

DEPARTMENT OF THE ARMY  
Southwestern Division, U.S. Army Corps of Engineers  
1100 Commerce Street  
Dallas, Texas 75242-0216

SWDR 690-2-1

CESWD-HR

Regulation  
No. SWDR 690-2-1

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**Human Resources  
TELEWORK PROGRAM**

1. Purpose. This regulation prescribes policies, assigns responsibilities, and outlines procedures for participation in the Southwestern Division (SWD) Telework Program.
2. Applicability. This regulation applies to all civilian employees of the Southwestern Division and its Districts. This regulation supersedes SWDR 690-2-1 Telework Program Regulation dated 15 November 2002 and all other Telework guidance/handbooks previously issued by SWD. This regulation is to be used in conjunction with the USACE ER and the DoD Instruction. In an event of conflict between a negotiated agreement and this regulation, the provision(s) of the negotiated agreement will prevail until such time as changes can be negotiated to align local bargaining unit agreements(s) with this policy.
3. Distribution. Approved for public release; distribution is unlimited.
4. References.
  - a. Department of Defense Instruction 1035.01, (Telework Policy).
  - b. USACE ER 690-1-1215, Telework Program dated 16 August 2011.
5. Definition and Acronyms. See Appendix A.
6. Policy.
  - a. Telework is an effective strategy that can be used for mission accomplishment, flexibility to recruit and retain valued performers, reducing travel congestion, energy consumption, pollution control, and ensuring Continuity of Operations Plans (COOP) when an emergency arises. It actively promotes and implements telework throughout SWD in support of our commitment to workforce efficiency, emergency preparedness, greenhouse gas emissions reduction, and quality of work life.
  - b. This program allows eligible employees of the SWD to work at home or at an alternate worksite, approved by the Commander. It is the policy of the SWD Commander to encourage

\*This regulation supersedes SWD Regulation 690-2-1, dated 15 November 2002

teleworking to the maximum extent possible without diminishing employee or mission performance, for those employees who are qualified and occupy eligible positions.

c. Telework is an innovative tool that provides employees with the opportunity to perform their assigned duties at alternative work sites during an agreed upon schedule. Teleworking offers the potential for increased productivity and improvements in employee morale, motivation, job satisfaction and retention. Telework is not a substitute for dependent care and is not to be used to replace child or elder care arrangements.

7. Delegation. Authority to approve initial, changes to, or terminate telework agreements is delegated to the employee's first line supervisor, except when there is a financial cost to the organization. In these cases, the approval authority rests with the second level supervisor. When reviewing telework requests, authorizing officials shall apply telework eligibility criteria in a fair and consistent manner. While telework is encouraged, employees cannot be ordered to telework, unless an employee is designated as mission-critical or the employee's telework agreement addresses this requirement. Telework is not an entitlement; not all positions lend themselves to telework arrangements or are all employees eligible to participate in telework.

#### 8. Eligibility.

a. To the extent that mission requirements are not jeopardized, SWD Commanders and supervisors will permit employees who exhibit suitable work performance and occupy eligible positions (i.e., those positions that involve portable work and are not dependent on the employee's presence at the traditional worksite) to telework to the maximum extent possible. Types of work that may be suitable for telework include:

- (1) Creating/writing–editing documents;
- (2) Writing decisions or reports; conducting analysis;
- (3) Data analysis and reviewing cases;
- (4) Telephone-intensive tasks/negotiations;
- (5) Researching or obtaining information;
- (6) Computer-oriented tasks–programming - data entry or word processing; or
- (7) On-line training

b. Telework eligibility criteria should be applied impartially and consistently. Supervisors shall review each position, determine the eligibility of their employees to participate in telework, and notify these employees of their eligibility. Employees identified as eligible, have the option to accept or decline the opportunity to telework.

Supervisors cannot order employees to telework, unless the employee's duties are designated as mission-critical or the employee's telework agreement addresses this requirement.

c. Employees eligible to telework can participate on a regular and recurring or on an ad hoc (situational) basis, based on supervisor approval.

(1) Regular and Recurring. Work performed at an alternative worksite on a routine basis by an employee who is approved to telework, most often on an agreed-upon day(s) during a bi-weekly pay period. To be considered regular and recurring telework, an employee must telework at least twice each biweekly pay period.

(2) Situational or ad hoc. Work performed on a non-routine basis for specific assignments, projects, or to accomplish job tasks that require concentration and uninterrupted blocks of time for successful completion. Approval for ad hoc telework does not confer eligibility for regular and recurring telework. The following (but not all inclusive) situations are justifiable reasons for ad hoc telework.

(a) Directed by supervisor to complete web-based distance and continuous learning, including educational requirements required by law or regulation.

(b) Severe weather conditions or other circumstances that disrupt employees' commute or compromise employee safety and the official duty station closes or the Commander or Office of Personnel Management (OPM) announces that Federal government offices in the employees' location are open with the option for unscheduled telework.

(c) Periodic conduct or participation in an exercise to ensure telework effectiveness as it relates to continuing operations in the event of a crisis or national emergency.

(d) Other suitable situations deemed necessary, such as, in conjunction with a partial work day and leave approved in advance by the supervisor.

d. Telework for medical reasons. An employee may request to perform work at his/her residence to recover from a personal injury, or medical condition and is prevented from reporting to the official duty station and is otherwise eligible for telework. The request may be approved at the supervisor's discretion. Medical documentation shall be considered in making the determination to approve or deny medical telework and to determine an employee's diagnosis and prognosis. *If a supervisor is unsure about a medical related request, they should discuss the request with the Civilian Personnel Advisory Center (CPAC) Human Resources Advisor and local Labor Counselor prior to commitment.* When approving telework for medical reasons, the DD 2946, Telework Agreement is required.

e. Employees in the following types of positions are typically not eligible for telework:

(1) Handles classified materials on a daily basis;

(2) Requires daily on-site activity or face-to-face contacts; (e.g., hands-on contact with machinery, equipment, or vehicles; direct patient care);

(3) Performance below successful level or conduct warrants close supervision;

(4) Proposed, pending or on-going disciplinary action; or

(5) When recently assigned, newly appointed, trainee or entry level employees.

f. The length of time that an employee is ineligible to telework is at the supervisor's discretion. The criteria above shall be considered in making the determination to deny telework. Denial or termination of telework agreements should be based on business reasons (e.g., the telework agreement fails to meet the organization's needs or the employee's performance does not meet the prescribed standard). Telework may be considered within the first six months in the position or at mid-term review after the employee's performance is at an acceptable level or when their supervisor deems their performance is no longer at an unacceptable level. Telework agreements will be reviewed and revalidated by the supervisor and the teleworker at least every two years.

#### 9. Roles and Responsibilities.

a. The Southwestern Division Human Resources Director.

(1) Will serve as the Southwestern Division Commander's overall Telework Program Coordinator for the region.

(2) Complete required training.

(3) Provide program oversight of district implementation of the telework program following public law, this policy and any relevant DoD, Department of the Army (DA) or USACE regulations.

(4) Prepare consolidated reports on participation in the Telework Program, and other data as required.

(5) Update and revise this policy based on further guidance and/or direction from DoD, DA or USACE.

(6) Consult with the USACE Telework Program Manager when necessary (i.e., complaints, upper management inquiries, any complex issue, etc.).

b. SWD Headquarters Office and District Telework Coordinators.

(1) Serve as the organization's administrator and overseer of the organization's telework program and serve as the organization's point of contact for the SWD Commander's Telework Program Coordinator.

(2) Submit annual or special reports on telework to the SWD Telework Program Coordinator. Telework Coordinators will maintain sufficient data to report on the number of positions eligible for telework, the number of employees offered the opportunity to telework, the number of requests denied, and the number of employees actually teleworking and their specific work arrangements, etc., to ensure compliance with DoD, DA and USACE reporting requirements.

c. Safety/Security Officers may conduct periodic reviews, as necessary, to ensure conformity to safety and security regulations/procedures.

d. Information Management and Logistics Officers will provide assistance in identifying any special equipment requirements, including, connectivity, software, communication devices, etc., as necessary, for teleworkers.

e. Approving Officials/Supervisors will:

(1) Complete required training;

(2) Determine employee eligibility and notify all employees of their eligibility consistent with requirements of this document;

(3) Maintain the original signed telework agreement, unless the locally negotiated agreed upon policy dictates otherwise.

(4) Ensure that all telework agreements are reviewed by the appropriate approving official/supervisor every two years following the execution of the initial agreement;

(5) In cases where there are financial cost implications to USACE/SWD or when an employee's duty station is being changed as a result of a telework agreement, ensure that the appropriate cost/benefit analysis (Appendix D) has been approved;

(6) Verify all telework is accurately reflected on time and attendance records, per Defense Civilian Pay System (DCPS) Customer Service Representative (CSR) Users Manual;

(7) Ensure all supervisors, employees, and timekeepers are trained on telework duties and responsibilities; and understand their authorities and limitations in implementing the telework program;

(8) Ensure adequate worksite coverage during business hours, so that mission operations continue to be carried out efficiently and effectively and teleworkers and onsite employees treated equitably for the purpose of work requirements, performance standards, appraisals, training, rewarding, reassigning, promoting, retaining, grade/position reductions, removals and any other action that requires management discretion;

(9) Ensure teleworkers are held accountable for government furnished equipment (GFE);  
and

(10) Ensure expectations are discussed and clearly understood by all parties (supervisor, teleworker and other work group members) and telework expectations are appropriately documented on the DoD Telework Agreement. Be responsible for the overall function of the work group and ensure the success of the unit's telework arrangements.

f. Employees will:

(1) Complete required training every two years or at when telework agreement is revalidated;

(2) Review and comply with telework policy and guidance;

(3) Ensure all necessary paperwork is approved and signed prior to the start of telework;

(4) Provide a suitable work environment, which complies with good work practices and reasonable safety standards, set forth in Appendix B and immediately notify the supervisor of any accident or injury which occur at the alternate worksite;

(5) Ensure the appropriate use of equipment for the work required;

(6) Ensure that classified documents are NOT taken to the alternate worksite;

(7) Communicate with their supervisor if there are any issues or concerns while teleworking;

(8) Accurately account for all work performed while on telework and enter time and attendance following local timekeeping guidance, using the codes listed in the Time and Attendance section of this regulation;

(9) Shall be held accountable for GFE, as well as the results produced while working, and ensuring the success of the telework arrangement;

(10) Observe all policies concerning the request for and use of leave, overtime, and compensatory time; and

(11) Maintain a discipline free record and a "fully successful" or "level 3" performance rating.

## 10. Procedures.

a. Each supervisor shall review all positions and determine which positions and employees are either eligible or ineligible for regular and recurring or ad hoc telework, and notify employees accordingly. Supervisors will ensure position/employee records in the Defense Civilian Personnel Data System (DCPDS) are properly coded based on these determinations following the instructions provided at Appendix E. When an employee has been identified as

eligible, they have the option to request an opportunity to telework. A copy of all telework agreements are to be forwarded to the respective Division/District Telework Coordinator and the CSR/timekeeper.

(1) Employees already on telework agreements can continue to telework, however, they must submit the new DD Form 2946 at Appendix B, for approval within 30 days from publication of this regulation. When submitting the DD Form 2946, completion of the mandatory training must be documented on the agreement, it must include the title, source of training and the date training was completed. A new agreement must be approved if either the supervisor or employee proposes revisions that are permanent in nature to the existing agreement.

(2) An employee in an eligible position who wishes to telework on an ad hoc or regular and recurring basis must complete the DD Form 2946, and submit the completed forms to their supervisor for approval. Approval authority normally rests with the employee's first line supervisor, except in situations where there is a cost to SWD/USACE. In these cases, the request for telework should be submitted to the second level supervisor for a decision.

b. Prior to approving telework, the supervisor must:

(1) Determine that the position is eligible and the employee is suitable for telework in accordance with guidance in subsections (2) and (3) of this section and the Southwestern Division Telework Eligibility Guide at Appendix C.

(2) Determine the best balance for the mission and the workgroup. The number of days employees may telework each week or pay period is not limited. Organizations and individual supervisors determine the schedule that best meets mission requirements. Supervisors are encouraged to take a flexible approach in meeting the needs of both the employee and the organization. The following characteristics should be considered when making a decision to approve/disapprove telework for employees:

- (a) Demonstrated dependability and the ability to handle responsibility;
- (b) Demonstrated the ability to work independently;
- (c) The ability to prioritize work effectively and use good time management skills;
- (d) A proven or expected "fully successful" or "level 3" performance rating, or equivalent; and
- (e) The employee's disciplinary record.

(3) Conduct a cost analysis and make a determination of relative cost and benefit to the government using Appendix D. When there is a high cost or low benefit to the government, the second level supervisor must review the telework request and render a decision whether to approve or disapprove the request. Other local procedures may be adopted when approving such

requests, such as review/recommendations by applicable Command Management Advisory Boards.

c. A telework agreement, DD form 2946, "Department of Defense Telework Agreement," (available on the DoD Forms Management Program Website at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>) shall be required for all employees authorized to telework. It must be reviewed and revalidated by the supervisor and the teleworker every two years, the agreement will be initialed by all parties. When changes occur, (e.g. schedule changes, site changes, etc.) the agreement will be revised/initialed by all parties. A new supervisor can re-evaluate an existing Telework Agreement and agree with the current arrangement or re-evaluate the telework arrangement previously authorized.

d. Telework agreements should outline the specific work arrangement agreed to and address the logistics of alternative worksite arrangements, i.e., work schedule, security requirements, safety requirements, supplies, equipment, supervisor's expectations and the employee's emergency response telework responsibilities. All agreements shall include:

(1) The specific telework location (e.g., the employee's residence or other approved alternative worksite) and the official (traditional) worksite.

(2) Reporting requirements when the official duty station is closed, or when Government offices in the employee's location are open with the option for unscheduled telework. A statement indicating teleworkers will be required to return to the official traditional duty station, on scheduled telework days, when deemed necessary (e.g., to attend a specific meeting, perform a specific task that cannot be accomplished remotely); in these situations, the supervisor must inform the employee of the reason for the change.

(3) A description of the proper encryption, storage, safeguarding, and return of all sensitive unclassified data authorized for use at the telework location.

(4) Any specific reporting/performance arrangements the employee must follow when teleworking.

(5) A statement that the telework agreement may be terminated if the employee fails to comply with the terms of the telework agreement or ceases to qualify under one of the eligibility criteria for teleworking (e.g. employee's performance or conduct deteriorates, etc.).

(6) The date telework training was completed, the training source and the title of the course completed.

e. Telework shall not commence until the Telework Agreement, including the Safety Checklist, is properly completed, signed, approved and required training complete.

f. To insure productive use of time spent teleworking, supervisors and employees should provide a list of activities to be performed or work performed during the approved teleworking hours. Work assignments or on-line training that is expected to be accomplished while

teleworking should be agreed to and understood in advance of the telework. Telework should be suspended while on TDY or during off-site training.

g. In the event that an employee requests to telework and the approving authority has determined that the position is not eligible, or the employee is not suitable for teleworking, the supervisor must notify the employee of the decision denying the request, in writing, and the reason(s) for the decision within 14 days. A copy of the denial must be retained in the supervisor's employee file and a copy submitted to the Telework Coordinator for recordkeeping purposes.

h. Non-bargaining unit employees may dispute the denial of telework, the reasons for denial, and the termination of an existing agreement through the administrative grievance procedures (via Civilian Personnel Advisory Center (CPAC)); bargaining unit employees may file a grievance through the negotiated grievance procedure.

i. When either the supervisor or employee wishes to terminate a telework agreement, advanced written notice is required. When management initiates the termination of the agreement, the reason for such termination must be included in the written notice. In these instances, the employee is required to return to the official worksite within 10 days of the termination of the agreement. Termination of Telework Agreements may be made for reasons such as:

- (1) The arrangement no longer supports the mission;
- (2) Performance standards are no longer being met or conduct is unacceptable;
- (3) Reassignment caused a change of work; or
- (4) Financial costs exceed the benefit to the government.

j. Employees are covered under Federal Employee's Compensation Act if injured in the course of actually performing official duties at the official duty station or at his/her authorized telework location.

#### 11. Official Worksite.

a. The official worksite for a teleworker is the location of the traditional duty station (i.e. the place where the employee would normally work absent a telework agreement), as long as the employee is scheduled to actually report, at least twice each bi-weekly pay period on a regular and recurring basis, to the traditional worksite.

b. All change to the official duty station requires careful consideration of budgetary implications and impact to mission requirements. Appendix D shall be completed and approved when there is a need to change an employee's official duty station, however supervisors are to consult with the CPAC prior to the effecting any changes.

c. Permanent reassignment of an employee from the official duty station to the telework site may also have implications for reduction in force purposes.

d. Employees are compensated based on their official worksite. When the telework location is the employee's official worksite, locality pay is based on the location of the telework site, not the traditional worksite.

e. Employees who telework full-time from an alternate worksite designated as the official duty station are entitled to be reimbursed for official travel to the traditional worksite when traveling from a location outside of the local commuting area. Employees who work full-time from an alternate worksite designated as the official duty station and who do not report to the traditional worksite at least two days per pay period are considered virtual teleworkers. Such employees are entitled to reimbursement for official travel to the traditional worksite.

f. Any permanent change to the official duty station requires an SF50, "Notification of Personnel Action" and approval of a new telework agreement. A Request for Personnel Action (RPA) must be submitted by the supervisor to the CPAC for processing/preparation of the SF50. Any questions concerning official duty stations or changes thereof are to be referred to the CPAC Human Resources Advisor.

g. Under no circumstance should a permanent change in duty station be approved solely for the convenience or financial gain of the employee.

12. Training. Authorized employees and their supervisors shall complete telework training prior to signing the DoD Telework Agreement. OPM and GSA provide web-based telework training, available at: [http://www.telework.gov/Tools\\_and\\_Resources/Training/index.aspx](http://www.telework.gov/Tools_and_Resources/Training/index.aspx). Employees and supervisors shall be permitted to participate in telework training during the work day. All employees who telework shall be trained on accessing the unclassified DoD information technology network remotely, in accordance with DoDI 8570.01. When agreements are updated or extended, teleworkers and their supervisors should review this guidance as well as the on-line training.

### 13. Time and Attendance.

a. 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 official duty station. The existing rules for duty hours and scheduling work at the traditional worksite, including any applicable collective bargaining agreement, apply to all telework arrangements. Supervisors must schedule an employee's tour of duty, which the employee must adhere to, just as if the employee were working at the traditional worksite. An employee's telework hours can parallel those in the traditional worksite or be specific to the alternative worksite. Employees may be approved both to telework and work an alternative (flexible or compressed) work schedule. Credit hours may not be earned while teleworking. A copy of the employee's daily telework schedule should be kept on file with the employee's signed telework agreement.

b. Appropriate telework coding must be recorded on time and attendance records to account for time worked as provided in Appendix F and to capture the data used for reporting purposes as required by E.O. 13514. Supervisors must have reasonable assurance that telework employees are working when scheduled.

c. All leave policies remain unchanged. Teleworkers must adhere to management's procedures for requesting and securing approval of annual or sick leave.

d. Overtime, compensatory time and other hours of work provisions that apply to employees working at a traditional worksite apply to employees who telework. Credit hours may not be worked while on a telework status. Employees may work overtime and compensatory time only when approved in advance by the supervisor. Instances in which an employee performs such work without prior supervisory approval may be cause for administrative or disciplinary action.

13. Equipment, Safety and Security Information. Consistent with DoD security and information technologies policies:

a. Under no circumstances may classified documents (hard copy or electronic) be taken by teleworkers to alternative worksites.

b. Employees who telework may be approved 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. However, DoD remote access software may be installed onto Government-furnished and personally owned computers to enable access to unclassified DoD systems and networks consistent with DoD criteria and guidelines established by ASD (NII), DoD CIO and ACE-IT. The government is not responsible for personal equipment except in a few circumstances, see Reference 1 of DoDI 1035.01. The employee is responsible for the installation, repair and maintenance of all personally owned equipment.

c. Personal computers can be used to work on limited amounts of sensitive unclassified material, on the basis that teleworker delete files as soon as they are no longer required and verify in writing that she/he has deleted all files containing work-related information from personally owned computer hard drives. Teleworking employees who access Personally Identifiable Information (PII) may only do so on encrypted GFE requiring two factor authentications for access, in accordance with OMB Memorandum 07-16; extraction of PII from DoD systems onto GFE used for teleworking is prohibited unless approved by a manager, and logged and erased, in accordance with the requirements of OMB memorandum 06-16.

d. Within budgetary constraints, providing and/or installing government-furnished equipment (GFE) at alternative worksites must be submitted by the supervisor and reviewed by the second level supervisor or the Command Management Advisory Board. The second level supervisor or board will review all submittals and provide the Commander with their recommendations. If there is disparity, the recommendation will include the reasons for consideration and areas of concern.

e. Where it is determined that government equipment will be provided to the teleworkers, excess property should be the first source of supply before considering the purchase of new equipment. DoD remote access software may be installed onto government-furnished computers to enable access to DoD systems and networks.

f. Government-furnished equipment must only be used for official duties. Family members and friends of teleworkers are not authorized to use any GFE. Employees do not have any right to or expectation of privacy while using any GFE, including internet or email services. Usage may be monitored or recorded. The employee must periodically (e.g. once a month) bring the government furnished computer to the traditional worksite in order to ensure the software latest updates/patches are loaded on their GFE. Employees must also return all GFE and materials to the agency at the conclusion of teleworking arrangements or at the Command's request.

g. Teleworkers are responsible for the security of all official information, protection of any GFE and property, and carrying out the mission of USACE at the alternative work site.

h. The Southwestern Division 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, utilities, etc. The Southwestern Division will only be responsible for the service and maintenance of government-owned/furnished equipment. The government will not be liable for damages to an employee's personal or real property during the course of performance of official duties, or while using GFE in the employee's authorized telework location except to the extent the government is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.

i. An employee who is approved for telework must sign the Safety Checklist, Section II of Appendix B, before she/he begins to telework. While there is no requirement to visit a teleworker's home, a qualified management official may conduct a home inspection, during the normal working hours, in order that safety conditions may be inspected and evaluated, and for incidents relating to workman's compensation and/or security incidents involving government owned-furnished equipment, as necessary. Inspections are to be scheduled in advance.

#### 15. Emergency Situations.

a. Any requirement that a teleworker continue to work during an emergency or work site closure must be annotated on the DD Form 2946.

b. Employees who perform mission-critical duties or employees with COOP responsibilities may be required to work from home or an alternate workplace during an emergency situation. These employees are required to have an approved Telework Agreement.

c. Employees approved for ad hoc or regular and recurring telework who are not able to report to their assigned office location due to office closure or emergency dismissal from a natural or man-made emergency event (e.g., hurricane, earthquake, wild fire, snow storm, flooding, act of terrorism, etc.) shall continue to telework each regularly scheduled work day during the emergency situation.

d. Designated employees who are unable to work due to injury or illness or dependent care responsibilities will request leave appropriate for those circumstances.

e. If circumstances permitting excused absence for other than non-teleworking employees also prevent the teleworker from working at the telework location (e.g., loss of electrical power; evacuation by local authorities; or the employee cannot access materials necessary to continue work during the emergency), the employee shall contact the supervisor to be excused from duty. Supervisors may administratively excuse the designated teleworker from teleworking on a case-by-case basis. If the teleworker is unable to communicate with their supervisor to be excused from duty and cannot maintain their remote working status, the teleworker should follow the Southwestern Division's COOP guidance and procedures.

f. It is recommended that all eligible employees complete and sign a telework agreement and be prepared to telework in the event of an emergency, pandemic or all hazard situation. The agreement shall outline the specific work arrangement and address the logistics of alternative worksite arrangements, (i.e., work schedule, security, safety, supplies, equipment, supervisor's expectations, emergency response telework responsibilities, etc.).

16. Policy questions may be directed to the SWD Human Resources Directorate; questions on implementation are to be directed to the Human Resources Advisor at the CPAC and matters pertaining to time and attendance are to be directed to the respective timekeeper/CSRs.

6 Encls

1. Appendix A – Definitions
2. Appendix B – DoD Telework Agreement, DD Form 2946
3. Appendix C – SWD Telework Eligibility Guide
4. Appendix D – Cost Analysis and Authorization Worksheet
5. Appendix E – Instructions for Updating Telework Eligibility in DCPDS
6. Appendix F – Work Schedule/Time and Attendance

  
 THOMAS W. KULA  
 Brigadier General, USA  
 Commanding

## APPENDIX A

## Definitions and Acronyms

**Alternative Worksite.** A place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's residence, a telework center, or other approved worksite.

**Command Management Advisory Board.** A board of members who assist the Commander in making decisions that affect the organizational structure, processes, cost effectiveness, unity of effort and workload prioritizations, as well as provide recommendations for appropriate personnel related matters such as recruitment, hiring, promotions, recruitment/relocation and retention incentives, DNRP, VSIP/VERA, etc.

**Continuity of Operations Plan (COOP).** Strategy outlining the efforts to be taken to ensure that the capability exists to continue agency essential functions across a wide range of natural disasters or local or national declared emergencies.

**Designated Telework Coordinator.** Representative identified at each MSC, District, Lab, Center and FOA, who can provide managers and employees with the information (i.e., websites, POCs, etc.) they need for successful telework. Additionally, serves as POC for various communications and annual reporting requirements.

**Eligibility.** Characteristics of the position and the employee that identify suitability for teleworking as determined by the supervisor or other appropriate management official in the employee's chain of command.

**Eligible Positions.** An occupation or position that is eligible for regular and recurring or situational telework, i.e., some or all of the duties can be performed away from the principal place of duty.

**Eligible Employees.** Employees who meet the requirements to participate in a telework arrangement (e.g., performance rating of at least fully successful, no history of disciplinary actions, etc.), as determined by the supervisor or other appropriate management official in the employee's chain of command.

**Emergency Situation Telework.** Telework performed in an employee's residence or alternative worksite during a crisis situation or emergency event by those who perform duties in support of mission requirements during crisis situations or contingencies, and employees approved for telework to maintain continuity of operations during a crisis or emergency.

**Employee.** A USACE civilian employee paid from appropriated or non-appropriated funds.

**Government Furnished Equipment (GFE).** Equipment and systems purchased and/or owned by the government. Includes, but is not limited to, information technology equipment, pagers, Internet services, email, library resources, telephones, facsimile machines, photocopiers, and office supplies.

**Medical Telework.** Work approved to be performed at an employee's residence for a specified period of time due to a temporary (or permanent) personal injury, illness or medical condition that prevents them from reporting to the worksite.

**Mission Critical Duties.** Job position functions that are identified as critical to performance of the mission include, but are not limited to: support for departmental health; safety and security operations; support for critical facility operations; maintain computer and communications systems and operations; perform critical watch standing duties; coordinate essential interface with other agencies and field activities, or perform emergency response and national response plan operations.

**Official Duty Station.** Approved location where the employee regularly performs his or her duties. Geographical location is reflected on the SF50, "Notification of Personnel Action".

**Position Description.** Statement of the major duties, responsibilities and supervisory relationships of a position.

**Regular and Recurring Telework.** Arrangement in which some or all duties may be performed at an alternative worksite, on a regular and recurring basis. Regular/recurring telework can be either **full-time** (where an employee performs all duties at an alternative worksite and there is no expectation of reporting to the traditional worksite) or **limited** (where an employee performs duties at an alternative worksite on a set schedule (e.g., every Monday; twice a pay period; four times a month)).

**Safe Haven.** Agency designated location such as an employee's residence or an alternative location mutually agreeable to the agency and the employee when employees are evacuated from their worksites.

**Safety Checklist.** Document used to assess the suitability of the residence in meeting safety standards. The checklist must be completed/submitted with the Telework Agreement.

**Situational/Ad hoc telework** – arrangement in which duties may be performed at an alternative worksite on a case-by-case basis (e.g., COOP, inclement weather, special project), where the hours worked are not part of a previously approved, ongoing and regular telework schedule.

**Supervisor.** Civilian or military management official who has responsibility for directing and managing employee's work and for approving or denying the employee's telework agreement.

**Telework.** In most cases, a voluntary work arrangement where an employee performs assigned official duties and other authorized activities during a part of regular, paid hours at an approved alternative worksite (e.g., residence, telework center, COOP site) on a regular and recurring or situational basis (does not include any part of work done while on official travel). In the event of an emergency, an employee may be ordered to telework if their duties are designated as mission-critical or the employee's telework agreement addresses this requirement.

**Telework Agreement.** A written agreement, completed and signed by an employee and the authorized management official(s) via the DD Form 2946, that outlines the terms and conditions of the telework arrangement.

**Telework Center.** A facility that provides a geographically convenient office setting with workstations and other office facilities and services that house employees from more than one agency.

**Telework Site.** Alternative worksite where an employee performs official duties in a specified work or office area that is suitable for the performance of official government business. Note that USACE retains the right to inspect the residence worksite to ensure safety standards are met and GFE is properly maintained.

**Traditional Worksite (or Traditional Duty Station).** Location where an employee would work, absent an alternative telework arrangement.

**Unscheduled Telework.** A specific form of situational telework where an employee on an approved telework agreement performs assigned official duties at residence or other approved worksite when government offices are closed due to an emergency event or open, but severe weather conditions or other circumstances disrupt commuting and compromise employee safety.

**DEPARTMENT OF DEFENSE  
TELEWORK AGREEMENT**

**PRIVACY ACT STATEMENT**

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

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

**ROUTINE USE(S):** None.

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

**TERMS OF TELEWORK AGREEMENT**

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

1. Work schedules and hours of duty may be modified as necessary, but are subject to local management procedures and approval and/or collective bargaining agreement requirements. A copy of the employee's approved work schedule should be kept on file with the signed telework agreement. In emergency situations (as indicated in Section I, Block 12 of the telework agreement), the teleworker's work hours may be subject to change. Emergency schedules will be set based on mission needs.
2. If the employee reports to the regular worksite at least twice per pay period, the regular worksite is the official worksite as defined in part 531.605, subpart F of title 5, Code of Federal Regulations.
3. If the employee does not report to the regular worksite at least twice each biweekly pay period, the official worksite is the location of the employee's telework site. Exceptions to the twice each biweekly pay period requirement may be made during emergencies (including a pandemic) and for short-term situations (e.g., special projects, medical accommodation).
4. All pay (to include locality pay or local market supplement), leave, and travel entitlements are based on the employee's official worksite as documented on a Notice of Personnel Action.
5. Prior to signing this Telework Agreement, the supervisor and employee will discuss:
  - a. Office procedures (e.g., procedures for reporting to duty, procedures for measuring and reviewing work, time and attendance, procedures for maintaining office communications);
  - b. Safety, technology and equipment requirements; and
  - c. Performance expectations.
6. Employee will not work in excess of the prescheduled tour of duty (e.g., overtime, holiday work, or Sunday work) unless he or she receives permission from the supervisor. By signing this form, the employee acknowledges that failure to obtain proper approval for overtime work may result in cancellation of the telework agreement and may also include appropriate disciplinary action.
7. If designated employee (as indicated in Section I, Block 12 of this agreement) is unable to work due to illness or dependent care responsibilities, the employee must take appropriate leave. Supervisors may, on a case-by-case basis, administratively excuse the designated teleworker from teleworking if circumstances, such as a power failure or weather related emergency, prevent the employee from working at the telework site. To the extent practicable, managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.

8. Teleworkers may be required to return to the regular worksite on scheduled telework days based on operational requirements. In situations where the employee is called to return to the office outside normal work hours, the recall shall be handled in accordance with established policy and/or collective bargaining agreements, if applicable.
9. If the employee uses Government-furnished equipment (GFE), the employee will use and protect the equipment in accordance with the DoD Component's procedures. GFE will be serviced and maintained by the Government.
10. The employee agrees to comply with the terms of computer software license and copyright agreements, computer virus and protection requirements and procedures.
11. **No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative worksite.** If classified telework is authorized at an approved alternative secure location, teleworkers must comply with the procedures established by DoD 5200.01-R and the DoD Component regarding such work. **For Official Use Only (FOUO) and controlled unclassified information (CUI) data may be taken to alternative worksites if necessary precautions are taken to protect the data, consistent with DoD regulations.**
12. When CUI including competition sensitive or source selection data is authorized for use at the telework location, criteria for the proper encryption and safeguarding of such information and data must be consistent with Enclosure 3, subparagraphs 3.f.(1) through (3) of DoDI 1035.01, Telework Policy. Component specific instructions must be included in the space allowed for Component specific comments or cite the appropriate Component references that contain these instructions.
13. The supervisor will determine how frequently, if at all, backup copies of data onto network drives or removable disks must be made to protect against loss of data. The supervisor may also require the employee to periodically send backup copies to the main work facility.
14. The employee may be reimbursed for authorized expenses (e.g., installation of broadband or telephone lines) incurred while conducting business for the Government, as provided by statute and implementing regulations and as articulated in this agreement. (Approved authorizations are filed with this agreement.)
15. **The employee will apply approved safeguards to protect Government records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, and codified at section 552a of title 5, United States Code.** The use of personal email accounts for transmission of Personally Identifiable information (PII) is strictly prohibited. PII may only be emailed between government email accounts and must be encrypted and digitally signed.
16. The DoD Component may inspect the home worksite, by appointment only, if the DoD Component has reason to suspect that safety standards are not being met and GFE is not being properly maintained.
17. The DoD Component will not be responsible for operating, maintenance, or any other costs (e.g., utilities) associated with the use of the employee's residence.
18. The DoD Component is not liable for damages to an employee's personal or real property while the employee is working at home, except to the extent the Government is held liable by the Federal Tort Claims Act or from claims arising under the Military Personnel and Civilian Employees Claims Act.

**TERMS OF TELEWORK AGREEMENT** *(Continued)*

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

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

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

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

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

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

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

**COMPONENT-SPECIFIC TERMS AND CONDITIONS**

**DEPARTMENT OF DEFENSE  
TELEWORK AGREEMENT**

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

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

<b>1. EMPLOYEE</b> <i>(Last Name, First, Middle Initial)</i>		<b>2. OFFICIAL JOB TITLE</b>	
<b>3. PAY PLAN/SERIES/GRADE/PAY BAND</b>		<b>4. ORGANIZATION</b>	
<b>5. REGULAR OFFICIAL WORKSITE</b> <i>(Street, Suite Number, City, State and ZIP Code)</i>		<b>6. ALTERNATE WORKSITE ADDRESS</b> <i>(Street, Apartment Number, City, State and ZIP Code) (May be TBD under emergency situations)</i>	
<b>7. ALTERNATE WORKSITE TELEPHONE NUMBER</b> <i>(Include Area Code)</i>		<b>8. ALTERNATE WORKSITE EMAIL ADDRESS</b> <i>(Address for official emails if different from office email address. Identification of personal email address is not required.)</i>	
<b>9. TELEWORK ARRANGEMENT IMPLEMENTATION DATES</b> <i>(Agreement should be revalidated at least once every 2 years)</i>		<b>10. TOUR OF DUTY</b> <i>(X one) (Attach copy of biweekly work schedule)</i> <input type="checkbox"/> FIXED <input type="checkbox"/> FLEXIBLE <input type="checkbox"/> COMPRESSED	
a. START (YYYYMMDD)	b. END (YYYYMMDD)		

**11. TELEWORK ARRANGEMENT** *(X one)*

REGULAR AND RECURRING     SITUATIONAL

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

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

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

**12. CONTINUITY OF OPERATIONS DURING EMERGENCY SITUATIONS**

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

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

<b>13. SUPERVISOR OR AUTHORIZED MANAGEMENT OFFICIAL</b> <i>(Name and Signature)</i> <input type="checkbox"/> I also verify that I have completed approved telework training.	<b>14. DATE</b> (YYYYMMDD)
---	----------------------------

<b>15. EMPLOYEE SIGNATURE</b> <input type="checkbox"/> I also verify that I have completed approved telework training.	<b>16. DATE</b> (YYYYMMDD)
--	----------------------------

**SECTION II - SAFETY CHECKLIST**

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

I verify that this safety checklist is accurate and that my home office is a reasonably safe place to work.

**9. EMPLOYEE SIGNATURE**

**10. DATE (YYYYMMDD)**

**SECTION III - TECHNOLOGY/EQUIPMENT CHECKLIST**

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

**SECTION IV - NOTICE OF TELEWORK ARRANGEMENT CANCELLATION**

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

1. CANCELLATION DATE (YYYYMMDD)

2. INITIATED BY (X one)

EMPLOYEE

MANAGEMENT

3. REASON(S) FOR CANCELLATION

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

YES

NO

5. SUPERVISOR'S SIGNATURE

6. DATE (YYYYMMDD)

7. EMPLOYEE SIGNATURE

8. DATE (YYYYMMDD)

**APPENDIX C**  
**SWD Position/Employee Telework Eligibility Guide**

**SWDR 690-2-1**

Employee Name \_\_\_\_\_

Position Title \_\_\_\_\_ Series \_\_\_\_\_ Grade \_\_\_\_\_

PD #: \_\_\_\_\_ Supervisor Name & Title \_\_\_\_\_ Date \_\_\_\_\_

Position's Organization and Office Symbol \_\_\_\_\_

1. Is this employee serving in a probationary period?     \_\_\_ YES   \_\_\_ NO

2. Does this employee occupy a trainee or intern position?     \_\_\_ YES   \_\_\_ NO

*Generally an employee who is serving a probationary period or occupying a trainee or intern position is not eligible to participate in telework. The length of time these employees are ineligible for telework is at the command's discretion.*

**Regular/recurring telework** – arrangement in which some or all duties may be performed at an alternative worksite, on a regular and recurring basis. Regular/recurring telework can be either **full-time** (where an employee performs all duties at an alternative worksite and there is no expectation of reporting to the traditional worksite) or **limited** (where an employee performs duties at an alternative worksite on a set schedule (e.g., every Monday; twice a pay period; four times a month)

**Situational/Ad hoc telework** – arrangement in which duties may be performed at an alternative worksite on a case-by-case basis (e.g., COOP, inclement weather, special project), where the hours worked are not part of a previously approved, ongoing and regular telework schedule.

**POSITION ELIGIBILITY CRITERIA**

Position eligibility evaluation should be based on the **position duties** rather than the job title, series, grade, type of appointment, work schedule or incumbent. (Factors to consider for employee eligibility are addressed later in the form.)

Base the determination on the **current duties of the position**. This determination may change if the duties change (e.g., mission, special projects, details).

If a position is not 100% telework eligible, consider if a portion of the position's tasks can be performed via telework on a limited basis. Workload management and adjustment may play a part in your assessment. In some cases, it may be possible to restructure position duties to allow for telework on a situational basis.

**QUESTIONS**

**YES    NO**

QUESTIONS	YES	NO
1. Does the position require incumbent to report <b>daily (i.e., every day)</b> to the traditional worksite?		
2. Does the position require continuous on-the-job training or close supervision?		
3. Does the position require <b>daily</b> use of special facilities or equipment that the organization cannot provide to the employee or is not available at the alternative worksite?		
4. Does the position involve tasks that require <b>daily</b> face-to-face contact that cannot be achieved through alternate communication tools (e.g., email, telephone, online meetings, electronic file transfer) with: <ul style="list-style-type: none"> <li>a. Supervisor(s)/manager(s)?</li> <li>b. Colleagues/team members/co-workers?</li> <li>c. Customers?</li> <li>d. General Public?</li> </ul>		
5. Does the position involve tasks that require <b>daily</b> access to classified materials and networks (SIPRnet)?		
6. Does the position involve tasks that require <b>daily</b> access to materials or equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference materials or special tools?		
7. Does the position involve tasks that require <b>daily</b> access to systems, networks, applications that cannot be accessed at the alternative worksite? (e.g., local access only, SIPRnet, etc.)?		
8. Would the performance of position duties at an alternative worksite result in a measurable decrease in the level of service provided to customers? (e.g., delays in processing work, inhibiting customer access to the employee)		

- If the answer is YES to any of the above questions the position is typically not eligible for telework.
- If the answer is NO to all of the above questions (#1-8) the position may be eligible for regular/recurring and/or situational/ad hoc telework once employee eligibility is determined. Continue with Questions 9-11.

QUESTIONS	YES	NO
9. Does the position involve tasks that require face-to-face contact that cannot be achieved through alternate communication tools (e.g., email, telephone, online meetings, electronic file transfer) with: <ul style="list-style-type: none"> <li>a. Supervisor(s)/manager(s)?</li> <li>b. Colleagues/team members/co-workers?</li> <li>c. Customers (internal and external)?</li> <li>d. General Public?</li> </ul>		
10. Does the position involve tasks that require access to materials or equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference materials or special tools?		
11. Does the position involve tasks that require access to systems, networks, applications that cannot be accessed at the alternative worksite? (e.g., local access only, etc.)		
<ul style="list-style-type: none"> <li>➤ If the answer to <u>any</u> of the above questions (#9-11) is YES the position is typically not eligible for regular/recurring telework on a full-time basis, but may be eligible for regular/recurring telework on a limited basis, and/or situational/ad hoc telework, once employee eligibility is determined:               <ul style="list-style-type: none"> <li>1) If the position includes recurring tasks and/or tasks that may be scheduled in advance and performed for at least a full day at an alternative worksite, the position is suitable for regular/recurring telework on a limited basis.</li> <li>2) If the position does not include recurring tasks and/or tasks that may be scheduled in advance, the position is only eligible for situational/ad hoc telework.</li> </ul> </li> <li>➤ If the answer to <u>all</u> of the above questions (#9-11) is NO the position may be suitable for all categories of telework once employee eligibility is determined.</li> </ul>		

**EMPLOYEE ELIGIBILITY CRITERIA\***

**Complete this section only after position eligibility has been determined.**

QUESTIONS	YES	NO
1. Is the employee's performance currently rated below the fully successful level (e.g., TAPES Level 3)?		
2. Is there a memorandum of counseling, warning, or other record by the supervisor documenting deficiencies that cause the employee's overall performance to fall below fully successful, even if the current rating of record is fully successful or higher?		
3. Is there a record of formal disciplinary action within the previous 12 months for the employee?		
4. Is there a record of verbal conversation or written reprimand of behavioral or responsibility concerns (e.g., misuse of leave, excessive tardiness) within the past 12 months? Is there documented misuse of leave, or excessive tardiness within the past 12 months?		
5. Has the employee been "officially disciplined" for being absent without permission for more than 5 days in any calendar year?		
6. Has the employee been "officially disciplined" for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for reviewing, downloading, or exchanging pornography on a Federal Government computer or while performing official duties?		

- If the answer to all of the questions (#1-6) is NO, the employee is eligible to telework.
- If the answer to one or more of the questions (#1-6) is YES, the employee is typically not eligible to telework.

NOTE: The term "official discipline" (as used in questions 5 and 6 above) refers to a disciplinary action that results in the placement of a document in an employee's official personnel file (OPF). The bar on participation remains in effect as long as the document stays in the employee's OPF.

If the answer is YES to the following questions relative to employee characteristics, the employee is more likely to be suitable for telework.

QUESTIONS	YES	NO
1. Is the employee able to work independently with minimal supervision?		
2. Is the employee able to solve problems independently?		
3. Does the employee have sufficient skill in using the technologies required for telework (e.g., VPN, Outlook, Encryption software, telephone and voicemail, Defense Connect Online (DCO))?		
4. Does the employee have the ability to communicate, verbally and electronically, with supervisors, co-workers, and customers?		
5. Does the employee have a sufficient level of job knowledge and organizing and planning skills?		
6. Does the employee exhibit discipline toward work and reliability concerning work hours?		

**Determination:**

Position is eligible for regular/recurring telework on a full-time basis (everyday)  
Position is eligible for regular/recurring telework on a limited basis (set schedule)  
Position is eligible for situational/ad hoc telework  
Employee is eligible for telework

Yes \_\_\_\_\_ No \_\_\_\_\_  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 Yes \_\_\_\_\_ No \_\_\_\_\_

If the position or employee is not telework eligible, please select all that apply as justification for the determination:

Not Telework Eligible – Position requires employee’s presence to perform the job.	
Not Telework Eligible – Position requires daily face-to-face contact with supervisor, other employees, or customers/the public.	
Not Telework Eligible – Position requires access to material or special equipment.	
Not Telework Eligible – Position requires daily access to classified material.	
Not Telework Eligible – Duty performance or conduct.	
Not Telework Eligible – Employee is serving in a probationary period.	
Not Telework Eligible – Employee is a trainee or intern.	

Identify reason for denying telework based on employee ineligibility:

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Additional information justifying position or employee telework ineligibility:

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\* Activities must fulfill their statutory labor relations obligations before adopting any specific criteria for bargaining unit employees’ eligibility/ineligibility for telework.

Cost Analysis and Authorization Worksheet

Employee Name \_\_\_\_\_ PD #: \_\_\_\_\_

Position Title \_\_\_\_\_ Series \_\_\_\_\_ Grade \_\_\_\_\_

Supervisor Name & Title \_\_\_\_\_ Date \_\_\_\_\_

Position's Organization \_\_\_\_\_

If the first-level supervisor determines that the benefits exceed the costs of the proposed telework arrangement, below findings shall be routed, along with the proposed telework agreement, to the second-level supervisor with a recommendation to approve or disapprove. The second-level supervisor of the office/organization that will incur or absorb the increased costs of the telework arrangement must also approve the cost analysis and telework agreement.

However, if the first-line supervisor determines that the costs exceed the benefits, the proposed telework agreement shall be disapproved, unless a determination is made by the second-level supervisor that the position is unique and requires special skills that cannot be met by another employee in the immediate office. The second-level supervisor of the office/organization that will incur or absorb the increased costs of the telework arrangement must also approve of the cost analysis and telework agreement.

Coordinate work with your local HR Specialist/Telework Coordinator when there are interests and/or efforts in having an employee telework outside the locality pay area of the official duty station. If the employee will be working a majority of the time at an alternative worksite outside the official duty station's locality pay area a "change in duty station" will need to be processed for the employee. The approving official on the Telework Agreement will be required to approve this action.

Approval for telwork is based on a cost/benefit analysis considering the following:

QUESTIONS

COMMENTS (use additional sheets, if needed)

<p>1. Will there be adjustments in special salary rates and locality pay as a result of telecommuting from an alternative worksite? If so, please discuss the differences in pay.</p>	
<p>2. Will there be travel, transportation and per diem entitlements for the employee to return to the official duty station from the alternative worksite? If so, please discuss the projected annual cost to USACE.</p>	

3. Will overtime be paid as a result of travel to the official duty station and return to the alternative worksite? If so, please discuss the projected annual cost to USACE.	
4. Will there be costs associated with installing telephone lines in private residence and to pay monthly phone charges for such lines; long distance telephone charges; and telephone usage charges (other than long distance)? If so, please detail the projected annual cost to USACE.	
5. Will there be increased costs of a portable seat vs. a stationary desktop computer? Please discuss the projected annual cost to USACE.	
6. Are there any other costs associated with the proposed telecommuting arrangements?	
7. Are there any savings/benefits to USACE associated with the proposed telecommuting arrangements?	
8. For additional charges incurred by USACE as a result of this telework agreement, who will be authorizing the costs (name/title/phone number/competency)?	

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Authorizing Official's Title  
Signature and Date

# Instructions for Updating Telework Eligibility in DCPDS

## Step 1: Supervisor logs into Self Service

Login



**OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY**

**\*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

**Privacy Act Statement**

**Authorities:** 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

**Purposes:**

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

**Routine Uses:** To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

**Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

**\*\* Important \*\*** Usernames are *masked* as an additional security measure for your personal protection.

Username

Tip: Use hyphens in the Username field if applicable.

Password

Enter Username and Password

## Step 2: Select 'My Workplace'

Instructions for Updating Telework Eligibility in DCPDS

**Department of Defense**

MyBiz PAA V3 FAQ Logout Help

**Navigator**

[My Workplace](#) Please select a responsibility.

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

Select 'My Workplace' link

**Favorites**

**Personalize**

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

**New!** **My Biz:** Education was updated to convert 129 outdated instructional program (IP) codes to new IP codes on July 10, 2011. [Click here](#) for more information.

**My Workplace:** On July 11, 2011, Supervisors will be able to update or change existing employee telework eligibility for employees in their hierarchy. The Telework Enhancement Act of 2010 mandates supervisors to determine telework eligibility for their employees and notify them of their eligibility status. Updates or changes to employee telework eligibility can be accomplished through [My Workplace > My Employee Information > Personal Tab > Update/Change Telework Eligibility Link](#). A report is

Step 3: Select 'My Employee Information'

**Navigator**

**My Workplace**

Select 'My Employee Information' link

**My Workplace**

- [Performance Appraisal Application \(PAA\)](#)
- [My Employee Information](#)
- [Update My Information](#)
- [Suspenses](#)
- [Apply Action\(s\) to Multiple Employees \(PAA\)](#)
- [Manage PAA Trusted Agent Authorization](#)
- [Competency Profile](#)

**View/Print Reports**

- [View/Print Performance Management Reports](#)
- [View Previous Requests](#)
- [Competency Reports](#)
- [Telework Report](#)

Instructions for Updating Telework Eligibility in DCPDS

Step 4: Select employee from list

My Employee Information

[View/Print all Employee Emergency Contact Information](#)  
[View Joint Duty Assignment Information](#)

Appointment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions	Suspenses
	<b>Supv Name</b>						
Employee 1	90006E00.IT SPECIALIST				JOINT	GS-11	Active Appointment 19-Aug-2007
Employee 2	90005C00.SUPERVISORY IT SPECIALIST				JOINT FORCE	GS-13	Active Appointment 15-Feb-2009
Employee 3	D1581000.SUPV IT				JOINT FORCE	GS-13	Active Appointment 24-Oct-2010
Employee 4	90005C00.SUPERVISORY IT SPECIALIST				JOINT FORCE	GS-13	Active Appointment 15-Apr-2007
Employee 5	90005C00.SUPERVISORY IT SPEC				JOINT FORCE	GS-13	Active Appointment 15-Feb-2009

Step 5: Select 'Personal' tab

My Employee Information >  
Employee 1

GENERAL INFO: The information is current as of today's date.

Organization	<b>JOINT FORCE HQ</b>	Job	<b>Information Technology Management (2210)</b>
Position	<b>90006E00.IT SPECIALIST</b>	Grade/Pay Band	<b>GS-11</b>
Total Pay		Step or Rate	<b>04</b>
Email Address		Office Symbol	

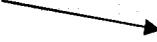
[View Emergency Contact Information](#)  
[View Joint Duty Assignment Information](#)

Appointment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions
Details	Effective Date	Grade/Pay Band	Step or Rate	Job		
	17-Jan-2010	GS-11	04	Information Technology Management (2210)		

Step 6: Scroll down page and select the 'Update/View Telework Eligibility Information' link

### Instructions for Updating Telework Eligibility in DCPDS

<b>Education Information</b>	<a href="#">View Employee Education Information</a>
<b>Training Information</b>	<a href="#">View Employee Training</a>
<b>Certifications/License Information</b>	<a href="#">View Certifications/Licenses Information</a>
<b>Telework Eligibility Information</b>	<a href="#">Update/View Telework Eligibility Information</a>



Step 7: Select 'Need Help Determining Eligibility?' link

My Employee Information  
**Update/View Telework Eligibility**

**Employee**

Employee Name **CPMS Haglund, Douglass M**  
Work Email Address  
\* Indicates required field

Telework Eligibility 

[Need Help Determining Eligibility?](#)

\* Update/Change Telework Eligibility

**TIP:** To Update/Change Employee Telework Eligibility, enter a value in text field or use the wild card % for a partial search such as %Eligible% or %Not Eligible% and select the 'magnifying glass' icon to continue.

Instructions for Updating Telework Eligibility in DCPDS

Step 8: Document to assist in making proper determination for employee telework eligibility.  
Close document

<b>If</b>	<b>Then select person eligibility description</b>
Employee is eligible to telework on an ongoing, regular and recurring schedule, typically on a defined day or days during a bi-weekly pay period	Employee eligible for regular and recurring Telework, including emergency and OPM prescribed 'unscheduled Telework'
Employee is eligible to telework, approved on a case-by-case basis (e.g., telework as a result of inclement weather, in conjunction with a medical appointment or other approved leave, special work assignments, or to accommodate special circumstances, such as recovery from a medical condition). Under these circumstances, telework is also considered situational even though it may occur continuously for a specific period of time.	Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
Employee hired with a disability that requires regular and recurring (to include full time) telework or Employee becomes disabled and requires regular and recurring (to include full time) telework  <b>Important Note:</b> If an employee is recovering from a temporary condition, select description 'Employee eligible for Situational Telework including emergency and OPM prescribed 'unscheduled Telework'.	Employee eligible to Telework due to medical condition.
Employee has disciplinary action documented and remains in employee's OPF for more than 5 days of AWOL.  <b>Note:</b> Telework Enhancement Act of 2010 directly prohibits eligibility for condition above.	Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
Employee has suspension and/or termination action documented and action remains in OPF due to violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.  <b>Note:</b> Telework Enhancement Act of 2010 directly prohibits eligibility for condition above.	Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.

Step 9: Select the 'Magnifying Glass' icon to continue

### Instructions for Updating Telework Eligibility in DCPDS

Employee Information

**Update/View Telework Eligibility**

**Employee**

Employee Name CPMS Haglund, Douglass M  
Work Email Address

\* Indicates required field

Telework Eligibility

[Need Help Determining Eligibility?](#)

\* Update/Change Telework Eligibility

**TIP:** To Update/Change Employee Telework Eligibility, enter a value in text field or use the wild card % for a partial search such as %Eligible% or %Not Eligible% and select the 'magnifying glass' icon to continue.

Step 10: Enter a partial search in the open box, or select the 'Go' button to receive list of descriptions.

Search and Select: Update/Change Telework Eligibility

**Search**

Select the 'Go' button to receive entire list of available descriptions or use wild card % to do a partial search, such as %Eligible% or %Not Eligible% and select 'Go' button. The search results will be based on the partial search criteria entered. Select 'Quick Select' icon next to selection.

Search By Telework Eligibility

**Results**

**Select** **Quick Select** **Telework Eligibility**

No search conducted.

Step 11: Select appropriate description from list by selecting 'Quick Select' link

## Instructions for Updating Telework Eligibility in DCPDS

**Search and Select: Update/Change Telework Eligibility** Cancel Select

**Search**

Select the 'Go' button to receive entire list of available descriptions or use wild card % to do a partial search, such as %Eligible% or %Not Eligible% and select 'Go' button. The search results will be based on the partial search criteria entered. Select 'Quick Select' icon next to selection.

Search By: Telework Eligibility

**Results**

Previous 1-10 Next 10

Select	Quick Select	Telework Eligibility
<input type="radio"/>		Employee eligible to Telework due to medical condition.
<input type="radio"/>		Employee eligible for regular and recurring Telework, including emergency and OPM prescribed "unscheduled Telework".
<input type="radio"/>		Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
<input type="radio"/>		Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
<input type="radio"/>		Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.
<input type="radio"/>		Not eligible due to employee conduct issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible due to employee performance issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible due to employee failure to meet performance requirement of agreement. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible during period of trainee status. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible - Posn requires extensive face-to-face contact w/supv, employees and clients, and employee's physical presence. May be eligible in emergency or OPM "unscheduled Telework". Supv approval req'd on case-by-case basis.

Previous 1-10 Next 10

Cancel Select

**Note:** Select 'Next 10' link to view the remaining descriptions.

**Step 12:** Select the 'Submit' button to update employee telework eligibility description

My Employees Information

**Update/View Telework Eligibility** Submit Cancel

**Employee**

Employee Name: Employee 1  
 Work Email Address

\* Indicates required field

Telework Eligibility

[Need Help Determining Eligibility?](#)

\* Update/Change Telework Eligibility: **Employee eligible for regular and recurring Telework, including emergency and OPM prescribed**

TIP: To Update/Change Employee Telework Eligibility, enter a value in text field or use the wild card % for a partial search such as %Eligible% or %Not Eligible% and select the 'magnifying glass' icon to continue.

Submit Cancel

## Instructions for Updating Telework Eligibility in DCPDS

Step 13: Update has been made – to verify update, follow steps identified below Confirmation. To continue updating your employee telework eligibility, select the 'Continue Update information' link.

**Telework Eligibility Information Confirmation Notice**

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**Confirmation**

Telework Eligibility information has been updated for **Employee 1** as of **07-Jul-2011**. To verify employee telework update, take the following steps:

- \* Select employee record from My Employee Information page
- \* Select 'Personal' tab
- \* Select the 'Update/View Telework Eligibility Information' link

**To return to 'My Employee Information', select the link below**

[Continue Update information](#) ←

Step 14: Select the 'Home' link and the next step will be to submit Telework Report

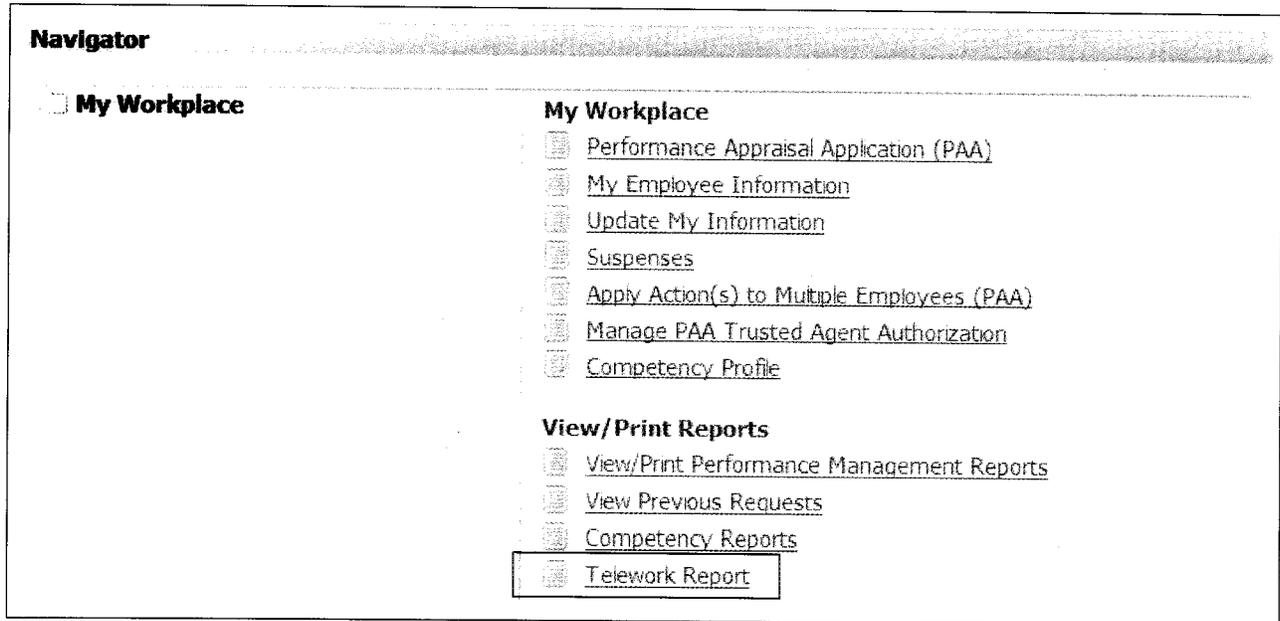


**Department of Defense**

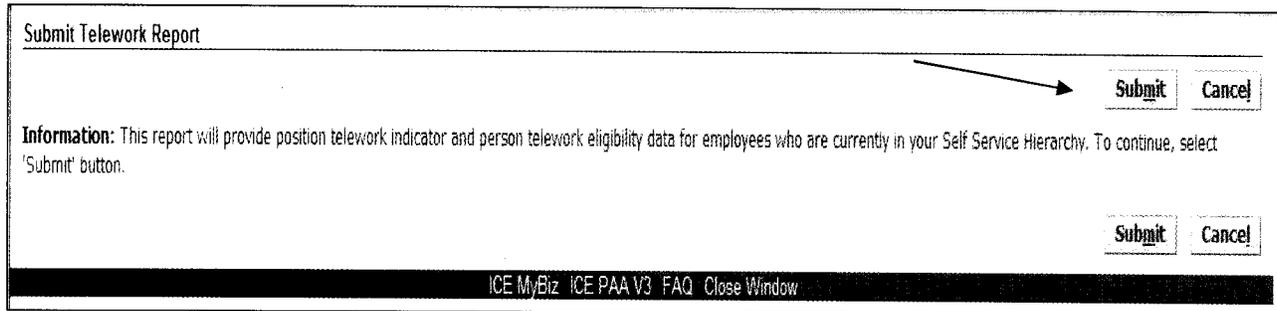
☰ Navigator ▼
🔖 Favorites ▼
ICE MyBiz
ICE PAA V3
FAQ
Home
Logout

Step 15: Select 'Telework Report' link

### Instructions for Updating Telework Eligibility in DCPDS



Step 16: Select 'Submit' button



Step 17: Select the 'Refresh' until you have an 'Output' icon available

## Instructions for Updating Telework Eligibility in DCPDS

Requests Cancel

Refresh Button: Select to update the Phase of the process execution  
 Details Icon: Provides a summary that includes, but not limited to name of report, status, phase, request ID and parameters  
 Output Icon: Review report information

To exit this page, select the 'Cancel' button or select 'Logout' to exit the system.

Refresh

Status	Name	Phase	Details	Output	Request ID
	Telework Report	Completed			2531872

Cancel

Step 18: Select the 'Output' icon to view report

Requests Cancel

Refresh Button: Select to update the Phase of the process execution  
 Details Icon: Provides a summary that includes, but not limited to name of report, status, phase, request ID and parameters  
 Output Icon: Review report information

To exit this page, select the 'Cancel' button or select 'Logout' to exit the system.

Refresh

Status	Name	Phase	Details	Output	Request ID
	Telework Report	Completed			2531872

Cancel

Step 19: View Report

FNDWRR [Read-Only]

A	B	C	D	E
<b>Report Name : Telework</b>				
<b>Information : Report data will pull from the supervisor hierarchy</b>				
Name(Last, First, Middle)	Organization	Position Title, Pay Plan-Srs-Grade	Position Telework Ind Description	Person Telework Eligibility Description

The report can be sorted, saved, printed, etc.

## Work Schedules/Time and Attendance

A. Employees who telework must be at their alternative worksite during their scheduled tour of duty, or obtain approval for leave.

B. Employees who telework may also have alternative work schedules at the discretion of their supervisor. If the supervisor determines that an employee meets all the criteria and is eligible to telework, it is at their discretion to allow participation for a part-time employee.

C. Employees may work part of the day at their approved alternative and part of the day at the official duty station to accommodate work schedules and personal commitments, such as medical appointments located near the employee's alternative worksite. Travel between locations is non-work time.

D. Premium pay provisions that apply to work at the traditional worksite also apply to employees who telework. Employees may work overtime only when specifically 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.

E. Telework hours must be properly recorded for annual reporting requirements. Hours of work for teleworking will be recorded by the employee or timekeeper as follows in CEFMS:

(1) In the Hours/Type Column, annotate RG (Regular)

(2) In the ENV/HAZ Oth Code (use drop down to select) Column, annotate one of the following:

a. TW = Telework Regular – approved schedule where eligible employees work at an alternative worksite on a regular, recurring, and ongoing basis at least twice each bi-weekly pay period.

b. TS = Situational – approved telework performed on an occasional non-routine or ad hoc basis and may occur continuously for a specific period.

c. TM = Telework Medical – telework that has been approved for a specific period of time for a particular employee as deemed necessary for medical reasons.

F. In the event an employee is “administratively excused,” the time excused should be coded as “LN = Administrative Leave.”