



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 12620.1A
Ser 09B/077
26 Dec 01

NAVSEA INSTRUCTION 12620.1A

From: Commander, Naval Sea Systems Command

Subj: NAVSEA HQ/PEO TELEWORK PROGRAM

Ref: (a) Public Law No.106-346, Section 359
(b) USD(P&R) Memorandum of 22 Oct 2001, Subj: Department of Defense (DoD) Telework Policy and Guide

Encl: (1) NAVSEA HQ/PEO Telework Guide

1. Purpose. The purpose of this notice is to establish a policy for implementation of the Naval Sea Systems Command Headquarters (NAVSEA HQ) and affiliated Program Executive Offices (PEO) Telework Program. Reference (a) requires each executive agency to establish a policy under which eligible employees of the agency may participate in teleworking to the maximum extent possible, without diminished employee performance. Reference (b) issued DoD Policy on telework for all DoD civilian employees.

2. Cancellation. NAVSEAINST 12620.1 of 27 July 1994.

3. Policy. In accordance with references (a) and (b), it is NAVSEA policy that:

a. The maximum number of civilian positions/employees be identified as eligible for regular and recurring telework, without compromising the efficiency of the service.

b. The maximum number of employees determined suitable for telework and who occupy positions identified as eligible for teleworking be permitted to telework.

c. Employees identified as occupying eligible positions be notified of this determination and be allowed to request approval to telework on a regular and recurring basis. Position eligibility will be made in accordance with paragraph 2.3 of enclosure (1). Upon receipt of request, the supervisor must

determine whether or not the employee is suitable for telework. Employee suitability for telework determination will be made in accordance with paragraph 2.3 of enclosure (1).

d. An employee who works a telework schedule (other than on an ad hoc basis) must submit a signed Telework Agreement, prior to commencement of the telework schedule.

e. The opportunity to telework is not a right and may be terminated through advanced written notice by either the employee or the supervisor. Management has the right to end participation in the program should an employee's performance not meet the prescribed standard, his or her continued participation fails to benefit organizational and/or mission needs, or if an employee violates any of the provisions of the Telework Agreement.

f. No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. Controlled Unclassified Information (e.g., Privacy Act, financial sensitive, vendor proprietary and other sensitive non-classified data) may be taken to the alternative worksite, if necessary precautions are taken to protect the data.

g. The opportunity to telework is offered with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained. Teleworking is not a substitute for dependent care and is not to be used to replace established care arrangements (e.g., dependent care arrangements are made so as not to interfere with the work, personal disruptions such as non-business telephone calls and visitors are kept to a minimum, etc.).

h. The opportunity to telework is offered with the understanding that the supervisor must approve the telework schedule and that the schedule must not compromise the efficiency of the service. Accordingly, the supervisor may approve a more limited telework schedule than that originally proposed by the employee.

i. Employees can be approved to work both an alternative work schedule and a telework schedule.

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j. Supervisors shall review all existing Flexiplace Agreements and determine suitability for conversion to a Telework Agreement.

4. Definitions:

a. Telework refers to any approved arrangement in which an employee performs officially assigned duties at an alternative worksite either on a regular and recurring or on an ad hoc basis (not including while on official travel).

b. Alternative worksite means a place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's home, a Telecenter, or other approved worksite including a facility established by state, local or county governments or private sector organizations for use by teleworkers.

c. Traditional worksite refers to the location where an employee would work absent a telework arrangement.

d. Regular and recurring telework means an approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.

e. Ad hoc telework generally means approved telework less frequently than one day per biweekly pay period. This may include occasional, one-time, or irregular telework by an employee at an alternative worksite, typically for a day, or block of days, to work on projects or assignments that would be most effectively performed away from the office. The signing of a formal Telework Agreement for ad hoc telework is not required. However, if the ad hoc telework extends beyond a single pay period, the employee must sign a Telework Agreement.

f. Telecenter means a General Services Administration (GSA) Telcenter.

g. Work-at-home telework means an approved arrangement whereby an employee performs his or her official duties in a specified home work or office area in his or her home that is suitable for the performance of official Government business.

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h. Telework Agreement means a written agreement, completed and signed by an employee and appropriate official(s) in his or her Directorate/PEO, that outlines the terms and conditions of the telework arrangement.

5. Procedures. Enclosure (1) is the NAVSEA HQ/PEO Telework Guide. It provides detailed guidance, processes and procedures for managers, supervisors and employees to implement this policy. Specifically, NAVSEA HQ and affiliated PEOs must adhere to the following:

a. Each Directorate/PEO shall designate positions specifically as either eligible or ineligible for regular and recurring telework. Employees shall be notified of this decision and, for those employees occupying ineligible positions, the reason(s) for the decision. Each Directorate/PEO shall determine whether the immediate supervisor or a higher level supervisor will authorize the Telework Agreement.

b. An employee in an eligible position who wishes to telework on a regular and recurring basis must complete the Telework Agreement and submit it through his/her supervisor for approval. Prior to approving, the supervisor must determine that the employee is suitable for telework in accordance with the guidance set forth in paragraph 3.c. of this instruction. If the supervisor determines that the employee is not suitable for teleworking, the supervisor must notify the employee of the decision denying the request to telework and the reason(s) for the decision. For employees who will be processing sensitive unclassified information, DoD issued computers must be used (see paragraphs 3 and 4 of enclosure (1)). In these situations supervisors must determine that adequate equipment, or funding to procure such equipment, is available prior to approval of a regular and recurring telework schedule. The supervisor must designate the location of the employee's official duty station on the Telework Agreement, which is normally the location of the traditional worksite. The supervisor must determine the best balance for the mission and individual situations. Accordingly, the supervisor may determine that a more limited telework schedule is required to ensure the efficiency of the service is not compromised. The supervisor must inform the employee of the reasons for any changes.

c. Work-at-home teleworkers on regular/recurring and ad hoc schedules must complete and sign the Self-Certification Safety Checklist that proclaims the home safe for an official home worksite, and submit it to his/her supervisor. The goal is to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely.

d. Any permanent change to the Telework Agreement requires the submission/approval of a new Agreement. If either the employee or supervisor wishes to terminate the Telework Agreement, advanced written notice is required. The reason(s) for the termination must be included in the written notice.

6. Responsibilities:

a. Corporate Operations Office, SEA 09B. SEA 09B will serve as the focal point for the NAVSEA HQ/PEO Telework Program and will:

(1) oversee and coordinate the implementation of this policy;

(2) interface with the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) to obtain funding for all employees wishing to work at one of the GSA Telecenters;

(3) prepare consolidated reports on participation in the NAVSEA HQ/PEO Telework Program, and other data as required; and

(4) update and revise this policy based on further guidance and/or direction from the Department of Defense or the Department of the Navy.

b. Chief Information Office, SEA OOI. SEA OOI will serve as the focal point for all equipment, information, and data associated with the implementation of this policy and will:

(1) ensure appropriate standards/specifications for equipment used in telework situations are adhered to;

(2) ensure that communications packages and user applications for telework employees are compatible with the

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NAVSEA network and, if necessary, allow the teleworker to run local applications and conduct file transfers remotely.

7. Action. The provisions of this policy are effective immediately. This policy may be revised and reissued upon receipt of changes to higher level policy. If you have any questions regarding this notice, please contact Ms. Anita Smoot or Ms. Sarah Horton in the Corporate Operations Office, SEA 09B, at 202-781-3188 and 202-781-1966 respectively.

8. Exemption. This policy does not apply to organizations under the cognizance of NAVSEA 08.



G. P. NANOS, JR.

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NAVSEA HQ/PEO TELEWORK GUIDE

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1. **BACKGROUND.** This Guide is designed to provide guidance to Naval Sea Systems Command Headquarters (NAVSEA HQ) and affiliated Program Executive Offices (PEOs) in implementing the NAVSEA HQ/PEO Telework Program, pursuant to Public Law No. 106-346, Section 359 and the NAVSEA Telework Policy.

Telework (also known as flexiplace, telecommuting, work-at-home) has emerged over the last decade in Federal Government employment both on an informal basis and pursuant to specific agency policies and regulations. In the early 1990s, following a successful home-based flexiplace pilot program by the Office of Personnel Management (OPM) and the General Services Administration (GSA), agencies were given the authority to permit employees to work at locations other than the regular office.

Congress subsequently initiated an interagency Telecommuting Center Pilot Project in 1993, with a \$5 million appropriation to GSA to acquire and equip four pilot telecommuting centers (Telecenters) in the Washington Metropolitan area. Since then, additional centers have been added in the Washington, DC area, and in other areas around the country.

From 1996-1998 DoD conducted a telecommuting pilot project to encourage all DoD Components to test the feasibility of using the GSA Telecenters. The interest in alternative or flexible workplace arrangements has increased as a result of a greater demand by employees for a better balance of work and their family/personal lives, increased stress associated with long commutes, increased air pollution, rising costs of office space, and advances in computer and telecommunications capabilities.

This Guide provides advice to managers and employees on the NAVSEA HQ/PEO Telework Program. It does not attempt to provide answers to every possible question on telework, nor anticipate every potential situation in a telework arrangement. Supervisors and employees should consult with the command Telework Coordinators (listed at Appendix A) on specific issues or questions.

2. **IMPLEMENTATION OF THE NAVSEA HQ/PEO TELEWORK PROGRAM**

2.1 **Types of Telework.** NAVSEA offers two types of telework arrangements, "regular and recurring" and "ad hoc" based on the recognition that organizational and employee needs may vary considerably, and should be considered on a case-by case basis. Some situations require occasional or infrequent arrangements

while others are more conducive to longer periods or regularly scheduled arrangements. The intent in offering two types of telework is to provide supervisors, managers, and employees with maximum flexibility to establish an arrangement that is responsive to their unique situations.

2.1.1 Regular and recurring telework means an approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.

Reasons for long-term regular and recurring telework arrangements include the recruitment and retention of high-quality employees, improved employee morale, a better balance of work and personal lives, reductions in commuting related stress and costs, improvements in access or as a reasonable accommodation for disabled employees, and reductions in office space and associated costs. Reasons for short-term regular and recurring telework arrangements may include the need for convalescence from a short-term injury or illness, when the work office is not usable (e.g., during office renovation), or for short-term maternity or paternity reasons. (Note: As indicated in the basic policy, teleworking is not a substitute for dependent care and is not to be used to replace established care arrangements.)

All eligible employees who telework on a regular and recurring basis will be required to sign a Telework Agreement in accordance with section 2.4. Teleworkers who work at home must also sign a Self-Certification Safety Checklist in accordance with section 2.2.1.

Employees who telework, and live within the local commuting distance of the traditional worksite (i.e., they would otherwise commute to the traditional worksite daily, if not teleworking), must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements and following advance notice by their supervisor. Conversely, requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

Regular and recurring telework may include "full time" telework (i.e., 5 days per week), including telework from geographic locations outside of the commuting area to the traditional worksite, e.g., within CONUS or overseas. Refer to section 2.9 on Official Duty Station and section 2.10 on Telework and Travel for more information.

2.1.2 Ad hoc telework generally means approved telework less frequent than one day per biweekly pay period. This may include occasional, one-time, or irregular telework by an employee at an alternative worksite, typically for a day, or block of days, to work on projects or assignments that would be most effectively performed away from the traditional worksite. If the ad hoc telework extends beyond a single pay period, the employee must sign a Telework Agreement in accordance with section 2.4.

Ad hoc telework may provide an ideal arrangement for employees who have to work on projects or assignments that require intense concentration. Work assignments in this situation may include a specific project or report, such as drafting a local directive, preparing a brief or arguments, preparing an organization's budget submission, reviewing grant proposals, or preparing a research paper. Such situations may occur throughout the year or be a one-time event.

For ad hoc work-at-home telework, a Self-Certification Safety Checklist shall be completed prior to the employee commencing telework.

The manager shall retain a record of the number of employees who use approved ad hoc telework and the frequency of such telework.

2.2 Alternative Worksites

2.2.1 Work-at-Home telework means an approved arrangement whereby an employee performs his or her official duties in a specified work or office area in his or her home that is suitable for the performance of official Government business.

Advantages of teleworking from home include:

- Savings in time and reduced stress by avoiding the commute to the traditional workplace, resulting in more and higher quality time with family, and a healthier lifestyle;
- Savings in commuting costs;
- Convenience;
- Familiar environment; and
- Enabling working at peak productivity times.

The opportunity to participate in a work-at-home telework arrangement is offered with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained (e.g., pre-existing dependent care arrangements are maintained and do not interfere with the home office, personal disruptions such as non-business telephone calls and visitors are kept to a minimum).

The employee and his/her family should understand that the home worksite is just that, a space set-aside for the employee to work. Telework is not a substitute for dependent care.

Before commencing teleworking, work-at-home teleworkers must complete and sign the Self-Certification Safety Checklist that proclaims the home safe for an official home worksite. The goal is to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely.

Work-at-home telework arrangements may increase an employee's home utility costs. NAVSEA assumes no responsibility¹ for any operating costs associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities (e.g., heating, electricity, water). Furthermore, employees on a work-at-home telework arrangement who are approved to use their own equipment are responsible for the repair and maintenance of that equipment.

For official government business only, and specific to telework, Directorates/PEOs have the option to use appropriated funds² to install telephone lines in a private residence. Directorates/PEOs may also issue a calling card (as for Telecenter teleworkers) to charge long distance official calls in cases where a separate telephone line cannot be justified or installed. Alternatively, under 31 U.S.C. Section 1348, reimbursement of long-distance (domestic and international) telephone expenses is allowed if incurred as a result of official duties. To obtain reimbursement, employees

¹ A GAO decision concluded that "absent legislation authorizing such expenditures, incremental costs associated with the residential workplace may not be allowed" (B-225159, June 19, 1989).

² Public Law 104-52, Sections 619 and 620, allows agencies to use funds to install telephone lines, and necessary equipment, used for official purposes and to pay monthly charges in any private residence or private apartment of an employee who has been authorized to work-at-home.

should complete Form SF-1164, Claim for Reimbursement for Expenditures on Official Business, attach a copy of the telephone charges and submit the package to their supervisor for approval.

Maintenance of any Government-owned equipment may require access by approved repairers to the employee's home, with advance notice.

2.2.2 GSA Telecenters (National Capital Region)

Typically, GSA Telecenters house employees of more than one agency and include workspaces and equipment common to the normal office environment. All office accommodations (desks, computers with modems, conference areas, copy machines, fax machines) are provided based on a monthly service charge. Employees work at approved GSA Telecenters primarily because the centers are close to their home, not necessarily because they belong to the same work unit or organization.

DoD provides a limited central fund to underwrite the expenses associated with use of the GSA Telecenters in the Washington, DC metropolitan region by DoD Components. The central fund is managed by the Civilian Personnel Management Service (CPMS) and covers all costs associated with renting space, including equipment and utilities, at a Telecenter (although Directorates/PEOs may provide employees with a calling card to cover long distance telephone charges).

All Telecenters are operated on a space available basis and approval of telework arrangements are based on availability of space and central funding.

Advantages of teleworking from a Telecenter include:

- On-site technical support and office accommodations;
- Manager may prefer the structure of a Telecenter for his or her employees and use this as a first step towards home-based telework;
- Some employees' homes are not conducive to work-at-home telework;
- Provides a professional environment; and
- Maintains a clear delineation of work and home life.

2.2.3 Other Approved Worksites

Other approved worksites include any other worksite from which the employee is approved to telework, including a facility established by state, local or county governments or private sector organizations for use by teleworkers.

2.3 Determining Eligibility

In accordance with NAVSEA policy, each Directorate/PEO shall designate positions specifically as either eligible or ineligible for regular and recurring telework. Positions designated as eligible for regular and recurring telework shall be identified in the Workforce, Administration, Management and Organization (WAMO) system. Employees shall be notified of this decision and, for those employees occupying ineligible positions, the reason(s) for the decision.

Positions eligible for telework are those involving tasks and work activities that are portable and that do not depend on the employee's being at the traditional worksite and are conducive to supervisory oversight at the alternative worksite. Positions shall not be excluded as eligible on the basis of occupation, series, grade or supervisory status. Tasks suitable for telework arrangements may include, but not be limited to:

- thinking and writing;
- policy development;
- research;
- analysis (e.g., investigating, program analysis, policy analysis, financial analysis);
- report writing;
- computer-oriented tasks (e.g., programming, data entry, word processing, web page design); or
- data processing tasks.

Positions not eligible for telework involve tasks that are not suitable to be performed away from the main office, including tasks which:

- Require the employee to have daily face-to-face contact with the supervisor, colleagues, clients, or the general public in order to perform his or her job effectively;

- Use classified data on a daily basis or;
- Require daily access to classified national security information.

Employees are considered suitable for telework if they:

- Demonstrate personal characteristics that are best suited to telework, as determined by the supervisor, including, as a minimum:

- Demonstrated dependability and the ability to handle responsibility;
- A proven record of self motivation and high personal motivation;
- The ability to prioritize work effectively and utilize good time management skills; and
- A proven or expected minimum performance rating of "acceptable" or equivalent;

- Agree to protect government records from unauthorized disclosure or damage and comply with requirements of the Privacy Act of 1974, 4 U.S.C. 552a; and

- Have arranged for any dependent care obligation so as to not conflict with work time at home.

Probationary status employees generally would not be eligible for telework because probationary status periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance.

2.4 Telework Agreement

Prior to the commencement of regular and recurring telework arrangements, supervisors and employees must complete and sign a Telework Agreement (see Appendix B) that outlines the terms and conditions of the arrangement.

The Telework Agreement prescribes the approved alternative worksite and telework schedule, and addresses personnel, security, and equipment issues. It also records the anticipated reduction in commuting miles for the teleworker.

The employee or supervisor may terminate the Telework Agreement by giving advance written notice. Management has the

right to end participation in the program should an employee's performance begin to decline or the teleworking arrangement fails to meet organizational needs. If, at any time, it is determined that an arrangement is having an adverse impact on work operations or performance, the supervisor will provide notice to the employee that the arrangement will be modified or terminated. The transition back to the traditional worksite must be in accordance with established administrative procedures. If an employee disputes the reasons given by the supervisor for not approving him or her for teleworking, or for terminating his or her agreement, the employee may submit a grievance using the administrative grievance procedure.

2.5 Certification and Control of Time and Attendance

The assigned hours of work while teleworking form part of the employee's regular tour of duty. 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 traditional worksite. Supervisors/employees will record the numbers of hours each individual spends in a telework status during the regular daily tour of duty by entering a type hour code "LX" into the automated time and attendance system. For instance, if an employee has a regular daily tour of duty of 8 hours and spends 8 hours in a telework status, 8 hours would be recorded using the "LX" code. Hours spent in a telework status that are outside of the regular daily tour must also be accounted for and reported. Employees in a telework status need to maintain their approved work schedules. Overtime and compensatory time must be ordered and approved in advance by the supervisor.

Employees unable to enter their own time and attendance in the Standard Labor Data Collection and Distribution Application (SLDCADA) system must submit to his/her supervisor actual hours worked within a given pay period. This submission must be in writing (e-mail, fax, etc.) and must be submitted in sufficient time to be entered into the SLDCADA system.

Supervisors can verify an employee's time spent working at the alternative worksite by determining the reasonableness of the work output for the time spent, or by making occasional telephone calls during the employee's scheduled work hours at the alternative worksite. The technique for determining reasonableness of work output for the time spent is consistent with managing by results (refer to section below on performance management).

2.6 Overtime/Compensatory Time/Credit Hours

The overtime provisions that apply to employees working at a traditional worksite apply to employees in a telework status. Employees may work overtime only when ordered and approved by the supervisor in advance. Similarly, the compensatory time and credit hour provisions that apply in the traditional worksite, also apply while in a teleworking status.

2.7 Performance Management

An employee must have a proven, or expected, performance rating of "acceptable" or have demonstrated adequate contribution to the organization, to be eligible for participation, and for ongoing participation, in the Telework Program. Supervisors will coach and monitor teleworkers' performance and contribution(s) in the same manner as all employees at the traditional worksite. Regular communication and feedback between supervisor(s) and teleworkers are essential to make this program work effectively.

The performance standards are based on a results- and/or mission-oriented approach and describe critical elements and factors on how teleworkers' job responsibilities are aligned with the achievement of NAVSEA's strategic goals and the strategic or business goals of the organization and work unit. The supervisor and employee will discuss expected work products and the method(s) of evaluating those products.

Teleworkers are responsible for ensuring that management understands their capabilities and their desire to complete all assigned work, consistent with established work ethics for all other employees in the work unit and according to the employee's performance plan. As a teleworker, your enthusiasm and commitment to the program will not go unnoticed. It is NAVSEA's policy to reward outstanding achievement by individuals and groups who excel in enhancing productivity and improving efficiency and economy of organizational operations.

2.8 Work Schedules

Management determines the employee's work schedule, including the days and times that the employee will work in the traditional worksite and at the alternative worksite, consistent with the requirements of the work group and provisions of existing regulations and government-wide policy. The assigned

telework hours can parallel those in the traditional worksite or be specific to the alternative worksite.

Employees who work an alternative work schedule, that is, a flexible work schedule or a compressed work schedule, may also telework.

Many telework arrangements provide for a minimum work time in the traditional worksite, e.g., 2 to 3 days per week, although this does not preclude approval of full-time (i.e., 5 days per week) telework arrangements. Most teleworking employees spend part of the workweek in the traditional worksite to improve communication, minimize isolation, and use facilities not available off site. Directorates/PEOs are encouraged to develop flexible procedures that allow individual supervisors to determine the best balance for the mission and individual situations.

Employees participating in short-term arrangements (e.g., recuperating from surgery, complications associated with pregnancy) typically do not have in-office days; they work a full or part-time schedule from their home. Similarly, long-term teleworkers may be allowed to work their full schedules at the alternative worksite, particularly when the employee is physically unable to commute. Again, supervisors/managers should adopt a flexible approach in developing optimum arrangements for these employees to the extent it is consistent with NAVSEA mission accomplishments.

2.9 Official Duty Station

The teleworker's official duty station for such purposes as special salary rates, locality pay adjustments, and travel, will not change under a Telework Agreement. The teleworker's official duty station will remain the traditional worksite (i.e., Washington Navy Yard, Crystal City, etc.) regardless of whether the employee does the majority of work there or at the alternative worksite.

2.10 Telework and Travel

In circumstances where a teleworker is directed to travel to the traditional worksite during his or her regularly scheduled basic telework tour of duty (e.g., for an unplanned event, to work on an urgent assignment for which the employee doesn't have the resources available at home to complete), the teleworker's travel hours must be credited as hours of work. If

the teleworker returns to the telework site after his or her regularly scheduled basic tour of duty, the employee is entitled to at least 2 hours of overtime pay or compensatory time off (5 CFR 550.112(h) and 551.401(e)).

Management reserves the right to require employees to report to the traditional worksite in advance of scheduled telework days, based on operational requirements. Travel to and from the traditional worksite in those circumstances is not credited as hours of work.

2.11 OPM Emergency Dismissal or Closing

When the Office of Personnel Management (OPM) issues "emergency dismissal or closure procedures" for agencies and employees in the Washington, DC Metropolitan area, teleworkers within the commuting area of the traditional worksite will observe the same closedown arrangements as employees at the traditional worksite.

2.12 National Emergencies

During instances of National Emergencies or limited access to the Washington Navy Yard due to Force Protection Condition (FPCon) Charlie or Delta (defined below), use of ad hoc telework may provide an ideal arrangement for employees to work on projects or assignments that could be effectively performed away from the office and are critical to meeting the needs of the NAVSEA mission. Supervisory approval is still required for such ad hoc telework assignments.

Force Protection Condition Charlie applies when an incident occurs or intelligence is received indicating some form of terrorist action against personnel and facilities is imminent. Implementation of measures in this FPCon for more than a short period probably will create hardship and affect the peacetime activities of the unit and its personnel.

Force Protection Condition Delta applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely. Normally, this FPCon is declared as a localized condition.

2.13 Alternative Worksite Closure

If a situation arises at the employee's alternative worksite that results in the employee being unable to continue working (e.g., power failure), the supervisor should determine action on a case-by-case basis. Depending on the particular circumstances, supervisors may grant the teleworker excused absence, offer the teleworker the option to take leave or use compensatory time off or credit hours, or require the employee to report for work at the traditional worksite. If the employee knows in advance of a situation that would preclude working at the alternative worksite, then alternative work schedules, leave, or time in the employee's traditional worksite must be scheduled.

2.14 Telework for Employees with Disabilities

Telework is excellent for accommodating employees with disabilities. For information on employing and accommodating disabled employees, both at home and at the traditional worksite, visit the DoD Computer/Electronic Accommodations Program at <http://www.tricare.osd.mil/cap/initiatives/initiatives.htm> and select Telecommuting/Telework. For guidance on the use of teleworking as an accommodation, see <http://www.tricare.osd.mil/cap/initiatives/flexiplace/memorandum.htm>.

3. EQUIPMENT

DoD policy requires special disposal techniques for electronic media that is used to store DoD information. Because these techniques cannot be applied to personally owned equipment, the use of such equipment for processing classified and For Official Use Only (FOUO) information such as personal information, business sensitive information, unclassified critical technical data, or other limited distribution information is prohibited for regular and recurring telework. When working a regular and recurring telework schedule, personally owned computers may only be used to work on NAVSEA information that is deemed releasable under the Freedom of Information Act (FOIA).

Personally owned computers may be used to gain access to Internet accessible NAVSEA applications such as e-mail (<HTTPS://owa.navsea.navy.mil>) and the Corporate Document Management System (<HTTPS://cdms.navsea.navy.mil>) provided that controlled unclassified information (e.g., FOUO as defined in NAVSEAINST 5720.5) is processed only when in an ad hoc telework

status and provided it is not copied to the user's computer. Uses of standard Microsoft applications (i.e., Word, Excel, PowerPoint, Publisher, etc.) are also acceptable for use on personal computers as long as the data is deemed releasable under FOIA.

If the employee working a regular and recurring telework schedule is required to process information electronically that is exempt from mandatory release under FOIA, they must utilize equipment that is owned/issued by NAVSEA, a NAVSEA field activity, or another DoD component. Procurement of such equipment is the responsibility of the employee's Directorate/PEO, is dependent upon available funding and must be made through the IT Procurement Desk (SEA 00I, Operations Branch) to ensure the appropriate standards/specifications for the equipment are adhered to.

Employees who have a need for equipment such as computers and their associated configuration must coordinate the Telework Agreement with the NAVSEA Chief Information Office (SEA 00I) Enterprise Operations through your organization's Business Information Executive (BIE). SEA 00I will ensure that the communications package and user applications are compatible with the NAVSEA network and will allow the teleworker to run local applications and conduct file transfers remotely. Funding for any equipment will be the responsibility of the employee's organization. Once NAVSEA has transitioned to the Navy Marine Corps Intranet (NMCI), anyone wishing to telework from an alternative worksite and requiring access to the NAVSEA backbone will have to occupy a portable seat (i.e., laptop and docking station). Costs associated with ordering or changing an employee's NMCI equipment configuration is the responsibility of the employee's Directorate/PEO.

NAVSEA is responsible for the maintenance of all Government-owned equipment. Employees are required to bring such equipment into the office for maintenance. Employees are responsible for ensuring the proper use of all government-owned equipment used at the telework site. NAVSEA policies concerning the use of government computer equipment, including the prohibition on accessing inappropriate web sites such as those containing sexually explicit material, apply to the telework site. Family members and others not associated with conducting NAVSEA official business are not authorized use of the government-owned equipment.

The employee must protect all equipment from possible theft and environmental damage. In cases of damage to unsecured equipment by non-employees, management will review the circumstances to determine whether the employee is still suitable for telecommuting (i.e., whether the employee's actions exhibited dependability and responsibility). If management decides to terminate the Telework Agreement, the employee will be given advance written notice.

Supervisors should ensure that equipment assigned to teleworkers is properly accounted for. All equipment assigned to a teleworker for the alternative worksite will be issued under a property pass that the employee must maintain and keep current.

4. SECURITY ISSUES

No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For Official Use Only and controlled-unclassified information may be taken to alternative worksites if necessary precautions are taken to protect the data, consistent with DoD regulations. Examples include:

- Business Sensitive Material
- Source Selection Material
- Privacy Act Material
- Limited Distribution Material

Such information is routinely marked and labeled but failure to be properly marked does not change the nature of the information. In general, such information is to be protected from unauthorized disclosure. Employees in a telework status must comply with current Directorate/PEO procedures and NAVSEAINST 5720.5 for handling such information.

Records subject to the Privacy Act may not be disclosed to anyone except those authorized access as a requirement of their official responsibilities. Directorates/PEOs should ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records.

Teleworkers must be responsible for the security of all official data, protection of any government furnished equipment and property, and carrying out the mission of NAVSEA at the alternative worksite. Use of physical controls, unique

user identifiers, passwords, terminal identifiers, access control software, and strict adherence to security procedures are required with all telework arrangements, to the extent they are available, especially with dial-up telecommunications access to the NAVSEA/DoD computer systems.

Software to obtain remote access to NAVSEA servers cannot be loaded into employees' personal computers. All files, records, papers, or machine-readable materials created while teleworking are the property of NAVSEA/DoD.

5. WORKERS' COMPENSATION AND OTHER LIABILITIES

Regardless of the worksite location, federal employees are covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official government business. Accordingly, teleworking employees are covered by FECA and may qualify for benefits for on-the-job injury or occupational illness.

The employee must notify the supervisor immediately of any accident or injury at the alternate 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.

For work at home telework arrangements, the employee is required to designate one area in the home as the official workstation. The government's potential exposure to liability is restricted to this official workstation for the purposes of telework. Each employee approved for work-at-home telework shall sign a Self-Certification Safety Checklist that proclaims the home safe. Employees are responsible for ensuring that their homes comply with safety requirements.

The government is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act. Occupational Safety and Health Administration rules govern the safety of workplaces for Federal employees.

An employee on the workers' compensation rolls who is a candidate for vocational rehabilitation may use telework as an option. It is a management decision, however, as to whether a light duty position will be developed for an injured employee.

If an employer wishes to provide a position suitable for telework, it cannot require the use of one's personal residence or resources to perform work. If an employee finds the home-based worksite not conducive to work, the teleworker would generally be able to withdraw from the vocational rehabilitation trial and resume receiving compensation benefits.

NAVSEA HQ/PEO TELEWORK POINTS-OF-CONTACT

Point of Contact	Organization	Subject Matter/Concern	Telephone #	Email
Anita Smoot	09B6	NAVSEA Telework Coordinator	202.781.3188	smootal@navsea.navy.mil
Sharah Horton	09B6	NAVSEA Telework Co-Coordinator	202.781.1966	hortonst@navsea.navy.mil
Trish Hagen	OOI	SEA OOI Operations Branch	202.781.3017	hagenps@navsea.navy.mil
Statford Smith	OOIT	NAVSEA Helpdesk	202.781.3050	smithsl@navsea.navy.mil
TBA	TBA	NAVSEA POC Bowie, MD TeleCenter	TBA	TBA
TBA	TBA	NAVSEA POC Frederick, MD TeleCenter	TBA	TBA
Mary Ann Keyser	SEA 026	NAVSEA POC Hagerstown, MD TeleCenter	202.781.2906	keyserma@navsea.navy.mil
Bill Harriot	PMS 325	NAVSEA POC Indian Head, MD TeleCenter	202.781.0627	harriotwe@navsea.navy.mil
Herb Lowenstein	SEA 91CO	NAVSEA POC Laurel, MD TeleCenter	202.781.0721	lowensteinhk@navsea.navy.mil
Jeanette Manning	SEA 09A	NAVSEA POC Waldorf, MD TeleCenter	202.781.3880	manningjl@navsea.navy.mil
Michael O'Leary	SEA 05T2	NAVSEA POC Prince Frederick, MD TeleCenter	202.781.7280	o'learymg@navsea.navy.mil

TBA	TBA	NAVSEA POC Fairfax, VA TeleCenter	TBA	TBA
TBA	TBA	NAVSEA POC Herndon, VA TeleCenter	TBA	TBA
TBA	TBA	NAVSEA POC Sterling, VA TeleCenter	TBA	TBA
Lisa Malley	PMS 450	NAVSEA POC Fredericksburg, VA TeleCenter	202.781.1463	malleylm@navsea.navy.mil
Elisa Bracero	PMS 210	NAVSEA POC Manassas, VA TeleCenter	202.781.4387	braceroea@navsea.navy.mil
Peter Grotsky	SEA 05Z	NAVSEA POC Stafford, VA TeleCenter	202.781.3781	grotskypm@navsea.navy.mil
David M. Beck	SEA 04X	NAVSEA POC Woodbridge, VA TeleCenter	202.781.3278	beckdm@navsea.navy.mil
Stephanie Curry	SEA 91Y	NAVSEA POC Winchester, VA TeleCenter	202.781.1533	currysr@navsea.navy.mil
TBA	TBA	NAVSEA POC Jefferson County, WV TeleCenter	TBA	TBA

TELEWORK APPLICATION PROCESS

1. All personnel requesting regular and recurring telework shall complete the NAVSEA Telework Agreement (attached) and submit it to the NAVSEA Telework Coordinator, SEA 09B6. Supervisory approval and signature is required prior to submission.
2. If you are applying for work-at-home telework, you must also complete the Self-Certification Safety Checklist (attached) and submit it to the NAVSEA Telework Coordinator, SEA 09B6.
3. Regular and recurring work-at-home telework personnel must coordinate equipment usage with SEA OOI.
4. If an employee is applying for the GSA Telecenter telework, the NAVSEA Telework Coordinator will complete a Telecommuting Facility Reimbursement Information Sheet (TFRIS) and forward it to the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (OASD (CPP)) for funding and approval.
5. The completed TFRIS is then sent to GSA by Civilian Personnel Management Service (CPMS) and a copy is sent to the NAVSEA Telework Coordinator for forwarding to the employee.
6. Once approved, an employee requesting to telework at a GSA Telecenter will make a reservation at the appropriate GSA Telecenter.
7. All employees approved for Telecenter telework must give a copy of their agency approved Telecommuting Facility Reimbursement Information Sheet to the appropriate Telecenter Director.

APPENDIX B

**TELEWORK AGREEMENT
NAVAL SEA SYSTEMS COMMAND (NAVSEA)**

Privacy Act Statement

Public Law 106-346, Section 359 and 5 USC 301 of the U.S. Code authorizes collection of this information. The principal purpose for requesting this information is to determine your eligibility to participate in the NAVSEA HQ/PEO Telework Program. Additional disclosures may be made, as necessary, to monitor your participation in the program. Disclosure may also be made to a Federal, State, or local law enforcement agency if NAVSEA becomes aware of a violation or possible violation of civil or criminal law; or to a Federal agency when conducting an investigation of you for employment or security reasons. Furnishing this information is voluntary. However, failure to do so will result in your not being granted an opportunity to participate in the Telework Program.

Agreement

The following constitutes an agreement to the terms and conditions of the NAVSEA HQ/PEO Telework Program between:

Employee: _____

Last Name First Name Middle Initial

Title

Pay Plan Series Grade

NAVSEA Org: _____

Telework Schedule

The employee is approved to work at the approved alternative worksite in accordance with the following schedule:

DAY	PER WEEK	PER PAY PERIOD (1st / 2nd)	TELEWORK DUTY HOURS (Specify hours of work)
MON			
TUES			
WED			
THURS			
FRI			

Alternative Worksite

The employee's alternative worksite is:

- GSA Telecenter
Address: _____
Phone: _____ Fax: _____ Email: _____

- Home office
Address: _____
Phone: _____ Fax: _____ Email: _____

- Other approved worksite
Address: _____
Phone: _____ Fax: _____ Email: _____

Changes to Telework Arrangement

Employees who telework and live within local commuting distance of the traditional worksite must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements, following advance notice by their supervisor. Requests by the employee to change his or her scheduled telework day in a particular week or period should be considered by the supervisor wherever practicable.

A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

Work-at-Home Telework

It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking. Work-at-home teleworkers must complete and sign the Self-Certification Safety Checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit inspections by agency representatives as required, during normal working hours, to ensure proper maintenance of any government-owned property and conformance with safety standards. The employee will be provided advance notice of any inspection.

For work at home telework arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official government business. The government's potential exposure to liability is restricted to this official work or office area for the purposes of telework. The government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

Official Duty Station

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is _____.

The Official Duty Station corresponds to that found on the most recent SF 50, Notification of Personnel Action.

Time and Attendance, Work Performance and Overtime

Time spent in a telecommuting status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

The employee is required to complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

The overtime/compensatory time/credit hours provisions that apply to employees working at a traditional worksite apply to employees in a telework status.

Security

No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For Official Use Only and sensitive non-classified data may be taken to alternative worksites if necessary precautions are taken to protect the data, consistent with DoD/Navy regulations. The employee is responsible for the security of all official data, protection of any government furnished equipment and property, and carrying out the mission of DoD/Navy at the alternative work site.

Equipment

Personally owned computers may only be used to work on NAVSEA information that is deemed releasable under the Freedom of Information Act (FOIA). Personally owned computers may be used to gain access to Internet accessible NAVSEA applications such as e-mail and the Corporate Document Management System provided that controlled unclassified information (e.g., FOUO as defined in NAVSEAINST 5720.5) is not copied to the user's computer. Uses of standard Microsoft applications are also acceptable for use on personal computers as long as the data is deemed releasable under FOIA.

If the employee is required to process information electronically that is exempt from mandatory release under FOIA, they must be issued equipment that is owned by NAVSEA, a NAVSEA field activity, or another DoD component.

Liability and Injury Compensation

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

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete required forms.

Standards of Conduct

The employee agrees that he/she continues to be bound by DoD/Navy standards of conduct while working at the alternative worksite.

Mileage Savings

The employee estimates that the telework arrangement will result in a reduction of approximately _____ miles traveled in commuting per bi-weekly pay period.

Termination of the Telework Agreement

This Telework Agreement can be terminated by either the employee or by the supervisor, as long as advance written notice is given. Management has the right to end participation in the program should an employee's performance not meet the prescribed standard, or the teleworking arrangement compromises the efficiency of the service, or if an employee violates any of the provisions of the Telework Agreement.

Date of Commencement:

The telework arrangement covered by this Agreement will commence on:

(Date)

Signatures:

Employee Date

Supervisor Date

Self-Certification Safety Checklist

Privacy Act Statement

Public Law 106-346, Section 359 and 5 USC 301 of the U.S. Code authorizes collection of this information. The principal purpose for requesting this information is to determine your eligibility to participate in the NAVSEA HQ/PEO Telework Program. Additional disclosures may be made, as necessary, to monitor your participation in the program. Disclosure may also be made to a Federal, State, or local law enforcement agency if NAVSEA becomes aware of a violation or possible violation of civil or criminal law; or to a Federal agency when conducting an investigation of you for employment or security reasons. Furnishing this information is voluntary. However, failure to do so will result in your not being granted an opportunity to participate in the Telework Program.

NAVSEA HQ/PEO TELEWORK PROGRAM

The following checklist is designed to assess the overall safety of the alternate worksite. The participating employee should complete the checklist and then sign and date it, and return the form to his or her Supervisor (and retain a copy for his or her own records).

1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance? Yes [] No []

2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)? Yes [] No []

3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)? Yes [] No []

4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? Yes [] No []

5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways? Yes [] No []

6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard? Yes [] No []

Employee's Signature _____ Date _____

NAME: _____ ORGANIZATION: _____

POSITION: _____

ADDRESS: _____

ALTERNATIVE WORKSITE TELEPHONE: _____

SUPERVISOR'S NAME: _____