



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY ADMINISTRATIVE INSTRUCTION 5205.01

DoDEA TELEWORK PROGRAM

Originating Division: Human Resources – Labor Management and Employee Relations (LMER)

Effective: October 6, 2016

Approved by: Thomas M. Brady, DoDEA Director

Purpose: Establishes authority and assigns responsibilities for administering the DoDEA Telework Program in accordance with DoD Instruction 1035.01, and Sections 6501-6506 of Title 5, United States Code (U.S.C.).

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Administrative Instruction (AI):

- a. Applies to the Offices of the Director, DoDEA; Principal Deputy Director and Associate Director for Academics, DoDEA; Associate Director for Financial and Business Operations, DoDEA; Chief of Staff, DoDEA; Director for Performance and Accountability, DoDEA Americas; Director for Student Excellence, DoDEA Europe; Director for Student Excellence, DoDEA Pacific; (hereafter collectively referred to as “Region Directors of Student Excellence”); and all District Superintendents, Above School-Level Educators, and Above School-Level Support Staff.
- b. Does not apply to School/Installation-Level Administrators, Educators, and Support Staff.

1.2. POLICY.

- a. It is DoDEA policy to the extent permitted by mission requirements, available funds, and other relevant policies, to utilize the use of telework to achieve desirable management objectives, which include, but are not limited to, the following:
 - b. Telework is not an entitlement and all employees may not be eligible to telework. Managerial and supervisory staff retain the sole and exclusive discretion to determine a position’s and employee’s eligibility to participate in any telework program. This discretion will be applied impartially and consistently to the extent practical. A telework arrangement may be terminated at the discretion of the supervisor if an employee’s performance fails to meet the prescribed standard, or if the telework arrangement fails to meet organizational needs.
 - c. Employees may voluntarily terminate their participation in a telework arrangement. Such requests should be submitted in writing and given to the employee’s supervisor on DD Form 2946, Section IV, “Notice of Telework Arrangement Cancellation.”¹ Employees will normally provide at least 2 weeks’ notice so that arrangements can be made to accommodate their return to work at the regular work site, if necessary. Employees with mission-critical duties may still be required to telework in emergency situations in support of the continuity of operations (COOP) plans. Reactivation of a telework arrangement will require a four-month waiting period.
 - d. Telework may be utilized as a reasonable accommodation for an employee with a disability or short-term medical condition.
 - e. Telework shall be incorporated as part of the COOP.

¹ DD Form 2946 can be found at http://www.dtic.mil/whs/directives/corres/writing/process_index.html

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director:

- a. Oversees the implementation of telework in DoDEA in accordance with law, departmental policy, regulations, and other DoDEA policies.
- b. Provides leadership support for the telework program and holds subordinate managers accountable for utilizing telework as a means to accomplish the agency's mission.
- c. Approves or disapproves:
 - (1) Telework requests for any person reporting directly to the Director.
 - (2) Requests to deviate from this AI, including requests from employees to work permanently and on a full-time basis from an alternate location.
 - (3) Requests for supervisory employees, i.e., those who sign performance appraisals of subordinates, at the GS/AD-14 and 15, or above level, participating in regular telework.
 - (4) Reimbursement of any operating costs associated with an employee using his or her personal equipment and residence as an alternative worksite (e.g., home maintenance, insurance, and utilities) consistent with applicable regulations.

2.2. DODEA ASSOCIATE DIRECTORS AND CHIEF OF STAFF. The DoDEA Associate Directors and Chief of Staff:

- a. Approve or disapprove:
 - (1) Requests to engage in "Telework Outside of the Commuting Area." The Washington, DC commuting area is defined in DoD Instruction 4515.14.
 - (2) Days of the week that regular telework may be used for those occupying each position, and the number of days per week or pay period they may engage in regular telework up to the maximum allowable under this AI. This determination should be made promptly upon implementation of this AI and any time a new position is established thereafter.
 - (3) A supervisor's request to participate in regular telework and endorse any GS/AD-14 and 15 supervisor's request to participate in regular telework prior to obtaining final approval by the Director, DoDEA. Normally, however, GS/AD-14 and 15 supervisors may only participate in situational telework.
 - (4) Desk-sharing arrangements, when two employees must be away from the DoDEA office for five days a pay period, including any regular day off (RDO) under a compressed work schedule (CWS) to accommodate space shortages.

b. Designate the positions in which employees are eligible to participate in telework.

c. Ensure that subordinate employees who hold indispensable managerial, policy-making, technical, mission-critical or emergency-response positions are capable of teleworking from home should an agency need arise for them to do so.

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

a. Approve or disapprove:

(1) Days of the week that regular telework may be used for those occupying each position in their region, and the number of days per week or pay period they may engage in regular telework up to the maximum allowable under this AI. This determination should be made promptly upon implementation of this AI and any time a new position is established thereafter.

(2) A supervisor's request to participate in regular telework and endorse any GS/AD-14 and 15 supervisor's request to participate in regular telework prior to obtaining final approval by the Director, DoDEA. Normally, however, GS/AD-14 and 15 supervisors may only participate in situational telework.

b. Designate the positions in which subordinate employees are eligible to participate in telework.

c. Ensure that subordinate employees who hold indispensable managerial, policy-making, technical, mission-critical or emergency-response positions are capable of teleworking from home should an agency need arise for them to do so.

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

a. Actively promotes telework consistent with accomplishing the assigned missions. Makes all reasonable efforts to overcome artificial barriers to 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 COOP activities.

b. Designates a DoDEA Telework Coordinator to implement and evaluate the telework program for compliance.

c. Ensures that managers have taken the required telework training.

d. Develops an implementation plan that transitions the covered DoDEA entities from their current status into compliance with this policy within 90 days from the date of publication.

2.5. DODEA CHIEF INFORMATION OFFICER (CIO). The DoDEA CIO:

- a. Develops strategies and provides guidance for enterprise information technology capabilities required to support telework, to include purchasing computer systems that enable and support telework when directed to do so.
- b. Issues security guidelines to ensure the adequacy of information and security protections of information and information systems used while teleworking in accordance with DoDEA AI 6600.01.
- c. Oversees the evaluation of new and emerging technologies that facilitate telework and approves them for DoDEA-wide use, as appropriate.
- d. Establishes criteria and guidelines for using Government property equipment to access DoDEA information systems and networks to perform telework.

2.6. DODEA CHIEF, SECURITY MANAGEMENT DIVISION (CHIEF, SMD). The DoDEA Chief, SMD: Issues guidelines to integrate telework into the COOP for DoDEA in accordance with this instruction.

2.7. DODEA DIVISION CHIEFS. The DoDEA Division Chiefs:

- a. Actively promote telework within their organizations, consistent with accomplishing their assigned missions, making all reasonable efforts to overcome artificial barriers to program implementation, and integrate telework into the COOP.
- b. Recommend position eligibility for participation in regular telework.

2.8. DODEA TELEWORK COORDINATOR. The DoDEA Telework Coordinator:

- a. Monitors and evaluates the DoDEA Telework Program in accordance with Sections 6501-6506 of Title 5, U.S.C., DoD Instruction 1035.01, and this AI.
- b. Ensures reporting requirements are in compliance with DoD Instruction 1035.01.
- c. Provides assistance to managers and employees about the DoDEA Telework Program.
- d. Reviews telework approvals and disapprovals periodically to ensure consistency of application, recommend changes as necessary to the Chief of Human Resources, and provide training as required.
- e. Ensures that all position eligibility codes are properly recorded in the Defense Civilian Personnel Data System.
- f. Tracks employee and supervisor training requirements and compliance.

2.9. DODEA LOGISTICS DIVISION CHIEF. The DoDEA Logistics Chief:

- a. Promotes telework where it will permit the agency to save space or otherwise logistically benefit the organization such as facilitating desk sharing arrangements.
- b. Secures adequate parking and parking flexibility to support the telework program.
- c. Secures the logistics necessary to support this telework program.

2.10. DODEA SUPERVISORS. The DoDEA Supervisors:

a. Complete the online telework training for managers (which can be found at <http://www.telework.gov>) developed by the Office of Personnel Management (OPM) and General Services Administration (GSA). This training must be completed prior to approving any telework agreements. Supervisors must refresh their understanding of the telework program by taking the training every two years.

b. Apply the provisions of this AI in an impartial and consistent manner, 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, once a position is approved or disapproved for telework by the Associate Directors, Region Directors for Student Excellence, or Chief of Staff, DoDEA.

d. Monitor the job performance of all employees, including teleworkers, to ensure the timely and efficient accomplishment of agency work. Hold employees who telework accountable to the same performance expectations and standards as employees who work on-site in like, or similarly-situated positions. Establish adequate management controls to ensure that teleworking employees are complying with the requirements of this AI.

e. Review all teleworking approvals simultaneous with finalizing the employee's annual appraisal and within 30 days of being assigned to supervise the unit.

f. Approve or disapprove requests for telework consistent with the following:

(1) For approvals:

(a) Ensure employees requesting to telework complete online telework training for employees developed by the OPM and GSA, prior to approval of telework. 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 completely understand their responsibilities under this agreement, including procedures on Government delays, early releases, unscheduled telework, and closures.

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

(e) Establish the number of days a week or pay period the employee may participate in regular telework and the specific days on which he or she may use regular telework up to the maximum approved by their Associate Director, Region Director for Student Excellence, or the Chief of Staff, DoDEA, as appropriate.

(f) Ensure employees have contact information for their supervisors and alternate management officials (e.g., cell phone number, e-mail, alternate work site address). Maintain contact information for all employees.

(g) Ensure that there is adequate office coverage 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 disapprove, on an incident-by-incident basis, requests to split a work day between working at the normally assigned DoDEA office and a telework location.

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

(j) Discuss with the employee options for monitoring the employee's work while at a remote location. Supervisors should be clear that the employee is required to maintain communications and be accessible to the supervisor or others as if he or she was in the office. Teleworkers should forward their office telephone and promptly return telephone messages and e-mails. Teleworkers should also be available via DoDEA's standard collaboration tool (e.g., Instant Messenger, Lync, or its successor).

(k) Coordinate telework schedules such that employees may share common work space, (e.g., cubicle, by staggering their regular telework days) in approved desk-sharing arrangements.

(l) Approve or disapprove requests by the employee to change his or her scheduled regular telework day in a particular week or biweekly pay period when practicable, consistent with mission requirements, if the change does not disrupt the office sharing arrangements an employee might participate in.

(2) For disapprovals or declinations:

(a) Consult with an appropriate human resources specialist if problems, questions, or concerns are encountered regarding a teleworking employee.

(b) Discuss with employee the rationale for disapproval and/or determination for ineligibility to telework. The basis for the disapproval to telework or termination of a telework agreement must be provided in writing to the employee in the comments portion of the DoD Telework Agreement, DD Form 2946. A copy of this information 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, and the needs of the employee's work group as well as those served by the workgroup.

g. Require teleworkers to report to the traditional worksite on scheduled telework days based on legitimate business reasons, to include 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 (CFR).

h. Desirable management objectives. Desirable management objectives include, but are not limited to the following:

(1) Providing flexibility in the COOP and during recovery from emergencies, including emergencies caused by pandemic.

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

(3) Saving real estate expenses by reducing the DoDEA "footprint."

(4) Reducing traffic congestion, needed parking spaces, and vehicle emissions.

(5) Assisting employees with temporary impairments or permanent disabilities for whom work at home is medically necessary.

(6) Improving the recruitment and retention of high-quality employees by providing opportunities to enhance their work-life quality.

(7) Creating employment and return-to-work opportunities for veterans, people with disabilities, and spouses of Service members and employees being relocated.

(8) Reducing the impact of health pandemics.

2.11. DODEA EMPLOYEES. The DoDEA Employees:

a. Have the right to request to use telework if occupying a telework eligible position, or to reject participation in this program unless they are in positions designated mission-critical which typically require that they be willing and ready to telework should the COOP require. The Agency retains the right to order employees to perform work at their home, or at an alternative location, during a pandemic health crisis, consistent with Subpart 550.409 of Title 5, CFR, and DoD Instructions.

b. Complete the online telework training for employees once the employee's position becomes eligible for telework, which can be found at <http://www.telework.gov>, before initiating a request to telework by submitting a DoD Telework Agreement, DD Form 2946 and copy of the training certificate.

c. Have an approved DoD Telework Agreement, DD Form 2946, on file with supervisor prior to participating in regular, situational, or medical telework, and adhere to the terms and conditions of the approved telework agreement, and the procedures in this AI.

d. Demonstrate suitability for telework prior to approval of any request to participate in any form of telework. Normally, that will require that the employee display an ability to work independently and without close supervision; be highly motivated, reliable, and self-disciplined; be able to prioritize work and manage time wisely; and consistently demonstrate performance at least at the fully successful level.

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

(2) 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.

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 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 alternative worksites.

g. Have the opportunity to participate in an alternative work schedule (AWS) such as a flexible work schedule (FWS) or CWS under DoDEA Regulation 5600.1, if eligible, while teleworking (although types of work schedules may affect the number of days employees are allowed to regularly telework).

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

(1) Employees in telework arrangements will not take classified documents (hard copy or electronic) to their homes or alternative worksites.

(2) The requirements of all information security laws, rules, and regulations, including Privacy Act data, will be maintained in accordance with applicable regulations. Records include all official, sensitive and For Official Use Only (FOUO) data, at a minimum.

(3) Immediately notify supervisor and all appropriate agency officials, including the privacy officer, when there is a loss, theft, damage, or compromise of protected information or Government property.

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

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

k. Ensure the designated area in their home complies with 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 supervisor if injured while teleworking and provide their supervisors with medical documentation related to the injury.

l. Forward office phone calls to the alternate worksite, and accept that a failure to forward phone calls on other than rare occasions may be grounds for termination of a telework agreement.

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

n. Report to the DoDEA office promptly, typically in no greater time than it would take to conclude a normal commute, when ordered by a supervisor to interrupt a telework day and return to the office. 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, CFR.

o. Adhere to the established work schedule in accordance with DoDEA Regulation 5600.1, and properly account for and report actual telework hours and dates worked in the time and attendance system. Notify 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, i.e., starting and quitting times, core hours, etc., while teleworking that one would when in the office, absent supervisor approval.

p. Telework, or request to use leave, in accordance with DoDEA Regulation 5630.9, when the traditional 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 the regular alternate location, e.g., due to a lack of power.

q. Timely notify supervisor of their decision to telework when Government offices are open with the option for unscheduled telework for severe weather conditions or other circumstances disrupt commuting or compromise employee safety.

r. Monitor weather conditions and OPM 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 Federal 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 others do not have immediate physical access to a teleworking employee. The frequency with which one checks messages should be discussed in advance with the supervisor.

t. Be prepared to participate in telephone, Lync (or its successor), and video calls with managers or co-workers when the manager requests or it would benefit the work of two or more people (e.g., for a group meeting).

u. Make appropriate changes to any transit subsidy benefits that the employee receives to be consistent with their telework schedule.

v. Keep personal disruptions to a minimum such as non-business telephone calls, visitors, and family responsibilities the same as expected at the worksite. Telework may not be used to replace appropriate arrangements for dependent care.

w. Have the right to voluntarily terminate their telework agreement, unless the employee's duties are designated mission-critical. Those who do voluntarily terminate may not reenroll for 4 months from their termination date. Those employees sharing an office with another teleworking employee can be required to postpone termination until a work space is available. However, this delay may be no more than a complete pay period.

x. Be entitled to dispute the denial of telework, the reasons given for a denial, and the termination of an existing telework agreement through the DoDEA administrative grievance process.

SECTION 3: PROCEDURES

3.1. 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 alternative worksite as part of an ongoing and reoccurring schedule typically on an approved day or days during a bi-weekly pay period.

(2) DoDEA HQ employees, on a regular or FWS in accordance with DoDEA Regulation 5600.1, may be authorized to participate in regular telework up to four days per pay period.

(3) DoDEA HQ employees on a 5/4-9 CWS may be authorized to participate in regular telework up to three days per pay period.

(4) DoDEA HQ employees on a 4-10 CWS may be authorized to participate in regular telework up to two days per pay period.

(5) With the approval of the appropriate Associate Director or Chief of Staff, an employee may be away from the DoDEA office for five days a pay period, including any RDO, when necessary to implement desk sharing or other space management measures.

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

(7) Regular telework is only appropriate when it can be predicted, with near certainty over the long run, that there will be a sufficient amount of work from week to week that can be performed remotely. A position approved for regular telework may be approved subject to a limited number of days per week and/or specific days per week.

(8) Regular telework, normally, is not appropriate for positions that require:

(a) Extensive face-to-face contact with supervisor, co-workers, or customers.

(b) Frequent access to classified material.

(c) Reassignment of one or more significant duties to a co-worker in order to regularly telework.

(d) Special facilities or equipment that the agency determines would not be in the interest of the Government 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 or special work assignments. 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 office on situational telework when the currently assigned tasks or situation permits or requires it, e.g., extended office closure, a multi-day on-line training course, an extended project that requires uninterrupted time to complete, etc. However, this may not become regular and recurring.

c. **Medical Telework:**

(1) Medical telework is used when an employee has a medical condition that prevents him or her from reporting to the official duty station but does not preclude the employee from performing his/her official duties at an approved telework location. Medical telework is approved on a case-by-case basis at the discretion of the supervisor.

(2) Medical telework may be used as a temporary arrangement for a short term medical condition or family crisis such as sprained joints, minor gastrointestinal, broken bones, appendicitis, etc. Medical telework may be performed on a full-time or part-time basis, or in conjunction with appropriate leave.

(3) Medical telework may also be used as a form of reasonable accommodation, pursuant to Sections 791 and 794(a) of Title 29, U.S.C., as amended. Employees requesting medical telework for more than a very short period of time may request it as a reasonable accommodation for a permanent or temporary disability through his or her supervisor and the DoDEA Diversity Management Equal Opportunity Disability Program Manager. Supervisors should also consult with employee relations prior to authorizing full-time telework for medical reasons that would exceed a pay period.

3.2. ALTERNATE WORKSITE.

a. Generally, the alternate worksite is either the employee's home or other location approved in advance by management. The suitability of the alternate worksite must be determined and the site approved prior to teleworking.

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

c. The Government is not liable for damages to employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent provided by the Federal Tort Claims Act or the Military and the Civilian Employees Claims Act, in accordance with appropriate regulations.

3.3. SECURITY REQUIREMENTS.

a. Teleworkers are responsible for safeguarding all DoD information and protecting Government Funded Equipment (GFE) and Government property and performing assigned duties while teleworking in support of DoDEA mission requirements.

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

c. Employees must protect:

(1) Personally identifiable information to ensure it is collected, maintained, disseminated, and used in accordance with law, rules, regulations and policies.

(2) Special access programs, sensitive compartmented information, classified, controlled unclassified information (CUI), and FOUO in accordance with law, rules, regulations and policies.

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

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.

3.4. EMERGENCY DISMISSAL OR CLOSURE OF FEDERAL OFFICE.

a. Employees who are telework-ready, (i.e., approved and equipped for regular and/or situational telework) will telework each regularly scheduled work day, when federal offices are closed, during the emergency situation. During any period that DoDEA is operating under the COOP plan, that plan will supersede the telework policy and the provisions of the telework agreement.

b. Employees, unable to work due to personal situations (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 the emergency, may be granted administrative leave, on a case-by-case basis. Examples of these situations include the loss of electrical power at the telework site, inability to access materials necessary to continue work, or evacuation by local authorities.

(1) The employee will attempt to contact his or her supervisor to request administrative leave. Administrative leave is not an entitlement. Therefore, it 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 his or her 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 COOP and other applicable emergency management plans).

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

3.5. UNSCHEDULED TELEWORK DURING ADVERSE CONDITIONS WHEN GOVERNMENT OFFICES ARE OPEN.

a. In the event that weather conditions or other circumstances disrupt commuting or compromise employee safety, OPM may issue an announcement that Government offices are open and employees have the option of unscheduled telework, contingent upon supervisory approval. DoDEA offices located outside of the Washington, D.C. area should defer to official guidance provided by the local 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, who 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 alternative worksite, or request to use 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 his or her supervisor to be excused from duty, the teleworker should follow the DoDEA emergency guidance, orders, and procedures (e.g., outlined in the COOP and other applicable emergency management plans).

b. When an employee's residence or other approved alternative 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 does not need to be in place consistent with the guidance in Subpart 550.409 of Title 5, CFR.

c. Employees with mission-critical duties should telework on a periodic basis 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 a signed DD Form 2946 in place.

3.6. WORK-RELATED INJURIES OR ILLNESS. Employees are covered by Chapter 81 of Title 5, CFR, when injured or suffering from work-related illnesses while conducting official government business at the telework location. The DoDs potential exposure to liability is restricted to the designated official alternative worksite. Employees should immediately notify their supervisors if injured while teleworking and provide their supervisors with medical documentation related to the injury.

3.7. 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 traditional worksite. Employees will use the following codes in accounting for telework: “TW” for regular telework; “TS” for situational telework; or “TM” for telework to accommodate a medical condition.

3.8. EFFECT OF TELEWORK SITE ON PAY AND TRAVEL.

a. The geographic location of the teleworker’s official worksite (and official duty station) is determined by applying the policy contained in Section 531.605 of Title 5, CFR.

(1) If an employee performing regular and recurring telework is required to report for work at the DoDEA duty location for at least two workdays each biweekly pay period, the official worksite and official duty station is the DoDEA duty location for pay and travel purposes.

(2) If an employee performing regular telework is not required to report for work at the DoDEA duty location for at least two workdays each biweekly pay period, the official worksite and official duty station is the telework site for pay and travel purposes. No permanent change of station (PCS) entitlements accrue to an employee who has his or her official duty station changed as a result of a telework agreement. Similarly, when a telework agreement of an employee whose official duty station is the telework site is terminated by either the supervisor or the employee, there is no entitlement to PCS benefits as a result of a change in the official duty station back to the DoDEA duty location.

b. Official travel:

(1) The provisions of Subparts 550.112 and 551.422, of Title 5, CFR, as well as corresponding provisions of the Joint Travel Regulation concerning time spent in travel status, are applicable to employees who are directed to travel away from an alternative worksite during a period that is scheduled for telework.

(2) If the employee’s official worksite is the DoDEA duty location, no official travel is involved when commuting between the employee’s home and the DoDEA duty location, regardless of the distance. Travel between the two locations is on the employee’s own time and at his/her own expense. However, if an employee has already started his or her workday at either

the DoDEA duty location or the telework site, and he or she is then required by management officials to travel between the two 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 his or her regularly scheduled workday will be compensated as regular hours of work.

GLOSSARY

G.1. ACRONYMS.

AI	administrative instruction
AWS	alternative work schedule
CFR	Code of Federal Regulations
CIO	chief information officer
COOP	continuity of operations plan
CUI	controlled unclassified information
CWS	compressed work schedule
DoD/DD	Department of Defense
FOUO	For Official Use Only
FWS	flexible work schedule
GFE	government furnished equipment
GSA	General Services Administration
OPM	Office of Personnel Management
PCS	permanent change of station
RDO	regular day off

G. 2. DEFINITIONS. These terms and their definitions are for the purpose of this Administrative Instruction.

5/4-9 CWS. This schedule allows 80 hours of work within a pay period to be completed in nine work days, Monday through Friday. Employees work a fixed schedule of eight, 9-hour work days, and one 8-hour work day in each 80-hour pay period. Employees work five days during one week and four days during the other week. The employee has one RDO each pay period.

4/10 CWS. This schedule allows 40 hours of work to be completed during four, 10-hour days in each of two weeks in an 80 hour pay period. The employee has two RDO's in each pay period.

alternative 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 other 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 that the capability exists to continue agency essential functions across a wide range of natural disasters or local or national declared emergencies.

CUI. A categorical designation that refers to unclassified information as defined in DoD Instruction 5200.01. The designation CUI replaces the term “sensitive but unclassified.”

CWS. A type of AWS in which a full-time employee elects to work an 80-hour biweekly basic work requirement in less than 10 workdays.

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

disciplinary action. Action 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.

eligibility. Characteristics of the job position and the employee that identify suitability for teleworking 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 home or alternative worksite during a government-related (i.e., non-personal) crisis situation or emergency event by those employees who perform duties in support of mission requirements during crisis situations or contingencies.

employee. A DoD 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 biweekly basic work requirement that allows an employee to determine his or her own schedule within the limits set by the agency.

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

official worksite. Approved location where the employee regularly performs his or her duties.

RDO. A non-workday under a compressed work schedule.

regular worksite. Location where an employee would work absent an alternative worksite arrangement.

routine telework. An approved work arrangement where eligible employees work at an alternative 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. 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.

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 as a result of inclement weather, 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 agreements.

telework. A voluntary work arrangement where an employee or Service member performs assigned official duties and other authorized activities during any part of regular, paid hours at an approved alternative 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, that is, work characterized by routine and regular travel to customer or other worksites instead of a single agency worksite (e.g., site audits, inspections, investigations, and property management).

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 are used by civilian employees from more than one organization.

telework site. Alternative worksite location where an employee or Service member performs assigned official duties.

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 1) Government offices are closed due to an emergency event, or when 2) Government offices are open, but severe weather conditions or other circumstances disrupt commuting and compromise employee safety.

REFERENCES

Code of Federal Regulations, Title 5
Defense Federal Acquisition Regulation Supplement, current edition
DoD Directive 5500.07, "Standards of Conduct," November 29, 2007
DoD Instruction 1035.01, "Telework Policy," April 4, 2012
DoD Instruction 4515.14, "Washington Local Commuting Area," June 28, 2013
DoD Instruction 5200.01, "Compensatory Time Off for Travel," April 18, 2011
DoDEA Regulation 5600.1, "DoDEA Work Schedule Program," July 10, 2009
DoDEA Regulation 5630.9, "DoDEA Leave Administration," April 2, 1999
DoDEA Regulation 5771.09, "DoDEA Administrative Grievance System," August 19, 2011
Federal Acquisition Regulation, current edition
Joint Federal Travel Regulations, current edition
Public Law 111-292, "Telework Enhancement Act of 2010," December 9, 2010
United States Code, Titles 5 and 29