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COMNAVRESFOR INSTRUCTION 12610.2C

From: Commander, Navy Reserve Force

Subj: CIVILIAN TELEWORK AND REMOTE WORK PROGRAM

Ref: (a) DoDI 1035.01  
(b) SECNAVINST 5239.3B  
(c) SECNAVINST 12271.1  
(d) DoN Telework and Remote Work Guide of Sep 2021  
(e) COMNAVRESFORINST 12630.3B  
(f) COMNAVRESFORINST 12611.1C  
(g) COMNAVRESFORINST 5320.2B  
(h) COMNAVRESFORINST 12351.2E  
(i) DEPSECDEF memorandum of 16 Mar 2022  
(j) 5 CFR Part 630  
(k) DoD Joint Travel Regulations  
(l) DoN Program Manual for Reasonable Accommodation of Mar 2022

Encl: (1) Telework and Remote Work Best Practices for Supervisors and Employees  
(2) DoN Supervisor's Guide: Managing a Hybrid Workforce of Jul 2023  
(3) Local Remote Worker Agreement  
(4) Distant Remote Worker Agreement  
(5) COMNAVRESFOR Telework Information Technology Guidance  
(6) Telework and Remote Work Guide for Supervisors  
(7) Telework and Remote Work Guide for Employees

1. Purpose. This instruction establishes policy and identifies requirements for the Commander, Navy Reserve Force (COMNAVRESFOR) Civilian Telework and Remote Work Program. COMNAVRESFOR supports the telework and remote work concepts in compliance with references (a) through (l). This instruction is a minor revision but should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORINST 12610.2C.

3. Collective Bargaining Agreements. Provisions of an existing Collective Bargaining Agreement (CBA), Memorandum of Understanding (MOU), and/or Memorandum of Agreement (MOA) applicable to bargaining unit employees supersede the policies and procedures outlined herein unless to do so would violate any applicable government-wide law, rule, or regulation.

4. Discussion. The Civilian Telework and Remote Work Program is part of the Department of Navy (DoN) Distributed Workforce Initiative, designed to facilitate telework and remote work opportunities by integrating human resources, information technology, and facilities. The COMNAVRESFOR program actively promotes telework as a valued method to provide flexibility for its employees, while meeting mission requirements for each COMNAVRESFOR command. The program also permits the use of remote work in situations prescribed by this instruction. A successful Telework or Remote Work experience requires a high degree of trust and accountability between the supervisor and the employee. Supervisors must trust their employees, and hold them accountable to work diligently. Employees must take ownership of their work and hold themselves accountable for the duties and responsibilities of their positions. Supervisors and employees are encouraged to follow the telework and remote work best practices as outlined in enclosure (1). Enclosure (2). provides the Department of Navy Supervisors guide: Managing a Hybrid Workforce is a valuable resource for managing employees in multiple workplace settings; at the regular worksite and on a variety of telework and/or remote work arrangements.

5. Objectives. The objectives of the Civilian Telework and Remote Work Program are to:

- a. Maximize flexibility to enable COMNAVRESFOR commands to balance a positive working environment for all employees while meeting the operational needs of the mission.
- b. Promote the DoN and COMNAVRESFOR as an employer of choice.
- c. Improve the recruitment and retention of high-quality employees.
- d. Enhance COMNAVRESFOR's ability to provide an accommodation to qualified individuals with a disability by enabling the employee to perform the essential functions of the position and to enjoy the equal benefits and privileges of employment that are enjoyed by other similarly situated employees without disabilities.
- e. Reduce traffic congestion.
- f. Decrease energy consumption and pollution emissions.
- g. Reduce office space, parking facilities, and transportation cost, including costs associated with payments for the transit subsidy.

6. Definitions. The following definitions reflect the key terms covering the fundamental concepts of the COMNAVRESFOR Civilian Telework and Remote Work Programs as described in this instruction.

- a. Distributed Workforce. Sometimes referred to as a hybrid workforce, the term refers to a workforce inclusive of all employees at all worksites, regardless of physical location. The term is used to acknowledge the fact that employees of an organization may work at the regular worksite, at an alternate worksite but must physically report to the regular worksite two or more days per pay period (telework), and/or at an alternate worksite and are not required to physically report to the regular worksite two or more days per pay period (remote work).

b. Telework. An approved work arrangement where eligible employees perform assigned official duties at an approved alternative worksite for up to eight work days per pay period. Participating employees may telework from the alternative worksite on a recurring or situational basis, but are expected to physically report to the regular worksite at least two days per pay period.

(1) Regular/Recurring Telework. Telework which is regularly scheduled each pay period, which may range from one to eight days per pay period, and is classified as light or substantial as defined below. Regular/recurring telework may be performed on the same day each pay period or may rotate within each pay period.

(a) Light Telework. Regular/Recurring telework of one to four days per pay period.

(b) Substantial Telework. Regular/Recurring telework of five to eight days per period.

(2) Situational Telework. Telework performed on an ad hoc or unplanned basis as approved by the supervisor for such purposes as special projects, when weather or other conditions makes travel to the regular worksite unsafe, when the regular worksite is closed due to emergent situations, or for personal reasons at the request of the employee. Employees on a regular/recurring telework agreement may also work situational telework as approved by the supervisor.

(3) Emergency Telework. Telework performed in an employee's home or alternative worksite during a crisis situation or emergency event.

(a) When a command's Continuity of Operations Plan (COOP) is invoked, an employee may be directed to perform emergency telework regardless of whether the employee is under a voluntary telework agreement.

(b) Employees who were not previously telework participants, and who are directed to perform emergency situational telework, should complete the telework training as soon as possible.

c. Remote Work. Approved work arrangement where eligible employees perform assigned official duties at an approved alternative worksite and do not report to the regular worksite at least two days per pay period on a recurring basis.

(1) Local Remote Work. Remote work within the local commuting area of the regular worksite. There is no change in the employee's locality pay rate.

(2) Distant Remote Work. Remote work outside the local commuting area. The employee's locality pay rate will change, unless the regular worksite and the alternate worksite are within the same locality pay area; i.e. the rest of the United States locality pay area.

d. Hoteling. Process by which organizations with significant numbers of employees who perform substantial telework or remote work can reduce physical on-site work space requirements.

Under the hoteling concept, employees who telework more than 50% (more than five days) of each pay period and employees on remote work agreements are not entitled to a permanently assigned work station. Employees for whom a permanent work station is not maintained at the regular worksite must contact the supervisor in advance of reporting to the regular worksite to reserve a work station for use while they are at the regular worksite.

e. Alternate Worksite. An authorized worksite other than the regular worksite normally associated with a position. An alternate worksite may be the employee's residence, or, when appropriate, a telework center or another COMNAVRESFOR command building/location may be authorized. Employees who manage classified information may be authorized to telework at a secure alternative location.

7. Applicability. This instruction applies to all Federal civilian positions and employees of COMNAVRESFOR and subordinate commands. Prior to implementing the COMNAVRESFOR Civilian Telework and Remote Work Program for civilian positions in exclusively recognized bargaining units, commands and activities must satisfy bargaining obligations.

8. Policy. Command management officials are encouraged to offer telework to eligible employees encumbering eligible positions to the broadest extent practicable, consistent with mission needs, on a recurring or situational basis at an approved alternate worksite. Remote work (distant or local) may be authorized as prescribed by this instruction. Entering into Telework and Remote Work Agreements is discretionary on the part of the supervisor and the chain of command, and is voluntary on the part of the employee. However, as stated in paragraph 6b(3), employees may be directed to telework in certain emergency situations, with or without a telework agreement.

a. Policy Applicable to Telework.

(1) Employees on a telework agreement (recurring or situational) are expected to telework for the duration of any emergency situation and pursuant to the following situations, unless appropriate leave or flex time in accordance with references (e) and (f) is requested and such request is approved:

(a) A pandemic health crisis.

(b) When the regular worksite is closed or closed to the public due to natural or manmade emergency situations.

(c) When government offices are open with the option for unscheduled telework, when weather conditions make commuting hazardous or circumstances arise that compromise employee safety (e.g. snowstorm, hurricane, fire, act of terrorism, etc.)

(2) An employee is not entitled to a make-up day if his or her telework day falls during official training, a holiday or while in a travel status. The supervisor and employee together can agree to an alternate telework day if the mission of the command permits.

(3) Under certain emergency situations, such as when a command COOP plan has been invoked or a pandemic has been declared, civilian employees who perform mission-critical

duties may be directed to work from home, at an alternate workplace or from their regularly designated workplace to ensure continuity of operations, with or without a telework agreement in place. Whenever emergency circumstances permit, employees required to work at an alternate worksite should be provided advance notice.

(4) Employees on regular/recurring telework agreements may also perform situational telework as agreed upon between the employee and supervisor.

(5) Employees on telework agreements whose alternate worksite is outside the local commuting area are responsible for payment of their own travel expenses when required to report to the regular worksite.

b. Policy Applicable to Remote Work.

(1) Except as provided in paragraph 8b(2), remote work arrangements must be approved in advance by the COMNAVRESFOR Resources Management Board (RMB). Employees requesting remote work must obtain initial approval/endorsement from their immediate chain of command.

(2) Commanders/Deputy Chiefs of Staff (DCOS) may approve short-term remote work arrangements of 90 days or less. Any extension beyond 90 days requires RMB approval. Appropriate bases for approval include, but are not limited to, an employee's need to temporarily attend to personal situations such as care for elderly or sick family members or completion of education requirements. Approving officials must ensure that:

(a) The employee has demonstrated a substantial likelihood of success in a remote environment, based on current or past performance and dependability.

(b) Mission requirements can be fully supported remotely.

(3) Commanders/DCOS seeking approval of a remote work agreement must submit a request to the RMB in accordance with reference (g). The justification for a remote work agreement request must clearly articulate:

(a) That the employee has demonstrated a substantial likelihood of success in a remote environment, based on current or past performance and dependability.

(b) How the remote work will fully support mission requirements.

(c) How and why the remote work will support one or more of the following objectives:

1. Satisfy a reasonable accommodation or workers' compensation case.
2. Enable a hiring official to successfully fill a vacancy that is hard-to-fill.
3. Reduce overall costs of the position by filling the vacancy with a remote worker.

4. Retain a high-performing employee who would otherwise leave the organization for personal reasons.

5. Satisfy other mission-based needs (must be specified).

(4) Remote work agreements may be approved for periods not to exceed six months. Extensions of approved remote work agreements are also limited to six months and require COMNAVRESFOR RMB approval.

(5) A position encumbered by an employee on a remote work agreement is considered to be permanently located at the regular worksite for reduction in force competitive area determinations in accordance with reference (h).

(6) The official duty station for approved local and distant remote work agreements will be the alternate duty location. The employee's salary while under the remote work agreement will be based on the alternate duty location.

(7) If a remote work agreement is terminated, the official duty station will revert to the regular worksite.

(8) Commands are responsible for payment of temporary duty expenses for distant remote workers required to travel to the regular worksite (prior official duty station).

(9) Employees on remote work agreements are not entitled to have on-site work stations maintained for them.

(10) If approved for Remote Work, enclosure (3) or (4) must be completed prior to commencement of remote work to document the local or distant remote work agreement.

c. Policy Applicable to both Telework and Remote Work.

(1) Participation in telework or remote work may be limited by the duties encompassed by the position, operational needs, Information Technology (IT) requirements, staff coverage, employee performance, conduct concerns, or other aspects of the work environment specific to the position or employee in question.

(2) Employees in positions that require, on a daily basis, direct handling of classified materials, on-site activity, or direct face-to-face communication are generally not eligible for telework or remote work. However, such positions could still be determined eligible for light or situational telework, provided substantive duties related to the position but not requiring such functions can reasonably be assigned on the telework day(s).

(3) Employees under formal Department of Defense (DoD), DoN, or command training or entry level programs, new employees receiving on-the-job training, and interns may not be eligible for telework, or may be permitted to telework on a more limited basis than other employees.

(4) Prior to commencing a telework or remote work agreement, eligible employees and their supervisors must complete the prescribed DoD telework or remote agreement and all required telework training in accordance with references (a) through (c). All employees approved for telework or remote work must adhere to all IT guidance in accordance with enclosure (4).

(5) Employees may not use telework or remote work as a substitute for dependent care (e.g. child care or elder care). However, in accordance with references (e) and (f), supervisors may allow an employee to take appropriate leave or, if on a flexible work schedule, to flex their time while attending to dependent care responsibilities.

(6) Performance of duties on telework or remote work will involve only unclassified issues and materials, unless such duties are specifically authorized to be performed at an alternate worksite.

(7) Employees have two options for accessing automated systems while performing telework or remote work:

(a) A personal computer or device utilizing the Flank Speed Nautilus Virtual Desktop (NVD). Employees may obtain the NVD offering by sending an email from the Navy account (@us.navy.mil) to nvd@navy.mil.

(b) A Navy and Marine Corps Intranet issued device and peripherals using a Virtual Private Network connection (currently Pulse Secure).

(8) Supervisors have the authority to recall an employee from an alternate telework or remote work location at any time. Adequate advance notice must be provided to the employee except when emergency or mission-based circumstances prevent such advance notice.

(9) Supervisors have the authority to cancel an employee's telework or remote work day (for any given pay period, multiple pay periods, or on a continuing basis) and require the employee to report to the regular worksite on that day(s). Adequate advance notice, of at least seven calendar days, must be provided to the employee, except when emergency or mission-based circumstances prevent such advance notice.

(10) Supervisors have the authority to terminate an employee's telework or remote work agreement based on such issues as mission requirements, office coverage, security or documented employee misconduct or performance deficiency. Adequate advance written notice of at least seven calendar days must be provided when terminating a telework agreement, except when emergency or mission-based circumstances prevent such advance written notice. In accordance with reference (i), cancellation of a remote work agreement requires advance written notice of at least 30 days, absent an urgent and compelling mission need. A determination to recall an employee or to cancel a telework or remote work agreement must be based on valid business-based factors; i.e. mission requirements, employee performance or conduct issues. The COMNAVRESFOR Director, Civilian Human Resources (DCHR) Employee/Labor Relations Team must be contacted prior to terminating the agreement.

(11) In accordance with reference (j), employees on telework or remote work agreements are generally not entitled to use weather and safety leave (a form of administrative leave) when the regular worksite is closed due to emergent conditions. However, supervisors may consider authorizing weather and safety leave to employees on telework or remote work agreements when the conditions at the alternate worksite prevent the employee from safely performing work or the adverse conditions could not reasonably have been anticipated and the employee is not prepared to telework.

(12) Employees on telework or remote agreements who are directed to return to the regular worksite, or an alternate worksite, during the regularly scheduled workday are entitled to have their travel time credited as official duty time. However, when a worksite is closed due to adverse conditions occurring during the work day, and, in the judgment of the chain of command, there is insufficient time for employees to reasonably resume their duties at their residences, weather and safety leave may be authorized to allow employees at the worksite to return to their residences for the remainder of their work shift. Travel time for employees within the local commuting area, or for employees on a telework agreement where the alternate worksite is outside the local commuting area, who are directed to return to the regular worksite prior to the start of the regularly scheduled workday is considered part of the normal commute. Travel time for employees directed to report to a worksite other than the regular worksite or the normally approved alternate worksite (within or outside the local commuting area) may be entitled to reimbursement of travel expenses depending on the specific circumstances, per reference (k).

(13) Employees are not authorized to work from any alternate location not listed on the telework or remote work agreement unless approved in advance. Temporary changes to the alternate worksite of up to two weeks may be approved by the supervisor. Temporary changes to the alternate worksite of more than two weeks and up to three months, may be approved by the Commanding Officer, Commander, Officer in Charge, or Headquarters Deputy Chief of Staff/Special Assistant. Temporary changes to the alternate worksite beyond three months require approval, in six-month increments, by the CNRF RMB.

d. Policy Applicable to Hoteling.

(1) Commands/organizations with substantial numbers of employees on regular/recurring telework or remote work agreements must strive to minimize office space requirements by minimizing the number of employees with permanently assigned work stations and maximizing the use of non-dedicated, non-permanently assigned work spaces, to be assigned on an as-needed basis.

(2) Employees on a substantial telework agreement (i.e., the employee teleworks more than five days or more than 50% of the pay period) or a remote work agreement are not entitled to a permanently assigned work station at the regular work site. Employees without a permanently assigned work station must contact their supervisor prior to reporting to the office.

9. Responsibilities.

a. COMNAVRESFOR will:

(1) Promote the Civilian Telework and Remote Work Program as a tool to help employees achieve work-life balance while attracting and maintaining a high-performing workforce.

(2) Support supervisors and senior leaders in managing a hybrid workforce as they authorize telework and remote work arrangements in situations which foster both mission accomplishment and employee work-life balance in accordance with the provisions of this instruction.

b. COMNAVRESFOR DCHR N00CP will:

(1) Provide echelon II-level program policy interpretation, advice, guidance, and oversight.

(2) Oversee and coordinate implementation and administration of the COMNAVRESFOR Civilian Telework and Remote Work Program.

(3) Appoint a COMNAVRESFOR Civilian Telework and Remote Work Program Coordinator.

c. COMNAVRESFOR Civilian Telework and Remote Work Program Coordinator will:

(1) Assist the COMNAVRESFOR DCHR with implementation, execution, and oversight of the COMNAVRESFOR Civilian Telework and Remote Work Program.

(2) Provide guidance, advice, and assistance regarding the use of telework and remote work to COMNAVRESFOR managers, supervisors, and employees.

(3) Prepare consolidated reports to DoN and DoD on telework and remote work participation rates and other data annually and as required.

d. Command/Activity Telework and Remote Work Program Coordinators will:

(1) Assist supervisors and employees within their areas of responsibility in completing telework/remote work eligibility determinations, agreements, and required training.

(2) Maintain copies of all approved, disapproved, and cancelled telework/remote work agreements for three years following expiration or cancellation of the agreement.

(3) Gather information and respond to data calls on an annual or as-needed basis.

(4) Provide copies of approved telework and remote work agreements to COMNAVRESFOR DCHR upon request.

e. COMNAVRESFOR DCOS for N6 will:

(1) Provide echelon II-level IT policy, advice, guidance and oversight as it pertains to the Civilian Telework and Remote Work Program.

(2) Renew and update COMNAVRESFOR IT Guidance as required, per enclosure (4).

f. COMNAVRESFOR RMB will review and approve or disapprove requests for remote work (local and distant), including requests for extensions.

g. COMNAVRESFOR DCOS/Special Assistants, Commanders, Commanding Officers, and Officers in Charge or their designees will:

(1) Appoint a Command Civilian Telework and Remote Work Coordinator. Commands and other organizations with less than 10 civilian employees are exempt from this requirement, but must coordinate with the COMNAVRESFOR Civilian Telework and Remote Work Program Coordinator to ensure all requirements regarding telework/remote work eligibility determinations, agreements, and training for employees and supervisors are met.

(2) Encourage supervisors to provide civilian employees the option to telework, consistent with mission requirements, once a determination has been made regarding eligibility of the position and the employee by the supervisor.

(3) Make a final recommendation on remote work requests and forward to the COMNAVRESFOR RMB Administrator (N00CP) for review and approval within ten business days of receipt.

(4) Report telework eligibility determinations of positions and employees to COMNAVRESFOR DCHR upon request.

(5) Review office space requirements in organizational units where significant numbers of employee's telework on a regular/recurring basis each pay period, or work remotely. Consideration must be given to sharing of work stations, in accordance with the hoteling policy, in these scenarios.

h. Supervisors will:

(1) Make position and employee eligibility determinations, approve or disapprove telework requests, and recertify existing telework agreements as specified in enclosure (6).

(2) Review an employee's request for remote work, or a request for an extension of an approved remote work agreement and submit recommendations for approval or disapproval to the appropriate DCOS/Special Assistant, Commander, Commanding Officer, or Officer in Charge, via chain of command, for final recommendation and submission to the COMNAVRESFOR RMB for consideration.

(3) Evaluate employee productivity for the time spent in a telework or remote work status.

(4) Upon notification by telework or remote work employees that they are unable to work due to circumstances such as a loss of power, equipment failure, or other emergency conditions, make a determination regarding the employee's status appropriate to the situation, such as granting weather and safety leave, approving a leave request or use of flextime for employees on a maxi-flex work schedule, or requiring the employee to report to the regular duty station or an alternate worksite.

(5) Complete the required training every two years as required per references (a) through (c).

(6) Ensure civilian employees complete required training and that such training is appropriately documented prior to teleworking.

(7) Terminate telework or remote work agreements if an employee's performance or conduct does not comply with the terms of the telework or remote work agreement, or if the teleworking agreement fails to meet organizational needs and mission requirements.

(8) Ensure time spent in a telework or remote work status is accounted for and reported in the same manner as if the employee reported to duty at the official worksite.

(9) Notify telework and remote work employees promptly of emergency and other situations impacting their status; i.e., a requirement to begin or cease telework at their alternate site, approval of weather and safety leave, or a need to request appropriate leave or flex time.

(10) Ensure all employees with approved telework or remote work agreements have an appropriate amount of work to complete during the workday at home. This is particularly important in emergency situations (i.e. base closed due to unsafe weather conditions).

(11) Certify time, ensuring telework and remote work is properly annotated in Standard Labor Data Collection and Distribution Application (SLDCADA).

i. Eligible Employees will:

(1) Submit requests for telework or remote work to their supervisors for review as specified in enclosure (7). Employees may submit requests for reconsideration of a denied telework request to the next level in their chain of command.

(2) Take required DoN Telework Employee training located in TWMS before beginning telework or remote work.

(3) Adhere to established telework or remote work policy instructions, terms of the agreement, and required procedures.

(4) Ensure they can be reached by telephone and/or email during working hours, and account for work they accomplish on a telework or remote work day/period, as required by their supervisor.

(5) Ensure they are available and ready to telework or work remotely during emergency situations, such as when the regular worksite is closed, unless they request appropriate leave or flex time per references (e) and (f), and such request is approved.

(6) Maintain the safety of their alternative worksite and report any injuries while working at the alternative worksite as soon as medically practicable.

(7) Safeguard all DoD information, sensitive unclassified data, including privacy act information, and protect Government Furnished Equipment (GFE).

(8) Immediately notify their supervisor if problems or issues are adversely affecting their ability to perform telework or remote work, such as equipment failure, power outage, phone/cable difficulties, etc.

(9) Ensure all time, including telework and remote work, is properly accounted for and coded in SLDCADA.

#### 10. Miscellaneous Requirements Related to the Civilian Telework and Remote Work Program.

a. Telework as a Reasonable Accommodation. In accordance with reference (1), employees with a qualified disability may request telework or remote work as a reasonable accommodation, provided they can perform the essential functions of the position. When an employee requests reasonable accommodation, supervisors must immediately contact the COMNAVRESFOR Director of Equal Employment Opportunity (Code N00EEO).

b. Employee Drug Testing Requirements. Employees occupying a testing designated position, who are randomly selected for a drug test or are required to take a reasonable suspicion drug test, while in an off-site telework or remote work duty status may be required to return to the official duty location or report to an offsite collection site for the random or reasonable suspicion testing.

c. Employee Grievances. An employee may challenge denied telework eligibility determinations, disapproval of telework or remote work requests, and termination of an existing telework or remote work agreement through the administrative or negotiated grievance procedure, as applicable.

Alternative Dispute Resolution (ADR) may also be requested to resolve telework disputes through the DoN Workplace ADR Program. Prior to filing a grievance or requesting ADR, employees should discuss their concerns with their supervisor.

d. Performance Standards. Performance standards for employees on telework and remote work agreements must be the same as performance standards for employees not on telework and remote work agreements. Expectations for performance should be clearly addressed in each employee's performance plan and the performance plan should be reviewed to ensure the standards do not create inequities or inconsistencies between these categories of employees. Supervisors and employees are responsible for effective communication throughout their telework or remote work experience to ensure successful accomplishment of the mission.

e. Real Property. The DoN is not liable for damages to the employee's personal or real property while the employee is working at an alternate worksite.

f. Domestic Employees Teleworking Overseas (DETO). All overseas telework or remote work requests must be approved by the command and the Department of State prior to performing any work overseas. The Department of State has final authority over all DETO agreements.

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.12.

12. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR N00CP will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



R. B. JOHNSON  
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**Releasability and distribution:**

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

# **Supervisor's Guide: Managing a Hybrid Workforce**

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**Department of the Navy**

July 2023



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## Background

The need to strengthen and empower the federal workforce is one of the cornerstones of the President's Management Agenda. The Department of the Navy (DON) identifies the requirement to attract, hire, develop, retain and empower a talented and diverse workforce both in the near and long term as a key component of our human capital strategy. We also have an imperative to plan for a variety of contingencies such as severe weather events and public health emergencies. It is imperative that the Federal government – and our workforce – remain flexible, resilient, and ready to continue our essential work on behalf of the American public, no matter the challenge. Central to this process is maximizing the use of workplace flexibilities to build a civilian workforce that is adaptable and resilient in support of the warfighter.

## Purpose

The purpose of this document is to provide consolidated guidance and best practices, and to identify resources for DON organizations to inform decisions and effectively leverage workplace flexibilities in support of their unique missions and workplaces. It does not limit the inherent authority of commanders to carry out command responsibilities. Our mission is paramount and commanders are responsible for assessing whether the mix of remote work, telework, and onsite work plans present a risk to mission.

The DON workforce includes an incredibly broad and diverse number of workplaces and positions. Telework and remote work considerations for individuals who have principal job locations in offices are very different from those who work in industrial settings, provide safety and security and/or support deploying forces. As such, one approach does not fit all scenarios.

## Applicability

This guide applies to DON civilian employees, civilian and military managers and civilian and military supervisors of civilian employees paid from appropriated funds, and non-appropriated funds to the extent permitted by law and applicable regulations.

## Expectations and Accountability

Clear communication of expectations and trust are fundamental components of effective workplace relationships. This is especially true when managing a hybrid workforce. Supervisors must document and clearly communicate expectations regarding performance standards, communication with key stakeholders (including customers, leadership, and peers), deadlines for work product deliverables, participation in meetings, hours of work, and procedures for ensuring time and attendance accountability. Supervisors and employees must ensure that there is a shared understanding regarding when the employee is expected to be on duty, how reported hours of work will be verified and how any deviations from the approved schedule will be addressed. Telework and remote work are workplace flexibilities, not employee entitlements.

Telework and remote work agreements provide a framework for discussions between the supervisor and the employee regarding expectations and a place to document those terms. Supervisors and employees must have a shared understanding of what is expected with regard to maintaining communication and what will be done to meet contingencies, including circumstances when an employee may be required to report to the agency worksite on a scheduled telework day.

## Auditability

Employees are responsible for accurately recording their hours of work as well as absences, requested and approved, from their scheduled tour of duty. Supervisors must ensure that all employees are accurately recording hours of work and are encouraged to develop a means by which such time is verified prior to certification in accordance with paragraph 020402 of the [Department of Defense, Financial Management Regulation, Volume 8, Chapter 2](#). The supervisor is responsible for legally validating the timesheet and certifying the coding accurately reflects hours worked within the approved work schedule, leave taken, and any absences from duty. The supervisor must also ensure that items requiring advanced approval (leave, overtime, compensatory time, telework, etc.) are properly documented and recorded.

Supervisors must obtain reasonable assurance that employees working at alternative or other agency worksites are working as scheduled and are accurately recording their hours of work prior to time and attendance certification. Such methods may include: knowledge from personal observation, work output, check-in and check-out emails (to include break periods), notifications via instant messaging, or regularly scheduled meetings or check-ins conducted by phone or via video conferencing. Supervisors should consult with a Labor Relations Specialist in the servicing Human Resources Office (HRO) to ensure any bargaining obligations are satisfied prior to changing conditions of employment for bargaining unit employees.

## Telework

A robust telework program can improve employee performance and engagement, support mission productivity and efficiency, and ensure continuity of operations during emergency situations and other contingencies. Telework can also serve as a critical workplace flexibility in support of both the mission and employee work life balance. Telework can support organizations in meeting mission-critical needs through the recruitment, retention and engagement of diverse talent.

The Telework Enhancement Act specifies two categories of employees who **may not** be deemed eligible to telework under **any** circumstances:

- Employees who have been officially disciplined for being absent without permission for more than five days in any calendar year.
- Employees who have been officially disciplined for viewing, downloading or exchanging pornography, including child pornography, on a federal government computer or while performing federal government duties.

A position or employee **may not** be eligible for regular and recurring telework or any telework, if, among other things:

- The position requires onsite presence (e.g., including the use of specialized equipment), support to deploying forces, provision of in-person administrative support, or attendance at in-person meetings.
- The position requires the handling of sensitive or classified information.
- The employee is new to the organization and would benefit from a period of regular attendance in the office to acclimate to their new role, build relationships with co-workers, and provide an opportunity for supervisory oversight.
- The employee is not suitable for telework due to performance or conduct reasons.

*Note: Supervisors make business-based determinations regarding employees' eligibility for telework based on mission requirements, employee performance, and the needs of the work group. Some positions generally meeting the above criteria may still be eligible for unscheduled or situational telework.*

Supervisors should routinely review and identify whether civilian *positions* are appropriately designated as telework-eligible and update, where appropriate, to include ensuring positions are properly coded in the authoritative human resources information system (HRIS). Additionally, supervisors should further review and identify whether civilian *employees* are appropriately designated, and update, where appropriate, in the authoritative HRIS. Supervisors should contact their servicing HRO for assistance in updating codes. See Appendix 1, [“CHR Fact Sheet: Assigning Telework and Remote Work Codes”](#).

Managers should holistically review telework schedules across work units to ensure there is sufficient coverage available to support the mission and provide guidance to new employees, employees in developmental positions, and those in lower graded positions who may require greater assistance or oversight. For employees eligible to telework, managers are permitted to impose reasonable, business-related limitations on the frequency of telework. Such limitations should be based on job functions and mission needs. Telework agreements should address that employees' telework schedules can be adjusted and they may be required to report to the agency worksite as mission needs dictate. Employees are required to work at the assigned official worksite at least two days per bi-weekly pay period, on a regular and recurring basis, in order to retain locality pay for that location in accordance with [5 CFR § 531.605](#).

## Remote Work

Remote work, which was previously referred to as “100% telework,” was more clearly defined by the release of [OPM's 2021 Guide to Telework and Remote Work in the Federal Government](#), as an “alternative work arrangement”. Remote work is not telework, though remote workers may also be approved to telework. The principal difference between telework and remote work involves the assignment of the official duty location. For remote workers, the official duty location is an alternative worksite. For teleworkers, the official duty location is an agency

worksite. Pay and other entitlements are based upon the official duty location. Remote workers are not required to report to an agency worksite on a regular and recurring basis.

DON organizations should establish remote work policies and guidance that make clear the criteria by which remote work arrangements will be evaluated and approved/disapproved to avoid perceptions of favoritism or inequitable practices. There are many benefits to remote work including:

- To retain highly skilled and talented employees or those with institutional knowledge.
- To recruit employees with specialized skills for difficult-to-hire, mission-critical positions.
- To recruit more diverse candidates with specialized skills, including those with disabilities, who reside outside the organization's geographic location or for whom remote work would be beneficial.
- To help achieve agency cost savings through reductions in real estate and other facility expenses (e.g., office closure, reduced footprint), transit subsidy benefits, and locality pay, paired with employee cost savings related to commuting and local cost of living expenses.
- To help an employee balance work and family responsibilities (e.g., spouse required to relocate for their employment, move closer to family to assist with dependent care responsibilities).
- To meet the demands of a changing workforce that wishes to have more flexibility.
- To support continuity of operations during emergency situations.
- To support environmental goals including carbon footprint reduction.

DON organizations retain both the *discretion* and the *authority* to determine position and employee eligibility for remote work, subject to business-related operational needs. Remote work agreements should address that, as mission needs dictate, employees may be required to report to an agency worksite. Remote work arrangements require greater scrutiny, detail, and planning for both the employee and the Agency due to the various logistical and policy issues they raise, including changes to the official worksite, pay, and reimbursement for travel, etc., since the alternative worksite is the official worksite. Telework and remote work have distinct characteristics that are outlined in Appendix 2 as well as in the [DON Telework and Remote Work Guide](#) (see Appendix 1).

## **Evaluating Positions and Individuals for Telework and Remote Work**

Though telework and remote work are presented separately in this document and compared in Appendix 2, the criteria for evaluating whether the position encompasses duties that can be performed from an alternative worksite are similar. The [DON Telework and Remote Work Guide](#) and [SECNAV 12271.1 "DON Telework Policy"](#) (see Appendix 1), in combination with any applicable organizational policies and guidance, should be used when determining the use of telework and remote work for both positions and individual employees. When deployed effectively, workplace flexibilities can operate in concert with one another to help DON

organizations achieve their goals while supporting employee work-life balance. See Appendix 3 “Four Step Telework and Remote Work Assessment Process” for additional guidance when assessing telework and remote work eligibility.

### **Evaluating Positions**

When evaluating whether a position is eligible for remote work or telework, supervisors must determine whether all of the duties (remote work) or only some of the duties (telework) can be performed at an alternative worksite. Supervisors should consider the nature of the duties and assess whether permitting remote work or telework would diminish the ability of any employee in that position to perform successfully or negatively impact the mission. Every position is made up of a collection of tasks. Most positions include at least some duties that are considered portable, in that they generally can be performed from any location, even if only on a limited basis.

In determining whether remote work is appropriate, the supervisor should carefully consider the impact of remote work in terms of cost (e.g., changes to locality pay, relocation or temporary duty (TDY) expenses), time (e.g., time zone differences), resources, mission requirements, and other relevant criteria, such as gaining valuable expertise, collaboration opportunities, as well as the transfer/use of new technologies and approaches.

DON positions are generally considered eligible for telework if some of the duties can be performed effectively at an alternative worksite. Some positions are not typically suitable for routine telework or remote work. Examples include positions that regularly require, direct handling of secure or classified materials; onsite activities that cannot be handled remotely or at an alternative worksite (e.g., hands-on use of machinery, equipment or vehicles); and personal contacts (e.g., direct patient care, face-to-face customer service). Some important considerations are as follows:

- Make determinations based on the functions of the position and typical learning trajectories for employees assuming that role.
- Treat employees across work units with comparable work functions similarly when determining eligibility, except in reasonable accommodation situations, where requests are evaluated on an individualized basis.
- To the extent possible, try to align programs with employee needs and business goals of each work unit to avoid a one-size fits all approach to telework and remote work criteria and participation.
- When possible, consider restructuring jobs so that all employees, could be eligible for at least situational or occasional telework to better prepare the organization for emergency situations or during activation of Continuity of Operations (COOP) plans.

Supervisors and managers may consult with their servicing HRO to explore restructuring of positions and/or realignment of job responsibilities to allow for greater telework or remote work to meet organizational objectives. DON organizations may also decide to test or pilot remote work arrangements. Pilots should include timelines, including starting and ending dates, as well as criteria to evaluate success.

## **Evaluating Individuals**

DON organizations are encouraged to consider telework and remote work as a part of their overall strategic workforce planning process, as they provide flexibilities for retaining and competing for skilled and diverse talent, including individuals with disabilities. Supervisors should consider availability and location of potential applicants for vacancies, as well as previous experience announcing the same or similar positions, when evaluating telework and remote work options at the time of recruitment.

Individual employees are generally considered eligible for telework if their performance and conduct meet the criteria required by law, Department of Defense (DoD) and DON policy, organizational policies and guidance, and applicable collective bargaining agreements. Individuals who may be best suited for telework and remote work are self-directed and require minimal supervision. They should be able to work independently and be responsive to the organization, team, and customers. They should have initiative to keep supervisors and co-workers informed about the status of work, and seek out work assignments, when workload permits. They should also be comfortable not having daily face-to-face contact with colleagues.

Supervisors are encouraged to utilize the full-range of workplace flexibilities, including flexible work schedules, when making individual determinations regarding employee participation in telework or remote work.

## **Performance Management**

Employees must be held to the same standards of performance and be accountable for the work and results they produce whether they perform their duties at an agency worksite or an alternative worksite. Performance expectations should be clearly addressed in the employee's performance plan. Care should be taken to ensure standards measure appropriate outcomes and results, while ensuring alignment to the organizational mission, and that there are no inequities or inconsistencies between employees who work onsite and those working from alternative worksites. When supervisors shift the focus to work product deliverables and results instead of the work activity and "line of sight" management, many supervisors find they are better able to more effectively communicate clear expectations to all of their employees. The resulting agreement on job expectations can lead to increases in both employee productivity and job satisfaction.

A results-oriented performance culture focuses on having a diverse, high-performing workforce, as well as a performance management system that effectively plans, monitors, develops, evaluates, and rewards employee performance. In a hybrid work environment, managing by results and not by physical presence becomes even more critical. Supervisors should establish a clear definition of objectives and performance indicators, and ensure close monitoring of those indicators. Supervisors may benefit from using the RESULTS method to establish results-oriented standards:

**R**eview current job tasks and responsibilities.

**E**stablish measurable outcomes and deliverables.

**S**pecify who receives or monitors the outcomes and deliverables, and when interim checkpoints and due dates will occur.

**U**se language that avoids subjectivity, vagueness and interpretation. Be clear and specific to avoid misunderstanding about what is required.

**L**ink outcomes and deliverables to organizational goals. It is important that employees understand the importance of work functions in relationship to the organization's goals, mission, products, and services.

**T**rack performance results. Tracking results allows a comparison from one appraisal period to another to gauge how employees are doing.

**S**chedule ongoing evaluation and revise as necessary. This applies to both ongoing, formal evaluation of job performance and the results-oriented management process. Make changes to each of these as appropriate.

## **Equipment, Supplies, and Services**

DON organizations should provide teleworking and remote working employees with the equipment and office supplies needed to effectively perform the duties of the position, within budgetary constraints. For individuals teleworking or remote working as a reasonable accommodation, who require specialized equipment or services that they are unlikely to have at their alternative worksite, the supervisor should consult the Reasonable Accommodation Coordinator in the servicing Equal Employment Opportunity Office. All teleworkers and remote workers must be made aware that any government issued items are the property of the U.S. Government and must be managed and handled in accordance with government-wide, DoD, and DON policies and guidance. The telework or remote work agreement is an effective place to document equipment, supplies, and services to be provided by the DON and equipment, supplies, or services the employee is expected to provide.

## **Civilian Employee Assistance Program (CEAP)**

Supervisors should be alert to signs of stress and fatigue in their employees, particularly in a hybrid environment where the lines between work and personal life can be blurred. Regular contact with employees by phone and/or video conferencing on both a scheduled and unscheduled basis can be helpful in assessing employee wellness. DON employees who are

experiencing personal issues or concerns may obtain confidential counseling through the DON CEAP. For information concerning CEAP, please call 1-844-366-2327 or visit [www.magellanascend.com](http://www.magellanascend.com). For Marine Corps Community Services (MCCS) and Navy Exchange Service Command (NEXCOM) Non-Appropriated Fund (NAF) employees, please call 1-844-424-5988 or visit [www.magellanascend.com](http://www.magellanascend.com). For Commander, Navy Installations Command (CNIC) NAF Employee Assistance Program, please call 1-800-932-0034 or visit [www.acispecialtybenefits.com/](http://www.acispecialtybenefits.com/).

## Hybrid Workforce Best Practices

Communication and employee engagement are key to a successful work environment. To foster a culture of employee engagement, inclusiveness and a high-performing hybrid workforce, consider the following practices:

- Be deliberate and consistent in communication methods and channels.
- Schedule communication sessions to minimize distractions.
- Set clear priorities and objectives so that employees are focused on what is most important.
- Establish open lines of communication through regular one-on-one meetings and informal check-ins, instant messaging, and standing team meetings at the agency worksite and/or using virtual collaboration tools such as Microsoft Teams.
- Enable teamwork, collaboration, and team check-ins by scheduling short breaks during meetings for “hallway” chats among employees. Look for ways to enjoy connecting with the team, build camaraderie, and bring some fun and playfulness into the workday.
- Leverage and utilize technology such as video conferencing to help maintain an “in-person” connection and fill gaps in communication and collaboration.
- Hold team meetings virtually, even if some people are in the office, to ensure everyone is included and able to participate in the discussion.
- Boost employee morale by holding virtual sessions to distribute rewards and recognition.
- Host Q&A sessions at the end of All Hands meetings.
- Encourage the establishment of “Office Hours” that are pre-arranged times during the work week when supervisors are available to answer questions, address issues and provide assistance to employees without the requirement for an appointment.
- Establish a schedule for employees to provide regular work status reports or updates to ensure work accomplishments align with reported hours of work.
- Ensure employees are completing required annual training regarding information security and auditability of time and attendance.
- Schedule standing “in office” days when training, team building, and face-to-face gatherings are held to encourage relationship building and collaboration.
- Conduct regular calls on both a scheduled and unscheduled basis with employees working at alternative worksites to assess employee wellness and appropriateness of workspace in terms of lighting, safety, physical space, privacy, etc.
- Be alert for signs of employee stress. Show empathy, help to prioritize what is important, and provide supportive resources to include the CEAP.
- Consider developing a standard package of equipment and supplies provided to teleworkers and remote workers.
- Establish and/or promote mentoring and coaching opportunities.

## Verification of Work Status and Accomplishments

Employees and supervisors must ensure they can confidently verify and certify time and attendance and work accomplishments. Accountability measures are critical to measuring work

hours, workload, productivity, and wellness. There are many practices that supervisors can employ to assure such verification is completed:

- Monitor work output through personal observation and/or have employees provide a summary of accomplishments at regular intervals (e.g., daily, weekly, monthly)
- Have employees send check-in and check-out messages to verify work status via email or instant messaging (to include break periods)
- Conduct regularly scheduled and unannounced meetings or check-ins by phone or via video conferencing

Supervisors should consult with a Labor Relations Specialist in the servicing HRO to ensure any bargaining obligations are satisfied prior to changing conditions of employment for bargaining unit employees.

### **Telework Best Practices**

- Ensure teleworkers certify the alternative worksite has adequate space, lighting, equipment, and supplies to safely and effectively perform their duties at that location.
- Determine the amount of assigned workspaces and/or hoteling or “hot desking” areas at the agency worksite needed to accommodate varying levels of telework amongst employees.
- Establish appropriate hours of work and verify that employees are accurately attesting hours of work; telework is a reflection of the employee’s regular work day.
- Determine communication strategies and procedures when individuals are teleworking to ensure seamless customer support (e.g., phone forwarding, signage at physical work location, etc.).
- If an employee is required to report to the official worksite on a telework day, establish procedures and outline expectations regarding advance notice and commuting time.
- Ensure there are business-based (e.g., differences in performance, position classification, etc.) or legal reasons (e.g., reasonable accommodations) for differences in approved telework arrangements within a work unit and/or organization.
- Consider whether telework for new hires, developmental employees, and individuals serving a probationary period is appropriate.

### **Remote Work Best Practices**

- Consider the record of employee performance prior to approving remote work, including the ability of the employee to be effective when working independently.
- Establish the level of authority at which remote work may be approved to ensure consistency in application.
- Ensure remote workers certify the alternative worksite has adequate space, lighting, equipment and supplies to safely and effectively perform their duties at that location.
- Develop strategies to facilitate engagement of all employees to include remote workers.

- Consider the frequency with which remote workers will be required to travel on orders to an agency worksite and calculate the associated costs.
- Ensure there are business-based (e.g., differences in performance, position classification, etc.) or legal reasons (e.g., reasonable accommodations) for differences in approved remote work arrangements within a work unit and/or organization.
- Consider whether remote work for new hires, developmental employees, and individuals serving a probationary period is appropriate.

## Appendix 1 – Definitions, References and Resources

### Definitions

Hybrid Workforce: A workforce inclusive of employees at all worksites, regardless of physical location.

Hot Desking: An arrangement where individuals use non-dedicated, non-permanent workspaces assigned on an unreserved first-come, first-served basis.

Hoteling: An arrangement where individuals use non-dedicated, non-permanent workspaces, assigned for use by reservation on an as-needed basis.

Mobile Work: Work which is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite. Examples of mobile work include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on Temporary Duty (TDY).

Remote Work: Remote work is an approved work arrangement where eligible employees perform assigned official duties and other authorized activities at an approved alternative worksite, and are not expected to physically report to the regular worksite. (Previously, the terms “full-time telework” or “100% telework” were used to describe what is now defined as “local remote work”.) The approved alternative worksite is, for pay and other purposes, the official worksite, as indicated on the employee’s Standard Form 50 (SF-50) Notification of Personnel Action or equivalent non-appropriated fund form, and in accordance with [5 C.F.R. § 531.605](#). Remote work does not include work done while on official travel or mobile work.

Telework: Telework is typically a voluntary work arrangement where an employee performs assigned official duties and other authorized activities during any part of regular, paid hours at an approved alternative worksite. Teleworkers are scheduled to report to the regular worksite on a routine (regular and recurring) basis at least two days per biweekly pay period. Telework does not include any part of work done while on official travel or mobile work.

## **Government-Wide Guidance**

Office of Personnel Management

[\*2021 Guide to Telework and Remote Work in the Federal Government – Leveraging Telework and Remote Work in the Federal Government to Better Meet Our Human Capital Needs and Improve Mission Delivery, November 2021\*](#)

Office of Personnel Management

[\*Fact Sheet: Official Worksite for Location-Based Pay Purposes\*](#)

Office of Personnel Management

[\*Post Hybrid Work Environment Guidance\*](#)

Office of Personnel Management

[\*Hybrid Work Environment Toolkit\*](#)

Office of Personnel Management

[\*Frequently Asked Questions for Hybrid Work Environment\*](#)

Office of Personnel Management

[\*Performance Management Hybrid Workplace Tips for Employees\*](#)

Office of Personnel Management

[\*Performance Management Hybrid Workplace Tips for Supervisors\*](#)

Office of Personnel Management

[\*Performance Management Hybrid Workplace Tips for Leadership\*](#)

Office of Personnel Management

[\*Performance Management Hybrid Workplace Tips for Technology\*](#)

## **Department of Defense Guidance**

Department of Defense Instruction 1035.01 CH-1

[\*Telework Policy\*](#), April 7, 2020

Department of Defense Form 2946

[\*Department of Defense Telework Agreement\*](#), August 2021

Department of Defense, Financial Management Regulation, Volume 8, Chapter 2

[\*Time and Attendance, February 2002\*](#)

**Department of Navy Guidance**

Secretary of the Navy Instruction 12271.1 CH-1

[\*Department of the Navy Telework Policy, February 11, 2019\*](#)

Department of Navy

[\*Telework and Remote Work Guide, September 2021\*](#)

Civilian Human Resources Fact Sheet

[\*Assigning Telework and Remote Work Codes, April 14, 2022\*](#)

## **Training Resources**

### **Office of Personnel Management**

[\*Performance Management Plus \(PM+\) Training – Engaging for Success\*](#)

[\*Telework Fundamentals – Employee Training\*](#)

[\*Telework Fundamentals – Manager Training\*](#)

[\*Managing in a Virtual Environment Part 1 \(Recorded Webcast\)\*](#)

[\*Managing in a Virtual Environment Part 2 \(Recorded Webcast\)\*](#)

### **Department of the Navy**

Total Workforce Management System (TWMS)

*Telework Training for DON Employees – Course ID TWMS-OCHR-EMPI*

*Telework Training for DON Supervisors – Course ID TWMS-OCHR-TWSPVI*

## Appendix 2 – Telework and Remote Work Comparisons

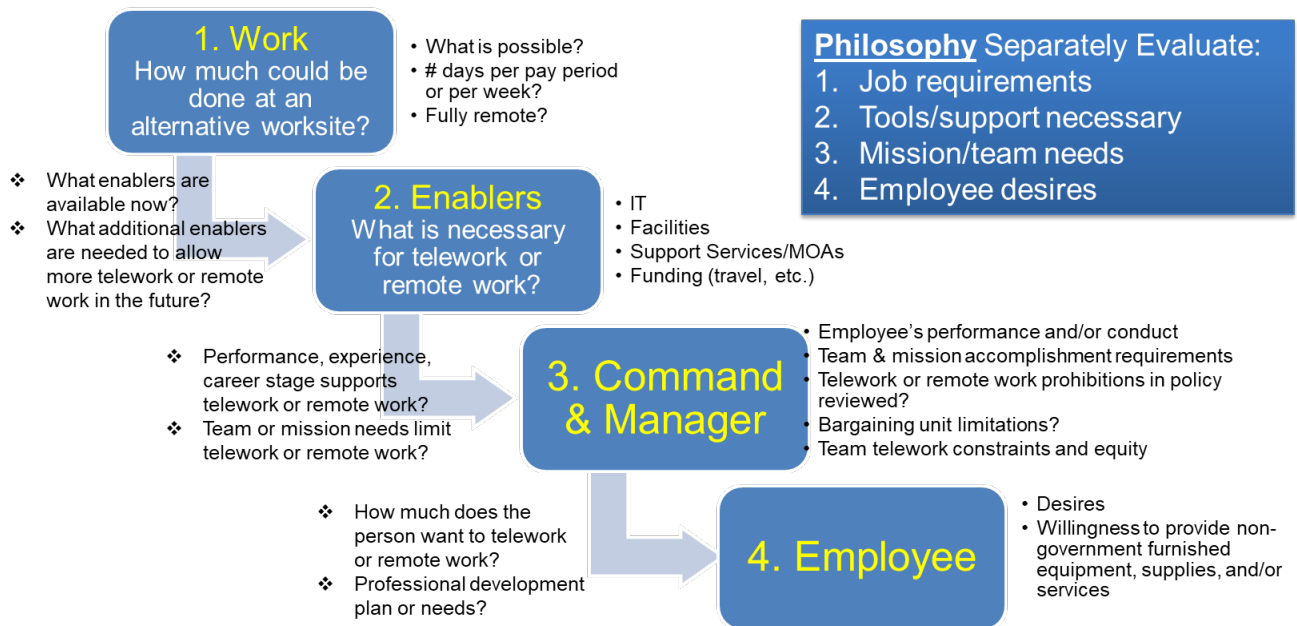
Telework	Remote Work
Documented using a DD 2946 Telework Agreement	Documented by a Remote Work Agreement (e.g., Memorandum of Understanding)
Official duty station - employing organization's worksite	Official duty station – home or other approved alternative worksite
Mission assigned to organization's worksite	Mission assigned to remote duty location
Voluntary program for employees, may be initiated or cancelled at employee request or by management based on mission needs or loss of employee eligibility	Remote work is fully at the discretion of management and is a permanent assignment (Exceptions: RIFs, relocation of mission, etc.)
Travel to official duty station is a commute	Travel to organization's worksite is reimbursed for distant remote workers in accordance with the Joint Travel Regulations (JTR)
Mandatory requirement to report to official duty station at least twice each bi-weekly pay period	No requirement to physically report to organization's worksite on regular basis
Physically located with co-workers and support services at the regular worksite on a regular basis	Physically separated from the regular worksite, co-workers, and onsite support services
Recruited as a telework eligible position with an advertised duty station at an agency worksite	Recruited as a remote position or location to be determined/negotiated at time of selection
Subject to recall to worksite as mission requires	Subject to recall to worksite as mission requires
Reduction in force – competes with peers who are geographically co-located	Reduction in force – retention may be impacted by geographic separation
Permanent or shared workspace at the regular worksite or agency facility	No assigned workspace at the regular worksite or agency facility
Pay and entitlements based on the regular worksite	Pay and entitlements based on the alternative worksite

### Appendix 3 – Four Step Telework and Remote Work Assessment Process

Assessing the telework and remote work eligibility and capability of a position and its incumbent employee should be conducted transparently and consistently. The four-step assessment process, outlined graphically in Figure 1 below, is intended to help identify the category of telework or remote work possible currently, as well as any factors that could change the amount of telework supportable in the future. This includes both position eligibility and individual employee eligibility. Each step is assessed independently to maximize the equity, impartiality, and consistency of the process.

Identifying the eligibility of a position will only utilize portions of steps 1, 2, and 3. Telework eligibility includes situational/ad hoc telework that would only be used for special projects and non-routine or emergency situations such as a temporary medical need, COOP, natural disaster, pandemics, or family emergency. Step 4 identifies the eligibility of the employee, including the employee’s desire and willingness to work at an alternative worksite.

**Figure 1**



#### Step 1 - Assess the position or billet and its tasks.

Assess the work performed, independent of the technology and support needed, the employee’s desires, performance, or management needs.

Considerations include:

- Work that must be done at the regular worksite such as classified or sensitive work, classified equipment operation or maintenance, hands-on contact with machinery, equipment, or vehicles, and special or lab equipment requirements.

- Face-to-face customer or team interactions that must be done at the regular worksite.
- Onsite watchstanding, duty, or administrative manning requirements.
- Tasks that do not strictly need to be conducted onsite, but might sometimes benefit from being conducted at the regular worksite. Such value-added events might include:
  - Occasional group staff events such as all-hands meetings, ceremonies, promotions, and other events that build or reinforce organizational culture.
  - Team brainstorming and other collaborative processes that benefit from in-person presence.
  - Interactions that sometimes benefit from face-to-face conduct, such as counseling, mentoring, employee assessments, progress reviews, and performance evaluations, etc.
  - Specific training events.
  - Onboarding, initial training, staff turnovers.
  - Complex meetings or briefings.
  - Briefs, tours, or meetings with senior leadership, VIPs, congressional staff, etc.

*Note: Steps 2-4 mentioned below can be completed only after Commands have followed all appropriate preparatory activities including satisfying labor obligations, when applicable.*

## **Step 2 - Assess the enablers needed to support telework or remote work.**

Assess what DON, Service, and command-funded enablers are available to support telework or remote work and what additional resources would be needed to allow a greater level in the future (if applicable). Step 1 may identify a position that could be eligible for remote work, but all of the enablers (software, hardware, funding, phone, etc.) needed might not be available at this time, limiting the opportunity to something less than assessed in step 1.

*IT considerations:* Availability of laptops, phones, software, IT service licenses, collaboration technology, remote access technology, job-specific Government Furnished Equipment (GFE) for use at an alternative worksite, etc.

*Facilities considerations:* Workspace at the regular worksite for non-telework days and support arrangements for distant remote work employees, including Memorandums of Agreements (MOAs) or other arrangements needed.

*Funding considerations:* Periodic travel to the regular worksite; cost of additional GFE needed; locality pay, or Cost of Living Allowances (COLA) differences; availability of permissible government funding for required or optional services at the alternative worksite. Justification should be documented and approved in accordance with organizational fiscal, telework, and remote work policy if the overall cost to the government is higher.

Remote work, especially distant remote work, has additional considerations, including:

- Urinalysis/mandatory drug testing and CAC support. Agreements (MOAs, etc.) would need to be established with a command local to the distant remote work location to provide essential support.
- IT equipment and support arrangements, including remote IT equipment repair or replacement processes (shipped to regular worksite or arrange locally) and local CAC services (new card, PIN resets).
- Conference lines, video, and other collaborative technology must be available for the employee and those that collaborate with them, including team members, supervisors, and customers. Office processes will need to support all-electronic work (paperless).
- Support arrangements for distant remote work may limit an employee to locations within a reasonable distance of an appropriate DON or Service-specific facility capable and willing to provide needed local support such as IT support, urinalysis/mandatory drug testing, or a Defense Manpower Data Center ID card office for CAC support.
- Additional funding considerations that contribute to the total cost to the government and the employing organization in support of remote work (comptroller concurrence may be needed).
  - Periodic travel costs to regular worksite (these should be budgeted).
  - Determination if relocation/PCS funding will be permitted is decided by the employing organization and could be no-cost or employee-funded.
  - Cost avoidance by not needing to fund a PCS move, household goods shipment, or relocation.
  - Ability to fund return relocation or PCS costs to the regular (agency) worksite if the remote work agreement is cancelled.
  - Additional GFE or IT costs needed to enable remote work, such as a higher-cost IT persona, phone, services, printer, scanner, external monitors, supplies, or job-specific special equipment. Note that federal law and federal, DoD, and DON policy limit the use of appropriated funds for services in private residences.
  - Changes in locality pay, or COLA (could be higher or lower) compared to the regular worksite.
  - Higher overall cost should be justified as being in the best interest of the Government. Consideration could include the person's special skills and subject matter expertise, difficulty in replacing (based on past hiring difficulty), supporting colocation with a military spouse, risk of the employee seeking other employment, separating or retiring, etc.

**Step 3 - Assess command and manager support of telework or remote work and justify limits.** Remote work and increased telework arrangements can present new challenges and require new skills for individuals and their supervisors. Consequently, not every position nor every individual is suited for such arrangements. The third step accounts for command, manager, and team mission needs. Telework is not an entitlement and should “not diminish employee performance or agency operations.”

In Step 3, supervisors should consider:

- The employee's assessed ability to telework or work remotely, including their skills and maturity to work independently, self-motivation, as well as the need for in-person supervision, training, qualification, and professional development. Any restrictions based on employee performance or conduct are also taken into account. Considerations for a remote worker will likely be more constraining than for routine (regular and recurring) telework.
- Individuals who may be best suited for telework and remote work are self-directed and require minimal supervision. They should be able to work independently and be responsive to the organization, team, and customers. They should have initiative to keep supervisors and co-workers informed about the status of work, and to seek out work assignments, when workload permits. They should be comfortable not having daily face-to-face contact with colleagues.
- The impact of telework on the team's mission accomplishment and co-workers. This includes balancing other members of the team's telework desires and abilities along with operational requirements. Telework is a team sport; the organization's mission still needs to be accomplished. Considerations include:
  - Telework and remote work desires and documented needs of other co-workers.
  - Team or staff watchstanding, duty, and administrative manning requirements.
  - Equitable distribution of in-office tasks and collateral duties to local staff.
  - Executive support requirements.
  - Training, mentoring, and supervision of other employees including new or probationary team members.
  - Supervision of sensitive or critical processes.
  - Other activities where in-person presence adds value to the team and the command's mission accomplishment.
- Before approving a remote work arrangement, supervisors should consider a variety of factors. These include:
  - Potential cost savings realized through physical footprint reduction, reduced turnover, etc.
  - Impacts to the organization's operational and administrative functions; personnel costs/savings considerations, such as locality pay, travel costs, and potential costs/savings resulting from any future change in official worksite.
  - Loss of valuable social interaction when individuals do not regularly work together in a traditional office setting and whether some may have difficulties in a remote setting without that social interaction.
  - Maintenance of quality customer service, including any required physical office coverage.
  - Potential reorganization of work for other, onsite staff and subsequent perceptions of inequitable treatment.
  - The need for supervisors to monitor performance and focus on goals and outcomes rather than on physical presence and activity.
  - Initial and ongoing communication on tasks and projects with supervisors and other team members.

- Hidden financial costs, such as shipping of work materials and/or equipment.
- Ability to provide logistical support to the employee, particularly when dealing with technology issues.
- The prohibitions to telework as outlined in the Telework Enhancement Act, DoD Instruction 1035.01 “Telework Policy” and SECNAVINST 12271.1 CH-1 “Department of the Navy Telework Policy” and any applicable organizational policies or collective bargaining agreements must be evaluated in step 3. These include if the employee has been officially disciplined for being absent without permission for more than 5 days in any calendar year, or has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties consistent with the guidance set forth in section 2635.704 of title 5, Code of Federal Regulations.
- Contractor and labor relations obligations must also be considered within existing laws and statutes related to telework and remote work in step 3.

**Step 4** - Assess the employee’s desires and willingness to telework or work remotely. Prior to engagement with employees, follow applicable local bargaining unit notification processes and all other applicable activities. Employees are advised to conduct an honest self-evaluation when determining if they are suited for these work arrangements.

- Does the employee desire telework or remote work? How much telework or what type of remote work is desired? With a few exceptions, telework and remote work are voluntary and cannot be mandated. Exceptions include:
  - Declared emergencies, such as pandemics and extreme weather, or a COOP event.
  - Positions that were advertised and filled as a remote work position.
  - Collective bargaining agreements with specified levels of telework or remote work.
- Employee agreement to acquire and maintain needed enablers not provided in step 2 by the DON, Service, or command. This could include use of a personally-owned phone and telephone service, broadband internet service, an appropriate workspace, supplies, furniture, equipment, and other services.
- Employee consideration of professional development and advancement opportunities that might be impacted by telework or remote work.

LOCAL REMOTE WORKER AGREEMENT

Employee Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Position Title: \_\_\_\_\_

This Remote Work Agreement is entered into between [Employee name] and [COMNAVRESFOR command name].

1. [Employee Name] has requested to participate in local remote work, which will change their official worksite to their home address. The employee acknowledges that they are entering into this agreement voluntarily at their request, not at the request of [COMNAVRESFOR Command], and this agreement is not made for any official/mission-related purpose. The employee acknowledges and understands the following provisions apply:

- The arrangement will start [Date].
- Upon enactment of this agreement, the official duty location will change to the employee's full time residence at [Remote Duty Location].
- The employee is be required once per quarter for a minimum of five working days to the original duty station on a temporary basis for any reason including, but not limited to, face-to-face meetings with supervisors, coworkers, and customers, training, equipment updates, etc. In these instances, local travel reimbursement will not be authorized.
- The employee will remain responsible for completing the duties of their current position while working remotely.
- The employee will work with their supervisor to update their existing telework agreement within two business days of signing this agreement.
- The employee will remain in contact with their supervisor, team members, peers, and customers throughout the workday.
- The employee will be held to the same reasonable standards as non-remote workers regarding work performance, roles and responsibilities as outlined in their performance/contribution plan.
- The employee will follow time and attendance procedures, including the requirement to seek advance approval from their supervisor to use annual or sick leave.
- In the event that internet connectivity or any IT equipment is temporarily inoperable during duty hours and the employee is unable to communicate via Outlook or MS Teams, they will notify their supervisor or designee immediately. The employee will work with their supervisor to determine whether the employee has other work assignments that can be completed without relying on the IT equipment and/or take appropriate leave.
- The employee agrees to perform official duties only at the approved remote work site, unless another worksite is agreed upon prior to commencing work.
- The employee agrees to comply with all DoD, DoN and COMNAVRESFOR telework policies, instructions, rules or regulations while working remotely.

2. [COMNAVRESFOR Command] retains the right to terminate the remote work arrangement at any time and for any reason. This does not preclude management from taking appropriate action regarding any performance, conduct, or time and attendance issues. In the event that

[COMNAVRESFOR Command] terminates the remote work arrangement, the employee will be provided advance written notice. The employee's failure to return as directed may lead to disciplinary action, up to and including removal from the Federal service.

3. The [COMNAVRESFOR Command] will only provide a government laptop and computer accessories (i.e. CAC reader, keyboard, mouse, headphones, camera, docking station, etc.) as needed to allow connection to the NMCI network. Any other government furnished equipment or supplies provided will be on a case-by-case basis with supervisory approval. The employee is responsible for providing and paying for their home high-speed internet access, phone access (unless government phone furnished), office supplies, and any other equipment that the employee wants to use for work at the remote work sight. [COMNAVRESFOR Command] will not fund or reimburse the employee for the cost of internet/ phone service nor for any personal equipment or office supplies utilized during remote work. [COMNAVRESFOR Command] will not fund the cost of repairing or replacing any personal equipment.

4. The employee agrees to comply with all DoD and DoN computer use/NMCI policies, instructions, rules or regulations. The employee certifies that they know how to remotely log into NMCI and other work related databases needed in the official performance of their duties. The employee agrees not to use their personal computer, tablet or email to transmit/store For Official Use Only Information (FOUO), sensitive information. The employee agrees to safeguard all FOUO and sensitive information from unauthorized disclosure at the remote work site. The employee will maintain security of any relevant materials, including files, correspondence and equipment, separating them from personal property and equipment.

5. The employee fully understands the terms and conditions of this agreement and affirms that this agreement was voluntarily entered into at their request. The employee acknowledges that they have been notified of their right to seek counsel before signing this agreement and affirms that they have not been coerced in any manner and enters into this agreement fully and freely.

This agreement constitutes the entire agreement between the employee and [COMNAVRESFOR Command] and there are no other representations or obligations except for those enumerated herein.

This agreement becomes effective on the date of the last signature below:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Official (DCOS/SA)

DISTANT REMOTE WORKER AGREEMENT

Employee Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Position Title: \_\_\_\_\_

This Remote Work Agreement is entered into between [Employee name] and [COMNAVRESFOR command name].

1. [Employee Name] has requested that their official duty station be changed to [Remote Duty Location]. The employee acknowledges that they are entering into this agreement voluntarily at their request, not at the request of [COMNAVRESFOR Command], and this agreement is not made for any official/mission-related purpose. The employee acknowledges and understands the following provisions apply:

- The arrangement will start [Date].
- Upon enactment of this agreement, the official duty location will change to the employee's full time residence at [Remote Duty Location] and the locality pay will change from the [Current Duty Location] to the locality pay for [Remote Duty Location]. Note: Depending on command, bargaining unit employees relocating outside of the area may have a change to their bargaining unit status and performance system.
- The employee will be responsible for any costs related to their relocation to [Proposed Duty Location]. [COMNAVRESFOR Command] will not be responsible for any costs related to the relocation.
- Any time away from work associated with relocating will be taken through annual leave, approved comp-time/credit hours used, or Leave Without Pay (LWOP). No travel, house hunting, or any other official time off normally associated with official orders, administrative leave, or time off award may be granted for this voluntary move.
- The employee is required to return once per quarter for a minimum of five working days to the original duty station on a temporary basis for any reason including, but not limited to, face-to-face meetings with supervisors, coworkers, and customers, training, equipment updates, etc. In these instances, the travel will be funded by [COMNAVRESFOR Command].
- The employee will remain responsible for completing the duties of their current position while working remotely.
- The employee will work with their supervisor to update their existing telework agreement within two business days of signing this agreement.
- The employee will remain in contact with their supervisor, team members, peers, and customers throughout the workday.
- The employee will be held to the same reasonable standards as non-remote workers regarding work performance, roles and responsibilities as outlined in their performance/contribution plan.
- The employee will follow time and attendance procedures, including the requirement to seek advance approval from their supervisor to use annual or sick leave. In the event that internet connectivity or any IT equipment is temporarily inoperable during duty hours and the employee is unable to communicate via Outlook or MS Teams, they will notify their supervisor or designee

immediately. The employee will work with their supervisor to determine whether the employee has other work assignments that can be completed without relying on the IT equipment and/or take appropriate leave.

- The employee agrees to perform official duties only at the approved remote work site, unless another worksite is agreed upon prior to commencing work.
- The employee agrees to comply with all DoD, DoN and COMNAVRESFOR telework policies, instructions, rules or regulations while working remotely.

2. [COMNAVRESFOR Command] retains the right to terminate the remote work arrangement/change in duty station at any time and for any reason. This does not preclude management from taking appropriate action regarding any performance, conduct, or time and attendance issues. The following provisions apply:

- In the event that [COMNAVRESFOR Command] terminates the remote work arrangement/change in duty station, the employee will have 90 calendar days from the date they are notified to return to work at the [Current Duty Location]. During this 90-day period, the employee will be expected to continue to work remotely or to request leave if not available for duty.
- [COMNAVRESFOR Command] will be responsible for relocation expenses to return the employee to the original duty station, if the employee is ordered to do so. For civilian employees, PCS travel and transportation allowances must be paid in most circumstances when it is in the Government's interest to move the employee. See the Joint Travel Regulations (JTR), Chapter 053705. This provision does not apply to the employee's voluntary return to the [Current Duty Location].
- The employee's failure to return as directed may lead to disciplinary action, up to and including removal from the Federal service.

3. The [COMNAVRESFOR Command] will only provide a government laptop and computer accessories (i.e. CAC reader, keyboard, mouse, headphones, camera, docking station, etc.) as needed to allow connection to the NMCI network. Any other government furnished equipment or supplies provided will be on a case-by-case basis with supervisory approval. The employee is responsible for providing and paying for their home high-speed internet access, phone access (unless government phone furnished), office supplies, and any other equipment that the employee wants to use for work at the remote work sight. [COMNAVRESFOR Command] will not fund or reimburse the employee for the cost of internet/phone service nor for any personal equipment or office supplies utilized during remote work. [COMNAVRESFOR Command] will not fund the cost of repairing or replaces any personal equipment.

4. The employee agrees to comply with all DoD and DoN computer use/NMCI policies, instructions, rules or regulations. The employee certifies that they know how to remotely log into NMCI and other work related databases needed in the official performance of their duties. The employee agrees not to use their personal computer, tablet or email to transmit/store For Official Use Only Information (FOUO), sensitive information.

The employee agrees to safeguard all FOUO and sensitive information from unauthorized disclosure at the remote work site. The employee will maintain security of any relevant materials, including files, correspondence and equipment, separating them from personal property and equipment.

5. The employee fully understands the terms and conditions of this agreement and affirms that this agreement was voluntarily entered into at their request. The employee acknowledges that they have been notified of their right to seek counsel before signing this agreement and affirms that they have not been coerced in any manner and enters into this agreement fully and freely.

This agreement constitutes the entire agreement between the employee and [COMNAVRESFOR Command] and there are no other representations or obligations except for those enumerated herein.

This agreement becomes effective on the date of the last signature below:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(DCOS/SA)

COMNAVRESFOR TELEWORK INFORMATION TECHNOLOGY GUIDANCE

This enclosure provides additional information on the Information Technology (IT) capabilities available to support the telework policy. More guidance and information can be found in the NRH Customer Support Center page.

1. The ability to conduct business in remote environments is critical to executing the mission of the DoN. To maximize and protect this ability, users are reminded of their responsibility to practice good IT stewardship through responsible and effective use of DoN IT resources.
2. Telework employees are responsible to protect all government information, including information defined as For Official Use Only (FOUO), Controlled Unclassified Information (CUI), and Personally Identifiable Information (PII). If handling this type of information outside of the workplace, criteria for the proper encryption and safeguarding of such information and data must be consistent with DoN Information Assurance Policy. Specifically:
  - a. Teleworking employees who access FOUO, CUI, or PII may only do so on encrypted GFE or, if using a personally-owned device, a government-provided solution, such as:
    - (1) Flank Speed (e.g. Teams and Outlook)
    - (2) Navy Reserve Homeport (NRH)
    - (3) Azure Virtual Desktop (AVD) when available, or;
    - (4) Other secure means requiring common access card (CAC) access or two-factor authentication for access.
  - b. Extraction of FOUO, CUI, or PII from DoN systems onto personal devices used for teleworking is prohibited.
  - c. The use of personal commercial e-mail accounts for FOUO, CUI, or PII transmission is strictly prohibited. E-mail sent containing FOUO, CUI, or PII data may only be e-mailed between Government e-mail accounts and must be encrypted and digitally signed by the sender. Additionally, it must be sent only to recipients with an official "need to know." Any breach of this policy must be reported to the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Information Assurance Manager (IAM).
3. Classified documents (hard copy or electronic) shall not be taken to or created at an employee's alternative worksite.
4. Prior to authorizing telework, supervisors will ensure telework employees have an approved System Authorization Access Request (SAAR) on file.

Additionally, all users shall complete and stay current with their annual required DoD information assurance and PII training as a strict condition of continued access to the network. Both training courses are available online at Navy eLearning.

5. If the telework employee uses GFE, the employee will use and protect the equipment at all times. GFE will be serviced and maintained by COMNAVRESFORCOM. If the telework employee intends to use personal equipment, the employee agrees to comply with the terms of computer software license and copyright agreements, and computer virus and protection requirements and procedures. Specifically, the employee is responsible to install the most current anti-virus software on his or her personal device and maintain an active software firewall.

#### 6. Government Furnished Equipment

a. COMNAVRESFOR encourages the use of GFE or AVD (when available) because it guarantees the segregation of government information from personal devices and adds the assurance of a defense-in-depth approach that includes device management controls, software releases, and up-to-date anti-virus protection that may not be afforded with the use of personally owned equipment.

b. Use of GFE or AVD (when available) affords the opportunity of immediate action in the event unauthorized information has been processed and/or transmitted on the equipment via sanitization of the hard drive due to unauthorized use of CUI such as PII or classified information resulting in an electronic spillage.

#### 7. Personally Owned Equipment

a. Use of personally owned equipment, such as a personal computer, for telework is authorized when GFE is not provided or available. DoD-approved cloud-based solutions such as Flank Speed or AVD (when available) are the only acceptable alternatives for when a GFE is not provisioned.

b. The use of personally owned equipment for official business introduces a number of issues that could have negative impacts on both the government and the employee. Unlike GFE, personal devices cannot be integrated into the network's device management tools. Also, the government cannot ensure that the optimal anti-virus and other software tools are installed on personal devices. This is a personal responsibility.

8. Mixing government and personal data on one device is strongly discouraged. Storing any form of CUI, including PII, is prohibited on personally owned computers, mobile computing devices and non-GFE removable storage media. Processing or storing classified information on personal IT equipment is strictly prohibited and disciplinary action will be taken.

9. If there is an unauthorized disclosure of classified or CUI information on a personal device, the Government may have the right to confiscate the device and dispose of it as per current guidance on handling an electronic spillage, including the physical destruction of the hard drive. Potential classified information spillages or PII breaches must be reported immediately to COMNAVRESFORCOM Cyber Security (N64).

10. Telework employees utilizing personal devices will make every effort to collaborate and work on documents resident within Flank Speed and the NRH private portal. This eliminates the need to store government data on personal devices.

11. Remote Access Capability. COMNAVRESFORCOM offers the following options for remote access:

a. NMCI laptop.

b. Flank Speed: Flank Speed is the permanent, single Navy enterprise solution for daily work, offering a secure environment for collaboration, cloud storage for files and documents, and Microsoft Office 365 productivity tools. The Flank Speed environment can be accessed via a GFE, or a personally-owned device as long as a CAC reader is present. Flank Speed accommodates the use of DoD CUI and National Security Systems information, to include PII and HIPPA. When connected directly from the Internet, the use of Flank Speed, whether via GFE or personal desktops/laptops, will require CAC authentication and the use of a web browser – data downloads will not be allowed.

c. AVD (when available): AVD is the Microsoft virtual desktop solution for Flank Speed users who do not have access to a GFE or prefer to use their own device to use key applications such as Teams or Outlook. It allows the use of a personal computer, tablet, or mobile device, providing mobility to work from anywhere, a better user experience utilizing the resources of the AVD backend infrastructure, and security and feature updates that do not require any action on the part of the user.

d. A smart card reader: an external CAC reader that connects to a personally owned computer via a universal serial bus port in order to support CAC login and authentication required for official DoD sites such as NRH. CAC readers are also required for login and authentication to Flank Speed via a personally-owned device.

12. Connection Options. Various options exist for connecting remote devices to the network. Many devices may be capable of network connectivity through two or more of these options. If their primary means of connecting fails, telework employees should try to connect with the next alternative in line.

a. Utilize Your Home Internet Access. This refers to using an internet site or portal to connect to the Government Network through any wired or wireless means.

Teleworkers can access most unclassified DoD and DoN CAC-enabled web sites through the internet, however some government sites may only be accessed from a workstation on a .mil domain.

b. GFE VPN: VPN provides a secure, encrypted connection onto a network from an outside location, through the use of a laptop or other devices. A VPN connected laptop can provide the same full range of network functionality as a desktop office computer. VPN access can be accomplished through a wired connection, a cellular air card, or an approved wireless capability (WiFi) connection.

c. WiFi, which may include portable devices such as laptops, smartphones, and tablets, come with built in WiFi wireless capability. Due to concerns over potential security exposures, use of WiFi is strictly limited to:

(1) When in a public hot spot WiFi offering, such as coffee shops, airports, or other public places, the only accepted method of connecting to a DoN network via a public hot spot is a GFE laptop with the proper designated approving authority-approved WiFi solution hardware and software. The use of a device's native WiFi capability is not authorized.

(2) Residential home WiFi networks are allowed when set up in accordance with the current guidance from the DoN Chief Information Officer and the National Security Agency. This is to facilitate access to cloud-based, government-approved solutions such as Flank Speed and AVD (when available).

(3) Cellular/mobile networks, such as DoN BlackBerrys and other approved GFE smart phones and tablets, generally connect through a commercial cellular network as their primary link to the network. Some BlackBerrys support tethering, connecting a laptop to the device for internet access instead of using an air card, which should be utilized when available, due to the significantly reduced cost.

### Telework & Remote Work Guide for Supervisors

1. Within 30 days of your EOD or the employees EOD, determine the following:
  - a. Is the Position Telework eligible and
  - b. Is the Employee eligible
  - c. Complete this action using the CNRF Telework Eligibility Checklist, attachment (1).
2. If the Position requires to be updated, send attachment (1) to N00CP to process in DCPDS to update the Position.
3. Once the Position is updated, the supervisor will use the Supervisor's Guide for Updating Employee Telework Indicator in MyBiz, attachment (2)
4. DCPDS will flow to TWMS the updates. Until the update occurs, the Supervisor will not be able to approve the telework agreement.
5. All military and civilian supervisors of civilian personnel must take the Telework Training for DON Supervisors in TWMS every two year.
  - a. See attachment (3), TWMS Telework Training Instructions
6. Once the eligibility and training has been completed and the employee has created their telework agreement, use the Supervisor Telework Approval TWMS Redacted, attachment (4) to approve, deny or modify the telework agreement.
  - a. In TWMS, click on "MyWorkforce" on the left under Tools/Actions
  - b. On the next screen, click on Tools/Functions
  - c. Click on "Telework Request Management" button
  - d. A list of your assigned employees who have completed a telework request along with the status, valid dates and created dates will appear
  - e. Click on each employee's name to review, modify and approve/deny the agreement
7. If the agreement has been approved ensure when you are approving the time and attendance that the proper codes are being used:
  - a. Regular/Recurring RG and TW
  - b. Situational RG and TS
  - c. Remote RG no Ehz code is required

### Weather and Safety Leave Policy for Teleworkers'

All telework program participants are ineligible for Weather and Safety Leave when a closure is announced except in rare circumstances. Employees participating in a telework program must telework, take other leave (paid or unpaid). However, an employee may be granted Weather and Safety Leave, if the employee could not have reasonable anticipated the severe weather or other emergency condition and therefore is not telework ready at the time of the emergency condition.

Employees may not receive Weather and Safety Leave for hours during which they are on other preapproved leave (paid or unpaid). Supervisors should provide Weather and Safety Leave to an employee who, is in the commands judgement, is cancelling preapproved leave or paid time off or changing a regular day off in a flexible or

compressed work schedule for the primary purpose of obtaining Weather and Safety Leave.

An employee whose home is considered the employee's official worksite is generally not granted Weather and Safety Leave when the employee's command/office is closed, since the employee is able to safely perform work at an approved location.

The type hour code is "LN" with Ehz code is "PS" should be used for timekeeping to denote Weather and Safety Leave.

### Telework/Remote Work and Travel

All employees in a telework duty status who are directed to travel back to the regular worksite during a nonscheduled workday for irregular or occasional overtime work, are entitled to at least two hours of overtime pay or compensatory time (Title 5 CFR 551.401(e) and 550.112(h)). This provision does not apply to employees who voluntarily choose to divide the workday between telework and work at the regular worksite. The travel time between the telework site and the regular worksite cannot be credited as hours of work because the travel was not at the direction of the agency.

The travel provisions applicable to employees working at the regular worksite also apply to employees who telework/remote work. A remote worker who is directed to travel to another worksite (including the regular worksite) during their regularly scheduled basic tour of duty will have the travel hours credited as hours of work. Teleworkers directed to travel to another worksite (including the regular worksite) during their regular tour of duty may have the travel hours credited as work hours depending on the situation. Employees directed to return to the regular worksite after the telework day has begun may have the travel time credited as hours of work; however, if a supervisor directs a teleworker back to the regular worksite prior to the telework day beginning the travel time should be considered normal commute time and not credited as hours of work. Additionally, if an employee is directed to report to the regular worksite for a portion of the day and then is permitted to return to the alternative worksite for the remainder of the workday, the travel time should be considered part of the normal commute time and not credited as hours of work.

Where an employee remote works from a location outside of the defined local commuting area of the regular worksite, and their alternative worksite has been determined as their official duty station, management must fund all work-related travel outside the employee's normal commuting area, including travel to the regular worksite. Local travel reimbursement will not be authorized for employees working remotely from a location within the defined commuting area of the regular worksite to travel to the regular worksite. Local travel reimbursement may be authorized if the employee is required to travel to another location outside of the regular worksite.

COMMANDER NAVY RESERVE FORCE TELEWORK ELIGIBILITY CHECKLIST

**PRIVACY ACT STATEMENT: AUTHORITY** to request this information is contained in 10 U.S.C. Chapter 1005. Public Law 111-292, the Telework Enhancement Act of 2010 requires all positions and employees to be evaluated for telework eligibility. This checklist is designed to assist supervisors in making telework determinations. Complete the checklist for each position/employee, provide the employee a copy and retain a copy for your records.

**Note:** Telework denials must be based on sound business-case reasons.

Employee Name:	Date:	Location of Command:
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Position Title, Series, Grade:

**Section A: Position Eligibility: If you answer "yes" to questions 1, 2, or 3, the position being evaluated is ineligible to telework. Sign and date document justifications in Section E, provide employee a copy, and retain a record copy. If you answer "no" to questions 1, 2, and 3, proceed to Section B.**

1. Does this position require daily on-site work that cannot be done remotely or at an alternate worksite?  Yes  No

2. Does this position require daily direct handling of classified information determined to be inappropriate for telework?  Yes  No

3. Is the work of the position non-portable and require the employee to be on site at the traditional worksite to perform duties?  Yes  No

**Section B: Employee Eligibility: Impacts Permanent Eligibility: If you answer "yes" to questions 1 or 2, the employee is permanently ineligible to telework. Sign and date document justifications in Section E, provide employee a copy, and retain a record copy. If you answered "no," proceed to Section C.**

1. Has the employee been disciplined for more than five days for absence without leave (AWOL) in any calendar year?  Yes  No

2. Has the employee been disciplined for viewing, downloading or exchanging pornography on a government computer, or while performing Federal government duties?  Yes  No

**Section C: Impacts Temporary Eligibility: The following conditions temporarily impact an employee's eligibility to telework. If you answer "yes" to any question, 1 - 6, the employee is temporarily ineligible to telework. You must indicate the timeframe the employee will be reassessed for telework, (i.e., 6 months, 1 year, mid-year, etc..) document your justification in Section E, sign, date, give employee a copy, and retain a record copy. If you answered "no", proceed to Section D.**

1. Does the employee's performance or conduct warrant closer supervisory direction than telework provides?  
 Yes. Reassessment timeframe: \_\_\_\_\_ No

2. Is the employee in an intern position, receiving OJT, new employee or in a new position?  
 Yes. Reassessment timeframe: \_\_\_\_\_ No

3. Was the employee's most recent rating of record below "Acceptable" or equivalent?  
 Yes. Reassessment timeframe: \_\_\_\_\_ No

4. Did the employee's conduct result in disciplinary action within the past 12 months?  
 Yes. Reassessment timeframe: \_\_\_\_\_ No

5. Does the employee have unresolved security issues?  
 Yes. Reassessment timeframe: \_\_\_\_\_ No

6. Has the employee had a PII breach in the previous 12 months?  
 Yes. Reassessment timeframe: \_\_\_\_\_ No

**Section D: Determine the type of telework the employee is eligible (check only one).**

1.  Eligible to telework on a regular and recurring basis, \_\_\_\_\_ days per week. (Regular and recurring means the employee may telework two or more days per pay period).

2.  Eligible to telework on a situational basis: (Employee may telework on a non-routine or Ad hoc basis to perform tasks that require concentration and uninterrupted time, during adverse or inclement weather, to provide reasonable accommodations due to physical impairments, etc.).

**Section E: Provide business based reasons/justifications for denying telework:**

**SUPERVISOR'S FINAL ELIGIBILITY DETERMINATION:**

Position is eligible for telework:  Yes  No  
 Employee is eligible for telework:  Yes  No

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

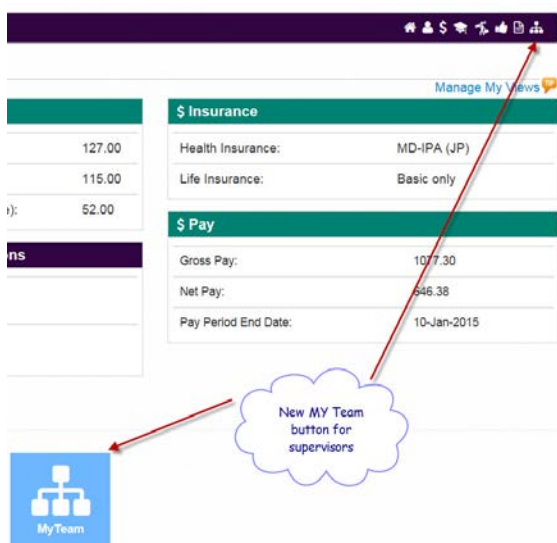
Employee Acknowledge Receipt: \_\_\_\_\_ Date: \_\_\_\_\_



## HOW SUPERVISORS UPDATE EMPLOYEE TELEWORK INDICATOR USING MYBIZ+

**Note: The Defense Civilian Personnel Data System(DCPDS) has two telework indicators. The position telework indicator can only be updated by HR Personnel. The employee telework indicator is updated by the supervisor using DCPDS/MYBIZ+**

1. Login to DCPDS/MYBIZ+ and click on the MY TEAM button.



2. You will see an ORG chart with your name and your direct reports below, scroll down to the "Subordinate Details" area and click on the LINK icon of the person you wish to view/update.

Subordinate Details Suspenses/Pending Actions

Link	Name	Person Type	Hire Date	Appointment Type	Type of Employment	Email Address
	Marvin CPMS Gaumond	Employee	19-Oct-2009	Excepted - Career	Full Time Employee In Pay Status	
	Marinda CPMS Killingworth	Employee	21-Apr-2003	Excepted - Career	Full Time Employee In Pay Status	
	Harry CPMS Orio	Employee	29-Sep-1997	Excepted - Career	Full Time Employee In Pay Status	
	Kirsten CPMS Struthers	Employee	05-Apr-2004	Excepted - Career	Full Time Employee In Pay Status	
	Arcelia CPMS Tony	Employee	09-Nov-2009	Excepted - Career	Full Time Employee In Pay Status	
	Nenita CPMS Wollyung	Employee	07-Jan-2008	Excepted - Career	Full Time Employee In Pay Status	
	Demetria N/V B...	Employee	04-Oct-2007	Excepted - Career	Full Time Employee In Pay Status	

3. Under the Personal Section, click on the VIEW/UPDATE TELEWORK ELIGIBILITY INFORMATION





4. Select the telework eligibility of the employee and click SUBMIT. If you need assistance click the “NEED HELP DETERMINING ELIGIBILITY” link.

Welcome: Antonia Nvy Dinsmore Viewing: CPMS Gaumont, Marvin

MyTeam / Personal / Telework Eligibility

Employee Name: CPMS Gaumont, Marvin  
Work Email Address:  
Telework Eligibility: Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".

\*Update/Change Telework Eligibility:

To change Telework Eligibility indicator select appropriate description and click 'Submit'. Click 'Cancel' to return to Personal view.

- Employee eligible to Telework due to medical condition.
- Employee eligible for regular and recurring Telework, including emergency and OPM prescribed "unscheduled Telework".
- Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
- Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Not eligible - Posn requires access to material or special equip that can't be moved from office. Employee may be eligible during emergency or OPM "unscheduled Telework". Supv approval is req'd on case-by-case basis.

**Note: If you are unable to update, the position might be coded as ineligible for telework. You would need to contact your Human Resources representative to have the position telework indicator updated.**

5. You are done. If you have more employees you wish to update click on the MYTEAM link in the upper left to go back and select another employee.

## TELEWORK ELIGIBILITY STATUS REPORT

You can also run a report showing the telework indicator status, both position and employee. It is accessed under the home/main MYBIZ+ screen(not MYTEAM) via the REPORTS icon. The report is listed under manager reports and is called TELEWORK REPORT.

# TWMS Telework Training Instructions

1. Log into <https://twms.navy.mil> with your CAC, using Internet Explorer.
2. Select [Click Here for Self-Service/myTWMS](#) (fig. 1)
3. Select [Online Training & Notices](#) under the heading Tools/Actions (fig. 2)
4. Select [Available Training](#) link (fig. 3)
5. Scroll down to [Telework Training For DON Employees](#) or [Telework Training For DON Supervisors](#) (fig. 4)

Figure. 1

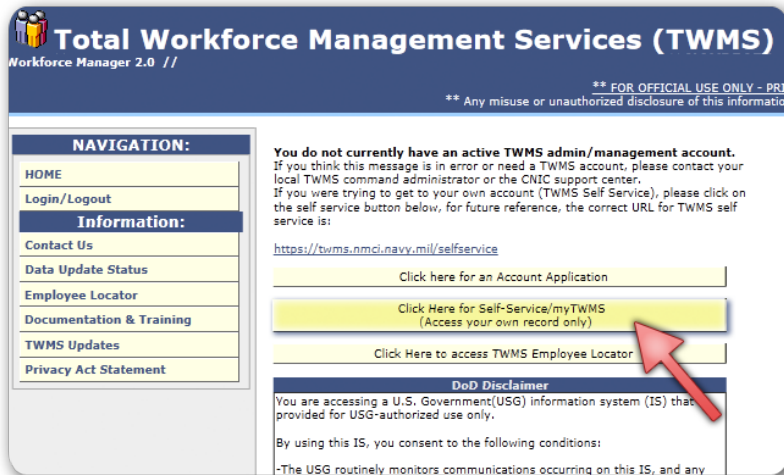


Figure. 2

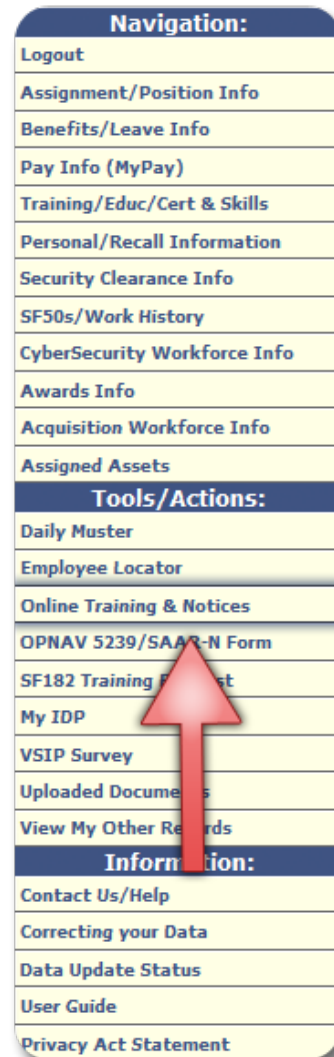


Figure. 3

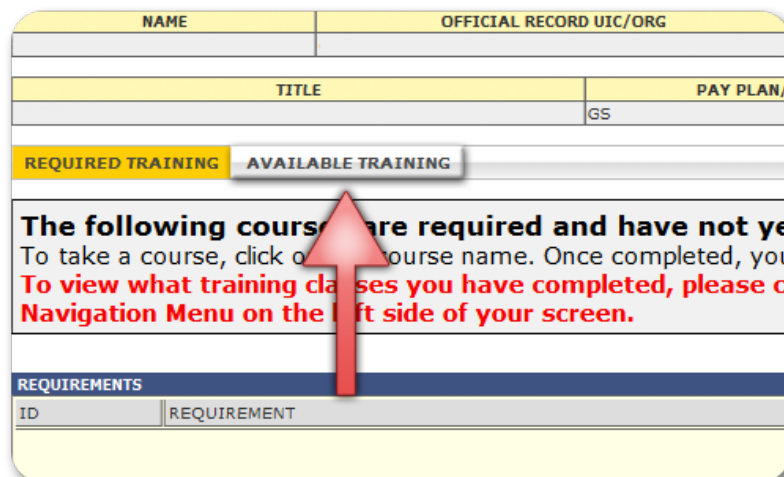
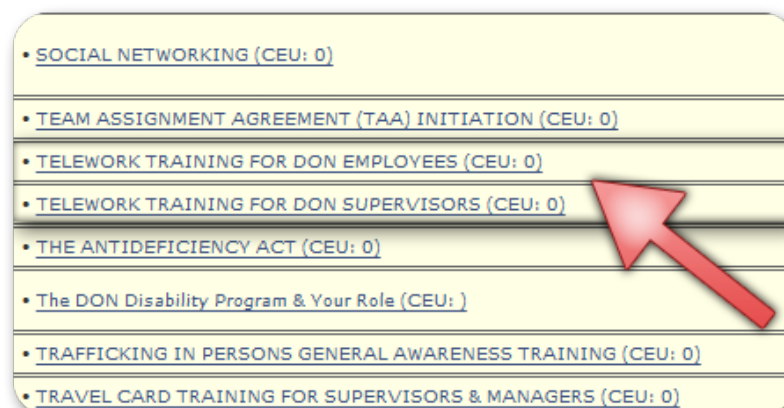


Figure. 4



**Total Workforce Management Services (TWMS)**

Employee Self-Service 2.0 // General Information

\* For Official Use Only - Safeguard in accordance with the provisions of the Privacy Act \*

- Navigation:**
- Logout
- Assignment/Position Info
- Benefits/Leave Info
- Pay Info (MyPay)
- Training/Educ/Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- SF50s/Work History
- CSWF/Cyber IT Info
- New CSWF/Cyber IT Info
- Awards Info
- Military Information
- Acquisition Workforce Info
- Assigned Assets
- Tools/Actions:**
- Daily Muster
- Employee Locator
- Online Training & Notices
- SAAR-N/DD-2875
- Event Notification Service
- SF182 Training Request
- IPMS
- Mentoring
- DD577
- My IDP
- My Workforce**
- VVIP/VERA Survey
- Telework Request
- View My Other Records
- Information:**
- Contact Us/Help
- POCs/Contacts
- Data Update Status
- Privacy Act Statement
- Correcting your Data
- User Guide

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
[REDACTED]	[REDACTED]	[REDACTED]	CIVILIAN-APP
TITLE	GS	PAY PLAN/SCHED	SERIES
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
GENERAL INFORMATION			
EMPLOYEE STATUS:	[REDACTED]	WORK SCHEDULE:	Full Time
TELEWORK ELIGIBLE:	[REDACTED]	WEEKLY HOURS:	40
DCPDS POSITION TELEWORK ELIGIBLE:	[REDACTED]	TELEWORK SHIFT:	[REDACTED]
TELEWORKING:	[REDACTED]	WORK SHIFT TYPE:	[REDACTED]
WORK SHIFT:	[REDACTED]	TENURE GROUP:	[REDACTED]
APPOINTMENT TYPE:	[REDACTED]	PAY RATE DETERMINANT:	[REDACTED]
PAYROLL ORG CODE:	[REDACTED]	VETERANS PREF RIF:	[REDACTED]
VETERANS PREF:	[REDACTED]	ANNUITANT STATUS:	[REDACTED]
VETERAN STATUS:	[REDACTED]	TRAINING PROGRAM ID:	[REDACTED]
SPECIAL PROGRAM ID:	[REDACTED]		
IMMEDIATE SUPERVISOR			
SUPERVISOR NAME:	[REDACTED]	ORG CODE:	[REDACTED]
		WORK PHONE:	[REDACTED]
WORK LOCATION			
[REDACTED]	[REDACTED]	CUBICLE/SPACE:	<input type="text"/>
IMPORTANT DATES			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Update

# Total Workforce Management Services (TWMS)

Workforce Manager 2.0 // Login: [redacted]  
Browsing Employee Records

**\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\***  
**\*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\***

**NAVIGATION:**

- HOME
- MyTWMS/Self Service
- Logout

**Information:**

- Contact Us
- Data Update Status
- Documentation & Training
- Employee Locator
- TWMS Updates
- Privacy Act Statement

**Actions:**

- Manage Non-Navy Personnel
- Muster Employees
- Report Services
- Tools/Functions
- View/Update your Profile

**Employees** | Muster

Record Status: Employee Type: Last Name: First Name: Middle Name: UIC/ORG UIC: ORG: Sort Order:

Active-On Board: All Types: Assigned: Name: [Advanced Search](#)

<< Prev Next >> Page 1 of 1 2 records found. Go to page:  Go

EMPLOYEE NAME	ASSIGNED UIC	ASSIGNED ORG	TITLE	BIN	BSC	BIN ORG	BIN AUIC	EMPLOYEE TYPE
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	CIVILIAN-APF
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	CIVILIAN-APF

TOTALS: CIV-APP: 2 · CIV-FND: 0 · CIV-FNI: 0 · CIV-NAF: 0 · Military Active: 0 · Military Reserve: 0 · Contractor: 0 · TOTAL: 2

<< Prev Next >> Page 1 of 1 Go to page:  Go

Check-In Required  Check-Out Required  Overdue Gain/Loss

 **Total Workforce Management Services (TWMS)**

Workforce Manager 2.0 // Login: [REDACTED]

General Information

**\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\***  
**\*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\***

**NAVIGATION:**

- HOME
- MyTWMS/Self Service
- Logout
- General Information
- Assignment/Position Info
- IA Prescreening
- Perm/Retained Grade Info
- Benefits/Pay/Leave Info
- Training/Educ/Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- Work History
- Awards Info
- Military Information
- Disciplinary Information
- Acquisition Workforce Info
- CSWF/CyberIT Info

**Information:**

- Contact Us
- Data Update Status
- Documentation & Training
- Employee Locator
- TWMS Updates
- Privacy Act Statement

**Actions:**

- Manage Non-Navy Personnel
- Muster Employees
- Report Services
- Tools/Functions
- View/Update your Profile

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
[REDACTED]	[REDACTED]	[REDACTED]	CIVILIAN-APF
TITLE	PAY PLAN /SCHED	OCC SBS /GROUP	GRADE/PAY BAND
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
GENERAL INFORMATION			
EMPLOYEE STATUS:	Active - On Board	WEEKLY HOURS:	40
WORK SCHEDULE:	Full Time	TELEWORK SHIFT:	AdHoc
TELEWORKER:	YES	DCPDS POSITION TELEWORK ELIGIBILITY:	YA002 - Position Eligible - Situational Telework Only
TELEWORK ELIGIBILITY:	Employee Eligible - For situational purposes only.	WORK SHIFT TYPE:	[REDACTED]
WORK SHIFT:	[REDACTED]		
APPOINTMENT TYPE:	[REDACTED]		
PAYROLL ORG CODE:	[REDACTED]		
VETERANS PREF:	[REDACTED]		
VETERAN STATUS:	[REDACTED]		
BARGAINING UNIT (BUS):	[REDACTED]		
TRAINING PROGRAM ID:	[REDACTED]		
IMMEDIATE SUPERVISOR			
NAME:	[REDACTED]	ORG CODE:	01
		WORK PHONE:	[REDACTED]
WORK LOCATION			
		CUBICLE/SPACE:	[REDACTED]
DATES			

 **Total Workforce Management Services (TWMS)**

Workforce Manager 2.0 // Login: [REDACTED]

Tools & Functions

**\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\***  
**\*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\***

**NAVIGATION:**

- HOME
- MyTWMS/Self Service
- Logout
- General Information
- Assignment/ Position Info
- IA Prescreening
- Perm/ Retained Grade Info
- Benefits/Pay/Leave Info
- Training/Educ/ Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- Work History
- Awards Info
- Military Information
- Disciplinary Information
- Acquisition Workforce Info
- CSWF/CyberIT Info

**Information:**

- Contact Us
- Data Update Status
- Documentation & Training
- Employee Locator
- TWMS Updates
- Privacy Act Statement

**Actions:**

- Manage Non-Navy Personnel
- Muster Employees
- Report Services
- Tools/Functions
- View/Update your Profile

**TOOLS & FUNCTIONS**

**WORKFORCE MANAGEMENT TOOLS**

- EVENT NOTIFICATION SERVICE
- MASS SF50
- TELEWORK REQUEST MANAGEMENT**
- PRE-RECRUITMENT MANAGEMENT

**TRAINING TOOLS**

- MANAGE TRAINING REQUIREMENTS
- MASS TRAINING MANAGEMENT
- SF182 ADMINISTRATION
- IDP ADMINISTRATION

**HUMAN RESOURCE MGMT TOOLS**

- RPA TRACKING & BILLET ALIGNMENT
- IPMS MANAGER

**UTILITIES**

**Total Workforce Management Services (TWMS)**  
Telework Request

**\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\***  
\*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\*

**Options:**

- Create New Telework Request

**Requests:**

Request Id:

BSO:  SMC:

UIC/Org:

Enter at least 2 characters of UIC or Command Name to see list of UICs

UIC:  OrgCode:

Last Name:  First Name:  Request Status:

Expires After:

Display Page: 1 of 1

(Total records found 3)

Request Id	Name	Position Title	BSO	SMC	Assigned UIC	Assigned Org	Official UIC	Official Org	Request Status	Valid Between	Date Created	Cancel Request
			NV72	RC					Approved	9/8/2020 - 9/8/2021	9/8/2020	
			NV72	RC					Cancelled	9/14/2020 - 9/14/2020	9/14/2020	
			NV72	RC					Approved	9/28/2020 - 9/28/2022	9/28/2020	

# Total Workforce Management Services (TWMS)

## Telework Request

**\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\***  
**\*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\***

### Instructions:

1. Complete "Step 1" by entering Telework Information.
2. Complete "Step 2" by answering questions relating to Safety requirements.
3. Complete "Step 3" by answering questions relating to Equipment requirements.
4. Complete "Step 4" by Signing and Routing Telework Request.

Note: Be sure to click the "Save" button in order to save any changes that you've made.

Step 1: Telework Information | Step 2: Safety Check List | Step 3: Equipment | **Step 4: Status**

[Back To List](#)

View/Print PDF

Save

Request Status: **Approved**

Signed By Employee: [REDACTED]

Signed on: Tue, Sep 8, 2020

Cancel Agreement

Routing Status

Name	Approver Type	Email	Date Routed	Approvers Response	Signed On
▶ [REDACTED]	Supervisor	[REDACTED]	9/8/2020	Approved	9/8/2020

Expand all Reviewer Comments | Collapse all Reviewer Comments

View/Print PDF

Save

[Back To List](#)

 **Total Workforce Management Services (TWMS)**  
Telework Request

**\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE \*\***  
**\*\* Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties \*\***

**Instructions:**

- 1. First click the "View\Print Telework PDF" link to open and review the Telework Request.
- 2. Next select a status from the drop down menu below the Routing History.
- 3. If there is a problem with the request, select "Send Back to Requester", to have the employee correct their request.
- 4. Include comments to explain your response in the text box below.
- 5. Lastly, click "Save Status" to save your selection and notify the requestor.

**Response**

You approved this request on 9/8/2020

- To View or Print the Telework PDF select from the options below:
  - PDF Version
- Routing Option:  
[Add Reviewer](#)

Name	Approver Type	Email	Date Routed	Approvers Response	Signed On
▼ [Redacted]	Supervisor	[Redacted]	9/8/2020	Approved	9/8/2020

**Comments:**  
Approved.  
[Expand all Reviewer Comments](#) | [Collapse all Reviewer Comments](#)

[Close Window](#)

## Telework and Remote Work Guide for Employee

1. Within 30 days of your Entrance On Duty Date (EOD) your supervisor will determine the following:
  - a. Is the Position Telework eligible and
  - b. Is the Employee eligible
  - c. Your supervisor will use the CNRF Telework Eligibility Checklist, attachment (1) to determine eligibility.
2. All employees must take the Telework Training for DON Employees in TWMS every two years.
  - a. See attachment (2), TWMS Telework Training Instructions
3. Once the eligibility and training has been completed and the employee can use TWMS How to Create a Telework Agreement, attachment (3) to create and route the agreement to the supervisor.
  - a. In TWMS Click on Self-Service
  - b. Click on Telework Request under Tools/Actions
  - c. Click on "I Accept the Terms/Agreement"
  - d. Click on "Create"
  - e. If Step 1 is Telework Training, back out of the agreement and take the required training
  - f. If all training is complete, click on "Create New Telework Request"
  - g. The next message is to ensure your supervisor is correct, if not back out and log into your DCPDS/MyBiz and Update "MySupervisor"
  - h. Then follow the instructions for the agreement, the request will be "initial"
  - i. Place the dates, select Regular/Recurring or Situational
  - j. Know your last date of your last performance evaluation
  - k. Know your miles save from commuting (Round Trip)
  - l. Describe Programs and Projects you will be working on during telework
  - m. Click Save and complete Step 2, Safety Check List
  - n. Once complete, route to your supervisor for approval/denial/modification
4. Once the agreement has been approved ensure when record your time and attendance in SLDCADA that the proper codes are being used:
  - a. Regular/Recurring RG and TW
  - b. Situational RG and TS
  - c. Remote RG no Ehz code is required

### Weather and Safety Leave Policy for Teleworkers'

All telework program participants are ineligible for Weather and Safety Leave when a closure is announced except in rare circumstances. Employees participating in a telework program must telework, take other leave (paid or unpaid). However, an employee may be granted Weather and Safety Leave, if the employee could not have reasonable anticipated the severe weather or other emergency condition and therefore is not telework ready at the time of the emergency condition.

Employees may not receive Weather and Safety Leave for hours during which they are on other preapproved leave (paid or unpaid). Supervisors should provide Weather and Safety Leave to an employee who, in the commands judgement, is cancelling preapproved leave or paid time off or changing a regular day off in a flexible or compressed work schedule for the primary purpose of obtaining Weather and Safety Leave.

An employee whose home is considered the employee's official worksite is generally not granted Weather and Safety Leave when the employee's command/office is closed, since the employee is able to safely perform work at an approved location.

The type hour code is "LN" with Ehz code is "PS" should be used for timekeeping to denote Weather and Safety Leave.

### Telework/Remote Work and Travel

All employees in a telework duty status who are directed to travel back to the regular worksite during a nonscheduled workday for irregular or occasional overtime work, are entitled to at least two hours of overtime pay or compensatory time (Title 5 CFR 551.401(e) and 550.112(h)). This provision does not apply to employees who voluntarily choose to divide the workday between telework and work at the regular worksite. The travel time between the telework site and the regular worksite cannot be credited as hours of work because the travel was not at the direction of the agency.

The travel provisions applicable to employees working at the regular worksite also apply to employees who telework/remote work. A remote worker who is directed to travel to another worksite (including the regular worksite) during their regularly scheduled basic tour of duty will have the travel hours credited as hours of work. Teleworkers directed to travel to another worksite (including the regular worksite) during their regular tour of duty may have the travel hours credited as work hours depending on the situation. Employees directed to return to the regular worksite after the telework day has begun may have the travel time credited as hours of work; however, if a supervisor directs a teleworker back to the regular worksite prior to the telework day beginning the travel time should be considered normal commute time and not credited as hours of work. Additionally, if an employee is directed to report to the regular worksite for a portion of the day and then is permitted to return to the alternative worksite for the remainder of the workday, the travel time should be considered part of the normal commute time and not credited as hours of work.

Where an employee remote works from a location outside of the defined local commuting area of the regular worksite, and their alternative worksite has been determined as their official duty station, management must fund all work-related travel outside the employee's normal commuting area, including travel to the regular worksite. Local travel reimbursement will not be authorized for employees working remotely from a location within the defined commuting area of the regular worksite to travel to the

regular worksite. Local travel reimbursement may be authorized if the employee is required to travel to another location outside of the regular worksite.

28 Mar 2024

### COMMANDER NAVY RESERVE FORCE TELEWORK ELIGIBILITY CHECKLIST

**PRIVACY ACT STATEMENT: AUTHORITY** to request this information is contained in 10 U.S.C. Chapter 1005. Public Law 111-292, the Telework Enhancement Act of 2010 requires all positions and employees to be evaluated for telework eligibility. This checklist is designed to assist supervisors in making telework determinations. Complete the checklist for each position/employee, provide the employee a copy and retain a copy for your records.

**Note:** Telework denials must be based on sound business-case reasons.

Employee Name:	Date:	Location of Command:
----------------	-------	----------------------

Position Title, Series, Grade:

**Section A: Position Eligibility: If you answer "yes" to questions 1, 2, or 3, the position being evaluated is ineligible to telework. Sign and date document justifications in Section E, provide employee a copy, and retain a record copy. If you answer "no" to questions 1, 2, and 3, proceed to Section B.**

1. Does this position require daily on-site work that cannot be done remotely or at an alternate worksite?  Yes  No

2. Does this position require daily direct handling of classified information determined to be inappropriate for telework?  Yes  No

3. Is the work of the position non-portable and require the employee to be on site at the traditional worksite to perform duties?  Yes  No

**Section B: Employee Eligibility: Impacts Permanent Eligibility: If you answer "yes" to questions 1 or 2, the employee is permanently ineligible to telework. Sign and date document justifications in Section E, provide employee a copy, and retain a record copy. If you answered "no," proceed to Section C.**

1. Has the employee been disciplined for more than five days for absence without leave (AWOL) in any calendar year?  Yes  No

2. Has the employee been disciplined for viewing, downloading or exchanging pornography on a government computer, or while performing Federal government duties?  Yes  No

**Section C: Impacts Temporary Eligibility: The following conditions temporarily impact an employee's eligibility to telework. If you answer "yes" to any question, 1 - 6, the employee is temporarily ineligible to telework. You must indicate the timeframe the employee will be reassessed for telework, (i.e., 6 months, 1 year, mid-year, etc.,) document your justification in Section E, sign, date, give employee a copy, and retain a record copy. If you answered "no", proceed to Section D.**

1. Does the employee's performance or conduct warrant closer supervisory direction than telework provides?  
 Yes. Reassessment timeframe: \_\_\_\_\_ No

2. Is the employee in an intern position, receiving OJT, new employee or in a new position?  
 Yes. Reassessment timeframe: \_\_\_\_\_ No

3. Was the employee's most recent rating of record below "Acceptable" or equivalent?  
 Yes. Reassessment timeframe: \_\_\_\_\_ No

4. Did the employee's conduct result in disciplinary action within the past 12 months?  
 Yes. Reassessment timeframe: \_\_\_\_\_ No

5. Does the employee have unresolved security issues?  
 Yes. Reassessment timeframe: \_\_\_\_\_ No

6. Has the employee had a PII breach in the previous 12 months?  
 Yes. Reassessment timeframe: \_\_\_\_\_ No

**Section D: Determine the type of telework the employee is eligible (check only one).**

1.  Eligible to telework on a regular and recurring basis, \_\_\_\_\_ days per week. (Regular and recurring means the employee may telework two or more days per pay period).

2.  Eligible to telework on a situational basis: (Employee may telework on a non-routine or Ad hoc basis to perform tasks that require concentration and uninterrupted time, during adverse or inclement weather, to provide reasonable accommodations due to physical impairments, etc.).

**Section E: Provide business based reasons/justifications for denying telework:**

**SUPERVISOR'S FINAL ELIGIBILITY DETERMINATION:**

Position is eligible for telework:  Yes  No  
 Employee is eligible for telework:  Yes  No

Supervisor's Signature:	Date:
-------------------------	-------

Employee Acknowledge Receipt:	Date:
-------------------------------	-------

# TWMS Telework Training Instructions

1. Log into <https://twms.navy.mil> with your CAC, using Internet Explorer.
2. Select [Click Here for Self-Service/myTWMS](#) (fig. 1)
3. Select [Online Training & Notices](#) under the heading Tools/Actions (fig. 2)
4. Select [Available Training](#) link (fig. 3)
5. Scroll down to [Telework Training For DON Employees](#) or [Telework Training For DON Supervisors](#) (fig. 4)

Figure. 1

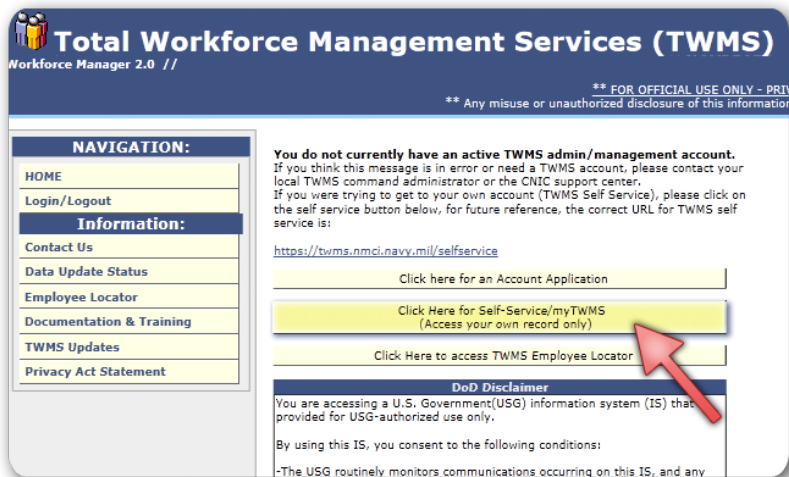


Figure. 2

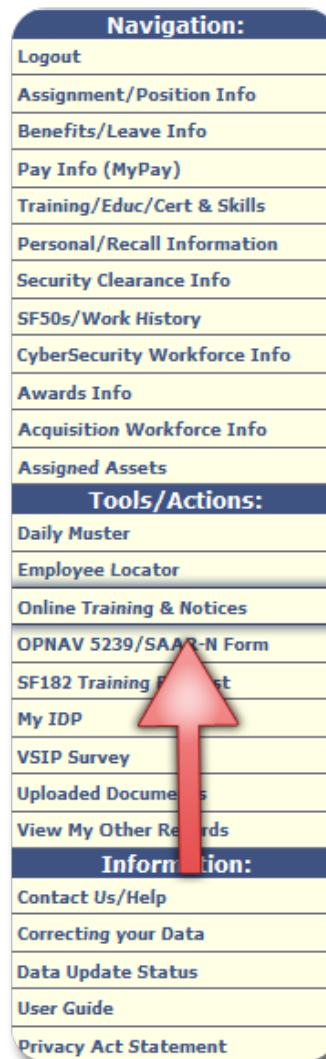
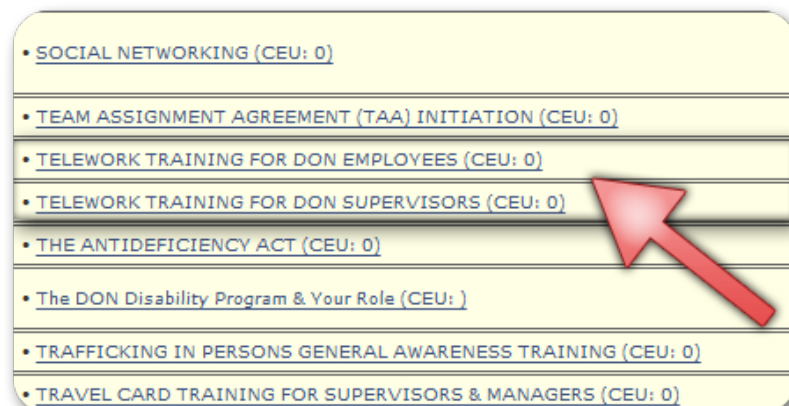


Figure. 3



Figure. 4



# TWMS How to Create a Telework Agreement

1. Log into <https://twms.navy.mil> with your CAC, using Internet Explorer/Chrome/Edge
2. Select **Click Here for Self-Service/myTWMS** (fig. 1)
3. Select **Telework Request** under the heading Tools/Actions (fig. 2)
4. Select **Review Terms and Conditions** (fig. 3)
5. Select **Read and Accept** (fig. 4)
6. Follow the **instructions to create, fill and submit** the agreement to the supervisor (fig 5)

Figure. 1

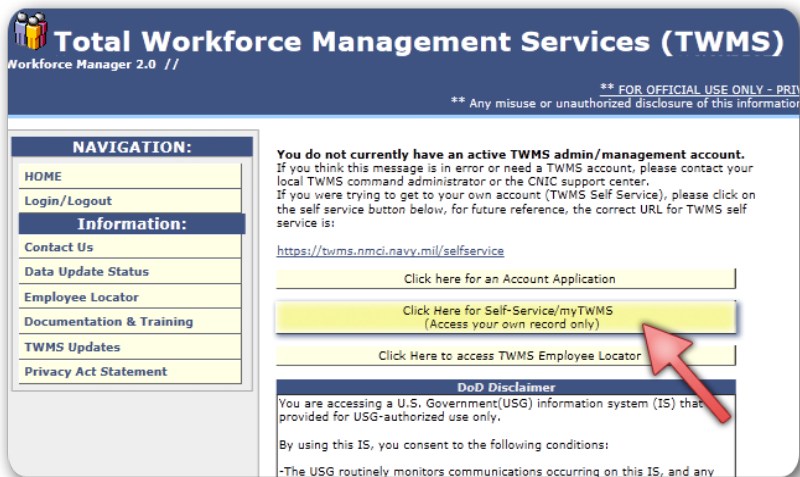


Figure. 2



Figure. 3

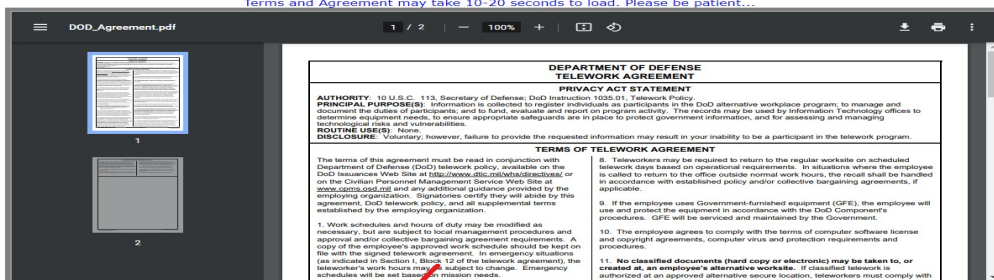


Figure. 4

### Terms & Agreement

You are required to read and accept DOD Telework Terms & Agreement (below) before continuing. After you have read and accept the Terms & Agreement click the "I Accept the Terms & Agreement" button below to continue.

Terms and Agreement may take 10-20 seconds to load. Please be patient...



I agree that I have read the DOD Terms of Telework Agreements and will abide by the rules and guidelines set within. I understand that I am required to resubmit my telework request forms each year.

I Accept the Terms & Agreement  Cancel

Figure. 5

### Instructions:

1. Complete "Step 1" by entering Telework Information.
2. Complete "Step 2" by answering questions relating to Safety requirements.
3. Complete "Step 3" by answering questions relating to Equipment requirements.
4. Complete "Step 4" by Signing and Routing Telework Request.

Note: Be sure to click the "Save" button in order to save any changes that you've made.

### Step 1: Telework Information

### Step 2: Safety Check List

### Step 3: Equipment

### Step 4: Sign/Submit

Back To List

Save

View/Print PDF

Is this an Initial or Renewal Telework Request?

Initial  Renewal