the section titled "COMPONENT-SPECIFIC TERMS AND CONDITIONS":

1. Verbatim: "On a day when an activity is closed due to emergencies, employees who are scheduled to telework on the day of the closure are expected to telework, unless leave is requested and approved. Telework-ready employees who have been approved to work unscheduled telework are also subject to this provision. If the closure extends beyond one day, teleworkers are expected to continue working for each day of the closure, provided the employee has sufficient work to complete."

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2. Verbatim: "When a late arrival policy is announced, employees who are teleworking on a scheduled or unscheduled basis must work their normal telework hours or request leave."

3. Verbatim: "When an early dismissal policy is announced, employees who are teleworking on a scheduled or unscheduled basis are expected to continue working or request leave."

4. The hours of the day, and days of the week in which an employee is authorized to telework, without prior approval.

5. Verbatim: "Employees who are teleworking must gain prior approval before earning credit hours or overtime."

(h) If a supervisor has reason to suspect a teleworking employee's safety standards are not being met at home, or when an accident or injury has occurred at a home worksite, the supervisor has the right to inspect the teleworker's home worksite. An appointment shall be made with the employee to conduct the inspection.

(4) Teleworking employees

(a) Complete telework training and a telework agreement prior to beginning a telework schedule and thoroughly read and abide by the terms of the agreement and this Order.

(b) Safeguard all Marine Corps information, protect government furnished equipment and property, and perform assigned duties while teleworking.

(c) Do not take classified documents (hard copy or electronic) to home or alternate worksite. If classified documents, telework is authorized at an approved alternate secure location and teleworkers shall comply with procedures established by Marine Corps Orders regarding such work.

(d) Protect sensitive unclassified data, including Privacy Act or For Official Use Only data.

(e) Work at the regular worksite on scheduled telework days if required and so directed to accomplish the mission, to include attending meetings or briefings.

(f) Ensure customers, supervisor, and co-workers have ready access to telephone contact information while in a telework status.

c. Coordinating Instructions

(1) Accounting for Time in a Telework Status

(a) Timecards must be coded to reflect time worked in a telework status with the type hour code being RG and the environmental hazard code (Ehz) that distinguishes the type of telework, from the options below:

1. Use code TW to show regular and recurring telework days

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2. Use code TS to show situational telework days
3. Use code TM to show telework days used for medical

reasons

(b) If credit hours are permitted to be earned while teleworking, the type hour code will be CD. If overtime work is approved while in a telework status, the type hour code will be the normal codes for overtime. In both cases, the Ehz codes will be the same as listed above.

(2) COOP, Pandemic Outbreak, Weather and Other Emergency Situations

(a) MAGTFTC, MCAGCC is expected to continue essential operations during emergency events. This expectation is the primary reason for expanding the use of telework in the Federal sector. Situations may include, but are not limited to, inclement weather or other natural events, a national or local crisis, or a pandemic outbreak. Maximizing telework capability helps MAGTFTC, MCAGCC continue to meet mission requirements and in the case of a pandemic, achieve social distancing.

(b) When an emergency occurs, telework-ready employees in the affected area are expected to telework as scheduled for the duration of the emergency. To be telework ready, an employee must have a telework agreement in place, have the required equipment and connectivity available, have practiced telework in order to ensure proficiency and capability, and have sufficient work available to remain productive throughout the duration of the event.

(c) An employee who is scheduled to telework and a telework-ready employee who is approved for unscheduled telework on a day when an unscheduled telework policy is announced are considered teleworkers for that day and expected to telework during their normal tour of duty.

(d) If compelling reasons prevent fulfilling the obligation to telework, an employee should contact his or her supervisor to request appropriate leave or, if applicable, administrative excusal. Compelling reasons include power outages at the telework site, inability to access material necessary to perform work, and evacuation by the local authorities.

(e) If the regular worksite is open and circumstances prevent the employee from teleworking, the employee may report to the worksite or request leave.

(f) During an emergency, a supervisor may assign any work necessary without regard to the employee's grade or level as long as the employee has the skills to perform the assigned work. To the extent practicable, supervisors will include a description of emergency duties in the telework agreement if those duties are different from normal work assignments.

(3) Telework and Worker's Compensation

(a) Employees must designate one area in the home as the official workstation and sign the safety checklist indicating that their homes comply with the safety standards.

(b) Teleworking employees must notify their supervisor immediately of an accident or injury at the alternate worksite and complete the Department of Labor Form CA-1.

(4) Other Provisions

(a) A teleworking employee in a Testing Designated Position who is identified for a drug test must report to the regular worksite to be tested if so directed.

(b) If a teleworking employee is required to report to the regular worksite after the start of the duty day, travel from the telework site to the regular worksite is considered hours of work. Employee will complete the duty day at the regular worksite.

(c) The Marine Corps is not liable for damages done to an employee's personal or real property while an employee is teleworking, except to the extent the Marine Corps is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.

(d) Telework arrangements do not automatically follow an employee who is on a temporary duty assignment, temporarily detailed, or assigned to a different position or supervisor.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center Orders can be found at <https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Orders/>.

5. Command and Signal

a. Command. This Order is applicable to all civilian personnel under the cognizance of MAGTFTC, MCAGCC.

b. Signal. This Order is effective the date signed.


R. MARTINEZ
Chief of Staff

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