



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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NAVSUPINST 12620.2
SUP 33A3/069
14 March 2003

NAVSUP INSTRUCTION 12620.2

Subj: TELEWORK WITHIN THE NAVAL SUPPLY SYSTEMS COMMAND

Ref: (a) Public Law 106-346
(b) DOD Telework Policy and Guide
(c) Public Law 104-52
(d) 31 U.S.C. 1348
(e) Privacy Act of 1974
(f) NAVSUPINST 2300.3B

Encl: (1) Self-Certification Safety Checklist
(2) Model Telework Agreement

1. Purpose. This instruction provides common, overarching policy direction governing NAVSUP activities' development of local programs for Telework (also known as flexiplace, telecommuting, or work-at-home) as defined in reference (a). It is not intended to address every issue that may arise in the course of such programs' development or administration. Rather, it has been developed to provide, in conjunction with reference (b) which is available at <http://www.opm.gov/telework/policies/dodpolicy.asp> and <http://www.opm.gov/telework/policies/dodguide.asp>, uniform direction in those aspects of telework for which a consistent, claimancy-wide approach is warranted for reasons of sound management, equity and the need for NAVSUP to function as a single enterprise. Resolution of matters not addressed herein is the responsibility of local activity management.

2. Types of Telework Arrangements. Subject to the provisions of this instruction, NAVSUP activities may offer one or both of the two types of telework arrangements, a differentiation based on recognition that organizational and employee needs may vary considerably. Some situations are most conducive to lengthy or regularly scheduled telework, while others require only occasional or other infrequent arrangements. The intent in offering two types of telework is to provide supervisors, managers and employees with maximum flexibility in determining, on a case-by case basis, the arrangement best applicable to specific circumstances. These types and administrative requirements applicable to each are as follows:

a. Regular and Recurring Telework. Under this type of

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NAVSUPINST 12620.2
14 March 2003

arrangement, an employee regularly works at an alternative (nontraditional) work site at least 1 day per biweekly pay period under an approved work schedule.

(1) Justification for such arrangements may include the recruitment and retention of high-quality employees, improved morale, an improved balance of work and personal lives, reduction in commuting-related stress and costs, improvement in access or as a reasonable accommodation for disabled employees, and reduction in requirements for office space and its associated costs. Additional reasons may include the need for convalescence from short-term injury or illness that precludes daily commuting and temporary unavailability of Government facilities (such as for office renovation).

(2) This type of arrangement may also be effective to accommodate short-term maternity or paternity circumstances. However, as stipulated in reference (b), telework is not a substitute for dependent care and will not be authorized to replace or obviate the need for dependent care arrangements.

(3) Employees who perform regular and recurring telework must be available to return to work at the traditional work site when necessitated by work requirements as determined and advised by their supervisors.

(4) Activities will retain records of the number of employees who undertake approved regular and recurring telework and the justification for the arrangements.

b. Ad hoc Telework. Under this type of arrangement, ad hoc telework is periodic telework that is performed on a non-recurring schedule.

(1) Ad hoc telework may include occasional, one-time, or irregular telework at an alternative work site, typically for a day or block of days to work on projects or assignments most effectively performed away from the traditional work site. Ad hoc telework may be authorized for employees required to work on projects or other assignments requiring intense concentration, whether intermittently, at a regular frequency, throughout the year or as a one-time event. In order for an employee to take advantage of ad hoc teleworking during adverse weather conditions, the employee must already be in a teleworking position and must fulfill all obligations of this instruction.

(2) Activities will retain records of the number of employees who undertake approved ad hoc telework and the frequency thereof.

3. Designation of Alternative Work Site. NAVSUP personnel may

a. Work-at-Home. Under this arrangement, employees perform their official duties in a specified work or office area of his or her residence that is suitable for the performance of official Government business. Such arrangements may be offered only with the understanding that it is the responsibility of the employee to ensure a proper work environment is maintained and disruptions such as nonbusiness telephone calls and visitors are kept to a minimum. Employees and their families must understand the home work site is a space set-aside for the employee to work.

(1) Before commencing telework, work-at-home teleworkers must complete and sign the Self-Certification Safety Checklist provided in enclosure (1) that certifies the home safe for use as an official home work site. The goal is to ensure all official work is performed in an environment that allows all tasks to be performed safely. Employees will also carefully review and comply with any community zoning laws and regulations pertaining to work at home.

(2) As authorized by reference (c), activities may, at their option, use appropriated funds to install telephone lines and other necessary equipment in private residences used as alternative work sites and to pay monthly telephone charges incurred for telework provided such charges are for the sole purpose of performing official business. Activities may also issue calling cards (as for telecenter teleworkers, discussed below) to charge long distance official calls in cases where a separate telephone line cannot be justified or installed. Alternatively, reference (d), reimbursement of long-distance (domestic and international) telephone expenses is allowed if incurred as a result of official duties. To obtain reimbursement, employees will submit Claim for Reimbursement for Expenditures on Official Business, accompanied by a copy of applicable telephone charges for approval to their supervisors.

(3) Other than aforementioned installation of telephone lines, NAVSUP will assume no financial responsibility for the maintenance, repair, modification, renovation, insurance, operation (including utilities such as fuel, electricity or water) or any other expense resulting from employees' use of their homes as alternative work sites.

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

NAVSUPINST 12620.2
14 March 2003

limited central fund to underwrite the expenses associated with use of the 16 GSA telecenters in the Washington, D.C., metropolitan region by DOD components. The central fund is managed by the Civilian Personnel Management Service and covers all costs associated with renting space including equipment and utilities at a telecenter (although activities may provide employees with a calling card to cover long distance telephone charges). The NAVSUP Workforce Policy and Planning Division (SUP 33) may be contacted for a list of the GSA telecenters and procedures for requesting use thereof. These centers are operated on a space-available basis and approval of telework/telecenter arrangements is dependent on the availability of space and central funding.

c. Other Approved Work Sites. Other approved work sites include any other work site funded by the employee's activity from which the employee is approved to telework including any facilities established by state, local or county governments, or private sector organizations for use by teleworkers.

4. Determination of Position Eligibility for Telework. Each NAVSUP activity shall designate those positions eligible or ineligible for regular and recurring telework. Position incumbents shall be notified of these decisions and the reason(s) therefore. Such determinations are grievable through administrative or negotiated grievance procedures and positions will not be determined as ineligible solely on basis of occupation, series, grade or supervisory status. Rather, activity management will determine those positions or groups of positions suitable for telework by reviewing the actual nature of the work performed. In view of the wide variety of work performed within NAVSUP, such decisions will necessarily involve a degree of subjective judgment. In making these judgements, the following decision criteria will apply:

a. Positions deemed suitable for telework will be those involving tasks and work activities that are truly portable, e.g., not dependent on the employee being at the traditional work site and not requiring the same degree of supervision possible at the traditional work site. Tasks suitable for telework arrangements may include writing, policy development, research, investigating, program analysis, policy analysis, financial analysis, report writing and some computer-oriented tasks (e.g., programming, data entry, word processing, web page design, other data processing, or telephone-intensive tasks), providing the position does not possess any of the characteristics identified below that render it unsuitable for telework.

b. Positions not suitable for telework are those involving tasks not suitable of being performed away from the traditional

work site, such as those requiring:

(1) Daily or frequent personal contact with the supervisor, colleagues, customers or the general public in order to perform effectively, or

(2) Access to classified information, or

(3) Frequent attendance at meetings or other gatherings called with insufficient notice to allow timely arrival when summoned from the alternative work site, or

(4) Uninterrupted or substantially continuous electronic connectivity to automated information systems not hosted at the alternative work site, or

(5) Use of computer software whose use outside of the work site would conflict with site licensing provisions or other contractual terms.

c. Irrespective of the above factors, wage grade positions, physical plant security (guard) personnel, positions under A-76 study and positions transitioning to a Most Efficient Organization (MEO) are ineligible for telework.

d. Supervisory positions may be eligible for ad hoc telework only, provided all other applicable criteria are met.

e. Reimbursable-funded positions, otherwise qualifying, are eligible only with the concurrence of the customer(s) directly supported by the position.

f. Individuals working within a work unit having implemented a MEO will be eligible for telework only to the extent it has no detrimental impact on productivity and net costs.

g. Probationary status employees, interns, trainees and similar entry level positions will generally not be eligible for telework because there is a need for supervisors to personally observe and evaluate such employees' performance.

h. Employees on workers' compensation rolls who are candidates for vocational rehabilitation may be offered telework as an option, and activity management will determine whether a "light duty" position is to be developed for an injured employee. In such cases, activities may provide positions suitable for telework but may not require the use of one's personal residence to perform work. If an employee finds the home-based work site not conducive to work, the teleworker will generally be able to withdraw from the vocational rehabilitation

trial and resume receiving compensation benefits.

5. Determination of Employee Suitability for Telework. Upon positive determination of position suitability discussed above, employee suitability is a second prerequisite to employee participation in telework. The first-level supervisor must be confident the telework arrangement is in the best interest of the Government and that the organization's mission and workload are not adversely impacted. Employees considered suitable will be those who:

a. In the opinion of management, demonstrate the requisite personal characteristics, including, as a minimum, dependability, responsibility, self-discipline, high self-motivation, time management skills, ability to prioritize work, ability to work alone without personal contacts, ability to multitask, good knowledge and experience in any software used, rapid adaptability to changing scenarios, ability for independent decision-making, and ability to meet deadlines and work well under pressure.

b. Have received a performance rating of "Fully Successful", "Satisfactory", or the equivalent on their most recent performance appraisals.

c. Agree to protect government records from unauthorized disclosure or damage and comply with requirements of reference (e).

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

6. Final Determination of Telework Positions. Positive resolution of both position and employee suitability, as described above, does not create an entitlement to telework. Activity management may select, from among the range of positions/employees so determined to be eligible, those for which teleworking will be authorized based upon considerations such as cost, higher-echelon guidance on the percentage of eligible employees who will telework, or similar common factors not directly related to individual position or employee suitability.

7. Work Schedules. Management will determine each teleworker's work schedule, including the days and times that the employee will work in the traditional work site and at the alternative work site. Such schedules may either parallel those in the traditional work site or be specific to the alternative work site.

a. Employees who work an alternative work schedule, e.g., a

flexible work schedule or a compressed work schedule, may be authorized to maintain that schedule for telework.

b. Except for employees who are physically unable to be present at the traditional work site, teleworking employees will spend part of their workweek at the traditional work site in order to improve communication, minimize isolation, and access resources and facilities not available at the alternative work site. Activities should develop flexible procedures that allow individual supervisors to determine the best balance for mission accomplishments and individual employee needs.

c. Employees participating in short-term telework arrangements (e.g., recuperating from surgery, complications associated with pregnancy) occasionally do not have in-office days but rather work a full or part-time schedule from their home. Supervisors/managers should adopt a flexible approach in developing optimum arrangements for these employees to the extent it is consistent with NAVSUP mission accomplishments.

d. Employee requests to change their scheduled telework day(s) within a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

8. Establishment of Telework Agreements. Prior to the commencement of telework, supervisors and employees will complete and sign a Telework Agreement outlining the terms and conditions of the arrangement. The agreement will address, at a minimum, the approved alternative work site and telework schedule as well as personnel, security and equipment issues. It will also record the anticipated reduction in commuting miles for the teleworker. A model agreement is provided at enclosure (2).

9. Termination of Telework Agreements. The employee may terminate a telework agreement by giving advance written notice of a minimum of 1 pay period. Management has the right to immediately end individual participation in the program should an employee's performance decline or should it be determined that the teleworking arrangement fails to meet organizational needs. If, at any time, it is determined a telework arrangement is adversely impacting work operations or performance, the supervisor will notify the employee that the arrangement is being modified or terminated. The transition back to the traditional work site must be consistent with established administrative procedures and collective bargaining agreements. Employees disputing the reasons given by the supervisor for terminating the agreement may submit a grievance using the activity's administrative or union-negotiated grievance procedure.

10. Certification and Control of Time and Attendance. All hours of work spent in teleworking are considered part of the employee's regular tour of duty. Therefore, time spent in a telework status must be accounted for and reported in the same manner as if the employee had reported for duty at the traditional work site.

a. Supervisors and employees will record the numbers of hours each individual spends in a telework status during the regular daily tour of duty by entering a Type Hour code "LX" into their automated time and attendance systems. For example, if an employee has a regular daily tour of duty of 8 hours and spends that 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 likewise be accounted for and reported.

b. Teleworkers not authorized to, or capable, of directly entering their own time and attendance in their activity's automated time and attendance system must submit the required data, reflecting the actual hours worked within a given pay period to their supervisors. This submission must be in writing (e.g., e-mail, fax, etc.) and must be received in sufficient time for input.

c. When a teleworker is required to report to the traditional work site during his or her regularly scheduled basic telework tour of duty (e.g., for an unplanned event to work on an urgent assignment or when other needed resources are unavailable at the alternative work site), the teleworker's travel hours will be credited as hours of work. If the teleworker returns to the traditional work site after his or her regularly scheduled basic tour of duty, the employee is entitled to at least 2 hours of overtime pay or compensatory time off per (5 CFR 550.112(h) and 551.401(e)).

d. Activity management may provide advance notice that a teleworking employee must report to the traditional work site on scheduled telework days. Under such circumstances, time spent traveling to and from the traditional work site will not be credited as hours of work.

e. Overtime provisions that apply to employees working at a traditional work site also apply to employees in a telework status, e.g., employees may work overtime only when ordered and approved in advance by their supervisors. Similarly, compensatory time and credit hour provisions that apply in the traditional work site also apply while in a teleworking status.

11. Determination of Official Duty Station. Telework may be performed at locations outside of the commuting area to the traditional work site. However, for purposes of determining eligibility for location-based entitlements such as special

salary rates, locality pay adjustments and travel expenses, the teleworker's official duty station will be considered to be the traditional duty station regardless of the amount of time spent at the alternative work site.

12. Performance Management. Performance management for teleworkers will be accomplished in the same manner as for non-teleworkers. Regular communication and feedback between supervisor(s) and teleworkers are essential. Supervisors may verify an employee's time spent working at the alternative work site not only by assessing the reasonableness of the work output for the time spent, but also by contacting the teleworker (e.g., by telephone) during the employee's scheduled work hours at the alternative work site.

13. Effect of Dismissal or Closing at Traditional Work Site. Teleworkers will not be necessarily dismissed or excused from working at the alternative work site merely because workers at the traditional work site are dismissed. Activity management will determine whether the reason for such excusal also prevents the work from being performed at the alternative work site. For example, an activity closure or early dismissal due to weather conditions unfavorable to safe travel would not necessarily be applicable to Work-at-Home teleworkers. Additional considerations may include whether the work is dependent upon the traditional work site remaining open, and whether the employee was scheduled to work that day at the traditional work site during the hours of dismissal or closing.

14. Temporary Unavailability of Alternative Work Site. If a situation arises at the employee's alternative work site that results in the employee being unable to continue working (e.g., power failure, equipment failure), the supervisor will determine the action to be taken on a case-by-case basis. Depending on the particular circumstances, supervisors may grant the teleworker excused absence, offer the teleworker the option to take leave or use compensatory time off or credit hours or require the employee to report for work at the traditional work site. If the employee knows in advance of a situation that would preclude working at the alternative work site, then leave must be scheduled or the employee will return to the traditional work site. Teleworkers will immediately notify their supervisors of any emergency situation or other circumstances adversely affecting their ability to perform official duties at the alternative work site.

15. Telework for Employees with Disabilities. Information on employing and accommodating disabled employees both at home and at the traditional work site is available in the handbook, "Managing End User Computing for Users with Disabilities," prepared by GSA's Clearinghouse on Computer Accommodation.

NAVSUPINST 12620.2
14 March 2003

GSA's Federal Information Resources Management Regulations (FIRMR), FIRMR Bulletin C-8, establishes Government-wide guidelines for acquiring ADP equipment to assist disabled Federal employees.

16. Providing of Equipment Required for Teleworking. Activity management may determine the range of equipment required for teleworkers, the source of this equipment, and responsibilities for its installation, service, and maintenance.

a. Where the activity opts to provide the teleworker with required equipment, the following requirements apply: (Hereto referred to as Government furnished equipment.)

(1) The activity will be responsible for funding, acquiring, and maintaining all Government-furnished equipment and software. Employees may be required to bring such equipment into the traditional work site for maintenance or periodic physical inventories.

(2) Teleworkers will not authorize family members, friends, or other personnel to use such equipment.

(3) Employees must protect all Government furnished equipment and software from theft and damage. In cases of damage to unsecured equipment by nonemployees, the employee will be held liable for repair or replacement of the equipment or software as permitted by applicable regulations.

(4) Activities will ensure equipment provided to teleworkers is properly accounted for under prevailing custodial regulations.

b. Alternatively, NAVSUP activities may, at their option, authorize employees to telework via employee-provided equipment.

(1) Access to nonpublic NAVSUP data and systems (i.e., those not accessible via publicly available web sites) via employee-provided equipment will be limited to electronic mail, calendars and contact lists. Access for other purposes including for use of functional applications and databases, will be accomplished only via a computer provided and configured by the Government or an agent thereof.

(2) Use of such non-Government computers will be authorized only for work involving non-sensitive, unclassified data, consistent with prevailing DOD and Navy policies subject to prevailing security requirements.

(3) Employees approved to use their own personal computers are responsible for all attendant costs including but

not limited to repair, maintenance, acquisition of software and electronic connectivity, including commercial Internet access.

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

17. Security Considerations. Telework within NAVSUP will be governed by the following security requirements:

a. No classified information (regardless of media or format) may be taken to an employee's alternative work site.

b. "For Official Use Only" and controlled-unclassified information (such as Business Sensitive, Source Selection, Privacy Act and Limited Distribution material) may be transported to the alternative work sites only if all necessary precautions are taken to protect it from loss or unauthorized disclosure.

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

d. Teleworkers are responsible for the security of all official data, protection of any Government-furnished equipment and property and carrying out the mission of NAVSUP/DOD at the alternative work site. Use of physical controls, unique user identifiers, passwords, terminal identifiers, access control software and strict adherence to security procedures are required with all telework arrangements.

e. Software used to access Government-owned or sponsored servers will not be installed on employee-provided equipment.

f. All files, records, papers or machine-readable materials created while teleworking are the property of DOD/NAVSUP. For policy advice on electronic security procedures, see FIRMIR 41 C.F.R. section 201-7, Security of Personal Privacy; and Security Publication 500-120, U.S. Department of Commerce, National Institute of Standards and Technology.

g. Employees who use telework will:

NAVSUPINST 12620.2
14 March 2003

(1) Obtain authorization from their commanding officers for each computer expected to remotely access a DON unclassified system.

(2) Sign a statement accepting responsibility for each approved access.

(3) Obtain a DOD Public Key Infrastructure (PKI) identity certificate or USERID/password for authentication purposes when required.

(4) Use the PKI software certificate for authentication to remote access services and transition to hardware certificates when required.

(5) Handle, store, maintain and destroy all unclassified information following DOD and DON policies.

(6) Immediately notify their command of any information loss, theft or suspicious behavior of their system(s).

(7) Protect the confidentiality, integrity and availability of DON information at all times.

(8) Complete all required training.

(9) Install, configure, maintain and update required security software, hardware, PKI certificates and current anti-virus files by updating them at least weekly or when prompted.

(10) Not use public access computers, such as those in college computer labs, public kiosks, libraries, etc. to access DON or DOD unclassified e-mail accounts and systems.

(11) At the completion of a session, if connected by dial-up modem or broadband connection, close all e-mail files, clear the web browser's cache, then exit and close the browser. If connected by cable modem, close all DON e-mail files, clear the web browser's cache, exit and close the browser and immediately turn off the computer. "Sleep" and "standby" modes are not acceptable.

(12) Install and use approved anti-virus protection and personal firewall software. Approved software is available to all DOD employees at no cost. Contact your activity Information Systems Security Manager (ISSM) for appropriate software and installation instructions when remotely connected to a Government system.

(13) Ensure no other wireless or network connection

exists for the duration of the session. Any other existing connections must be disabled for the duration of the session.

h. Activities authorizing use of employee-provided equipment for telework will:

(1) Evaluate each request for validity and approve only those essential for mission accomplishment.

(2) Retain all signed statements until a teleworker's departure. Electronic methods (e.g., scanned electronic images) of retention are highly encouraged.

(3) Maintain a current list of all authorized users.

(4) Annually review all approvals for continued need.

(5) Disable access immediately upon employee's departure.

(6) Ensure all remote access to a Government application is mediated through a managed access control point and always use encryption to protect the confidentiality of the session.

18. 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 activity's premises or at an alternative work site. The employee may qualify for benefits for on-the-job injury or occupational illness. Employees will immediately notify their supervisors of any accident or injury occurring at the alternate work site, provide details of the accident or injury and complete the Department of Labor Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

a. For Work-at-Home arrangements, each employee is required to designate one area in the home as the official workstation. The Government's potential exposure to liability is restricted to this official workstation.

b. Except as provided in the Federal Tort Claims Act or the Military and Civilian Employees Claims Act, the Government is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative work site. Occupational Safety and Health Administration rules govern the safety of workplaces for Federal employees.

19. Impact Of Externally Imposed Programs. NAVSUP's ability to offer and maintain telework programs may be affected by a number

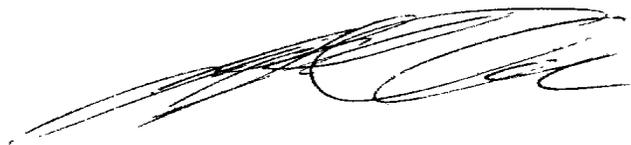
NAVSUPINST 12620.2
14 March 2003

of externally imposed factors. Impacts may not necessarily take the form of additional capabilities but may instead encompass equipment selection, occasioned by needs for increased security, architectural consistency or economy. For example, the deployment of the Navy Marine Corps Intranet (NMCI) is implementing a common Navy-wide computing and communication infrastructure over whose capabilities, services and costs the imposition of restrictions such as limitations on network access NAVSUP will not directly control. Therefore, provisions of this instruction affected by such programs, including but not limited to those effecting eligibility of positions or personnel for telework, are subject to change or revocation.

20. Teleworking Equipment Considered as Part of Government Communication System. For purposes of determining permissible and authorized communication systems use, all information technology components used for teleworking by NAVSUP personnel, including employee-provided personal computers, are considered to be Government communication systems. Therefore, communications effected using such equipment, regardless of ownership, are subject to the provisions of reference (f) and any succeeding or supplementing directive including but not limited to communications monitoring and the imposition of disciplinary action for prohibited uses.

21. Reporting Requirements. Activities will submit annual reports to the NAVSUP Director of Civilian Personnel Programs (SUP 33) for consolidation and forwarding to the Office of the Secretary of Defense (Civilian Personnel Programs). The report, may identify the number of employees eligible for teleworking, the number of eligible employees offered the opportunity to telework on a regular and recurring basis, the number of employees Teleworking on an ad-hoc basis, the number of employees inside and outside the National Capital Region, and the number of teleworkers by grade level.

22. Effective Date. This instruction is effective upon receipt.



JEFFERY G. ORNER
Executive Director

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SELF-CERTIFICATION SAFETY CHECKLIST

Privacy Act Statement

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

(Insert Activity Name)

TELEWORK

PROGRAM

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

1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance? Yes [] No []
2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)? Yes [] No []
3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)? Yes [] No []
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? Yes [] No []
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways? Yes [] No []
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard? Yes [] No []

NAVSUPINST 12620.2
14 March 2003

Employee's Signature: _____

Date: _____

NAME: _____ ORGANIZATION: _____

POSITION: _____

ADDRESS: _____

ALTERNATIVE WORK SITE TELEPHONE: _____

SUPERVISOR'S NAME: _____

TELEWORK AGREEMENT

(Insert Activity Name)

Privacy Act Statement

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

Agreement

The following constitutes an agreement to the terms and conditions of the Insert Activity Name Telework Program between:

Employee:

Last Name First Name Middle Initial

Title

Pay Plan Series Grade

Organizational Code: _____

NAVSUPINST 12620.2
14 March 2003

Telework Schedule:

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

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

Alternative Work Site:

The employee's alternative work site is: _____

GSA Telecenter

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Home Office

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Other Approved Work Site

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

NAVSUPINST 12620.2

Changes to Telework Arrangement

Employees who telework and live within local commuting distance of the traditional work site, must be available to work at the traditional work site on telework days on an occasional basis if necessitated by work requirements, following advance notice by

their supervisor. Requests by employees to change their scheduled telework day in a particular week or period should be considered by the supervisor wherever practicable. A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

Work-at-Home Telework

It is the responsibility of the employee to ensure a proper work environment is maintained while teleworking. Teleworkers whose alternative work site is their residence must complete and sign the Self-Certification Safety Checklist that proclaims the home is safe for an official home work site to ensure all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit inspections by agency representatives as required to ensure proper maintenance of any Government-owned property, conformance with safety standards and detection of fraud, waste and abuse.

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

Official Duty Station

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is _____ . The Official Duty Station corresponds to that found on the most recent SF 50, Notification of Personnel Action.

Time and Attendance, Work Performance and Overtime

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

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

The overtime/comp time/credit hours provisions that apply to employees working at a traditional work site apply to employees in a telework status.

Security

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

Equipment

Personally owned computers may only be used to work on NAVSUP information that is deemed releasable under the Freedom of Information Act (FOIA). If the employee is required to process information electronically that is exempt from mandatory release under FOIA they must be issued equipment that is owned by NAVSUP, a NAVSUP field activity, or another DOD component.

Employees may be authorized to use their personal computer and equipment while teleworking from home. The employee agrees to install, service, and maintain any personal equipment used. The Activity is responsible for the maintenance of all Government-owned equipment. The employee may be required to bring such equipment into the office for maintenance. No persons other than the teleworking employee are authorized the use of Government-owned equipment.

Liability and Injury Compensation

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

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

Standards of Conduct

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

Mileage Savings

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

Termination of the Telework Agreement

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

Date of Commencement:

The telework arrangement covered by this agreement will commence on:

(Date)

Signatures:

Employee Date

Supervisor Date