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MARINE CORPS BASE ORDER 12620.1

From: Commander
To: Distribution List

Subj: MARINE CORPS COMBAT DEVELOPMENT COMMAND TELECOMMUTING
(TELEWORK) PROGRAM

Ref: (a) Public Law 106-346, Section 359 of 23 Oct 00
(b) DoD Instruction 1035.01 (USD/P&R) of 3 Apr 07
(c) Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) Memo of 18 Dec 01
(d) Presidential Executive Memorandum of 26 Jul 00, "Employing People with Significant Disabilities to Fill Federal Agency Jobs that can be Performed at Alternate Work Sites, Including the Home"
(e) UDS (P&R) Memorandum of 26 Feb 99, "Special Work Arrangements as Accommodations for Individuals with Disabilities"
(f) CDCO 12272.1

Encl: (1) MCCDC Telework Guide
(2) Telework Definitions
(3) Determining Employee Eligibility for Telework
(4) Telework Offer Letter for Regular and Recurring Telework
(5) Request for Approval of Ad Hoc Telework Arrangement
(6) Telework Agreement for Regular and Recurring Telework
(7) Telework Program Safety Checklist for Regular and Recurring Telework at a Home Worksite
(8) Registration Instructions for Use of a Telework Center
(9) U.S. General Services Administration Telework Centers
(10) Timekeeping Instructions for Telework Employees

1. Purpose. This Order establishes the Marine Corps Combat Development Command (MCCDC) telework policy and implements the MCCDC Telework Program. References (a) through (e) establish policy for the Department of Defense under which eligible employees may participate in teleworking to the maximum extent possible without diminished employee performance. Reference (f) delegates authority to the Commander, Marine Corps Base Quantico (MCB Quantico), to establish policies and procedures for all matters pertaining to civilian personnel employment within MCCDC.

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2. Applicability

a. In accordance with reference (f) this policy and guidance applies to all commands and civilian employees under MCCDC Unit Identification Codes 00264, to include Marine Corps Forces Strategic Command (MARFORSTRAT), MCCDC subordinate commands (Training and Education Command (TECOM), MCB Quantico and Marine Corps Warfighting Lab (MCWL)), Marine Corps Embassy Security Group (MCESEG), Marine Corps Operational Test and Evaluation Activity (MCOTEA), and Headquarters Battalion (HQBN), Henderson Hall. This policy also applies to all civilian employees under TECOM UIC 67856. These commands are hereafter referred to collectively as MCCDC commands.

b. The requirements of reference (a) do not apply to employees paid by non-appropriated funds (NAF) but the Director of Quantico Marine Corps Community Services may administratively extend coverage of this Policy to Marine Corps Base NAF employees.

3. Information

a. Telework (also known as flexi place, telecommuting, work-at-home) has emerged over the last decade in Federal government employment both on an informal basis and pursuant to specific DoD policies and regulations. The policies, procedures, and definitions identified in this directive and enclosures (1) through (10) apply to implementation and administration of the Telework Program at MCCDC. Enclosure (1) is the MCCDC Telework Guide.

b. The objectives of the Telework Program are to promote MCCDC as an employer of choice; to improve the retention and recruitment of high-quality employees who can exceed work requirements; to provide an alternate means to accomplish legitimate work requirements; and to provide an alternate means of accomplishing work during emergency situations. Additionally, telework is an option that should be considered in efforts to accommodate people with disabilities, including employees who have temporary or continuing health problems, who might otherwise have to retire on disability.

c. Management has the right to end participation in the program should an employee's performance not meet the prescribed standard, or their continued participation fails to benefit organization needs. Either the employee or the supervisor can terminate the telework arrangement by giving advance written notice, except in emergencies when advance notice is not possible.

d. There are two types of telework schedules: regular and recurring telework, and ad hoc telework. Regular and recurring telework is a telework schedule that includes at least one day each

pay period in a telework status. Regular and recurring telework also includes telework schedules approved as a result of an injury or illness that requires a convalescence period. Regular and recurring telework may be performed on a full time basis. Ad hoc telework is telework that is performed on an occasional, one time, or irregular basis and is usually driven by the situation (e.g., a one time project that requires intense concentration). Definitions that apply to the telework program can be found in enclosure (2).

4. Approval Authority

a. Regular and Recurring Telework. Approval authority for regular and recurring telework is delegated to Commanders and Chiefs of Staff. This delegation specifically applies to the Chiefs of Staff MCCDC, MARFORSTRAT, TECOM, Training Command (TRNG COM), Education Command (EDCOM), MCWL and MCB Quantico and to the Commanding Officers of MCESG, HQBN Henderson Hall, and the Director, MCOTEA. Approval authority for regular and recurring telework may not be re-delegated.

b. Ad Hoc Telework. Supervisors may approve "ad hoc" telework, as defined in this Policy.

5. Policy Statement. It is MCCDC policy that:

a. The maximum number of positions be identified as eligible for regular and recurring telework;

b. The maximum number of employees who exhibit characteristics suitable for telework, and who occupy positions identified as eligible for teleworking, be permitted to telework. Factors for consideration in determining eligibility for telework are contained in enclosure (3). Enclosure (4), the Telework Offer Letter will be used to make offers for Regular and Recurring Telework. The Offer Letter includes an Information Technology Checklist. Enclosure (5) will be used by an employee to request approval for ad hoc telework.

c. An employee who teleworks on a regular and recurring basis must sign a Telework Agreement, enclosure (6), and complete the Safety Checklist, enclosure (7), prior to commencement of teleworking. At a minimum, all telework agreements must address the location and requirements of the alternative worksite, telework schedule, security of official information, protection of Government-furnished equipment, applicable standards of conduct, liability and injury compensation, and Government access to the alternative worksite. An employee may request to work from a U.S. Government Services Administration (GSA) funded Telework Center as their alternate worksite. Application procedures and a list of Telework Centers in the National Capital Region are found at enclosures (8) and (9).

d. A telework arrangement is not a right and may be terminated at will by either the employee or the supervisor;

e. Participation in the Program will be terminated if an employee's performance does not meet the prescribed standard or if the teleworking arrangement fails to meet organizational needs;

f. Employees may be approved both to telework and to work an alternative work schedule;

g. Telework is appropriate for supervisory-approved web-based distance and continuous learning;

h. Telework may not be used to replace appropriate arrangements for dependent care;

i. Consistent with DoD security and information technology policies:

(1) No classified documents (hard copy or electronic) may be taken by teleworkers to alternative worksites;

(2) Government-furnished computer equipment, software, and communications, with appropriate security measures, are required for any regular and recurring telework arrangement that involves sensitive unclassified data, including Privacy Act data, or For Official Use Only (FOUO) data;

(3) Where employees telework on an ad hoc basis, personal computers can be used to work on limited amounts of sensitive unclassified material, on the basis that the teleworker must delete the files as soon as they are no longer required, and verify in writing that he or she has deleted all files containing Department information from personally owned computer hard drives;

(4) Employees who telework may be approved by the MCCDC/MCB Quantico G-6, who is the MCCDC Designated Approving Authority (DAA), to use their personal computers and equipment for work on non-sensitive, unclassified data consistent with DoD policy. Personal computers may not access DoD systems or networks remotely. The employee is responsible for the installation, repair and maintenance of all personal equipment;

(5) Providing and/or installing Government-furnished equipment at alternative worksites is a matter for determination by the DAA. The DAA will be responsible for the service and maintenance of government-owned equipment. DoD remote access software may be installed onto Government-furnished computers to enable access to DoD systems and networks. Employees whose duties require remote access to e-mail will be provided with a CAC reader, software, and instructions for Outlook Web Access;

(6) Government-furnished equipment must only be used for official duties, and family members and friends of teleworkers are not

authorized to use any Government-furnished equipment. The employee must return all Government-furnished equipment and materials to the command at the conclusion of teleworking arrangements or at the Commander's request;

(7) Teleworkers are responsible for the security of all official information, protection of any Government-furnished equipment and property, and carrying out the mission of the DoD and the command at the alternative work site;

j. Where it is determined by the DAA that Government equipment will be provided to the teleworker, excess property should be the first source of supply before considering the purchase of new equipment;

k. MCCDC assumes no responsibility for any operating costs associated with an employee using his or her personal equipment, and residence as an alternative worksite. This includes home maintenance, insurance, and utilities;

l. Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. Detailed instructions for timekeeping are contained in enclosure (10).

m. An employee who is approved for telework is required to satisfactorily 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;

n. Management reserves the right to require employees to report to the traditional worksite on scheduled telework days, based on operational requirements;

o. 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 liable under the Federal Tort Claims Act or the Military and Civilian Employees Claims Act;

p. The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business;

q. Employees who telework continue to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using Government-furnished equipment; and

r. Telework may be permitted as a reasonable accommodation for an employee with a disability in accordance with reference (d).

6. Action

a. MCCDC/MCB G-1. The MCCDC/MCB G-1 is the MCCDC Telework Program Manager. The G-1 will appoint a Telework Coordinator who shall:

(1) Update and revise this policy based on further guidance/direction from HQMC, DON, and DoD.

(2) Oversee and coordinate implementation and administration of the MCCDC Telework Program.

(3) In coordination with the MCCDC Counsel, Comptroller and G-6, advise on the feasibility of telework arrangements.

(4) Prepare consolidated reports on participation rates in the Telework Program and other data, on an annual and as required basis for submission to higher headquarters in response to periodic data calls.

b. MCCDC/MCB G-6. The MCCDC/MCB G-6 is the MCCDC Designated Approving Authority (DAA). As the DAA the G-6 shall:

(1) Determine whether to approve the use the employee's personal computers and equipment for work on non-sensitive, unclassified data consistent with DoD policy.

(2) Determine whether Government-furnished equipment, to include Common Access Card readers, will be provided at alternative worksites to enable access to DoD systems and networks.

(3) Provide the service and maintenance of government-owned equipment.

(4) Review and sign the IT Checklist which is part of the Telework Offer Letter, enclosure (4), ensuring that employees are aware of IT security and equipment requirements.

(5) Provide IT equipment budget information to the G-1 upon request, as a factor for consideration in periodic reviews and feasibility of support analysis of the telework program.

c. Comptroller. The MCCDC Comptroller shall provide analysis and periodic reviews of budget issues relating to the Telework Program and feasibility of support upon request from the G-1.

d. The Site Manager, Human Resources and Organizational Management (HROM) Branch, Quantico provides subject matter expertise to assist in implementing the MCCDC Telework Program.

e. Chiefs of Staff and Commanders shall:

(1) Ensure that all positions and employees within their organization(s) suitable for telework are identified in accordance with enclosures (3) and that telework is offered to identified employees using the offer letter at enclosure (4);

(2) Designate a Telework Program Coordinator to maintain and provide data to MCCDC G-1 on positions and employees who have been offered the opportunity to telework and those who actually participate as a teleworker;

(3) Administer the Telework Program in accordance with the references and this Order.

(4) Develop any specific guidelines on telework necessary to implement this policy within their command.

f. Supervisors and Managers shall:

(1) Maintain records of employees participating in the Telework Program;

(2) Recommend positions and employees determined to be suitable for a telework arrangement;

(3) Verify time spent in a telework status by determining the reasonableness of work output by the teleworker and take immediate action to terminate a telework arrangement when productivity is diminished or when mission needs are not met or are adversely affected.

7. Labor Relation Obligations. The provisions of this Order may be implemented for employees in the bargaining unit. Where the provisions of this Order conflict with the Master Labor Agreement (MLA) effective 11 October 2005, the provision of the MLA will apply.



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DISTRIBUTION: A

**MCCDC
TELEWORK GUIDE**

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1. Background

This Guide is designed to provide guidance to Marine Corps Combat Development Command (MCCDC) in implementing the MCCDC Telework Program, pursuant to Public Law No. 106-346, Section 359, and Marine Corps Base Order 12620.1, the MCCDC Telecommuting (Telework) Program.

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 GSA, agencies were given the authority to permit employees to work at locations other than the traditional worksite.

Congress subsequently initiated an interagency Telecenter 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, D.C. area and in other areas around the country.

The Department of Defense (DoD), from 1996-1998, 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 their work and family/personal lives, increased stress associated with long commutes, increased air pollution, rising costs of office space, and advances in computer and telecommunication capabilities.

This Guide provides advice to managers and employees on the Telework Program and should be read in conjunction with DoD and MCCDC Telework Policies. It does not attempt to provide answers to every possible question on telework, nor anticipate every potential situation in a telework arrangement.

Managers, supervisors and employees are encouraged to regularly visit the Interagency Telework web site sponsored by OPM and GSA for current information on telework for Federal employees. The site includes OPM and GSA government-wide policy and guidance on telework; links to the International Telework Association and Council and the Washington Metropolitan Telework Centers; and Frequently Asked Questions. The web site address is <http://www.telework.gov>.

ENCLOSURE (1)

2. Implementation of the MCCDC Telework Program

2.1 Types of Telework

MCCDC 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 particular situation. However, regular and recurring telework of at least one day per biweekly pay period should receive most support and approval from managers.

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 regular and recurring telework arrangements include the recruitment and retention of high-quality employees; improved employee morale and 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; reductions in office space and associated costs; the need for convalescence from a short-term injury or illness, periods when the work office is not usable (e.g., during office renovation), or assignment to a special project (Note: As indicated in the basic policy, telework is not a substitute for dependent care and is not to be used to replace care arrangements.)

All eligible employees who telework on a regular and recurring basis will be required to sign a Telework Agreement (Enclosure (6)). Teleworkers who work at home must sign a safety checklist (Enclosure (7)).

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. 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.

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Regular and recurring telework may include "full time" telework (i.e., performing all official duties at an approved alternative worksite), including telework from geographic locations outside of the commuting area to the traditional worksite, e.g., within Continental United States 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 means approved telework performed at an alternative worksite on an occasional, one-time, or irregular basis. (Telework of less than one day per pay period is considered ad hoc.)

This provides an ideal arrangement for employees who, at infrequent times, 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. Ad hoc telework may also cover short-term assignments, for example, for employees recovering from injury or illness. Supervisor approved web-based distance and continuous learning are excellent examples of ad hoc telework.

For ad hoc telework, a formal Telework Agreement and safety checklist must be completed for ad hoc telework if the employee is teleworking from home, prior to the employee commencing telework. Approval for ad hoc telework, including signing of a Telework Agreement for ad hoc telework, does not confer eligibility for regular and recurring telework.

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

2.2 Alternative Worksites

2.2.1 Work-at-Home

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

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Advantages of teleworking from home include:

- savings in time and reduced stress by avoiding the commute to the traditional worksite, resulting in more and higher quality time with family, and a healthier lifestyle;
- savings in commuting costs;
- convenience;
- familiar environment; and
- enabling work at peak productivity times.

The opportunity to participate in a work-at-home 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. 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 a safety checklist that proclaims their 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. MCCDC 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, MCCDC subordinate commands have the option to use appropriated

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).

ENCLOSURE (1)

²
funds to install telephone lines in a private residence. Commands 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 are allowed if incurred as a result of official duties. Employees shall complete Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business, and have it approved by their supervisor with a copy of the telephone charges. Such use and reimbursement must be approved in advance.

Maintenance of any government-furnished equipment may require access by approved repairers to the employee's home, with advance notice. Alternatively, the Component may require the work-at-home teleworker to transport government-furnished equipment to the traditional worksite for repairs.

2.2.2 General Services Administration Telecommuting Telecenters (National Capital Region)

DoD provides a limited central fund to underwrite the expenses associated with use of the GSA telecenters in the Washington, D.C., metropolitan region by the DoD Components for both civilian and military personnel. The central fund is managed by the Civilian Personnel Management Service and covers all costs (within allotted funds) associated with renting space, including equipment and utilities, at a telecenter. Commands may provide employees with a calling card to cover long distance telephone charges.

Typically, GSA telecenters house employees of more than one agency and include work spaces and equipment common to a traditional 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 closer to their home than their traditional worksite, not necessarily because they belong to the same work unit or organization.

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.

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The security requirements prescribed in the MCCDC Telework Policy apply to all employees who telework, including those who telework from GSA telecenters.

A list of the GSA telecenters and their locations is provided at enclosure (9) to the basic order. All centers are operated on a space available basis, and approval of telework /telecenter arrangements is based on availability of space and central funding. All MCCDC employees applying for use of a GSA telecenter will process their request through their supervisor and must have been approved for telework their Telework Approval Authority.

Procedures for applying to telework at a GSA telecenter are outlined enclosure (8). Application for use of a GSA Telecenter is automated through an online system at www.tolbs.com. Telecenter Reimbursement is automatically submitted online through the Secretary of the Navy, Agency Program Coordinator, Office of Civilian Human Resources (OCHR), who forwards the request to the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (ODASD(CPP)) for payment.

- Advantages of teleworking from a telecenter include:
- on-site technical support and full resources;
- manager may prefer the structure of a telecenter for his or her employees and
 use this as a first step towards work-at-home 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

There are currently no other approved worksites funded by the Department of the Navy or the United States Marine Corps in the National Capital Region.

2.3 Telework Agreement

Prior to the commencement of regular and recurring telework arrangements, supervisors and employees must complete and sign a Telework Agreement that outlines the terms and conditions of the arrangement. The form for the Telework Agreement is enclosure The Telework Agreement prescribes the approved alternative worksite and telework schedule, and addresses personnel, security,

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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. 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 terminated. The transition back to the traditional worksite must be in accordance with established administrative procedures and collective bargaining agreements.

2.4 Employee Grievances

If an employee disputes the reason(s) given by a supervisor for not approving him or her for telework, or for terminating his or her Telework Agreement, the employee may submit a grievance using administrative or negotiated grievance procedures, as appropriate.

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. Timekeepers will record the number of hours each individual spends in a telework status during the regular daily tour of duty by entering a type hour code "LX"³ 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 must adhere to their approved work schedules. Overtime work must be ordered and approved in advance by the supervisor.

Supervisors can verify an employee's time spent working at an 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 the section below on performance management).

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2.6 Performance Management

An employee must have a proven, or expected (for new employees) performance rating of "fully successful" or equivalent, to be eligible for participation, and for ongoing participation, in the Telework Program.

Teleworkers' performance should be monitored in the same manner as all employees' at the traditional worksite. The performance standards should be based on a results-oriented approach and should describe the quantity and quality of expected work products and the method of evaluation.

Teleworkers are 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.

2.7 Work Schedules

The existing rules on hours of duty apply to teleworking employees. 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, government-wide policy, and applicable bargaining agreements. 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.

There are no limits on the number of telework days versus "in-office" days per week or pay period for teleworkers. Many arrangements provide for a minimum work time in the traditional worksite, e.g., 2 to 3 days per week, although this should not preclude approval of full-time (i.e., every workday) telework arrangements. Most teleporting employees spend part of the workweek in the traditional worksite to improve communication, minimize isolation, and use facilities not available off-site. Components are encouraged to develop flexible procedures that allow individual supervisors to determine the best balance for the mission and individual situations.

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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 should adopt a flexible approach in developing optimum arrangements for these employees.

2.8 Overtime

The overtime provisions that apply to employees working at a traditional worksite apply to employees on a Telework Agreement. Employees may work overtime only when ordered and approved by the supervisor in advance.

2.9 Official Duty Station

A teleworker's official duty station for such purposes as special salary rates, locality pay adjustments, and travel, is established at the Commander's discretion. Although the OPM has not issued regulations or formal guidance on determining official duty stations for employees in telework situations, OPM's "Guide to Processing Personnel Actions" (GPPA) provides guidance on documenting duty station changes. Chapter 23 of the GPPA defines "duty station" as the "city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site." The guide further states, "The location of an employee's work site is the location of the employee's desk or the place where the employee normally performs his or her duties." Commands should make duty station determinations under telework arrangements within the framework of these GPPA citations.

In situations where a teleworker works solely from an approved alternative worksite, and the alternative worksite and the traditional worksite are not in the same locality pay area, the official duty station should be determined to be the alternative worksite. It would be contrary to the intent of the locality pay law to provide locality pay entitlements to an employee who does not actually work "within the locality" in question. To effect a change in duty station, a supervisor must initiate a Request for Personnel Action to document the change on a Notification of Personnel Action.

ENCLOSURE (1)

2.10 Telework and Travel

The travel provisions that apply to employees working at a traditional worksite also apply to employees who telework. A teleworker who is directed to travel to another worksite (including the traditional worksite) during his or her regularly scheduled basic tour of duty would have the travel hours credited as hours of work. Similarly, as for all employees, teleworkers who are directed to travel back to the traditional worksite after their regularly scheduled basic tour of duty for irregular or occasional overtime work, are entitled to at least 2 hours of overtime pay or compensatory time off (5 CFR 550.112(h) and 551.401(e)).

Where an employee teleworks full-time from a location outside of the local commuting area of the traditional worksite, and his or her alternative worksite has been determined as his or her official duty station, management funds all work-related travel outside the employee's normal commuting area, including travel to the traditional worksite (refer to the guidance provided at 2.9 above).

Management reserves the right to require employees to report to the traditional worksite on scheduled telework days, based on operational requirements.

2.11 Emergency Dismissal or Closing

Emergency dismissal or closure procedures for employees (including employees teleworking from an alternative worksite) in Federal executive agencies located inside the Washington Capital Beltway are prescribed by OPM on an annual basis. These procedures apply not just in adverse weather conditions (snow emergencies, severe icing conditions, floods, earthquakes, and hurricanes), but in all kinds of emergency situations including air pollution, disruption of power and/or water, and interruption of public transportation. OPM's current policy in situations where it deems Federal agencies to be "closed" is that employees not designated as "emergency employees" (including teleworking employees at an alternative work site) are excused from duty without loss of pay or charge to leave. Consistent with this advice, teleworkers whose traditional worksite is inside the Washington DC Beltway will observe the same closedown arrangements as employees at the traditional worksite. For DoD agencies located outside the Washington DC beltway that are affected by emergency situations or closings, managers should determine action on a case-by-case basis.

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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, if applicable, or require the employee to report for work at the traditional worksite. If a similar occurrence (not covered by OPM emergency dismissal guidance) causes employees at the traditional worksite to be unable to continue working, e.g., part of a large organization is dismissed due to a lack of heat or cooling, employees who are teleworking would not be affected and would not need to be excused from duty.

If the employee knows in advance of a situation that would preclude working at the alternative worksite, a change in work schedule, leave, or work at the employee's traditional worksite must be scheduled.

2.12 Telework for Employees with Disabilities

Telework is excellent for accommodating employees with disabilities. For information on employing and accommodating employees with disabilities, both at home and at the traditional worksite, see the handbook, *Managing End User Computing for Users With Disabilities*, prepared by GSA's Clearinghouse on Computer Accommodation (COCA). GSA's Federal Information Resources Management Regulations, FIRMR Bulletin C-8, establish government-wide guidelines for acquiring ADP equipment that helps disabled Federal employees.

2.13 Training

Supervisors and employees participating in the MCCDC Telework Program are encouraged to undertake training in telework. Successful telework arrangements include initial training for both supervisors and employees. Contact the MCCDC G-1 if you determine that training to support your telework employees and supervisors is required.

3. Equipment

The following paragraphs supplement, and should be read in conjunction with, the provisions on use of equipment for telework, as prescribed in the MCCDC Telework Policy.

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The MCCDC G-6 is the command's Designated Approving Authority (DAA) and will determine the range of equipment required by a teleworker, the source of this equipment and responsibility for its installation, service, and maintenance subject to the following:

- a. Providing and/or installing government-furnished equipment, including separate phone lines, at alternative worksites is at the discretion of the MCCDC G-6, and every effort should be made to provide the necessary equipment within budgetary constraints. Laptops and docking stations are useful options for teleworkers;
- b. Supervisors should ensure that government equipment assigned to teleworkers is properly accounted for;
- c. The employee continues to be bound by the DoD standards of conduct while working at the alternative worksite and using government-furnished equipment;
- d. The command is responsible for the service and maintenance of all government-furnished equipment and software, and employees may be required to bring such equipment into the traditional worksite for maintenance;
- e. The employee must protect all government-furnished equipment and software from possible theft and environmental damage. In cases of damage to unsecured equipment by non-employees, the employee will be held liable for repair or replacement of the equipment or software in compliance with applicable regulations on negligence;
- f. If the MCCDC G-6 decides to approve government-furnished equipment and does not have enough office equipment to support its teleworkers due to shortages, the requirement can often be satisfied through excess property (Refer to Part 101-43 of the Federal Procurement Management Regulation (FPMR) regarding "Utilization of Personal Property.") The MCCDC G-6 may have knowledge concerning excess equipment availability. Excess property should be the first source of supply before considering purchasing equipment;
- g. Public Law 104-52 authorizes agencies to use funds to install telephone lines in private residences of employees authorized to telework, and to pay monthly phone charges for such lines, within budgetary constraints. Teleworkers should be provided with Federal calling cards if duties require making long distance calls on a regular basis;

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h. Office supplies, such as paper, toner, printer ink etc., will be available to the teleworker for use at the alternative worksite in the same way as in the traditional workplace; and

i. Employees who use telecenters will be provided access to basic office equipment (e.g., computer, modem, telephone, fax, copier). Telecenters are responsible for the installation and maintenance of telecenter equipment. Employees are prohibited from using telecenter equipment for personal use.

4. Security Issues

The following paragraphs supplement, and should be read in conjunction with, the provisions on security for telework, as prescribed in the MCCDC Telework Policy. All files, records, papers, or machine-readable materials created while teleworking are the property of DoD. For policy advice on electronic security procedures, see FIRMR 41 C.F.R. section 201-7, Security of Personal Privacy; and Security of Personal Computer Systems; A Management Guide, NBS Special Publication 500-120, U.S. Department of Commerce, National Institute of Standards and Technology.

Records subject to the Privacy Act may not be disclosed to anyone except those authorized access as a requirement of their official responsibilities. Components shall ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records. Only copies, not originals, of Privacy Act documents may be permitted to be taken out of the traditional work site and they may be taken only on temporary basis and not permanently stored out of the traditional work site. Supervisors shall ensure that any teleworkers who will be working on Privacy Act materials receive appropriate Privacy Act training.

Teleworkers are responsible for the security of all official data, protection of any government-furnished equipment and property, and accomplishment of the mission of the DoD and their command at the alternative worksite.

5. Workers' Compensation and Other Liabilities

Employees who are directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act (FECA), regardless of whether the work is performed on the agency's premises or at an alternative worksite. An employee on the workers' compensation rolls who is a candidate for vocational rehabilitation

ENCLOSURE (1)

may, upon approval by the Department of Labor (DOL), use telework as an option. It is a management decision, however, as to whether a light duty position would be developed for an injured employee. If a commander 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, upon approval of the DOL, generally be able to withdraw from the vocational rehabilitation trial and apply for a resumption of workers' compensation benefits.

The employee must notify the supervisor immediately of any accident or injury at the alternative worksite, provide details of the accident or injury, and complete the DOL Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

For work-at-home arrangements, the employee is required to designate one area in the home as the official work station. The government's potential exposure to liability is restricted to this official work station for the purposes of telework. Each employee with an approved Telework Agreement for work-at-home telework must sign a 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 Federal employee workplace safety.

ENCLOSURE (1)

TELEWORK DEFINITIONS

Ad hoc telework means approved telework performed on an occasional, one-time, or irregular basis. (Telework of less than one day per pay period is considered ad hoc.)

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.

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.

Telecenter means a General Services Administration (GSA) telecenter.

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

Telework agreement means a written agreement, completed and signed by an employee and appropriate official(s) in his or her Component, that outlines the terms and conditions of the telework arrangement (sample agreement at enclosure (2) of this order.

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

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

ENCLOSURE (2)

DETERMINING EMPLOYEE ELIGIBILITY FOR TELEWORK

1. Positions eligible for telework are those involving tasks and work activities that are portable, do not depend on the employees 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 and functions generally suited for telework include, but are not limited to:

- (a) thinking and writing;
- (b) policy development;
- (c) research;
- (d) analysis (e.g. investigating, program analysis, policy analysis, financial analysis);
- (e) report writing;
- (f) telephone-intensive tasks;
- (g) computer-oriented tasks (e.g. programming, data entry, word processing, web page design); or
- (h) data processing.

2. Positions not generally eligible for telework are those positions involving tasks that are not suitable to be performed away from the traditional worksite, including tasks that:

- (a) 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, which cannot otherwise be achieved via email, telephone, fax or similar electronic means;
- (b) require daily access to classified information; or
- (c) are part of trainee or entry level positions.

3. An employee suitable for telework is an employee whose demonstrated personal characteristics are well-suited to telework, as determined by the supervisor, including, as a minimum:

ENCLOSURE (3)

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(a) demonstrated dependability and the ability to handle responsibility;

(b) a proven record of high personal motivation;

(c) the ability to prioritize work effectively and utilize good time management skills; and

(d) a proven or expected minimum performance rating of "fully successful", or equivalent.

4. 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.

**TELEWORK OFFER LETTER
FOR REGULAR AND RECURRING TELEWORK**

From:
To:

Subj: OFFER OF TELEWORK OPPORTUNITY

Ref: (a) Public Law 106-346
(b) MCBO 12xxx (Telework order)

Encl: (1) Teleworking IT Checklist

1. In accordance with the references, you have been identified as the individual occupying a position suitable for telework.
2. Under the Telework Program, you will be allowed to work at an alternative worksite at least one day each pay period. The specific day(s) within a pay period you will be allowed to work at the alternate worksite will be determined by your supervisor. The location of the alternate worksite will also be determined by your supervisor, with your input, and may be a specified work area of your home or another approved worksite.
3. The references contain additional information about the Telework Program. If you elect to accept this telework offer, you will be required to sign a Telework Agreement and, if your alternate worksite is your home, a Telework Safety Checklist.
4. Please complete the section below to indicate whether you accept or decline this telework offer and return it to your supervisor within 10 days. You may withdraw your acceptance at anytime; if you decline now, you may request approval to participate at later date. If you accept the offer, your supervisor will meet with you within 10 days to work out the specific telework arrangement.

SIGNATURE BLOCK

I accept decline the telework work offer.

Signature

ENCLOSURE (4)

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TELEWORKING IT CHECKLIST

As a Tele-work participant, I agree to abide by the following IT guidelines while using either a government provided or personal computer in performing my duties:

1. No classified information will be sent, received, typed, scanned, faxed or otherwise processed on any computer not clearly marked as "Authorized for Classified Material".
2. I will use my government provided computer for official business only and not for personal use.
3. No personal storage devices will be connected to or introduced to any government provided computer.
4. No Personally Identifiable Information (PII) will be processed or stored on my personal computer. Should such PII data be stored on my government provided computer I am responsible for the protection of that data and the computer holding the data.
5. No personal printers, fax or any other external device will be connected to my government provided computer unless that device is also furnished by the government.
6. I will not establish an "auto-forward" rule from my government electronic mail account (email) to any commercial or personal email address.
7. When returning to my regular work location, I will ensure my government provided computer is reconnected to the network so that required updates can be pushed to the computer. If assistance is required I will contact 1-866-THE-NMCI for support.
8. Should I be authorized to use my personal home computer in the performance of my duties, it shall be at my expense and without any reimbursement. Further, it shall be my responsibility to provide any special software or hardware to perform my duties from my personal computer to include anti-virus protection software.
9. Should I be authorized to use a government provided computer in the performance of my duties, the connection to the network shall be via my personal home network connection with no expense

ENCLOSURE (4)

to the government. Any special software or hardware required to perform my duties from a government provided computer shall be at the expense of the government.

10. I understand that all regulations regarding internet access from a government provided computer still apply regardless of the physical location of that computer.

Telework Participant (Signature/Date)

Supervisor (Signature/Date)

G-6 Representative Review/Approval (Signature/Date)

ENCLOSURE (4)

REQUEST FOR APPROVAL OF AD HOC TELEWORK ARRANGEMENT

Complete this form to request telework on an ad hoc basis. Ad hoc telework is defined as telework that is performed on an occasional, one time, or irregular basis and is usually driven by the situation (e.g., a one time project that requires intense concentration).

1. Name of Employee: _____
Title/Series/Grade: _____
Organization: _____

2. Identify date(s) you wish to telework:

3. Briefly describe what you expect to accomplish while in a telework status:

4. Telework location (if location is in the home, be specific in identifying the area of the home where official business will be performed):

Address:

Phone number:

E-mail (if available):

Fax (if available):

Signature of Employee

Date

5. Supervisory Approval

Approved Disapproved

If disapproved, state reason(s):

Signature of Supervisor

Date

ENCLOSURE (5)

TELEWORK AGREEMENT FOR REGULAR AND RECURRING TELEWORK

This constitutes the terms and conditions of the Telework Agreement. By signing this agreement, you are certifying that you understand and accept the terms and conditions, and that you will comply with published policies, orders and directives pertaining to the Telework Program.

1. Your Name: _____
2. Title/Series/Grade: _____
3. Organization: _____

4. Telework Schedule: Show the day(s) during each pay period that the employee is approved to work at an alternate worksite.

DAY	1 ST WEEK OF PAYPERIOD	2 ND WEEK OF PAYPERIOD	DUTY HOURS (SPECIFY LUNCH BREAK)
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

5. Approved Alternate Worksite (Check one):

GSA Telecenter or Other approved worksite

Address: _____
Phone Number: _____
Fax: _____
E-mail address: _____

Note: Use of a GSA telecenter will be approved only if the fees for such use are centrally funded by the Department of the Navy.

6. Check here if the alternate worksite is the employee's home. If this box is checked, describe specific location within the home that will be used as the official worksite:

7. Check here if the telework arrangement is based on medical reasons or as an accommodation for a disability. Attach medical documentation that supports the telework arrangement.

ENCLOSURE (6)

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TELEWORK AGREEMENT FOR REGULAR AND RECURRING TELEWORK

TERMS AND CONDITIONS

CHANGES TO TELEWORK SCHEDULE

1. Teleworkers must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Teleworkers will be given as much advance notice as possible when this occurs.
2. A teleworker may request to change a scheduled telework day. The supervisor will normally accommodate the employee's request when practicable and when consistent with mission requirements.
3. A permanent change to a telework schedule must be documented by a new Telework Agreement.

WORK AT HOME TELEWORK

4. When working at a home work site, the teleworker must ensure a proper working environment is maintained and that the work area is free of distractions.
5. Work at home teleworkers must complete and sign a safety checklist that proclaims the home safe for an official home worksite and to ensure that all requirements to perform official work are met. The employee agrees to permit access to the home worksite by agency representatives as required, during normal work hours, to repair or maintain government furnished equipment and to ensure compliance with the terms of this agreement. Normally, the employee will be advised 24 hours in advance of the agency's visit to the home worksite.
6. Work at home teleworkers must designate one area of the home as an official work or office area that is suitable for the performance of official duties. The government's potential exposure to liability is restricted to this official work or office area for purposes of telework.
7. The government is not responsible for any operating costs associated with a work at home telework arrangement, including home maintenance, utilities, and insurance.

ENCLOSURE (6)

8. The employee agrees that telework is not a substitute for dependent care.

OFFICIAL DUTY STATION

9. The employee's duty station for such purposes as special salary rates, locality pay adjustments, and travel is the duty station shown on the most recent SF-50, Notification of Personnel Action.

TIME AND ATTENDANCE, WORK PERFORMANCE, AND OVERTIME

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

11. The employee is required to complete all assigned work, consistent with the approach adopted for other employees in the work group, and according to standards and guidelines in the employee's performance plan. Upon request of the employee's supervisor, the employee will explain or produce documentation to show what work was performed while in a telework status.

12. The employee will work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without prior approval may be subject to disciplinary action.

13. An employee who wishes to take leave on a day designated as a telework day will request leave following normal leave requesting policies.

SECURITY AND EQUIPMENT

14. No classified documents or sensitive unclassified materials, including Privacy Act and For Official Use Only, may be taken to or sent to the telework site. This applies to both hard copy and electronic copies of such documents.

15. Employees are approved to use their personal computers to perform official government work at a home worksite. Government furnished computers will not be provided. The employee is responsible for the installation, maintenance and repair of personal computers.

ENCLOSURE (6)

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16. Employees will be provided with office supplies (paper, toner, etc.) to the same extent as employees at the traditional work site. The employee must return unused supplies upon conclusion of the telework arrangement or upon request of the supervisor.

LIABILITY AND INJURY COMPENSATION

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

18. The employee is covered by the Federal Employees Compensation Act when injured or suffering from work related illnesses while conducting official government business. The employee will notify the supervisor immediately of any accident, injury or work related illness that occurs at the alternative worksite while in the performance of official duties and the employee will complete any required forms in connection with the illness or injury.

REIMBURSEMENT FOR OFFICIAL PHONE CALLS

19. Employees may seek reimbursement for official business long distance calls by completing a Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business. A copy of the telephone charges must accompany the claim.

EARLY DISMISSALS AND CLOSINGS

20. Employees who are at a telework site on a day that an early dismissal or closing is announced due to an emergency are not generally affected by the reasons for the emergency early dismissal or closure and are, therefore, expected to work during the period of dismissal or closure or to request leave for the period. 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 employee shall immediately notify the supervisor and the supervisor shall determine action on a case-by-case basis. Depending on the particular circumstances, the supervisor may grant the teleworker excused absence or offer the teleworker the option to take leave or report to the traditional worksite.

ENCLOSURE (6)

STANDARDS OF CONDUCT

21. The employee continues to be bound by DoD and agency standards of conduct while working at the alternate worksite.

MILEAGE SAVINGS

22. The employee estimates that the telework arrangement will result in a reduction of approximately ____ miles traveled in commuting per pay period.

TERMINATION OF TELEWORK AGREEMENT

23. This Telework Agreement may be terminated by the employee or by the supervisor by giving advance written notice, except when an emergency precludes advance notice. Management shall terminate the Telework Agreement should the employee's performance not meet the prescribed standard or if the teleworking arrangement fails to meet organizational needs.

This Telework Agreement will commence on: _____
Date

Signatures:

Employee Date

Approving Official Date

**TELEWORK PROGRAM SAFETY CHECKLIST
FOR REGULAR AND RECURRING TELEWORK AT A HOME WORKSITE**

The following checklist is designed to assess the overall safety of the home worksite. The participating employee must complete the checklist, sign it, and return it to the supervisor. The employee should retain a copy.

	YES	NO
1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?		
2. Is all electrical equipment free of recognized hazards that could cause physical harm (e.g., frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)?		
3. Will the building's electrical system permit the grounding of electrical equipment (a 3-prong receptacle)?		
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?		
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways?		
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?		
7. Are all stairs with 4 or more steps equipped with handrails?		
8. Are carpets well secured to the floor and free of frayed or worn seams?		

Employee's Signature

Date

ENCLOSURE (7)

REGISTRATION INSTRUCTIONS FOR USE OF A TELEWORK CENTER

1. The employee starts by getting approval to telework through their supervisor and command approval authority as outlined in the basic order. Once approved and required agreements have been signed, the employee registers with U.S. Government Services Agency Telecenters by going to the Telework Online Billing System (TOLBS) website at www.tolbs.com to establish an account.
2. Once an account is established, the employee will sign up online for their chosen Telecenter site, from the list of sites on enclosure (9).
3. Enter Karen Meyer, in the Department of the Navy (DON) Office of Civilian Human Resources (OCHR) Navy (DON) Telework Agency Program Coordinator for both Navy and USMC telework applications. Use her e-mail address in the online application: [karen.meyer@navy.mil]
4. Enter [jacqueline.arnold@cpms.osd.mil] as the Fund Certifier.
5. The online application will be forwarded and processed automatically and payment for the use of the telecenter will be made directly by the office of Civilian Personnel Management Services (CPMS) in Office of the Secretary of Defense (OSD).

ENCLOSURE (8)

U.S. GENERAL SERVICES ADMINISTRATION TELEWORK CENTERS

NATIONAL CAPITAL REGION

VIRGINIA

Fairfax City Telework Center at George Mason University

www.nocommute.org (a nongovernment website)

4031 University Drive, 1st Floor

Fairfax, VA 22030

POCs:

(1) Darryl Dobberfuhr -(703) 367-3000 FAX (703) 367-0126

(2) Emeka Ezidinma – (703) 279-3300 FAX (703) 359-9844

Daily rate: \$26.00

Herndon Telework Center at George Mason University

www.nocommute.org (a nongovernment website)

150 Elden Street

Herndon, VA 20170

POCs:

(1) Darryl Dobberfuhr – (703) 367-3000 FAX (703) 367-0126

(2) Emeka Ezidinma – (703) 279-3300 FAX (703) 359-9844

Daily rate: \$26.00

Manassas Telework Center

www.nocommute.org (a nongovernment website)

9500 Godwin Drive, Building 105

Manassas, VA 20110

POC: Darryl Dobberfuhr

(703) 367-3000 FAX (703) 367-0126

Daily rate: \$26.00

Fredericksburg (Formerly Spotsylvania)

www.nocommute.org (a nongovernment website)

4956 Southpoint Parkway

Fredericksburg, VA 22407

POC: Keith Lesser, klesser@nocommute.org (540) 710-5002 FAX (540) 710-5004

Peter Garcia, PGarcia@nocommute.org

(540) 710-5001 FAX: (540) 710-5004

Daily rate: \$26.00

Stafford County Telework Center

www.nocommute.org (a nongovernment website)

24 Onville Road, Suite 201

Stafford, VA 22556

POC: Keith Lesser, KLesser@nocommute.org, Tony Floyd, tfloyd@nocommute.org

(540) 710-5002 FAX: (540) 710-5004

Daily rate: \$26.00

Woodbridge Telework Center

www.nocommute.org (a nongovernment website)

13546 Minnieville Road

Woodbridge, VA 22192

POC: Keith Lesser, KLesser@nocommute.org, Tony Floyd, tfloyd@nocommute.org

(540) 710-5002 FAX: (540) 710-5004

Daily rate: \$49.00

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NetTech Center

www.nettechcenter.net (a nongovernment website)
2281 Valley Avenue
Winchester, VA 22601
POC: Linda Whitmer
linda@nettechcenter.net
(540) 450-2222 FAX (540) 678-1939
Daily rate: \$27.25

MARYLAND

Bowie State University Telecommuting Center

www.bsu-telecommute.com (a nongovernment website)
Bowie State University
14000 Jericho Park Road, Bowie MD 20715
POC: Joyce Larrick
(301) 860-4939 cell (301) 741-2805
FAX (301) 352-4513
Daily rate: \$25.00

Frederick Telework Center

7340 Executive Way, Suite M
Frederick, MD 21704
POC: Tonita Hickey
(301) 698-2700 Ext. 101, FAX (301) 696-2848
Daily rate: \$30.00

Hagerstown Telework Center

www.hagerstowntelework.org (a nongovernment website)
14 North Potomac Street, Suite 200a
Hagerstown, MD 21740
POC: Michael j. Pellegrino
(301) 745-5600 FAX (301) 766-2050
Daily rate: \$25.00

Prince Frederick Telework Center

www.teleworkctr.org (a nongovernment website)
205 Steeple Chase Drive #305
Prince Frederick, MD 20678
POC: Jill Wathen
(301) 934-7628 FAX (301) 934-7675
Daily rate: \$27.00

Waldorf InTeleWork Center

www.teleworkctr.org (a nongovernment website)
128 Smallwood Village Shopping Center
Waldorf, MD 20602
POC: Jill Wathen
(301) 934-7628 FAX (301) 934-7675
Daily rate: \$27.00

Laurel Lakes Telework Center

www.teleworkctr.org a nongovernment website)
13962 Baltimore Avenue
Laurel, MD 20707
POC: Jill Wathen
(301) 934-7628 FAX (301) 934-7675
Daily rate: \$27.00

ENCLOSURE (9)

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INSTRUCTIONS FOR TIMEKEEPING FOR TELEWORK EMPLOYEES

1. Timecards. Time spent in a teleworking status must be accounted for and reported on in the same manner as if the employees reported for duty at the traditional worksite. Timecards must be coded to reflect time worked in a telework status:

(a) Use code **TW** to show telework days when an employee is on a regular and recurring telework schedule (i.e., teleworks at least one day each pay period)

(b) Use code **TS** to show telework days when an employee teleworks on an ad hoc or situational basis.

(c) Use code **TM** to show telework days approved for medical reasons.

2. Overtime. Overtime provisions that applies to employees working at a traditional worksite apply to employees who telework. Employees may work overtime only when ordered and approved in advance by the supervisor. Instances in which employees perform overtime work without prior supervisory approval may be cause for administrative or disciplinary action.

3. Early Dismissal or Base Closures. Employees who are at a telework site on a day that an early dismissal or closing is announced due to an emergency are generally not affected by the reasons for the emergency early dismissal or closure and are, therefore, expected to work during the period of dismissal or closure or to request leave for the period. 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 employee shall immediately notify the supervisor and the supervisor shall determine action on a case-by-case basis. Depending on the particular circumstances, the supervisor may grant the teleworker excused absence or offer the teleworker the option to take leave or report to the traditional worksite.

ENCLOSURE (10)