

CEHR Regulation No. 690-1-1215	DEPARTMENT OF ARMY U.S. Army Corps of Engineers Washington, DC 20324-1000	ER 690-1-1215 16 August 2011
	Human Resources TELEWORK PROGRAM	
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CEHR

Regulation
No. ER 690-1-1215

16 August 2011

Human Resources
TELEWORK PROGRAM

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Human Resources
TELEWORK PROGRAM

1. Purpose. This regulation prescribes policies, assigns responsibilities, and outlines procedures for participation in the U.S. Army Corps Engineers (USACE) Telework Program.

2. Scope. This regulation applies to all USACE elements, including Headquarters USACE, Major Subordinate Commands (MSCs), Districts, Laboratories, Centers, and Field Operating Activities (FOAs). This regulation supersedes the Telework guidance in OM-690-1-3 (HQUSACE Time and Attendance Policy). In the event of a conflict between a negotiated agreement and this regulation, the provision(s) of the negotiated agreement will prevail until such time as changes can be negotiated to align local bargaining unit agreement(s) with this USACE-wide policy. MSC's and District Commander's have authority to maintain local established policy that does not conflict with this regulation.

3. Distribution. Approved for public release; distribution is unlimited.

4. References.

a. Department of Defense Instruction 1035.01 (Telework Policy)

b. Executive Order 13514 (Federal Leadership in Environmental, Energy, and Economic Performance).

5. Definitions and Acronyms. See Appendix A.

6. Policy.

a. Encourage and authorize telework to the maximum extent possible, without diminishing employee performance or jeopardizing mission readiness.

b. Actively promote and implement telework throughout USACE in support of our commitment to workforce efficiency, emergency preparedness, greenhouse gas emissions reduction, and quality of work life.

c. Consider telework as a recruitment and retention strategy for applicable positions.

7. Applicability. Telework is an effective strategy for mission accomplishment, ensuring Continuity of Operations Plan (COOP) in a crisis, and for recruiting and retaining valued talent. Additionally, in most situations, telework can create cost savings by decreasing the need for office space and parking facilities, and reducing transportation costs, including costs associated with payment of transit subsidies. Finally, telework can help reduce greenhouse gas emissions associated with commuter vehicles. The various types of telework include:

a. Regular and recurring.

(1) Work performed at an alternative worksite on a routine basis by an employee who is approved to telework on a schedule that is regular and recurring, most often on an agreed-upon day or days during a bi-weekly pay period.

b. Situational, non-routine, or adhoc.

(1) Perform specific assignments, projects, or to accomplish job tasks that require concentration and uninterrupted blocks of time for successful completion.

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

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

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

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

c. Medical.

(1) An employee may request to perform work at residence for a specified period of time if suffering from a temporary personal injury or medical condition and prevented from reporting to the official worksite, and is otherwise eligible for telework.

(2) A DoD Telework Agreement is needed and will be approved at the supervisor's discretion. Medical documentation shall be considered in making the determination to approve or deny medical telework, and to determine an employee's diagnosis and prognosis. *If a supervisor is unsure about a medical related request, they should discuss with their local CPAC prior to any commitment.*

8. Requirements. Supervisors shall review each position and determine the eligibility of their employees to participate in telework and notify these employees of their eligibility to telework. Employees identified as eligible, have the option to accept or decline the opportunity to telework. To the extent mission requirements are not jeopardized, employees who exhibit suitable work performance and conduct as determined by their supervisor and occupy eligible positions (i.e., positions that involve portable work and are not dependent on the employee's presence at the official duty station, such as, Lock and Dam Operators, anyone providing patient care, etc.) shall be permitted to telework to the maximum extent possible, at the supervisor's discretion.

a. Military member eligibility is discretionary and determined by their respective commander.

b. Telework eligibility criteria will be applied in a fair and consistent manner.

c. While telework is encouraged, employees cannot be ordered to telework, unless the employee's duties are designated as mission-critical or the employee's telework agreement addresses this requirement. Telework is not an entitlement and not all employees are eligible. The following situations are *not* typically eligible for telework:

- (1) Handles classified materials on a daily basis;
- (2) Requires daily on-site activity or face-to-face contacts;
- (3) Performance or conduct warrants close supervision;
- (4) Proposed, pending or on-going disciplinary action; or
- (5) When recently assigned, newly appointed, trainee or entry level.

The length of time which an employee is ineligible to telework is at the supervisor's discretion. The criteria above shall be considered in making the determination to deny telework. Denial or termination of telework agreements should be based on business reasons (e.g., the telework agreement fails to meet the organization's needs or the employee's performance does not meet the prescribed standard). Telework may be considered after the employee's performance within the first six months in the position or at mid-term review is at an acceptable level or their supervisor deems otherwise.

d. Employees may dispute the denial of telework, the reasons for denial, and the termination of an existing agreement through administrative grievance procedures. Bargaining unit employees may file a grievance through negotiated grievance procedures.

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e. Employees authorized to telework must complete, sign and date the DD Form 2946 (DoD Telework Agreement). *It is suggested that all eligible employees complete and sign a telework agreement and be prepared to telework in the event of an emergency, pandemic or all hazard situation.* Approval authority is delegated to the employee's first line supervisor, who approves and maintains the original signed form, unless local or negotiated policy dictates otherwise.

f. Appropriate telework coding must be recorded on time and attendance records to capture the data used to help estimate reductions in greenhouse emissions resulting from increases in teleworking as required by E.O. 13514 (Federal Leadership in Environmental, Energy, and Economic Performance).

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

(1) Specific telework location (e.g., the employee's residence or other approved alternative worksite).

(2) Requirements when the official duty station is closed or when OPM announces that Government offices in the employee's location are open with the option for unscheduled telework.

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

(4) A statement that telework may not be authorized if the employee's performance and/or conduct does not comply with the terms of the telework agreement.

h. If the employee's residence is the telework location, it is the responsibility of the employee to ensure that a safe work environment is maintained while teleworking. The employees will designate one section of the residence as the telework area, conduct a home safety inspection and complete and sign a self certification safety checklist (DD 2946, page 2) as part of the DoD Telework Agreement prior to beginning telework. While there is no requirement to visit a teleworker's home to inspect for safety and ergonomics, a qualified management official may conduct a home inspection, if necessary.

i. Telework agreements will be reviewed and revalidated by the supervisor and the teleworker at least every two years. The agreement will be revised/initialed by all parties when appropriate (schedule changes, site changes, etc.). A new supervisor can re-evaluate an existing Telework Agreement and agree with the current arrangement or reevaluate the Telework arrangement previously authorized.

j. Teleworkers may be required to return to the official duty station on scheduled telework days if necessary (e.g., to attend a specific meeting). Requests by teleworkers to change their scheduled telework day(s) shall remain consistent with mission requirements and at the supervisor's discretion. Any permanent changes require a new DoD Telework Agreement.

k. The official worksite for a telework employee is the location of the official duty station (i.e., the place where the employee would normally work absent a telework agreement), as long as the employee is scheduled to actually report, most often on an agreed-upon day or days during a bi-weekly pay period on a routine basis to the official duty station. If an employee covered by a telework agreement does not meet the requirements above, the employee's official worksite is the location of the employee's telework site. Exceptions may be authorized in appropriate situations, such as when an employee is recovering from an injury or medical condition that prevents the employee from commuting to the official duty station. (See OPM's fact sheet for Official Duty Station location for pay purposes at http://www.opm.gov/oca/pay/HTML/Official_Duty_Station.asp)

l. If an employee's official duty station is changed from the traditional worksite to a telework location in a permanent arrangement, a permanent change in duty station must be documented with a, "Notification of Personnel Action (SF 50)," or equivalent, and processed by the servicing CPAC. Such an official change in duty station requires careful consideration of the impacts to mission and resourcing and will be documented by completing and attaching Appendix C to the telework agreement. Under no circumstance should a permanent change in duty station be approved solely for the convenience or financial gain of the employee. Specific requirements must be included in the DoD Telework Agreement.

(1) Employees are entitled to reimbursement for official travel to the official duty station when the employee teleworks full-time from a location outside of the local commuting area, and his or her alternative worksite is deemed the official duty station. Employees who work full-time from an alternative worksite designated as the official duty station and who do not report to the traditional worksite at least two days per pay period are considered virtual teleworkers. Such employees are entitled to reimbursement for official travel to the traditional worksite.

(2) Reassignment of the employee from the official duty station to the telework site may have implications for a reduction in force (e.g., the telework site may be a different competitive area than the official duty station).

m. Employees are responsible for safeguarding all DoD information, protecting Government furnished equipment (GFE) and Government property, and performing assigned duties while teleworking, in accordance with 5 CFR, Part 2635. *General Services Administration (GSA) offers guidelines for equipment and support USACE may provide to teleworkers in Federal Register, Vol. 71, FR page 13845, Federal Management Regulation; Guidelines for Alternative Workplace Arrangements (FMR Bulletin 2006-B3) (Reference (q)).* Further, employees:

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(1) Shall not take classified documents, in any form, to their residences or alternative worksites. However, classified telework may be authorized at an authorized secure telework location and coordinated and approved through the employee's 1st and 2nd level supervisor.

(2) Must protect all sensitive unclassified data, or data otherwise restricted by the Federal Acquisition Regulation or the Defense Federal Acquisition Regulation Supplement or other acquisition policies.

(3) Must comply with criteria and guidelines when using GFE and non-GFE for access to DoD information systems and networks and to keep Government property and information safe and secure when teleworking. Employees do not have any right to nor expectation of privacy while using any GFE, including Internet or email services, and may be monitored or recorded.

n. Within budgetary constraints and with supervisor's approval, USACE may provide the necessary equipment and office supplies (e.g., paper, toner, and printer ink) for use with GFE for employees who telework on a regular and recurring basis. For those approved to telework on a situational basis, equipment may be provided when practicable.

o. DoD remote access software may be installed onto Government-furnished and personally-owned computers to enable access to unclassified DoD systems and networks consistent with DoD criteria and guidelines established by ASD(NII), DoD CIO and ACE-IT. The government is not responsible for personal equipment except in a few circumstances, see Enclosure 3 of DoDI 1035.01.

p. GFE shall be used for official use and authorized purpose only. Family members and friends are not authorized to use GFE and materials. Teleworkers must return all GFE and materials at the conclusion of the teleworking arrangement or at the supervisor's request.

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

r. Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the official duty station. Overtime provisions that apply to employees working at an official duty station apply to employees who telework. See Appendix D.

s. USACE is authorized to fund costs associated with renting space at telecenters, as practicable. DoD security requirements apply to all those who telework, including those that work from telework centers.

t. In the event of an emergency, employees with mission-critical duties and those who may be required to telework in the case of a COOP event, office closure due to adverse or inclement weather, or a pandemic shall have a DoD Telework Agreement in place.

u. Telework is not a substitute for dependent care, e.g., child care or elder care and employees who are unable to work due to dependent care responsibilities will request appropriate leave in those circumstances.

v. If circumstances arise where employees are approved for telework and not able to report to their traditional office due to office closure or dismissal from a natural or man made emergency or OPM announces that Government offices are open with the option for unscheduled telework, employees shall continue to telework as scheduled during the emergency situation. However, employees who are unable to work due to personal situations will request appropriate leave. If circumstances permitting excused absence for other non-teleworking employees also prevent the teleworker from working at the telework location (e.g., loss of electrical power; evacuation by local authorities; or the employee cannot access materials necessary to continue work during the emergency), the employee shall attempt to contact a supervisor to be excused from duty. Supervisors may administratively excuse the designated teleworker from teleworking on a case-by-case basis. If the worksite office is open and these other circumstances prevent the employee from teleworking, the employee may report to the worksite or request leave as practicable and approved by the supervisor. If the teleworker is unable to communicate with his or her supervisor to be excused from duty and cannot maintain his or her-remote working status, the teleworker should follow USACE emergency guidance and procedures as outlined in their site-specific COOP. Any requirement that a teleworker continue to work if USACE closes or dismisses employees early shall be included in the employee's telework agreement.

w. When an employee's residence or other approved alternative has been designated as a safe haven during an emergency, the supervisor may assign any work necessary, as long as the employee has the skills to perform the assigned work, without regard to employee's grade or pay band level. In this instance, a DoD Telework Agreement is not required.

x. If the worksite is closed to non-emergency personnel, employees who are members of an emergency response group or assigned to a job with emergency duties may be required to work at either the telework site or report to the worksite during emergency situations.

y. In the event of an emergency, employees with COOP responsibilities and/or employees who do not have COOP responsibilities but are trained and equipped to telework, may be asked to telework and should have a signed DoD Telework Agreement in place. *It is suggested that all eligible employees complete and sign a telework agreement and be prepared to telework in the event of an emergency, pandemic or all hazard situation.*

9. Training. Authorized employees and their supervisors shall complete telework training prior to signing the DoD Telework Agreement. OPM provides web-based telework training available at: http://www.telework.gov/Tools_and_Resources/Training/index.aspx. Employees, supervisors and leaders shall be permitted to participate in telework training during the work day. All employees who telework shall be trained on accessing the unclassified DoD information

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technology network remotely, in accordance with DoDI 8570.01. *When agreements are updated or extended, it is recommended that teleworkers and their supervisors review this guidance as well as the OPM on-line training.*

10. Performance Management.

a. All employees should be treated the same for the purpose of work requirements, performance standards, appraisals, training, rewarding, reassigning, promoting, reducing in grade, retaining, and removal and any other action that requires management discretion.

b. Work assignments or training that is expected to be accomplished while teleworking should be agreed to and understood in advance of the telework.

c. Expectations should be discussed and clearly understood by all parties, then documented on the DoD Telework Agreement. Supervisors shall put procedures in place to maintain communication throughout the work group and employees shall be held accountable for results produced while working.

d. Supervisors are responsible for the overall functions of the work group; however, employees are responsible for their availability and information sharing with the workgroup. All parties are responsible for ensuring the success of the telework arrangement.

11. Responsibilities.

a. Commander, U.S. Army Corps of Engineers. The Commander shall provide a Telework Program for USACE employees in compliance with the Telework Enhancement Act of 2010 (Public Law 111.292), and DoDI 1035.01.

b. USACE Director of Human Resources (CEHR).

(1) Provide implementing program documents and specific guidance on Telework Program elements.

(2) Ensure supervisors designate positions to indicate telework eligibility and require documentation in the position record in the Defense Civilian Personnel Data System (DCPDS). Ensure supervisors determine eligibility for all USACE employees to telework; require documentation of employee telework eligibility in the employee record in DCPDS. Provide guidance on making telework position determinations when establishing new positions or filling vacant positions which were not previously designated for telework eligibility. Provide all USACE employees with telework eligibility information and requirements.

(3) Track employee participation, monitor goal progress, and provide annual employee telework eligibility and participation data to Civilian Personnel Management System (CPMS). Timekeeping records related to telework will be maintained in the Corps of Engineers Financial Management System (CEFMS) database for use, as necessary, in the annual reporting requirements.

(4) Require employees who are eligible to telework and their supervisors to be fully trained on telework procedures including information technology, data security, and safety requirements consistent with DoD guidance. Delegate authority to excuse those employees who are currently teleworking under an approved agreement from mandatory training to subordinate authorities as appropriate.

(5) Require all employees who are authorized to telework to complete a DoD Telework Agreement.

(6) Designate a person as the USACE Telework Program Manager (CETPM). This person must have extensive knowledge of the USACE Telework Program following public law, and any relevant DoD or Department of the Army (DA) regulations.

c. USACE Telework Program Manager.

(1) Actively promote telework within USACE, consistent with accomplishing assigned missions and make every effort to overcome artificial barriers to program implementation through education and training for leadership and supervisors on telework benefits, performance in a telework environment and the value of integrating into COOP activities.

(2) Represent the interests of the USACE as the primary telework liaison and point-of-contact. Keeps abreast of telework matters and ensure USACE Commands are informed of new and updated criteria and requirements affecting the USACE.

(3) Update and revise this policy, as needed.

(4) Ensure appropriate telework criteria are incorporated in USACE regulations, manuals, pamphlets, as well as other policy, programmatic, and documents generated at USACE.

(5) Provide coordination on telework issues for USACE employees in response to an emergency, contingency, or natural disaster.

(6) Monitor and assess USACE telework implementation to ensure compliance with this policy and collective bargaining agreements, as applicable.

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(7) Evaluate, coordinate, and prepare consolidated annual report on USACE-wide participation rates, and provide to DA the Status of Telework in the Federal Government Report to Congress, submitted by OPM.

d. Telework Coordinators.

(1) Provide managers and employees with the tools and techniques they will need for successful telework arrangements.

(2) Provide advice and guidance to the teleworker and/or supervisor regarding their telework agreement.

(3) When necessary, confers with other site coordinators for consistency.

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

(5) Refer supervisor to the appropriate HR Specialist when they are considering a change in duty station/locality pay area, cancelling, terminating or denying a telework agreement.

e. Supervisors and Commanders.

(1) Determine employee eligibility for regular and recurring or situational telework consistent with the requirements of paragraphs 8(a) through (y) of this Regulation and collective bargaining agreements, as applicable.

(2) Notify employees of their eligibility to telework, and if their responsibilities are designated as mission-critical.

(3) Participate in telework training prior to approving employee telework agreements, particularly when employee duties are designated as mission-critical.

(4) Approve or deny request for telework based upon mission requirements, employee performance, conduct, and the needs of the work group. If approved, sign and maintain the DoD Telework Agreement. If denied, justify and document in writing, the basis for denial or termination of telework on the DoD Telework Agreement; include information about when the employee may reapply or actions that the employee should take to improve his or her chance of approval, when practicable.

(5) Ensure adequate worksite coverage during business hours, so that mission operations continue to be carried out efficiently and effectively and teleworkers and onsite employees are treated equitably.

(6) Ensure teleworkers are held accountable for GFE.

(7) Periodically, plan and track the telework capabilities of each of their employees authorized to telework, i.e., internet access, email access, etc.

(8) Terminate telework arrangements if an employee's performance does not comply with the terms of the telework agreement or if the teleworking arrangement fails to meet organizational needs.

(9) Ensure all telework is recorded accurately on time and attendance records and is in compliance with DoD guidance and policies concerning the request for and use of overtime, compensatory time and leave.

f. Employees.

(1) Review the USACE Telework policies, participate in telework training prior to entering into a written telework agreement, and seek the advice and assistance of the local HR Specialist, if necessary.

(2) Seek prior approval to telework from immediate supervisor.

(3) Complete DoD Telework Agreement, to include the safety checklist, and discuss with supervisor. Ensure all necessary paperwork is approved and signed prior to the start of telework.

(4) Designate one area in the residence as the official work station for purposes of telework, and ensure area complies with safety requirements.

(5) Protect all official, sensitive, and for official use only data; comply with all criteria and guidelines for information and electronic security.

(6) Safeguard and ensure appropriate use of GFE.

(7) Work at the official duty station on scheduled telework days if called for by mission requirements.

(8) Contact the supervisor to request unscheduled telework to accommodate unanticipated personal circumstances or when government employees are provided the option of unscheduled telework.

(9) Communicate with the supervisor if there are any issues or concerns while teleworking.

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(10) Accurately report all telework on time and attendance records. Observe all policies concerning the request for and use of overtime, compensatory time, and leave.

(11) Do not use telework as a substitute for dependent care, e.g., child care or elder care.

(12) Notify the supervisor immediately of any accident or injury while teleworking.

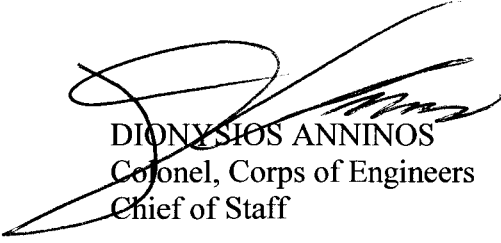
(13) Maintain a fully successful level or higher performance rating.

(14) It is the employee's responsibility to make certain all IT requirements are current and maintained at all times to ensure their ability to telework. Failure to do this requires the employee to work at the official duty station until such time as the equipment is fully functional.

(15) Employees can be required to virtually attend office meetings while teleworking; therefore, employees shall become user proficient in the use of virtual presentation tools used by their respective site to allow for participation in meetings while teleworking.

FOR THE COMMANDER:

4 Appendices
(See Table of Contents)



DIONYSIOS ANNINOS
Colonel, Corps of Engineers
Chief of Staff

APPENDIX A

Definitions and Acronyms

A-1. Definitions.

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

Continuity of Operations Plan (COOP). An effort to ensure that the capability exists to continue agency essential functions across a wide range of natural disasters or local or national declared emergencies.

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

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

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

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

Employee. A USACE civilian employee paid from appropriated or nonappropriated funds.

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

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Medical Telework. Employee experiencing a temporary personal injury or medical condition may request to perform work at residence for a specified period of time if suffering from a temporary personal injury or illness that prevents them from reporting to the worksite. With medical documentation and at the supervisor's discretion, the employee may be allowed to telework.

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

Official Duty Station. Approved location where the employee regularly performs his or her duties. *Typically identified in block #39 of employee's Notification of Personnel Action (SF50). All pay, special salary rates, leave, and travel entitlements are based on the official duty station.*

On-Boarding. Integrating and acculturating new employees into the organization and providing them with the tools, resources, and knowledge to become engaged, successful, and productive early in the employment cycle.

Position Description. Statement of the major duties and responsibilities of a position.

Regular and Recurring Telework. An approved work schedule where eligible employees work at an alternative worksite on a routine basis in which telework occurs as part of an ongoing, regular schedule, i.e., someone who is approved to telework on a schedule that is regular and recurring, most often on an agreed-upon day or days during a bi-weekly pay period.

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

Safety Checklist. To assess the overall safety of the residence and must be completed/submitted with the Telework Agreement.

Situational Telework. Occurs on an occasional non-routine or ad hoc basis. Telework that occurs to complete short-term special assignments or to accommodate special circumstances is also considered situational even though the telework may occur continuously for a specific period.

Supervisor. Civilian or Military Management Official who has responsibility for directing and managing employee work and for approving and denying employee telework agreements.

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

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

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

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

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

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

APPENDIX B

Telework Agreement

Electronic fillable form:



DD2946.pdf

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2946.pdf>

APPENDIX C

Cost/Benefit Analysis of Teleworking Outside the Locality Pay Area of the Traditional Worksite

If an employee's official duty station is changed from the traditional worksite to an alternative worksite in a permanent arrangement, a permanent change in duty station must be documented with a Notification of Personnel Action (SF50) and processed by the servicing CPAC. Such a change requires careful consideration of the impacts to mission and resourcing. Prior to approving a change to an employee's official duty station, the supervisor will complete a cost/benefit analysis and consider the following:

QUESTIONS	COMMENTS (use additional paper, if needed)
1. Will there be adjustments in special salary rates and locality pay as a result of permanently changing the official duty station to the alternative worksite? If so, please discuss the differences in pay.	
2. Will there be increased travel, transportation and per diem entitlements for the employee to return to the traditional worksite from the alternative worksite? If so, please discuss the projected annual cost to USACE.	
3. Will there be an increase in overtime as a result of required travel to the traditional worksite and return to the alternative worksite? If so, please discuss the projected annual cost to USACE.	
4. Will there be costs associated with installing telephone lines in private residence and to pay monthly phone charges for such lines; long distance telephone charges; and telephone usage charges (other than long distance)? If so, please detail the projected annual cost to USACE.	
5. Will there be increased costs of a portable seat vs. a stationary desktop seat? Please discuss the projected annual cost to USACE.	
6. Are there any other costs associated with the proposed telework arrangements?	
7. Are there any savings/benefits to USACE associated with the proposed telework arrangements?	
8. For additional charges incurred by USACE as a result of this telework agreement, <i>who</i> will be authorizing the costs (provide name/title/phone number/competency)?	

Authorizing Official Signature/Date

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

However, if the first-line supervisor determines that the costs exceed the benefits, the proposed telework agreement shall be disapproved, unless a determination is made by the second-level supervisor that supports the action. The second-level supervisor of the office/organization that will incur or absorb the increased costs of the telework arrangement must also approve of the cost analysis and telework agreement.

It is recommended that supervisors coordinate with their local HR Specialist/Telework Coordinator when there are interests and/or efforts in having an employee telework outside the locality pay area of the traditional worksite.

APPENDIX D

Work Schedules/Time and Attendance

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

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

C. When approved in advance by the supervisor, employees may work part of the day at their approved alternative worksite and part of the day at the traditional worksite to accommodate work schedules and personal commitments, such as medical appointments located near the employee's alternative worksite. Travel between locations is non-worktime.

D. Premium pay provisions that apply to work at the traditional worksite also apply to employees who telework. Employees may work overtime only when specifically ordered and approved in advance by the supervisor. Instances in which employees perform overtime work without prior supervisory approval may be cause for administrative or disciplinary action.

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

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

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

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

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

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

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