



DoDEA ADMINISTRATIVE INSTRUCTION 1422.02

DoDEA TELEWORK PROGRAM

Originating Division: Human Resources

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Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policy, assigns responsibilities, and implements procedures to administer the Department of Defense Education Activity (DoDEA) Telework Program in accordance with DoD Instruction 1035.01 and Sections 6501-6506 of Title 5, United States Code.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

a. This Issuance applies to the Offices of the Director, DoDEA; Chief Operating Officer, DoDEA; Chief Academic Officer, DoDEA; Chief of Staff, DoDEA; Director for Student Excellence, DoDEA Americas; Director for Student Excellence, DoDEA Europe; Director for Student Excellence, DoDEA Pacific (hereafter collectively referred to as “Region Directors for Student Excellence”); and all District Superintendents, Above School-Level Educators, and Above School-Level Support Staff.

b. Does not apply to DoDEA School-Level Administrators, School-Level Educators, and School-Level Support Staff.

1.2. POLICY. It is DoDEA policy, to the extent permitted by mission requirements, available funds, and other relevant policies, to use telework to achieve desirable management objectives, which include, but are not limited to, the following:

a. Providing flexibility in the DoDEA Continuity of Operations (COOP) plan and during recovery from emergencies.

b. Continuing operations by requiring employees to telework when the regular worksite is closed due to natural or manmade emergency situations (e.g., snowstorm, hurricane, act of terrorism).

c. Reducing traffic congestion, needed parking spaces, and vehicle emissions.

d. Assisting employees with temporary impairments or permanent disabilities for whom telework is medically necessary in accordance with all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

e. Improving the recruitment and retention of highly qualified employees by providing opportunities to enhance their work-life quality.

f. Creating employment and return-to-work opportunities for veterans, people with disabilities, and eligible spouses of Service members being relocated.

g. Improving the response to public health emergencies, such as pandemics.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director will:

- a. Oversee the implementation of the DoDEA Telework Program in accordance with all applicable Federal, DoD, DoDEA regulations, policies, and guidance and make efforts to overcome artificial barriers.
- b. Provide leadership support for the DoDEA Telework Program and hold subordinate managers accountable for utilizing telework to accomplish the DoDEA mission.
- c. Approve or deny:
 - (1) Telework requests for any person reporting directly to the DoDEA Director.
 - (2) Exceptions to policy, including requests from employees to work permanently, and on a full-time basis, from an alternate worksite, also referred to in this Issuance as “remote work.” Prior approval for any exceptions through the Capabilities and Initiatives Organizational Structure Change Request process is not required. Remote work requests will be approved at the time of selection if the job announcement states that remote work may be authorized.

2.2. DODEA CHIEF OPERATING OFFICER, CHIEF ACADEMIC OFFICER, AND CHIEF OF STAFF. The DoDEA Chief Operating Officer, Chief Academic Officer, and Chief of Staff will:

- a. Approve or deny requests for temporary “Telework Outside of the Commuting Area” for DoDEA Headquarters (HQ) employees and Region and District level employees centrally managed from DoDEA HQ.
- b. Ensure that DoDEA employees holding indispensable managerial, policy making, technical, mission critical, or emergency response positions are capable of teleworking from an approved alternate worksite should a need arise for them to do so.

2.3. DODEA REGION DIRECTORS FOR STUDENT EXCELLENCE. The DoDEA Region Directors for Student Excellence (DSE) will:

- a. Approve or deny requests for temporary “Telework Outside of the Commuting Area” for employees eligible to telework within their Region. Approval authority only applies to employees who fall under the DSE chain of command.
- b. Ensure that DoDEA employees who are eligible to telework within their Region, holding indispensable managerial, policy making, technical, mission critical, or emergency response positions, are capable of teleworking from an approved alternate worksite should a need arise for them to do so. Approval authority only applies to employees who fall under the DSE chain of command.

2.4. DODEA HUMAN RESOURCES DIVISION CHIEF. The DoDEA Human Resources Division Chief will:

- a. Promote telework consistent with accomplishing the assigned missions.
- b. Make all reasonable efforts to overcome artificial barriers to the DoDEA Telework Program implementation through training for leadership and supervisors on telework benefits and performance in a telework environment and on the value of integrating telework into the DoDEA COOP plan.
- c. Designate a DoDEA Telework Coordinator to implement and evaluate the DoDEA Telework Program for compliance in accordance with this Issuance.
- d. Ensure that managers have taken the required telework training.

2.5. DODEA CHIEF INFORMATION OFFICER. The DoDEA Chief Information Officer (CIO) will:

- a. Develop strategies and provide guidance for enterprise information technology capabilities required to support telework and remote work, including purchasing computer systems that support telework and remote work.
- b. Issue security guidelines to ensure the adequacy of information and security protections of information and information systems used while teleworking in accordance with DoDEA Administrative Instruction 6600.01.
- c. Oversee the evaluation of new and emerging technologies that facilitate telework and approve them for DoDEA-wide use, as appropriate.
- d. Establish criteria and guidelines for using United States Government (USG) property and equipment to access DoDEA information systems and networks to perform telework and remote work, when applicable.

2.6. DODEA OPERATIONS, PLANS, LEGISLATION, AND POLICY DIVISION CHIEF. The DoDEA Operations, Plans, Legislation, and Policy Division Chief will issue guidelines to integrate telework into the DoDEA COOP plan in accordance with this Issuance.

2.7. DODEA DIVISION CHIEFS AND DISTRICT SUPERINTENDENTS. The DoDEA Division Chiefs and District Superintendents will:

- a. Promote telework within their divisions and districts consistent with accomplishing assigned missions, make reasonable efforts to overcome artificial barriers to the DoDEA Telework Program implementation, and integrate telework into the DoDEA COOP plan.
- b. Designate which positions are eligible for telework using the criteria in Section 3.1 of this Issuance.

2.8. DODEA TELEWORK COORDINATOR. The DoDEA Telework Coordinator will:

- a. Monitor and evaluate the DoDEA Telework Program in accordance with Sections 6501-6506 of Title 5, United States Code, DoD Instruction 1035.01, and this Issuance.
- b. Ensure reporting requirements are in accordance with DoD Instruction 1035.01.
- c. Provide managers and employees with assistance and information about the DoDEA Telework Program.
- d. Review telework approvals and denials to ensure consistency of application, recommend changes, as necessary, to the Human Resources Division Chief, and provide training, as required.
- e. Ensure that all position eligibility codes are appropriately recorded in the Defense Civilian Personnel Data System.
- f. Track employee and supervisor training requirements and compliance.

2.9. DODEA SUPERVISORS. DoDEA Supervisors will:

- a. Complete the online telework training for managers at the Defense Acquisition University (DAU) Cornerstone training platform at <https://id.dau.edu/> prior to approving an employee's telework agreement.
- b. Apply the provisions in this Issuance impartially, consistently, and give equal consideration to telework participants and non-participants in selection for work assignments, performance reviews, awards, training, and any other employee workplace matter.
- c. Inform employees of their eligibility to apply to participate in the DoDEA Telework Program.
- d. Monitor the job performance of employees that have a telework agreement to ensure the timely and efficient accomplishment of the DoDEA mission.
- e. Hold employees who telework accountable to the exact performance expectations and standards as employees who work on-site in like, or similarly situated, positions.
- f. Establish adequate management controls to ensure that teleworking employees are complying with the requirements in accordance with this Issuance.
- g. Annually review all telework approvals or within 30 calendar days of being assigned as the employee's supervisor. This review ensures the employees are still working effectively while teleworking.
- h. Approve or deny requests for telework.
- i. Require teleworkers to report to the regular worksite on scheduled telework days based on legitimate business reasons, including those mentioned above. In situations when an employee is

directed at, or after, the start of a work day to travel to the main office during the regularly scheduled tour of duty, the employee's reasonable travel time will be credited as hours of work in accordance with Subpart 551.422 of Title 5, Code of Federal Regulations.

j. Discuss with the employee options for monitoring the employee's work while at an alternate or remote work location.

2.10. DODEA EMPLOYEES. DoDEA employees will:

a. Request to use telework if occupying a telework eligible position or to reject participation in the DoDEA Telework Program unless they are in positions designated mission critical which typically require that the employee is willing and ready to telework should the DoDEA COOP plan require it. The Activity retains the right to order employees to perform work at their approved alternate worksite, or at an alternative location, during a pandemic health crisis, consistent with Subpart 550.409 of Title 5, Code of Federal Regulations and DoD Instruction 1035.01.

b. Complete the online telework training at the DAU Cornerstone training platform at <https://id.dau.edu/>, complete Department of Defense (DD) Form 2946, "Department of Defense Telework Agreement," and attach the training certificate after being initially approved to telework.

c. Submit a DD Form 2946, "Department of Defense Telework Agreement," to the supervisor for approval prior to requesting a regular or situational telework (TS) agreement and adhere to the procedures outlined in this Issuance.

d. Demonstrate suitability for telework prior to requesting to participate in any form of telework. Employee must display an ability to work independently and without close supervision, be highly motivated, reliable, self-disciplined, demonstrate the ability to prioritize work and manage time wisely.

e. Maintain a level of performance that, at a minimum, is at the fully successful level or higher, and avoid letting telework contribute to a reduction in any performance rating. All employees, regardless of telework status, should be prepared to explain to their supervisors what work they did on a recent day if asked.

f. Adhere to the Executive Branch and DoD standards of ethical conduct in accordance with DoD Directive 5500.07 while working at alternate worksites.

g. Have the opportunity to participate in an alternative work schedule (AWS) such as a flexible work schedule (FWS) or compressed work schedule (CWS) under DoDEA Administrative Instruction 1422.01, if eligible, while teleworking. The types of work schedules may affect the number of days the employees can regularly telework.

h. Protect all USG property, including electronic property and digital resources such as software, from theft and/or damage, including environmental damage. USG records should be further protected from unauthorized disclosure.

(1) Employees are responsible for their equipment and making sure they have any required property passes and/or courier cards.

(2) The requirements of all information security laws, rules, and regulations, will be maintained in accordance with applicable regulations. Records include all official, sensitive, and Controlled Unclassified Information (CUI) data, at a minimum.

(3) Notify the supervisor, DoDEA Information Security Program Manager, DoDEA CIO, and all appropriate Activity officials, including the Senior Agency Official for Privacy, when a loss, theft, damage, or compromise of protected information or USG property and equipment is discovered. A Serious Incident Report will be completed in accordance with DoD Instruction 5200.01, DoDEA Regulation 3030.01, DoDEA Regulation 4700.04, and DoDEA Procedural Guide 5760.01-01.

i. Maintain information technology and other equipment and connectivity necessary to telework effectively. Immediately notify the supervisor if the employee experiences any situation that prevents the employee from teleworking, e.g., power outages or network connection problems.

j. Ensure the supervisor has current contact and location information about their approved alternate worksite, as well as any temporary changes to that location, e.g., address, home telephone number, cell phone, etc. Immediately notify the supervisor of any changes to the approved alternate worksite that may affect the continued validity of any provision of a telework agreement, including loss of telephone or internet connectivity.

k. Ensure the approved alternate worksite complies with all safety requirements for work-at-home telework. Create and maintain an orderly, safe telework environment that promotes maximum productivity while minimizing any potential for work-related accidents. Immediately notify the supervisor if injured while teleworking and provide the supervisor with medical documentation related to the injury.

l. Forward the office phone number to the alternate worksite and accept that a failure to forward the office phone number may be grounds for termination of a telework agreement.

m. Be responsible for all costs incurred due to, or while, teleworking, e.g., internet/network connectivity, telephone, utilities, insurance, security. DoDEA is not responsible for maintaining or servicing personally owned equipment or the telework location.

n. Report to the DoDEA office when ordered by a supervisor. In situations when an employee is directed by their supervisor to travel to the DoDEA office or their regular worksite, after the start of their telework workday, during the regularly scheduled tour of duty, the employee's reasonable travel time will be credited as hours of work in accordance with Subpart 551.422 of Title 5, Code of Federal Regulations.

o. Adhere to the established work schedule in accordance with DoDEA Administrative Instruction 1422.01, and properly account for and report actual telework hours and dates worked in the current DoDEA time and attendance system. Notify the supervisor prior to the start of the duty day, or as soon as possible thereafter, of a request for leave of any kind. Observe the same

tour of duty, starting and quitting times, core hours, etc., while teleworking as when working in the DoDEA office, absent the supervisor's approval for a change.

p. Telework, or request leave, in accordance with DoDEA Regulation 5630.9, when the regular worksite is closed due to an emergency, inclement weather, or other conditions. The sole exception is if the employee is physically unable to work at alternate worksite, e.g., due to a lack of power.

q. Notify the supervisor of the decision to telework when USG offices are open with the option for unscheduled telework for severe weather conditions or other circumstances that disrupt commuting or compromise employee safety.

r. Monitor weather conditions and Office of Personnel Management (OPM)/local installation guidance during times of inclement weather to ensure they are telework-ready in case of an announcement of unscheduled telework, unscheduled leave, or the closure of USG offices. Bring necessary equipment home when there is a reasonable likelihood of inclement weather or other emergency closure.

s. Recognize that it is critical to regularly check and promptly return e-mail and telephone messages, given that supervisors and coworkers do not have immediate physical access to a teleworking employee. The frequency with which the employee checks messages should be discussed in advance with the supervisor.

t. Be prepared to participate in telephone, chat, internet, online platform (e.g., meetings via Microsoft Teams or its successor, audio/video calls, and live stream events) when requested by a representative of the Activity, when it would benefit the work of two (2) or more people (e.g., for a group meeting).

u. Make appropriate changes to any transit subsidy benefits the employee receives to be consistent with their telework schedule in accordance with DoD Instruction 1000.27.

v. Telework may not be used to replace appropriate arrangements for dependent care. Exceptions to this policy can only be approved by the DoDEA Director. It is expected that personal disruptions be minimized during telework.

w. Have the right to voluntarily terminate their telework agreement unless the employee's duties are designated as mission critical. Employees voluntarily terminating may not re-enroll for four (4) months from the termination date. Those employees sharing an office with another teleworking employee can be required to postpone termination until a workspace is available. This delay may be no more than a complete bi-weekly pay period.

x. Be entitled to dispute the denial of a telework agreement and the reasons given for denial and the termination of an existing telework agreement in accordance with DoDEA Regulation 5771.09.

SECTION 3: TELEWORK PROCEDURES

3.1. TELEWORK ELIGIBILITY AND APPLICABILITY.

a. Telework is not an entitlement and not all employees may be eligible for telework. Managerial and supervisory staff retain the sole and exclusive discretion to determine the position and employee eligibility to participate in the DoDEA Telework Program. This discretion will be applied impartially and consistently to the extent practical. In certain situations, based on the following criteria, positions or employees may be identified as ineligible for regular telework. However, when an employees' position is ineligible for regular telework, there may be circumstances or portions of employees' work (e.g., reading and analyzing documents, and preparing reports or other types of correspondence) that may be considered for telework on a situational basis. Additionally, employees in positions not ordinarily eligible for telework may become eligible to telework in emergency situations. The following criteria will be considered when determining employee eligibility to participate in telework on a regular or situational basis. Personnel ineligible for telework may include:

(1) Employees in positions that require direct handling of classified materials on a daily basis. Classified work at an approved alternative secure location may be allowed, when situations warrant, contingent on the requirements in accordance with Section 3.5 of this Issuance.

(2) Employees in positions that require an on-site activity or face-to-face personal contacts that cannot be handled remotely or at an alternate worksite on a daily basis (e.g., hands-on contact with customers, machinery, or equipment).

(3) Employees whose performance or conduct warrants more close supervisory direction than telework may provide; whose rating of record is below fully successful (or equivalent); or whose conduct has resulted in disciplinary action within the past 12 months; or who have unresolved security issues that might influence telework eligibility (e.g., based on personal conduct, handling protected information, or use of information technology information systems).

(4) Employees who are trainees, students, summer hires, on a temporary appointment not to exceed 90 days, in entry-level positions, or in a probationary status other than that required of newly appointed supervisors, may not be approved for regular telework until they have been in that status for 60 days. However, employees may participate in situational telework if otherwise appropriate and approved.

(5) Employees newly hired should also transition to a telework schedule in a way that does not interfere with their ability to orient themselves to DoDEA, their work group, or their work. The length and content of that transition will be determined by the employees' supervisor.

b. Employees may voluntarily terminate their participation in a telework arrangement. Such requests should be submitted to the employee's supervisor by completing Section IV of DD Form 2946, "Department of Defense Telework Arrangement." Employees will provide at least two (2) weeks' notice so arrangements can be made to accommodate their return to work at the

regular worksite, if necessary. Reactivation of a telework arrangement will require a four (4) month waiting period. Employees with mission critical duties may still be required to telework in emergency situations in support of the DoDEA COOP plan.

c. DoDEA Region and District level employees who are in telework-eligible positions, to include those centrally managed from DoDEA HQ, may be permitted to telework with approval from the employees' immediate supervisor and after applicable consultation with the DSE, District Superintendent, or appropriate Chief of Staff, as required. The DSE's, District Superintendents and Chief of Staff's concerns regarding the decision to allow telework for a centrally managed employee in the Region or District will be elevated through the DoDEA HQ chain of command to the appropriate DoDEA Division Chief. The telework decision will be held in abeyance until finally decided upon by the DoDEA Division Chief with the justification of the decision. The DoDEA Division Chief will consider all comments and justifications prior to making a final decision.

d. Telework may be utilized as a reasonable accommodation for an employee with a disability or short-term medical condition.

e. The DoDEA Telework Program shall be incorporated into the DoDEA COOP plan.

3.2. TELEWORK OPTIONS.

a. Regular telework.

(1) Regular telework, also referred to as routine telework, is an approved telework arrangement where eligible employees work at an alternate worksite as part of an ongoing and recurring schedule, typically on an approved day or days during a bi-weekly pay period.

(2) DoDEA employees, on a regular or AWS, in accordance with DoDEA Administrative Instruction 1422.01, may be authorized to participate in regular telework as approved by their supervisor, not to exceed the maximum allowable telework days in a bi-weekly pay period in accordance with this Issuance. Each teleworking employee must report to their DoDEA office a minimum of two (2) days per bi-weekly pay period in accordance with OPM regulations.

(3) Those on regular telework are automatically enrolled in situational telework. A separate telework agreement is not needed to participate in situational telework.

(4) Regular telework is only appropriate when it can be predicted, with near certainty, that there will be a sufficient amount of work from week to week that can be performed at the designated alternate worksite or remote work location. A position approved for regular telework may be approved subject to a limited number of days per week and/or specific days per week.

(5) Regular telework is not appropriate for positions that:

(a) Technology does not, or cannot, permit or support.

(b) Require reassignment of one (1) or more significant duties to a co-worker in order to telework.

(c) Require special facilities or equipment that DoDEA determines would not be in the interest of the USG to provide.

b. Situational Telework.

(1) Situational telework, also referred to as ad hoc telework, is approved on a case-by-case basis where the hours worked were not part of a previously approved ongoing and regular telework schedule. Examples of situational telework include telework as a result of inclement weather, special work assignments, medical appointments (must be on approved leave regardless of telework status), fear of spreading illness, or household emergencies. It may also be appropriate when the supervisor wants more flexibility to approve the use of telework from week to week. The days used need not be the same from week to week.

(2) There is no limit on the number of days an employee may be out of the DoDEA office on situational telework when the currently assigned tasks or situation permits or requires it, e.g., extended office closure, a multi-day online training course, an extended project that requires uninterrupted time to complete, etc. This may not become regular and recurring, however, and in most cases, will not last longer than 30 calendar days.

(3) Temporary telework may also be used when an employee has a medical condition that prevents the employee from reporting to the DoDEA office but does not preclude the employee from performing their official duties at an approved telework location, such as minor illnesses or recovering from an injury, sprain, or surgery. Situational telework for a medical condition, where the duration of the employee's medical condition is expected to last no more than 30 calendar days, may be approved on a case-by-case basis at the discretion of the supervisor. Supervisors must also consult with employee relations prior to authorizing full-time telework for medical reasons that would exceed a bi-weekly pay period.

c. Telework as a Reasonable Accommodation.

(1) Telework may be granted as a reasonable accommodation, pursuant to Sections 791 and 794(a) of Title 29, United States Code, as amended. Employees requesting telework resulting from a medical condition, where the duration of the employee's medical condition is expected to last longer than 30 calendar days, must submit their request as a formal reasonable accommodation. Employees may request telework through their supervisor and the DoDEA Diversity Management and Equal Opportunity (DMEO) Disability Program Manager.

(2) Requests from employees to work permanently and on a full-time basis from an alternate worksite require the DoDEA Director's approval. When requests require DoDEA Director level authority, DMEO will work with the DoDEA Director to obtain a temporary delegation of authority, specific to the request, in order to allow the supervisor to respond to the request.

d. Supervisors approve or deny requests for telework consistent with the following:

(1) For approvals.

(a) Ensure employees requesting a telework agreement complete the required online telework training before approving a telework agreement. The employee shall provide a copy of the training certificate for the supervisor's records.

(b) Maintain a copy of the employee's approved telework agreement and provide a copy to the employee.

(c) Discuss telework expectations with employees to ensure they fully understand their responsibilities under the telework agreement, including procedures on USG delays, early releases, unscheduled telework, and closures.

(d) Approve requests from employees to participate in situational telework and approve the use of situational telework on a case-by-case basis.

(e) Establish the number of days a week or bi-weekly pay period the employee may participate in regular telework and the specific days on which they may utilize regular telework up to the maximum allowable in accordance with this Issuance.

(f) Ensure employees are provided the contact information for their supervisors and alternate management officials (e.g., cell phone number, e-mail, alternate worksite address). Maintain contact information for all employees.

(g) Ensure adequate on-site office coverage, if applicable, during operational hours at the DoDEA location to assist those who may need same-day on-site assistance before approving telework requests.

(h) Approve or deny, on an incident-by-incident basis, requests to split a workday between working at the normally assigned DoDEA location and an approved telework location.

(i) Ensure employee's telework hours and dates are documented in the time and attendance system.

(j) Supervisors should establish clear expectations for the employee. The employee is required to maintain communications and be accessible to the supervisor or others as if they were in the office.

(k) Coordinates telework schedules so employees may share common workspace (e.g., cubicle, staggering telework days) in approved desk sharing arrangements.

(l) Approve or deny requests by the employee to change their scheduled regular telework day in a particular week or bi-weekly pay period when practicable and consistent with DoDEA mission requirements if the change does not disrupt the desk sharing arrangements in which the employee is participating.

(2) For denials.

(a) Consult with the DoDEA Telework Coordinator if problems, questions, or concerns are encountered regarding a teleworking employee.

(b) Discuss with the employee the rationale for denial of or termination to the telework agreement. The basis for the denial to telework or termination of a telework agreement must be provided in writing to the employee in the comments portion of DD Form 2946, "Department of Defense Telework Agreement." A copy of this denial or termination must be maintained by the supervisor. Denials should be for legitimate business-related reasons, to include performance, current or recent disciplinary actions, inappropriate work habits, or the needs of the division and those serviced by their office.

3.3. ALTERNATE WORKSITE.

a. The alternate worksite is a location approved in advance by the supervisor. The suitability of the alternate worksite must be determined, and the site approved by the employee's supervisor prior to initiating a telework agreement.

b. Employees requesting to telework from home must designate one (1) area in the home as the official workstation.

c. The USG is not liable for damages to an employee's personal or real property while the employee is working at the approved alternate worksite, except to the extent provided by Section 1346, Chapter 171 of Title 28, United States Code, also known as "The Federal Tort Claims Act of 1946, as amended" or Section 3721, Chapter 37 of Title 31, United States Code, also known as "The Military Personnel and Civilian Employees Claims Act of 1964, as amended," and in accordance with appropriate regulations.

3.4. REMOTE WORK APPLICABILITY.

a. Approval to work at an alternate worksite on a permanent full-time basis must be approved by the DoDEA Director. The suitability of the alternate worksite must be determined and approved prior to working remotely.

b. Remote work requires a documented change in official work location (which could impact the employee's pay and the Activity's budget). The documented change in official work location should be a major consideration in a remote work arrangement.

c. Designation of the official work location shall be established for an employee approved for remote work on a case-by-case basis. Certain location-based pay entitlements (such as locality payments, special rate supplements, and non-foreign area cost-of-living allowances) are based on the location of the employee's official work location associated with the employee's position of record. The official work location generally is the location where the employee regularly performs their duties. The Activity must document an employee's official work

location on the employee's Standard Form (SF) 50, "Notification of Personnel Action," or equivalent.

d. Employees who engage in remote work will be responsible for safeguarding all sensitive information, Activity information, Personally Identifiable Information (PII), Government Furnished Equipment (GFE), and USG property in accordance with Section 3.4. of this Issuance.

e. Emergency Situations.

(1) Weather and emergencies that affect a remote worker's regular worksite may not impact the worker's remote work location. In these cases, teleworkers may be required to work during any closure of their regular worksite, consistent with DoDEA's policies, procedures, and any applicable collective bargaining requirements (as consistent with law). Likewise, weather and emergencies that affect the worker's remote location may not impact the remote worker's regular worksite. In these cases, the teleworker may need to be absent from their remote work location.

(2) Supervisors should be aware that situations may arise that impact their employees, and that as a supervisor they are required to have a clear understanding of DoDEA-specific policies that address weather and emergencies. Supervisors of remote work employees will clearly define work expectations and establish procedures to follow during various situations that affect the regular worksite and the employee's remote work location.

f. Time and Attendance.

(1) Time spent in a remote work status must be accounted for and reported in the same manner as if the employee reported for work at the regular worksite.

(2) Supervisors should establish appropriate procedures for documenting hours of work and approving leave for remote workers to ensure remote work hours are appropriately coded.

g. Remote Work and Travel. Employees are entitled to reimbursement for official business travel to the regular worksite when the employee teleworks full-time from a location outside of the local commuting area of the regular worksite, and the employee's alternate worksite has been determined as the official duty station on the employee's SF 50, "Notification of Personnel Action."

(1) Remote workers and non-remote workers shall be treated the same for the purposes of work requirements, periodic appraisals of job performance, training, rewarding, reassigning, promoting, reducing in grade, retaining and removal, and other acts requiring management discretion.

(2) Performance standards for employees that remote work should be the same as performance standards for on-site employees.

(3) As with any supervisory relationship, work assignments to be performed or training to be accomplished for a remote worker should be discussed, understood, and agreed to in advance of initiating remote work.

(4) Supervisor expectations of an employee's performance should be clearly addressed in the DD Form 2946, "Department of Defense Telework Agreement." As with on-site personnel, employees shall be held accountable for the results they produce as remote workers.

(5) Supervisors shall communicate expectations of remote work arrangements, including work assignments, office coverage, and staff communication to remote working and non-remote working employees in the workgroup.

(a) Supervisors shall put procedures in place to maintain communication across all members of a workgroup.

(b) Supervisors are responsible for the effective functioning of the workgroup. However, employees are responsible for their availability and information sharing with the workgroup. Supervisors and employees are responsible for ensuring the success of the remote work arrangement.

(6) Supervisors shall review the Activity's collective bargaining agreement(s) to ensure they meet any applicable requirements.

(7) When a supervisor observes an employee's performance falling below expectations during the performance cycle, the supervisor should consider whether modification, suspension, or termination of a remote work agreement is needed to improve the employee's performance.

i. Remote Work Denial and Termination. DoDEA may find that a remote work arrangement no longer meets the business needs of the Activity. Supervisors have the option to reassign or involuntarily separate the employee.

(1) Reassignments. Remote workers may be reassigned to a new position and/or duty location in accordance with Part 335 of Title 5, Code of Federal Regulations, applicable Activity policies, and collective bargaining agreements. Managers must consult with the Human Resources Office before issuing an offer or notice of reassignment.

(2) Severance Pay. To be eligible for severance pay, the remote worker must be removed from Federal service by involuntary separation for reasons other than inefficiency (i.e., unacceptable performance or conduct). Severance pay is authorized for full-time and part-time employees who are involuntarily separated from Federal service and who meet other conditions of eligibility. When an employee is separated because they decline to accept a directed reassignment outside of their commuting area (e.g., returning to the primary Activity worksite after a period of remote work), the separation is considered involuntary for severance pay purposes unless the employee's position description or other written agreement provides for such a reassignment. If the separated employee otherwise meets the conditions for severance pay eligibility, they are entitled to severance pay. An employee's severance pay entitlement includes a "basic severance pay allowance" and, if applicable, an "age adjustment allowance."

(3) Reduction in Force (RIF). When DoDEA is required to reshape its workforce due to budgetary constraints or eliminate excess positions, RIF may be a viable option. When preparing for a RIF, the Activity defines the "Competitive Area" that establishes the geographical and organizational limits for RIF competition. At its option, DoDEA may establish a competitive

area larger than the minimum standard. The presence of remote workers in the DoDEA workforce may affect how the minimum competitive area is structured.

3.5. SECURITY REQUIREMENTS.

a. Teleworkers and remote workers are responsible for safeguarding all DoD information protecting GFE and USG property, and performing assigned duties while teleworking in support of DoDEA mission requirements.

b. Normally, employees in telework arrangements will not take classified documents (hard copy or electronic) to their homes or alternate worksites. However, the DoDEA Chief Operating Officer or DoDEA Chief of Staff may authorize classified telework at an approved alternative secure location. If approved, teleworkers will comply with the procedures established by DoDEA management regarding such work.

(1) In accordance with Volume 3 of DoD Manual 5200.01, when necessary, authorized employees may have classified information or devices such as classified iPads at their homes or alternate worksites for the continuation of mission critical organizational functions. Authorized employees are limited to Secret and Confidential information. If approved, DoDEA civilian employees will be personally and individually responsible for properly protecting classified information and CUI under their custody and control in accordance with Volume 1 of DoD Manual 5200.01 and DoD Instruction 5200.48.

(2) Employees requesting access to classified information or devices at their homes will coordinate the request with the DoDEA Information Security Program Manager. The DoDEA Chief Operating Officer or the DoDEA Chief of Staff may authorize classified telework at home, or an approved alternative secure location.

(3) If approved, teleworkers will coordinate with the DoDEA Information Security Program Manager to determine the applicability and necessary minimum physical and administrative security requirements in accordance with Volume 3 of DoD Manual 5200.01.

c. Employees must protect:

(1) PII to ensure it is collected, maintained, disseminated, and used in accordance with applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

(2) Sensitive compartmented information, classified, CUI in accordance with applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

(3) Competition sensitive, source selection information, or contractor proprietary data restricted by the Defense Federal Acquisition Regulation Supplement or other DoDEA acquisition policies.

(4) Classified equipment approved for residential use and ensure it is certified and accredited in accordance with DoD Instruction 8510.01 and DoDEA Administrative Instruction 8510.01.

d. Employees must comply with criteria and guidelines established by the DoD CIO and DoDEA for using both GFE and non-GFE and for access to DoD information systems and networks to perform telework.

e. Notify the DoDEA Security Management Division Chief when an incident involving possible or actual data compromise or data spills of classified information resident in information systems occurs and coordinate for resolution of the incident.

3.6. EMERGENCY DISMISSAL OR CLOSURE OF FEDERAL OFFICES.

a. Employees who are telework-ready (i.e., approved and equipped for regular and/or situational telework) will telework each regularly scheduled workday when USG offices are closed during the emergency or request to use appropriate leave. During any period that DoDEA is operating under the DoDEA COOP plan, it will supersede the DoDEA Telework Program policy and the provisions of the employee telework agreement.

b. Employees unable to work due to personal reasons (e.g., injury, illness, or dependent care responsibilities) will request annual or sick leave as appropriate in accordance with DoDEA Regulation 5630.9. Telework is not to be used as a substitute for leave.

c. Employees unable to work due to situations caused by an emergency may be granted weather and safety leave on a case-by-case basis. Examples of these situations include the loss of electrical power at the alternate worksite, the inability to access materials necessary to continue work, or evacuation by local authorities.

(1) The employee will attempt to contact their supervisor to request administrative leave. Administrative leave is not an entitlement and should not be assumed that such excusal from work without charge to personal leave will be approved.

(2) If the teleworker is unable to communicate with their supervisor to be excused from duty and cannot maintain a remote working status, the teleworker should follow DoDEA emergency guidance, orders, and procedures (i.e., outlined in the DoDEA COOP plan and other applicable emergency management plans).

d. Teleworkers are required to work during their regular tour of duty on a day when the regular worksite is closed or when other employees are dismissed early. Employees are not entitled to receive overtime pay or other compensatory time off for performing work during the teleworker's regularly scheduled hours.

3.7. UNSCHEDULED TELEWORK DURING ADVERSE CONDITIONS WHEN U.S. GOVERNMENT OFFICES ARE OPEN.

a. If weather conditions or other circumstances disrupt commuting or compromise employee safety, OPM may announce that USG offices are open and employees have the option of unscheduled telework, contingent upon supervisor approval. DoDEA offices located outside of the Washington, D.C. area should defer to official guidance provided by the local military

installation commander in response to any weather conditions or other circumstances that disrupt commuting or compromise employee safety.

(1) Employees approved for regular and situational telework, and are not able to report to their assigned office location, will telework each regularly scheduled workday during the emergency when the capability to telework is available at the alternate worksite or request to use appropriate leave.

(2) If circumstances prevent the employee from teleworking, the employee may report to the worksite or request appropriate leave.

(3) If the teleworker is unable to communicate with their supervisor to be excused from duty, the teleworker should follow the DoDEA emergency guidance, orders, and procedures (e.g., outlined in the DoDEA COOP plan and other applicable emergency management plans).

b. When an employee's approved alternate worksite has been designated as a safe haven during an emergency, such as a pandemic health crisis evacuation, the supervisor may assign any work necessary, as long as the employee has the skills to perform the assigned work without regard to the employee's grade or pay band level. In cases where a safe haven is designated, a DD Form 2946, "Department of Defense Telework Agreement" does not need to be in place in accordance with Subpart 550.409 of Title 5, Code of Federal Regulations.

c. Employees with mission critical duties should telework periodically to ensure their proficiency and telework effectiveness in continuing operations in the event of an emergency or pandemic. Employees with mission critical duties in positions not typically eligible for telework should telework on a situational basis when feasible. Such employees must have an approved DD Form 2946, "Department of Defense Telework Agreement."

3.8. WORK-RELATED INJURIES OR ILLNESS. Employees are covered by Chapter 81 of Title 5, Code of Federal Regulations, when injured or suffering from work-related illnesses while conducting official USG business at the telework location. The potential exposure for DoDEA liability is restricted to the designated official alternate worksite. Employees should immediately notify their supervisor if injured while teleworking and provide their supervisor with medical documentation related to the injury.

3.9. TIME AND ATTENDANCE. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for work at the regular worksite. The code regular graded (RG) is used to record work at the alternate worksite, with the following Environmental/Hazard/Other (EHO) time codes to account for telework: Regular telework (TW) or TS.

3.10. EFFECT OF ALTERNATE WORKSITE ON PAY AND TRAVEL.

a. Geographic location.

(1) The geographic location of the teleworker's official worksite (and official duty station) is determined in accordance with Subpart 531.605 of Title 5, Code of Federal Regulations.

(2) If an employee performing regular and recurring telework is required to report for work at the DoDEA duty location, also known as and referred to as the regular worksite in this Issuance, for at least two (2) workdays each bi-weekly pay period, the official worksite and official duty station is the DoDEA duty location for pay and travel purposes.

(3) If an employee performing regular telework is not required to report for work at the DoDEA duty location, also referred to as the regular worksite in this Issuance, for at least two (2) workdays each bi-weekly pay period, the official worksite and official duty station is the alternate worksite, also referred to as the remote work location in this Issuance, for pay and travel purposes.

b. Official travel:

(1) The provisions of Subparts 550.112 and 551.422, of Title 5, Code of Federal Regulations and the Joint Travel Regulations concerning time spent in travel status apply to employees who are directed to travel away from an alternate worksite during a period that is scheduled for telework.

(2) If the employee's official worksite is the DoDEA duty location, also referred to as the regular worksite in this Issuance, commuting between the employee's home and the DoDEA duty location, regardless of the distance, is not official travel. Travel between the two (2) locations is on the employee's own time and at their own expense. However, if an employee has already started their workday at either the DoDEA duty location or the alternate worksite, and the employee is then required by management officials to travel between the two (2) locations (e.g., to attend an unexpected meeting or to cover for an ill coworker), the time spent by the employee in performing such travel during their regularly scheduled workday will be compensated as regular hours of work.

3.11. TELEWORK DENIAL AND TERMINATION. A telework request may be denied by the supervisor. A telework agreement may be terminated at the discretion of the supervisor or the employee's request.

a. When an employee's request to telework is denied, or a telework agreement is terminated by the supervisor, the reasons for denial or termination shall be documented in writing in the comments portion of DD Form 2946, "Department of Defense Telework Agreement" and given to the employee. Denial or termination of a telework agreement should be based on business reasons (e.g., the telework agreement fails to meet the Activity's needs or the employee's performance does not meet the prescribed standard).

b. Employees may dispute the denial of telework, the reasons given for a denial, and the termination of an existing telework agreement in accordance with DoDEA Administrative Instruction 5771.09. Bargaining unit employees may file a grievance through negotiated grievance procedures.

GLOSSARY

G.1. ACRONYMS.

AWS	alternative work schedule
CIO	chief information officer
COOP	continuity of operations
CUI	controlled unclassified information
CWS	compressed work schedule
DAU	Defense Acquisition University
DD	Department of Defense
DMEQ	Diversity Management and Equal Opportunity
DSE	Director of Student Excellence
EHO	Environmental/Hazard/Other
FWS	flexible work schedule
GFE	government furnished equipment
HQ	Headquarters
OPM	Office of Personnel Management
PII	Personally Identifiable Information
RDO	regular day off
RG	regular graded
RIF	reduction in force
SF	Standard Form
TS	Telework situational
TW	Telework regular
USG	United States Government

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance only.

5/4-9 CWS. This schedule allows 80 hours of work within a bi-weekly pay period to be completed in nine (9) workdays, Monday through Friday. Employees work a fixed schedule of eight (8), 9-hour workdays and one (1) 8-hour workday in each 80-hour pay period. Employees

work five (5) days during one (1) week and four (4) days during the other week. The employee has one (1) regular day off (RDO) each bi-weekly pay period.

4/10 CWS. This schedule allows 40 hours of work to be completed during four (4), 10-hour days in each of two (2) weeks in an 80-hour bi-weekly pay period. The employee has two (2) RDOs in each pay period.

alternate worksite. A place away from the regular worksite that has been approved for the performance of assigned official duties. It may be an employee's home, a telework center, or another approved worksite.

AWS. An arranged tour of duty that varies from the regular tour of duty. AWS includes both flexible and compressed work schedules.

COOP. An effort to ensure the capability exists to continue DoDEA essential functions across a wide range of natural or manmade disasters, or local or national declared emergencies.

CUI. A categorical designation that refers to unclassified information as defined in DoD Instruction 5200.01. This designation replaces the labels "for official use only" and "sensitive but unclassified."

CWS. A type of AWS in which a full-time employee elects to work an 80-hour bi-weekly pay period basic work requirement in less than ten (10) workdays.

desk sharing. An arrangement in which two (2) employees share the use of a single workspace where each employee has a designated date or time for use of this space.

disability. For the purposes of reasonable accommodation, a disability is a physical or mental impairment that substantially limits one (1) or more major life activities of an individual or a record of such an impairment. The determination of whether a person is an individual with a disability must be based on their condition at the time of the request or a record of a disability.

disciplinary action. A non-favorable administrative action that is taken to correct an employee's performance or conduct. These actions can range from oral admonishments; to written letters of reprimand; to suspension, termination, or removal.

duty location. Location officially assigned to as notated on the employee's SF 50, "Notification of Personnel Action."

eligibility. Characteristics of the job position and the employee that identify suitability for teleworking as determined by the supervisor.

emergency situation telework. Telework performed in an alternate worksite during a USG-related (i.e., non-personal) crisis or emergency event by those employees who perform duties in support of mission requirements during crisis situations or contingencies.

employee. A DoDEA civilian employee, to include foreign national employees, paid from appropriated or non-appropriated funds.

FWS. A type of AWS in which a full-time employee has an 80-hour bi-weekly pay period basic work requirement that allows an employee to determine their own schedule within limits set by DoDEA.

involuntary separation. A separation initiated by an agency against the employee's will and without his or her consent for reasons other than inefficiency, including a separation resulting from the expiration of a time-limited appointment effected within three (3) calendar days after separation from a qualifying appointment. In addition, when an employee is separated because he or she declines to accept reassignment outside his or her commuting area, the separation is "involuntary" if the employee's position description or other written agreement does not provide for such a reassignment. However, an employee's separation is not "involuntary" if, after such a written mobility agreement is added, the employee accepts one reassignment outside his or her commuting area, but subsequently declines another such reassignment.

mission critical duties. Job position functions that are identified as critical to performance of the DoDEA mission.

official worksite. Approved location where the employee regularly performs their duties.

RDO. A non-workday under a CWS.

reasonable accommodation. Any modification or adjustment to a job application process or the work environment (or in the way work is customarily accomplished) that enables a qualified individual with a disability to apply for a job, perform the essential functions of their job or enjoy equal benefits and privileges of employment. Reasonable accommodations may include, where appropriate: Making existing facilities used by employees readily accessible to and usable by individuals with disabilities; job restructuring; part-time or modified work schedules; reassignment to a vacant position; acquisition or modifications of equipment or devices; appropriate adjustment or modifications of examinations, training materials, or policies; the provision of qualified readers or interpreters; and other similar accommodations for individuals with disabilities.

remote work. A work arrangement in which the employee works their work schedule at an approved alternate worksite (e.g., home), outside the reasonable commuting area of the regular worksite (where the employee would normally work absent being approved to work remotely). The employee does not report to at least twice in a biweekly pay period to the regular worksite and the remote worksite is documented as the duty location on the employee's SF 50, "Notification of Personnel Action." To be considered remote work, the approved alternate worksite is for pay and other purposes, the official worksite as documented on the employee's SF 50, "Notification of Personnel Action."

regular worksite. A location where an employee would work, absent of an alternate worksite arrangement.

routine telework. An approved work arrangement where eligible employees work at an alternate worksite as part of an ongoing, regular, and recurring schedule, typically on an approved day or days during a bi-weekly pay period.

safe haven. DoDEA-designated location, such as an employee's residence or an alternative location, mutually agreed to by DoDEA and the employee, when employees are evacuated from their worksites.

situational telework. Telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule (e.g., telework due to inclement weather, medical appointment (must be on approved leave regardless of telework status), special work assignments, or to accommodate special circumstances). Telework is also considered situational even though it may occur continuously for a specific period and is also referred to as episodic, intermittent, unscheduled, or ad hoc telework.

supervisor. Civilian management official who has responsibility for directing and managing employee work and for approving and denying employee telework agreement requests.

telework. 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 alternate worksite (e.g., home, telework center) on a regular and recurring or a situational basis. Telework includes remote work where an employee resides and works at a location beyond the local commuting area of the employing organization's worksite. Telework does not include any part of work done while on official travel or mobile work, characterized by routine and regular travel to customer or other worksites instead of a single DoDEA worksite (e.g., site audits, inspections, investigations, and property management).

telework agreement. A written agreement completed and signed by an employee and the authorized supervisor on DD Form 2946, "Department of Defense Telework Agreement," outlining 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 used by civilian employees from more than one (1) organization.

temporary telework. Temporary telework outside of the commuting area is defined as 30 calendar days or less.

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

REFERENCES

- Code of Federal Regulations, Title 5
- DD Form 2946, "Department of Defense Telework Agreement," December 2011
- Defense Federal Acquisition Regulation Supplement, current edition
- DoD Directive 5500.07, "Standards of Conduct," November 29, 2007
- DoD Instruction 1000.27, "Mass Transportation Benefit Program (MTBP)," October 28, 2008
- DoD Instruction 1035.01, "Telework Policy," April 4, 2012, as amended
- DoD Instruction 5200.01, "DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)," April 21, 2016, as amended
- DoD Instruction 5200.48, "Controlled Unclassified Information (CUI)," March 6, 2020
- DoD Instruction 8510.01, "Risk Management Framework (RMF) for DoD Information Technology (IT)," March 12, 2014, as amended
- DoD Manual 5200.01, Volume 1, "DoD Information Security Program: Overview, Classification, and Declassification," February 24, 2012, as amended
- DoD Manual 5200.01, Volume 3, "DoD Information Security Program: Protection of Classified Information," February 24, 2012, as amended
- DoDEA Administrative Instruction 1422.01, "DoDEA Work Schedule Program," July 8, 2019
- DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010
- DoDEA Administrative Instruction 8510.01, "Risk Management Framework for DoDEA Information Technology," October 29, 2019
- DoDEA Procedural Guide 5760.01-01, "Serious Incident Reporting Procedures," August 24, 2016
- DoDEA Regulation 3030.01, "DoDEA Incident Reporting Program," May 21, 2019
- DoDEA Regulation 4700.04, "Serious Incident Reporting," June 20, 2016
- DoDEA Regulation 5630.9, "DoDEA Leave Administration," April 2, 1999
- DoDEA Regulation 5771.09, "DoDEA Administrative Grievance System," August 19, 2011
- Joint Travel Regulations, current edition
- SF 50, "Notification of Personnel Action," July 1991
- United States Code, Title 5
- United States Code, Title 5, Chapter 65 (also known as "The Telework Enhancement Act of 2010)
- United States Code, Title 28, Chapter 171, Section 1346 (also known as "The Federal Tort Claims Act of 1946, as amended)
- United States Code, Title 29
- United States Code, Title 31, Chapter 37, Section 3721 (also known as "The Military Personnel and Civilian Employees Claims Act of 1964, as amended)

APPENDIX

APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

CHECKLIST ITEM	YES/NO
Did the supervisor and employee discuss telework eligibility?	
Did the supervisor complete the telework training in compliance with the Telework Enhancement Act of 2010?	
Did the employee complete the telework training in compliance with the Telework Enhancement Act of 2010?	
Did the supervisor clearly state performance expectations and confirm the employee understands those expectations during telework?	
Did the employee complete the DD Form 2946, "Department of Defense Telework Agreement?"	
Did the employee sign the DD Form 2946, "Department of Defense Telework Agreement?"	
Did the supervisor sign the DD Form 2946, "Department of Defense Telework Agreement?"	
Did the supervisor place the completed and signed telework agreement in the employee's file?	
If the telework request is denied, did the supervisor provide the employee written reason(s) for denial as required in Section IV - Notice of Telework Arrangement Cancellation of DD Form 2946, "Department of Defense Telework Agreement"?	