



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORINST 1000.9B  
N5  
20 Sep 2022

COMNAVRESFOR INSTRUCTION 1000.9B

From: Commander, Navy Reserve Force

Subj: TELEWORK POLICY FOR NAVY RESERVE SERVICE MEMBERS

Ref: (a) 5 U.S.C § 6501-6506  
(b) DoD Instruction 1035.01  
(c) DoD Instruction 1215.06 CH-1  
(d) SECNAVINST 12271.1 CH-1  
(e) OPNAVINST 3030.5C  
(f) RESPERSMAN 1001.5

Encl: (1) Definitions  
(2) Telework Eligibility  
(3) Types of Telework  
(4) Telework Matrix  
(5) Telework Agreement

1. Purpose. To establish Commander, Navy Reserve Force's (COMNAVRESFOR) telework program. References (a) through (f) establish a policy under which an eligible service member may participate in telework while maintaining high standards of performance. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 1000.9A.

3. Scope and Applicability. This instruction is applicable to Selected Reservists (SELRES) and Voluntary Training Unit (VTU) members of the Navy Reserve Force executing individual (not unit) telework arrangements. This instruction is not applicable to active duty or Training and Administration of the Reserve (TAR) members or federal civilian employees regularly assigned in a civilian capacity to COMNAVRESFOR commands.

4. Discussion. Telework has emerged in the federal government, to include the Department of Defense (DoD), as a means to increase access to the workforce while providing flexibility to service members. Reference (a) amplifies the importance of telework across all federal agencies. The Department of the Navy (DoN) is committed to offering telework in work environments that are conducive to telework arrangements. The telework program is not an entitlement.

5. Action

a. To be eligible to telework, a service member and their assigned duties must meet the requirements set forth in enclosure (2).

b. All service members must complete telework training in order to participate in telework, and may be required to route a telework agreement through the appropriate chain of command, per enclosure (4). Once the telework agreement is approved, service members will be considered telework-ready.

c. As part of the telework agreement package, supervisors and service members have the option to complete the DoN telework information technology strategy checklist in reference (d). Service members will safeguard and ensure appropriate use of DoN information technology resources by protecting sensitive information. Commander, Navy Reserve Forces Command information technology Helpdesk SharePoint has training and tools for working remotely at the following web site:

<https://private.navyreserve.navy.mil/sites/HelpDesk/Pages/Customer%20Support%20Center.aspx>.

d. Telework denial and termination. Telework requests may be denied and agreements terminated at any time by a supervisor. Denial of telework should be based on mission requirements, performance, or needs of the workgroup. Telework agreements will terminate at the expiration point defined in enclosure (4), but may be revised at any time, as required. A new telework agreement should be completed when the service member is assigned to a new Navy Reserve Readiness Unit (NRRU) or Navy Reserve Activity (NRA).

6. Responsibilities

a. NRA commanding officers (CO) will:

(1) Maintain completed telework agreements for three years from the expiration date of the agreement, as required. Digital versions of the telework agreement are acceptable as long as they follow the same format.

(2) Coordinate in advance with NRRU COs, as required, for virtual drill weekends. NRA COs may mandate in-person drills in order to achieve specific, reasonable readiness requirements.

b. Supervisors will:

(1) Complete the course titled “Telework Fundamentals-Manager Training.” This is a one-time training requirement and can be found on the total workforce management services (TWMS) site or at: <https://www.telework.gov/training-resources/telework-training/virtual->

telework-fundamentals-training-courses/. This course also satisfies the training requirement for supervisors looking to execute their own telework arrangement.

(2) Review all submitted telework agreements in a timely manner and ensure any additional terms or requirements are properly indicated under “MISCELLANEOUS REQUIREMENTS” prior to approval or denial. For non-locally assigned service members, approval or denial resides with the NRRU CO or officer-in-charge (OIC). Supervisors are strongly encouraged to coordinate with a non-locally assigned service member’s NRA prior to approving a telework agreement.

Supervisors may exercise their discretion in determining the impact to the mission and whether mitigation measures should be taken. In cases of chronic interruptions affecting mission accomplishment (e.g. slow internet provider, poor cell phone coverage with no land line), supervisors should consider canceling telework arrangements. Supervisors should be judicious in the application of the requirement to secure appropriate arrangements for dependent care and its interfere with work responsibilities in the event of a large scale impact event (e.g. mass school or child care facility closures).

(3) Ensure hoteling is utilized when appropriate to reduce office space requirements.

(4) Submit all approved telework agreements to the respective NRA for record keeping.

(5) Coordinate with the NRA CO in advance if a virtual drill weekend will be conducted. Virtual drill weekends are restricted to the regularly scheduled drill weekend.

d. Reserve Program Directors (RPDs) will:

(1) Review annual training (AT) and active duty for training (ADT) telework requests to ensure a sufficient training plan exists for the period of telework and that circumstances prevent the reasonable rescheduling or execution of in-person training. Approved telework requests will be returned to the service member and submitted to their NRA for record keeping.

(2) Review all submitted telework agreements for service members who are SELRES COs or OICs of NRRUs in a timely manner and ensure any additional terms or requirements are properly indicated under “MISCELLANEOUS REQUIREMENTS” prior to approval or denial. Approved telework agreements will be submitted to the NRA CO for record keeping.

e. Service member will:

(1) Prior to initiating a telework arrangement, complete the course titled “Telework Fundamentals-Employee Training.” This is a one-time training requirement and can be found on the total workforce management services (TWMS) site or at: <https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/>.

(2) Route a telework agreement listing any specified training requirements and expectations under the “MISCELLANEOUS REQUIREMENTS” section prior to executing telework. This agreement must be signed by the service member’s assigned NRRU CO or designated supervisor and endorsed by the cognizant Reserve Program Director (RPD), if requesting telework on AT or ADT orders.

(3) If the service member is a SELRES CO or OIC of a NRRU, they will submit their personal telework agreements to their RPD for supervisor approval.

(4) If the NRA CO, in coordination with NRRU CO, declares a virtual drill weekend, have the option to execute inactive duty for training (IDT) via telework without an existing telework agreement. This exemption is only extended to service members executing IDTs on the regularly scheduled drill weekend.

(5) Ensure they have a designated telework workspace that is safe and conducive for the performance of their duties at the approved alternate worksite. At a minimum, a service member must be able to send, receive, and respond to official electronic mail and communicate via unclassified telephone. The service member’s communication at the alternate location should be seamless. Occasional service outages (e.g. temporary loss of power or internet) may interfere with a service member’s ability to perform their assigned duties from their telework site.

(6) Not allow dependent care to interfere with work responsibilities, and are responsible for securing appropriate arrangements for any dependents who are unable to care for themselves independently.

(7) Be responsible for the installation, repair, and maintenance of all personally-owned equipment and other incidental costs associated with the residential worksite. The DoN assumes no responsibility for any costs associated with the teleworker using their personal residence as the alternate worksite, including home maintenance, insurance, utilities, internet access, and telecommunication costs.

(8) Perform official duties at their alternate worksite during their approved, scheduled duty days. Service members are prohibited from performing work for civilian employers while in a duty status on telework. Work schedules and hours of duty may be changed with the supervisor’s approval and in accordance with established command instructions. Similar to when at their regular worksite, service members may request liberty for portions of the duty day to attend to personal business (e.g. medical appointments, car repairs, etc.) with the approval of their supervisor.

(9) Report any injuries or illnesses that occur while teleworking to their supervisor as soon as practicable. Service members who become ill or are injured through no personal misconduct while on ADT or Active Duty for Operational Support (ADOS) orders, regardless of their worksite, are covered through TRICARE for any required healthcare. Injuries or illnesses

incurred while executing IDTs may be subject to a line of duty investigation to determine if the injury or illness is covered.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



J. B. MUSTIN

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <https://navyreserve.navy.afpims.mil/Resources/Official-RESFOR-Guidance/Instructions/>

### DEFINITIONS

1. These terms and their definitions are for the purpose of this instruction.
  - a. Alternate worksite. A place away from the regular worksite that has been supervisor approved for the performance of assigned official duties. It may be a service member's home or other approved worksite.
  - b. Distance learning course. Any course in which the material is self-paced and requires no real-time, in-person participation.
  - c. Eligibility. Characteristics of the billet and the service member that identify suitability for teleworking as determined by the supervisor.
  - d. Hoteling. The practice of utilizing one workstation (office, cubicle, desk, etc.) for multiple employees who regularly telework and do not require permanent workstations to perform their duties.
  - e. Regular telework. Telework conducted on a routine, recurring basis.
  - f. Regular worksite. Location where a service member would typically work absent of an alternate worksite arrangement. For Selected Reservists (SELRES), this may include a Navy Reserve Center and or a supported active duty command.
  - g. Service member. SELRES on orders or executing drills, and individual ready reserve (IRR) members in a VTU.
  - h. Situational telework. Telework approved on a case-by-case basis performed as part of a specific situation or circumstance. Examples include telework as a result of inclement weather, special work assignments, or to accommodate special circumstances.
  - i. Supervisor. NRA or NRRU leadership, such as a CO or officer-in-charge (OIC), or as designated. An RPD will serve as the supervisor for NRRU COs or OICs.
  - j. Telework. A voluntary work arrangement where a service member performs assigned official duties and other authorized activities during any part of regular duty day at an approved alternate worksite (e.g. home). Telework does not include any part of work done while on official travel.
  - k. Telework agreement. A written agreement, completed and signed by a service member and authorized supervisor(s) outlining the terms and conditions of the telework arrangement. Telework agreements will use the Page 13 format in enclosure (2). Enclosure (1) lists all telework agreement requirements.

l. Virtual course. Any course held in real-time with an instructor and watched or participated in via a collaborative live-stream platform.

m. Virtual drill weekend. A drill weekend executed at the NRRU level using online collaborative tools. Virtual drill weekends may be conducted at the discretion of NRRU COs, however they are restricted to the regularly scheduled drill weekend and must be coordinated with the appropriate NRA CO in advance. NRA COs may still mandate in-person drills in order to achieve specific, reasonable readiness requirements.

TELEWORK ELIGIBILITY

1. Telework Eligibility. Service members do not have a presumptive right to telework. Supervisors may permit eligible service members whose work performance is such that they can accomplish mission requirements at an alternate location. Telework eligibility must be applied impartially and consistently, and be based on mission and organizational needs. To be considered eligible for telework, a service member must demonstrate characteristics indicating their ability to effectively work away from the official worksite. Eligibility, at a minimum, requires a display of dependability, responsibility, and conscientiousness, the ability to work independently and without close supervision, self-motivation and effective time management skills. While telework facilitates workplace flexibility, not all service members will be eligible to telework. In determining eligibility, supervisors should consider the duties and functions a service member performs, and not simply the position, rank, or title of the job.

a. The following duties or circumstances are generally not suitable for regular telework:

- (1) Regular, direct handling of classified or other secure materials.
- (2) Daily, on-site activity or face-to-face personal contact that cannot be handled remotely or at an alternate worksite.
- (3) Personal conduct has resulted in an administrative or disciplinary action taken against the service member in the past two years.

b. In addition to the eligibility outlined above, a service member must meet the following requirements to be eligible for telework:

- (1) Current address and phone number(s) on file with the service member's supervisor and primary NRA that has been updated or verified within the previous 12 months.
- (2) Active official Navy or DoD email account with a functioning, appropriate device to use email and any other necessary databases (e.g. laptop).
- (3) Access to any virtual collaboration tools (e.g. Flank Speed, MS 365, etc.) required by a supervisor.
- (4) Service members must be in compliance with the following medical readiness requirements or have appointments scheduled to address any discrepancies:
  - (a) Dental class 1 or 2
  - (b) Current Periodic Health Assessment (PHA)
  - (c) Current Post Deployment Health Re-Assessment (PDHRA), if required

(d) Injury Case Management. Service members who are compliant with their injury case management program or those with certain medical diagnoses (e.g. broken leg) may be allowed to telework on a case-by-case basis with supervisor approval. Injury case management includes Limited Duty (LIMDU), Medical Board (MEDBRD), Temporarily Not Physically Qualified (TNPQ), Medical Retention Review (MRR), and Line of Duty Healthcare (LOD-HC).

c. Supervisors may add other eligibility criteria at their discretion. These requirements must be stated in writing under 'MISCELLANEOUS REQUIREMENTS' on the telework agreement.

### TYPES OF TELEWORK

1. Inactive duty training (IDT). IDTs may be completed via telework at the discretion of the service member's supervisor. A telework IDT will be requested in advance via enhanced for drill management (EDM). NRRU leadership will approve or deny requests based on telework eligibility and mission requirements. Sailors who are non-locally assigned must actively communicate their intentions with both their non-locally assigned NRRU leadership and their local NRA. NRA COs may mandate in-person drills in order to achieve specific, reasonable readiness requirements.
2. Active duty for training (ADT). ADT orders are training orders, therefore in-person training should be conducted to the maximum extent possible. Telework situations must be able to clearly demonstrate training value can be accomplished at an alternate worksite. The following conditions must be met to be eligible for ADT telework:
  - a. Service members must comply with the supported command's telework policy and follow any required training plans or guidance.
  - b. Service members must route a telework agreement listing any training requirements and expectations under "MISCELLANEOUS REQUIREMENTS" prior to executing ADT telework. This agreement must be signed by the service member's supervisor and endorsed by the cognizant RPD. NRRU COs should send their own agreements to the RPD. ADT telework agreements are not transferable between supported commands and will not extend beyond the end of the fiscal year the agreement was initiated.
3. Annual training (AT). Execution of AT in support of an individual's mobilization billet is the cornerstone of Reserve readiness. Therefore, in-person AT remains the primary means of conducting training, however telework may be performed as required by the active duty command. AT telework requirements and eligibility are the same as ADT.
4. ADT-Schools. ADT-Schools funding may be available for telework if the service member is attending a virtual course. NRRUs will not request ADT-Schools funding for a virtual course without a signed telework agreement in place.
  - a. Courses listed on the Navy Reserve Correspondence Course or Electronic-Based Distance Learning (EBDL) list, or any self-paced distance learning courses are not eligible for ADT-Schools funding.
5. Active duty for operational support (ADOS). Service members on ADOS orders will follow the telework requirements of their supported command.
6. Additional training periods (ATP), readiness management periods (RMP), non-pay additional drill periods, and incremental drill periods (IDP). ATPs, RMPs, and non-pay additional and IDPs may be completed via telework with supervisor approval. Service members are not required to complete a new telework agreement for each type or instance and may be combined with an IDT telework agreement.

7. Additional flying and flight training periods (AFTP). AFTPs are not eligible for telework.

TELEWORK MATRIX

Type	Telework Eligible	Agreement Required	Approving Authorities	Expiration	Special Considerations
Active Duty / TAR	Yes	No	CO, or as designated	-	Follow service and individual command policies and procedures for active duty service members
IDT	Yes	Yes	Service member's supervisor	Service member's PRD or transfer of NRA	
ATP, RMP, non-pay additional drills, incremental drills	Yes	Yes	Service member's supervisor	Service member's PRD or transfer of NRA	May be combined with IDT agreement
AFTP	No	-	-	-	
AT	Yes	Yes	Service member's supervisor with RPD endorsement	End of annual AT period	In-person AT is the primary means of training
ADT	Yes	Yes	Service member's supervisor with RPD endorsement	End of ADT period. For recurring ADT at same supported command, end of FY	In-person ADT is the primary means of training
ADT-Schools	Yes	Yes	Service member's supervisor	End of ADT-Schools period	
ADOS	Yes	No	Supported Command	-	Follow supported command policies and procedures

**Note:** If the SELRES member requesting telework is a NRRU CO or OIC, the supervisor approving authority will be the RPD.

TELEWORK AGREEMENT FOR NAVY RESERVE SERVICE MEMBERS

The following constitutes an agreement between:

\_\_\_\_\_ and \_\_\_\_\_  
*Full name and rank of Supervisor* *Full name and rank of service member*

This is to certify that I, \_\_\_\_\_, understand:  
*Full name and rank of service member*

RULES

- \_\_\_\_\_ 1. I acknowledge that I have read, understood, and will adhere to the Telework Policy for Navy Reserve Service Members, COMNAVRESFORINST 1000.9B and applicable guidelines, policies, and procedures of the telework program.
- \_\_\_\_\_ 2. I understand that while teleworking, service members remain subject to the Uniform Code of Military Justice, as applicable, in the same manner as while performing in-person duties.

EXPECTATIONS

- \_\_\_\_\_ 3. I understand that telework is not an entitlement. An approved telework agreement is required for service members to participate in telework and be telework-ready. Service members do not have a presumptive right to telework.

REQUIREMENTS

- \_\_\_\_\_ 4. I understand that I must complete telework training prior to initiating a telework arrangement. Service members must complete the “Telework Fundamentals-Employee Training” and supervisors must complete the “Telework Fundamentals-Manager Training,” both available at [www.telework.gov](http://www.telework.gov).
- \_\_\_\_\_ 5. I understand that I am responsible for the costs associated with telework. I am responsible for the installation, repair, and maintenance of all personally-owned equipment and other incremental costs associated with teleworking from an alternate site (e.g. home). The Department of the Navy (DoN) assumes no responsibility for any costs associated with my use of an alternate worksite, including any home maintenance, workshare fees, insurance, utilities, internet access, and telecommunication costs.
- \_\_\_\_\_ 6. I understand that if I use Government-furnished equipment (GFE), I will use and protect it in accordance with DoN procedures. GFE will be serviced and maintained by the DoN.
- \_\_\_\_\_ 7. I understand that I am responsible for ensuring a safe and healthy work environment at my approved alternate worksite that is conducive to the performance of my duties and free from health hazards. At a minimum, I must be able to send, receive, and respond to official electronic mail through my official Navy/DoD email account and communicate via unclassified telephone.

SPECIAL CONSIDERATIONS

\_\_\_\_\_ 8. I understand that I should not allow dependent care responsibilities to interfere with my work responsibilities. I may request a change in hours of duty or liberty for portions of the day to attend to personal business with my supervisor's approval, and in accordance with established command instructions.

\_\_\_\_\_ 9. I understand that I am required to report injuries or illnesses that occur while teleworking to my supervisor as soon as practicable if they require treatment beyond basic first aid.

\_\_\_\_\_ 10. I understand that I am prohibited from performing work for a civilian employer while in a telework duty status.

\_\_\_\_\_ 11. I understand that telework requests may be denied, and approved agreements may be terminated at any time by my supervisor.

MISCELLANEOUS REQUIREMENTS: *Commands may write-in additional terms or requirements below.*

\_\_\_\_\_ I acknowledge that I understand and agree to these additional items listed in this telework agreement, as required.

\_\_\_\_\_  
*Service member signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Reserve Program Director (RPD) signature, AT and  
ADT only (not required if RPD is the supervisor)*

\_\_\_\_\_  
*Date*