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MEMORANDUM FOR DISTRIBUTION

The Telework Enhancement Act of 2010 signed by the President in December amplifies the importance of telework across all federal agencies. It also details roles, responsibilities and requirements for telework policies, as well as employee eligibility, participation and notification.

Many employees already are taking advantage of telework and the Act aims to expand that participation. The Department of the Navy (DON) remains committed to maximizing participation in telework to the extent that mission is not disrupted or jeopardized. Following is some information on employee eligibility for participating in telework.

- DON employees are considered eligible to telework if their position duties, performance and conduct meet the criteria required by DON policy and applicable collective bargaining agreements.
- The decision on eligibility for telework resides at the local level and is subject to supervisory approval. Employee requests to telework must be submitted to their supervisors. Employees eligible to participate in telework and their supervisors must complete telework training before completing the telework agreement. Training is available at Navy Knowledge Online and at [www.telework.gov/Tools\\_and\\_Resources/Training\\_index.aspx](http://www.telework.gov/Tools_and_Resources/Training_index.aspx). Additional information is also available at [www.public.navy.mil/donhr/benefits/worklife/telework](http://www.public.navy.mil/donhr/benefits/worklife/telework).

We recognize that some positions may not be eligible for regular telework, including those positions that require, on a daily basis:

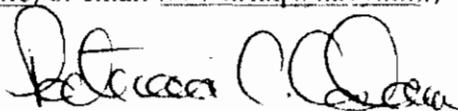
- Direct handling of classified materials; or
- On-site activity or face-to-face personal contacts that cannot be handled remotely or at an alternative worksite.

The Act also specifies two groups of employees who are not eligible to telework under any circumstances. Not eligible are those employees who have been officially disciplined for:

- Being absent without permission for more than five days in any calendar year; or
- Violations of the Standards of Ethical Conduct of Employees of the Executive Branch for reviewing, downloading or exchanging pornography, including child pornography, on a federal government computer or while performing official federal government duties.

Attached is a fact sheet outlining information on the DON telework program and key elements of the Act. The DON Telework Program Manager is Ms. Karen Meyer. Each Command has dedicated a telework coordinator to execute the program at the local level. Please

feel free to contact your Command coordinators if you have any questions (a listing is available at [www.public.navy.mil/donhr/benefits/worklife](http://www.public.navy.mil/donhr/benefits/worklife)) or email [DONhrfaq@navy.mil](mailto:DONhrfaq@navy.mil).)



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**Attachments:**

As stated

**Distribution:**

Echelon I & II Commands

# OCHR FACTSHEET

Telework in the DON

Issued: May 2011

## Benefits

This Fact Sheet:

- Explains requirements of the 2010 Telework Enhancement Act
- Provides information on telework eligibility
- Highlights DON telework policy
- Describes benefits of teleworking

## Background

The Telework Enhancement Act of 2010 requires federal agencies to: develop a telework policy, determine eligibility for employees, notify the employees of their telework eligibility status and ensure telework training for employees and supervisors.

The Department of the Navy (DON) has a tradition of telework and is utilizing this opportunity to enhance its already robust telework program. The DON continues its efforts to increase awareness of telework opportunities, develop the telework policy and enhance command telework implementation and provide computer-based telework training for supervisors and employees. In addition, the DON is assessing the IT resources currently available for teleworking and planning for future capacity needs.

## Telework Eligibility

DON employees are considered eligible to telework if their position duties, performance and conduct meet the criteria required by DON policy and applicable collective bargaining agreements. Portable work that can be completed independently, requiring only a computer and telephone, is the best type of work for telework. A position or person may not be eligible for telework if:

- the position is required on site on a daily basis,
- the position handles classified information on a daily basis, or
- the employee is not suitable for telework for performance or conduct reasons.

However, some positions generally meeting the above criteria may still be eligible for unscheduled or situational telework.

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

- Employees who have been officially disciplined for being absent without permission for more than 5 days in any calendar year
- Employees who have been officially disciplined for viewing, downloading or exchanging pornography, including child pornography, on a federal government computer or while performing federal government duties

Supervisors determine employees' eligibility for telework based on mission requirements, employee performance and the needs of the work group. As required by the Telework Enhancement Act, all employees will be notified of their telework eligibility information by June 7, 2011.



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## Benefits of Telework

Telework is a priority for agencies across the federal government. Telework ranges from regular, defined as occurring at least twice per bi-weekly pay period, to situational, where employees work remotely during special assignments, inclement weather, emergency situations, etc. This resource provides a variety of benefits to employees, commands and even the local community. Telework cuts down on office overcrowding, lessens the need for extensive office space and parking, and reduces traffic congestion, energy consumption and pollution.

Telework also:

- Provides an effective recruitment incentive and retention strategy
- Improves ability to accommodate persons with disabilities, including Wounded Warriors
- Supports continuity of operations (COOP) in the event of an emergency

Employees interested in participating in telework should contact their first-level supervisor.

## DON Telework Policy

Each DON Command has a work/life telework coordinator. A list of the telework coordinators is available at [www.public.navy.mil/donhr/Benefits/worklife](http://www.public.navy.mil/donhr/Benefits/worklife).

Supervisors must determine the telework eligibility of their employees and complete telework training if any of their employees choose to telework. All employees who did not have a telework agreement in place by December 2010 must also receive training, as well as complete and sign a written telework agreement (DoD Form 2946). Telework training is available on Navy Knowledge Online (NKO). OPM also offers web-based telework training for supervisors and employees at [www.telework.gov/Tools\\_and\\_Resources/Training/index.aspx](http://www.telework.gov/Tools_and_Resources/Training/index.aspx).

## Where to Find Additional Information

Additional information regarding telework can be found on the DON HR website at [www.public.navy.mil/donhr/Benefits/worklife/Telework](http://www.public.navy.mil/donhr/Benefits/worklife/Telework). Information includes:

- Policy and official guidance on telework
- Guides to using telework technology
- Answers to frequently asked questions

## Still Need Assistance?

For additional questions on telework, contact the work/life coordinator at your major command or email [DONhrfaq@navy.mil](mailto:DONhrfaq@navy.mil).

Military personnel should direct their questions to LCDR Cynthia Swinney, at [cynthia.swinney@navy.mil](mailto:cynthia.swinney@navy.mil).



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