



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 12271.1A

RMD 4

MAR 28 2023

COMBAT CENTER ORDER 12271.1A

From: Commanding General
To: Distribution List

Subj: TELEWORK PROGRAM FOR CIVILIAN EMPLOYEES

Ref: (a) Public Law 111-292, Telework Enhancement Act of 2010
(b) DoD Instruction 1035.01 w/Change 1, Telework Policy, April 4, 2012
(c) SECNAVINST 12271.1 w/Change 1
(d) DoN Telework and Remote Work Guide dtd September 2021
(e) 2021 OPM Guide to Telework and Remote Work in the Federal Government
(f) MCO 12271.1 Telework for Civilian Marines
(g) Section 552a of Title 5, United States Code (Privacy Act of 1974)
(h) MARADMIN 263/20
(i) MARADMIN 520/20
(j) The Joint Travel Regulations (JTR), Chapter 2
(k) Defense Civilian Personnel Advisory Service Message 2020112

Encl: (1) Telework Policies and Procedures
(2) Department of Defense Telework Agreement (DD Form 2946)

1. Situation. In accordance with the references, this Order provides the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) guidance for implementation of the Telework Program. This Order is a complete revision of the previous MAGTFTC, MCAGCC Telework Program order and should be reviewed in its entirety. This Order applies to all MAGTFTC, MCAGCC Appropriated Fund (APF) and Non-Appropriated Fund (NAF) civilian employees and shall be administered in accordance with (IAW) the references and applicable collective bargaining agreements.

2. Cancellation. CCO 12271.1.

3. Mission. MAGTFTC, MCAGCC establishes telework policy, assigns responsibilities, and prescribes procedures for implementing the Telework Program applicable to all MAGTFTC, MCAGCC civilian employees.

4. Execution

(a) Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Telework is actively promoted and implemented within MAGTFTC, MCAGCC as an effective strategy for mission accomplishment, emergency

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preparedness, in support of commitment to workforce efficiency, and quality of work/life balance. Telework, also known as telecommuting, provides an opportunity for supervisors to exercise discretionary workplace flexibility while ensuring work requirements are accomplished.

(b) Telework is not an entitlement, but it can serve as an effective tool to improve work/life options and improve retention and recruitment of highly qualified employees. Telework enhances MAGTFTC, MCAGCC's efforts to employ and accommodate persons with various needs and create cost efficiencies by reducing utility consumption and facility wear and tear. Telework is also a means to improve environmental sustainability, by reducing traffic congestion and pollution and can be an effective way to maintain mission requirements during increased force protection measures and/or other emergencies.

(2) Concept of Operations

(a) Consistent with references (a) through (k), telework will be authorized to the extent that individual performance, mission readiness, and organizational effectiveness can be maintained. Per reference (k), civilian employees may not telework from a foreign location without an approved Domestic Employees Teleworking Overseas (DETO) authorization from the Department of State (DoS).

(b) Occupying a position that is telework eligible does not automatically confer authorization/approval for a given employee to telework. Employee authorization/approval to telework is driven by many factors including, but not limited to, sustained nature of the work inherent to the position, conduct and performance issues, trainee status, staffing levels within the employee's assigned office, and the availability of equipment. At a minimum, an employee must be able to effectively perform and maintain his or her official duties at a fully successful level at the alternative worksite without impairment to the mission.

(c) Participation in the Telework Program is offered with the understanding that it is the responsibility of the employee to ensure that their home complies with safety requirements outlined in the telework agreement safety checklist located in part II of enclosure (2).

(d) Telework is a voluntary program. Telework is neither an employee right nor are employees required to participate. Once a voluntary telework arrangement has been entered into, however, it carries the obligation to support mission continuity in emergency situations such as inclement weather conditions, pandemic, or crisis.

1. Per reference (e), an agency may identify the employee's home as their work location in cases of activation of a continuity of operations plan or in response to directed evacuation or pandemic restrictions. An employee may be directed to work from home or at an alternate worksite regardless of their telework status.

b. Subordinate Element Tasks

(1) Civilian Human Resources Office (CHRO)

(a) As appropriate, update and revise this Order based on further guidance/direction from Headquarters Marine Corps, Department of the Navy (DoN), and Department of Defense (DoD).

(b) Establish a Telework Program for MAGTFTC, MCAGCC in compliance with the requirements outlined in the references and the provisions of this Order.

(c) Manage the MAGTFTC, MCAGCC appropriated fund Telework Program by overseeing program management, coordinating implementation, and monitoring administration of the Telework Program including Subordinate Commands.

(d) Prepare consolidated reports for submission in response to higher headquarters data calls as required for appropriated fund employees.

(2) Commanding Officers, Assistant Chief of Staffs and Directors

(a) Ensure Information System Coordinators (ISC) provide telework employees with additional peripherals necessary to be fully functional while teleworking, such as monitors, mice, keyboard, webcams, headphones/microphones, and external hard drive.

(b) Ensure ISCs have a system in place, such as Equipment Custody Record and/or Statement of Understanding, to properly track and account for peripherals loaned to teleworking employees.

(c) Ensure telework arrangements are incorporated into continuity of operations planning so telework may be seamlessly implemented, as appropriate, during emergency situations.

(3) All supervisors and managers shall:

(a) Complete the "Telework Training for DoN Supervisors" in the Total Workforce Management System (TWMS), or an equivalent NAF system or equivalent training resource if TWMS is unavailable, prior to authorizing a telework arrangement for any employee.

(b) Review assigned Position Descriptions (PD) annually and identify positions that are suitable for telework. Work with the servicing CHRO to request any necessary updates needed to revise PDs.

(c) Review employees' eligibility in MyBiz+ or equivalent NAF system to complete any necessary updates. Supervisors need to select employee's eligibility, non-eligibility indicator, or employee declined telework indicator.

(d) Review employees' eligibility for telework. Ensure that telework training is completed and that the telework agreement and DD Form 2946, enclosure (2), are completed and signed before commencing a telework schedule.

(e) Annually review employees telework agreements in conjunction with annual performance evaluations, reassignment, change in supervisor, or resignation as appropriate. A new telework agreement is required when a new supervisor-employee relationship is established.

(f) Ensure the provisions listed in paragraph 4.c of enclosure (1) are added to all telework agreements under the "COMPONENT-SPECIFIC TERMS AND CONDITIONS" section.

(g) Ensure the provisions listed in paragraph 3 of Enclosure (1) are reviewed, understood, and executed regarding performance management/standards.

(h) Disapprove/terminate the telework schedule of an employee when the employee no longer meets the eligibility requirements for telework as outlined in reference (f). Paragraph 2.b.(3) of enclosure (1) identifies the two reasons where disapproval or termination of telework schedule is mandated by law.

(i) Understand the Command's emergency plans (continuity of operations plan, pandemic plan, etc.) and management roles in executing the plan.

(4) Employees who elect to telework shall:

(a) Complete the "Telework Training for DoN Employees" in TWMS or equivalent NAF system.

(b) Ensure to complete a telework agreement and submit to supervisor for consideration no less than annually or on the occasion of a new supervisor - employee relationship. Supervisor approval must be granted before executing a telework schedule.

(c) Thoroughly read, understand, and adhere to the terms of the telework agreement and this Order.

(d) IAW reference (f), employees in a telework agreement shall not take classified documents (hard copy or electronic) to their homes or alternate worksite and must protect sensitive Controlled Unclassified Information (CUI) data, including Privacy Act information.

(e) Be familiar with the Command's emergency plans (continuity of operations plan, pandemic evacuation plan, etc....).

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

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

c. Coordinating Instructions

(1) Additional telework agreement details, security and safety considerations, work schedules and compensation, and other provisions are outlined in enclosure (1).

(2) Prior to implementing or changing a telework program, the Command must satisfy collective bargaining obligations as required by reference (f).

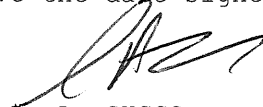
(3) Although remote work, as defined in paragraph 1.c. in enclosure (1), is not telework, it will follow the local organization's guidance prescribed for telework policy until additional guidance is published.

5. Administration and Logistics. MAGTF/TC, MCAGCC CHRO is the primary point of contact for MAGTF/TC, MCAGCC appropriated fund Telework matters. All questions or concerns regarding appropriated fund employees can be addressed via email at SMBPLMSHROTRAINING@usmc.mil. Marine Corps Community Services Human Resources Office is the primary point of contact for non-appropriated fund Telework matters. All questions or concerns regarding non-appropriated fund employees can be addressed via email at HRMCCS29Palms@usmc-mccs.org.

6. Command and Signal

a. Command. This Order is applicable to MAGTFTC, MCAGCC and its Subordinate Commands.

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



D. A. SUGGS
Chief of Staff

DISTRIBUTION: A

TELEWORK POLICIES AND PROCEDURES

1. Types of Telework Schedules. There are two types of telework schedules: Routine and Situational.

a. Routine Telework. An eligible employee is scheduled to work at an approved alternative worksite in a regular and recurring pattern on one or more days per bi-weekly pay period. There are two types of Routine Telework:

(1) Light Telework. Routine Telework of one to four days per bi-weekly pay period.

(2) Substantial Telework. Routine Telework of five to eight days per bi-weekly pay period.

b. Situational Telework (also referred to as periodic, AdHoc, or intermittent telework): An eligible employee's telework at an approved alternative worksite is unscheduled, project-oriented, or irregular in nature. Examples include telework to:

(1) Maintain continuity of operations when the regular worksite is closed to the public, access is limited, or commuting is dangerous.

(2) Practice telework to ensure readiness for continuing operations in the event of a crisis or national emergency.

(3) Perform short-term projects or assignments that require concentration and uninterrupted blocks of time for successful completion.

(4) Allow work by an employee who is temporarily unable to physically report to the traditional office (e.g., when recovering from illness or injury for a short period of time).

c. Remote Work. Remote work is an approved work arrangement where eligible employees perform assigned official duties and other authorized activities at an approved alternative worksite and are not expected to physically report to the regular worksite on a regular and recurring basis. The approved alternative worksite is, for pay and other purposes, the official worksite and will be indicated on the employee's Standard Form 50 (SF-50) Notification of Personnel Action for Appropriated Fund (APF) employees or equivalent form for Non-Appropriated Fund (NAF) employees. Although remote work is not telework, it will follow the local organization's guidance prescribed for telework policy until additional guidance is published. There are two types of Remote Work:

(1) Local Remote Work. An approved remote work arrangement where an eligible employee works at an alternative worksite that is within the defined local commuting area of the regular worksite. Supervisors may recall employees to the regular worksite based on mission, operational needs, or for other reasons as determined by the supervisor.

(2) Distant Remote Work. An approved remote work arrangement where an eligible employee works at an alternative worksite that is outside the defined local commuting area of the regular worksite. Supervisors may recall employees to the regular worksite with reimbursement for travel expenses as required, and IAW reference (j), based on mission, operational needs, or for other reasons as determined by the supervisor.

d. Telework. Telework is remote work conducted where the employee resides or at an approved alternative worksite. Although telework agreements are approved at the supervisor level; any telework and / or remote work

location that is beyond the local commuting area of the organization's worksite will require approval by the employee's Executive Officer, Deputy Assistant Chief of Staff or MCCA Director / MCCA Deputy Director level in coordination with the servicing CHRO for consistency of policy. Employees may not telework from a foreign location without a Department of State (DoS) approved Domestic Employee Teleworking Overseas (DETO) arrangement.

2. Telework and/or Remote Work Eligibility. Both the position and the employee must be considered when determining telework and/or remote work eligibility. There may be cases where a position is a telework and/or remote work eligible position but the employee is not eligible to telework and/or remote work. As such, all supervisors will revalidate telework eligibility for all assigned positions and employees under their cognizance annually.

a. Position Eligibility. Positions eligible for telework are those involving tasks and work activities that are portable, and do not depend on the employees being at the official worksite and are conducive to supervisory oversight at the alternative worksite. Position will not be excluded as eligible solely on the basis of occupation, series, grade, or supervisory status. Although determination of telework eligibility is made at the supervisor level, the following types of positions/employees are not typically eligible for telework:

(1) Positions that require daily handling of classified materials. Classified telework may be authorized at an approved alternative secure location when situations warrant. Teleworkers shall comply with procedures established by Marine Corps Order regarding such work.

(2) Positions that require daily in-person interaction with an onsite activity or personal contacts that cannot be handled remotely or at an alternate workplace (e.g., hands-on contact with machinery, equipment, direct patient care).

b. Employee Eligibility. Once a position has been determined to be suitable for telework, the following eligibility requirements must be applied to the employee:

(1) Eligible for Telework and/or Remote Work. The employee's performance must be at the "Fully Successful" performance level or above, the employee must have demonstrated appropriate work habits to include the ability to work independently without close supervision, and they must be responsive to the organization, their team, and customers.

(2) Not Eligible for Telework and/or Remote Work. Although determination of telework eligibility is made at the supervisor level, the following types of positions/employees are not typically eligible for telework and/or remote work:

(a) Employees whose performance or conduct warrants closer supervisory oversight than telework and/or remote work may provide.

(b) Employees whose conduct resulted in disciplinary action within the past 12 months.

(c) Employees whose last performance rating of record is below fully successful or its equivalent.

(d) Employees recently assigned to or newly appointed to trainee or entry-level positions.

(e) An employee who has been determined ineligible to telework and / or remote work may become eligible, at the supervisor's discretion, if the circumstances causing the ineligible determination to change and warrant a new eligibility determination.

(3) Prohibited by Law from Telework and/or Remote Work. Consistent with section 6502(a)(2) of reference (a), the following two categories of employees who may NOT be deemed eligible to telework and/or remote work under ANY circumstances:

(a) Employees who have been officially disciplined for being absent without permission for more than five days in any calendar year.

(b) Employees who have been officially disciplined for violations of subpart G of the Standards of Ethical Conduct for viewing, downloading, or exchanging pornography on a federal government computer or while performing Federal Government duties.

3. Performance Management

a. Teleworkers and non-teleworkers shall be treated the same for the purpose of work requirements, periodic appraisals of job performance, training opportunities, rewards, reassignments, promotions, reductions in grade, retention, removal, and other acts requiring management discretion.

b. Performance standards for employees that telework should be the same as performance standards for on-site employees.

c. As with any supervisory relationship, work assignments to be performed or training to be accomplished while on telework should be discussed, understood, and agreed to in advance of the telework event.

d. Supervisor expectations of an employee's performance should be clearly addressed in the DD Form 2946. As with on-site personnel, employees shall be held accountable for the results that they produce while teleworking.

e. Supervisors shall communicate expectations of telework arrangements, including work assignments, office coverage, and staff communication between teleworking and non-teleworking employees in the workgroup.

f. Supervisors have the right to change the telework agreement should an employee's performance not meet the standard or their continued participation fails to meet the organization's need. Supervisors should contact the servicing Civilian Human Resources Office if there is need to change or terminate a telework agreement early.

4. Telework Training and Telework Agreement. Total Workforce Management System (TWMS) is the primary platform used for telework training and telework agreements (DD Form 2946), to include processing and approval for appropriated fund employees. Ethos is the primary platform used for telework training and telework agreements (DD Form 2946) will be provided by Marine Corps Community Services Human Resource Office for non-appropriated fund employees.

a. All employees and supervisors are required to complete the Department of the Navy Telework Training for their respective roles prior to entering a telework agreement. Telework Training must be complete in TWMS/Ethos or an equivalent system if TWMS/Ethos is unavailable.

b. Appropriated Funds Employees and Supervisors are required to use the automated Telework Agreement tool available in TWMS. The electronic application will remain in effect no more than two years with an annual review to verify that the telework information is accurate. Upon renewal, a new or revised telework agreement will be created in TWMS.

(1) If TWMS is not available, a DD Form 2946 (Department of Defense Telework Agreement) will be used to record all telework agreements. Employees are to submit a completed DD Form 2946 to their supervisor who will forward to the CHRO to ensure that participants are in compliance with telework policy.

(2) Telework agreements must be reviewed/resubmitted no less than annually or on the occasion of a new supervisor - employee relationship.

c. IAW reference (f), the following provisions must be added to all telework agreements, in the section titled "COMPONENT-SPECIFIC TERMS AND CONDITIONS", including those agreements currently in effect:

(1) On a day when the regular worksite is closed due to natural or manmade emergencies such as inclement weather, power outage, pandemic, or crisis; employees who are telework-ready are expected to telework, unless leave is requested and approved. If the closure extends beyond one day, telework-ready employees are expected to continue working for each day of the closure.

(2) 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 Annual Leave.

(3) When an early dismissal policy is announced, employees who are teleworking on a scheduled or unscheduled basis must work their normal telework hours or request Annual Leave.

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

(5) Employees who are teleworking must gain prior approval before earning credit hours or overtime.

(6) 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.

5. Work Schedules and Compensation

a. APF employees who are directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act, while in a telework and/or remote work status. NAF employees who are directly engaged in performing the duties of their jobs are covered by the Longshore and Harbor Workers' Compensation Act, while in a telework and/or remote work status.

b. For work-at-home arrangements, the employee is required to designate one area in the home as official workstation. Each employee with an approved telework agreement for work-at-home signs a safety checklist in TWMS or executes an equivalent NAF process as part of the telework agreement. Employees are responsible for ensuring that their home is in compliance with safety requirements outlined in their telework agreement.

c. APF employees must notify the supervisor immediately of any accident or injury at the alternative worksite, provide details of the accident or injury, and complete the Department of Labor Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for continuation of pay/compensation. NAF employees must notify the supervisor immediately of any accident or injury at the alternative worksite, provide details of the accident or injury, and complete all required NAF incident forms.

d. Employees who telework and/or remote work must be at their approved alternate worksite during their scheduled tours of duty or approved work hours.

e. Employees who telework and/or remote work may also have alternate work schedules at the discretion of the supervisor (e.g., teleworkers may be allowed to begin and end their work earlier since they are not commuting).

f. Employees teleworking in the local commuting area may work part of the day at their approved alternate worksite and part of the day at the regular worksite to accommodate work schedules and personal commitments (e.g., to attend a training course or a medical appointment located near the employee's alternate worksite prior to reporting to the regular worksite) with prior approval by supervisor.

g. Employees teleworking in the local commuting area may be required to report to the regular worksite after the start of the workday and must be able to do so within a reasonable time frame. In these cases, travel from the telework site to regular worksite is considered hours worked.

h. All premium pay provisions that apply to work at the regular worksite also apply to civilian employees who perform telework and remote work. Employees may work overtime only when specifically ordered to and approved in advance by the supervisor.

6. Time and Attendance. Employees will report time spent in a telework status in the Time and Attendance system. All time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the regular worksite.

a. APF civilian employees are required to use the appropriate type hour code "RG" and the environmental hazard (EHO) code that distinguishes the type of telework that will be used:

- (1) Use "TW" for Routine Scheduled Telework.
- (2) Use "TS" for Situational / AdHoc Telework.
- (3) For reporting purposes, use "TW" for Remote Work.

b. NAF payband employees are required to use the appropriate time recording code "TW" and the correct pay differential to distinguish hours works:

- (1) Use "TW0" for Telework hours worked between the hours of 0600-1800.
- (2) Use "TW2" for Telework hours worked between the hours of 1800-0600.

7. Equipment and Security. MAGTFTC, MCAGCC will provide a Government Furnished Equipment (GFE) End-User-Device (EUD) laptop for MAGTFTC, MCAGCC

personnel. Personnel need to consult with their Information Systems Coordinator (ISC) for system requirements before telework begins. Reference (b) establishes guidelines for using and protecting GFE for teleworking.

a. All personnel are responsible for the security of all GFE computer equipment and communications that involves Control Unclassified Information, including Privacy Act or For Official Use Only data.

b. IAW reference (h), no personally owned peripherals will be connected to DoD information systems during authorized telework, this includes, but is not limited to, printers, scanners, storage devices (e.g., hard drives), or wireless / Bluetooth keyboards, mice, or smart display devices. Devices using wireless communication (including Bluetooth, cellular, or Wi-Fi, or other near field communication) are prohibited.

c. IAW reference (i), personnel executing telework or other authorized work away from the government facilities or workspaces are permitted to use personally owned wired peripherals such as webcams, headphones/microphones (e.g., USB or 35-millimeter audio), keyboards, and mice. Additionally, personally owned, external monitors using VGA, HDMI, or DisplayPort connection (not USB) may be connected to unclassified GFE during authorized telework.

d. Supervisors should ensure that GFE assigned to telework employees is properly accounted for and ensure telework employees are held accountable for their assigned GFE.

e. Supervisors should provide the equipment and office supplies necessary for employees to conduct official government business while teleworking and / or remote working. Equipment and supplies may be furnished for employees who telework on a situational basis when practicable. Individuals must comply with equipment usage requirements set forth in telework and/or remote work agreements.

f. Employees should keep their supervisor and ISC abreast of any technical issues and with their assigned GFE and other peripherals.

8. Continuity of Operations (COOP), Pandemic Outbreak, Weather, and Other Emergency Situation. MAGTF/TC, MCAGCC and Subordinate Commands will incorporate telework into their Continuity of Operations (COOP) plans to ensure emergency provisions are made to continue operational support when primary facilities are not available. The COOP plan will include determination of essential/non-essential critical positions and telework requirements therein.

a. Federal agencies are expected to continue essential operations during emergency events. This expectation is a primary reason for expanding the use of telework in the Federal sector. Situations may include, for example, inclement weather or other natural event, a national or local crisis, or a pandemic outbreak. Maximizing telework capability helps the Marine Corps continue to meet mission requirements and in the case of pandemic, to 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 in an emergency, an employee must have a current approved telework agreement in place; have completed the appropriate telework training; have the needed equipment and connectivity available; have practiced telework regularly to ensure proficiency and capability.

c. On days when an unscheduled telework policy is announced, employees are expected to telework during their normal tour of duty if they:

(1) Are already scheduled to telework for that day or

(2) Are a telework-ready employee who is approved for unscheduled telework

d. During an emergency, supervisors should include a description of emergency duties if those duties are different from the employee's normal duties. 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.

e. Emergency dismissal or closure procedures for employees, including employees teleworking, will be communicated to employees when applicable.

(1) 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/lack of connectivity (e.g., access to the internet) at the telework site; inability to access material necessary to perform work; and evacuation determined by local authorities. The supervisor should determine action on a case-by-case basis.

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

9. Other Provisions

a. An employee in a Testing Designated Position working at a telework and/or remote work site who is identified for a drug test must report to the regular worksite to be tested if so directed.

b. The government is not liable for damages to an employee's personal property while the employee is working at an approved alternative worksite, except to the extent the Marine Corps is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

c. An employee may challenge denied telework eligibility, disapproval, or termination of telework or remote work, reasons given for disapproval, and termination of an existing telework or remote work agreement through the administrative or negotiated grievance process, if applicable, or the equal employment opportunity (EEO) complaint process.

d. Typically, employees may not use telework or remote work as a substitute for dependent care (e.g., child or elder care). To clarify, this means that telework or remote work should not be approved solely for the purpose of enabling dependent care. However, telework/remote work can be an important component in establishing a quality work/life balance. If dependents are expected to be present in the home, the telework or remote work agreement should clearly outline expectations regarding work hours, breaks, time and attendance documentation, work schedules, leave requests,

etc. Exceptions to this policy may be allowed during emergencies covered by HPCON guidance that may allow DoD civilian employees to telework with a child or other person requiring care or supervision present at home. DoD civilian employees must still account for work and non-work hours during their tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties to care for a child or other person requiring care or supervision.

**DEPARTMENT OF DEFENSE
TELEWORK AGREEMENT**

OMB No. 0704-0611
OMB approval expires
8/31/2024

PRIVACY ACT STATEMENT

AUTHORITY: 110 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction 1035.01, Telework Policy.

PURPOSE: 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 USES: Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended. To disclose to appropriate Federal officials pertinent workforce information for use in national or homeland security emergency/disaster response. Additional routine uses are listed in the applicable System of Records Notice: OPM/GOVT-1, General Personnel Records at: <https://dpcl.d.defense.gov/Portals/49/>

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

The public reporting burden for this collection of information, 0704-0611, is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dodinformationcollections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

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. **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 ensure that employees working from an alternate location are creating and storing records in accordance with DoD Instruction 5015.02, "DoD Records Management Program" and all agency specific records management guidelines. DoD employees are not to use personal email accounts, hard drives, or commercial cloud/file sharing services for official business, or forward email from an official email account to a personal account.

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.

ENCLOSURE (2)

TERMS OF TELEWORK AGREEMENT (Continued)

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.

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

**DEPARTMENT OF DEFENSE
TELEWORK AGREEMENT**

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

SECTION I - This document constitutes the terms of the telework agreement for:

1. EMPLOYEE <i>(Last Name, First, Middle Initial)</i>	2. OFFICIAL JOB TITLE
3. PAY PLAN/SERIES/GRADE/PAY BAND	4. ORGANIZATION
5. REGULAR OFFICIAL WORKSITE <i>(Street, Suite Number, City, State, and ZIP Code)</i>	6. ALTERNATE WORKSITE ADDRESS <i>(Street, Apartment Number, City, State, and ZIP Code) (May be TBD under emergency situations)</i>
7. ALTERNATE WORKSITE TELEPHONE NUMBER <i>(Include Area Code)</i>	8. ALTERNATE WORKSITE EMAIL ADDRESS <i>(Address for official emails if different from office email address. Identification of personal email address is not required.)</i>
9. TELEWORK ARRANGEMENT IMPLEMENTATION DATES <i>(Agreement should be revalidated at least once every 2 years)</i> a. START (YYYYMMDD) b. END (YYYYMMDD)	10. TOUR OF DUTY <i>(X one) (Attach copy of biweekly work schedule)</i> <input type="checkbox"/> FIXED <input type="checkbox"/> FLEXIBLE <input type="checkbox"/> COMPRESSED
11. TELEWORK ARRANGEMENT <i>(X one)</i> <input type="checkbox"/> REGULAR AND RECURRING <input type="checkbox"/> SITUATIONAL Regular and Recurring Telework Schedule: _____ Number of days per Week or Pay Period _____ Days of the Week (e.g., Mon, Wed, Thurs) _____ 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.	
12. CONTINUITY OF OPERATIONS DURING EMERGENCY SITUATIONS 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.	
13. SUPERVISOR OR AUTHORIZED MANAGEMENT OFFICIAL <i>(Name and Signature)</i> <input type="checkbox"/> I also verify that I have completed approved telework training.	14. DATE (YYYYMMDD)
15. EMPLOYEE SIGNATURE <input type="checkbox"/> I also verify that I have completed approved telework training.	16. DATE (YYYYMMDD)

SECTION II - SAFETY CHECKLIST

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

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

(1) TECHNOLOGY/EQUIPMENT <i>(Indicate all that apply)</i>	(2) REQUIREMENT <i>(Y or N)</i>	(3) OWNERSHIP: AGENCY OR PERSONAL <i>(A or P)</i>	(4) REIMBURSEMENT BY COMPONENT <i>(Y or N)</i>
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)

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)