



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
12600
AR

10 JUL 2019

POLICY LETTER 3-19

From: Director, Administration and Resource Management Division
To: All Administration and Resource Management Division Employees

Subj: ADMINISTRATION AND RESOURCE MANAGEMENT (AR) DIVISION TELEWORK PROGRAM
POLICY FOR CIVILIAN MARINE EMPLOYEES

Ref: (a) MCO 12271.1, Telework for Civilian Marines
(b) MCO 12620.2, Alternative Work Schedule (AWS) Program for Civilian
Marine Employees

Encl: (1) Department of Defense Telework Agreement (DD Form 2946)
(2) Regular and Recurring Telework Schedule
(3) Telework Plan

1. Purpose. The purpose of this Policy Letter is to provide some amplifying guidance for the Telework policy within AR Division. This policy does not supersede or replace existing DoD or Marine Corps references listed above. This policy provides guidelines and procedures for its implementation in accordance with the references. The objectives of the Telework Program are to promote AR Division as an employer of choice; to improve the retention and recruitment of highly qualified employees who can exceed work requirements; to help employees return to work more quickly following an injury; to provide a means of returning to work for Veterans and employees with disabilities; and to provide an alternate means of accomplishing work during emergency situations, inclement weather, a pandemic outbreak, or during a reasonable accommodation. In these situations, telework may be expanded per DoD and local Continuity of Operations Plans (COOP).

2. Cancellation. This letter will remain in effect until revision, or when indicated by appropriate authority.

3. Information

a. There are two types of telework: "regular and recurring", and "ad hoc." Per reference (a), a written telework agreement (enclosure (1)) must be in place in advance for each type of telework.

(1) Regular and recurring telework includes at least one (1) day each pay period in a telework status. Telework days are scheduled in advance and may be changed only with prior supervisory approval. No more than two (2) days in a pay period will be designated as telework days, except in the case of telework pre-approved based on medical considerations. The forms found at enclosures (1) and (2) will be used to request and document approval of regular and recurring telework in the Standard Labor Data Collection and Distribution Application (SLDCADA).

(2) Ad hoc telework is performed on an occasional, one-time, or irregular basis and is usually driven by the situation (e.g., a one-time project that requires intense concentration). Ad hoc telework may also be approved for use during inclement weather, or other emergency conditions. Requests for ad hoc telework must be submitted in advance using DoD Telework Agreement (DD Form 2946), enclosure (1).

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b. Telework is a privilege and not an entitlement. A telework arrangement may be terminated at any time by the approving official based on mission needs or performance, not personal reasons.

c. Employees who work an Alternate Work Schedule, including a compressed schedule, are eligible to telework. For employees on a compressed schedule, a scheduled telework day may not immediately precede or follow a regular day off under the compressed schedule.

d. To ensure availability to AR Division's customers, office telephone lines should be forwarded to the employees' telework site.

e. When telework is performed properly, customer service should not suffer. There should be no noticeable difference in customer service whether the employee is teleworking or working at the official worksite.

3. Authority to Approve a Telework Schedule. Supervisors are authorized to approve telework requests provided:

a. The use of a telework schedule does not adversely affect the mission or diminish employee performance.

b. The employee occupies a position that is suitable for telework and the employee has demonstrated dependability, ability to work independently, and has good time management skills.

c. If approved for telework, all employees will be notified in writing regarding their eligibility for telework.

4. Ineligibility for Telework. Per reference (a), employees who occupy positions that require on-site contact with customers, who occupy one-of-a-kind positions, or who have other regular duties that cannot be performed at a telework location are not eligible for regular and recurring telework but may be eligible for ad hoc telework on a case-by-case basis (most supervisors typically fall into this category). Employees who deal with secure or classified material on a daily basis are ineligible to telework. Employees who have been officially disciplined for absence without leave (AWOL) for more than five (5) days in a twelve (12) month period are ineligible for telework. Employees who have been officially disciplined for viewing, exchanging, or downloading pornography on a Federal Government computer or while performing official Federal Government duties are ineligible for telework.

5. Telework Agreement

a. All supervisors and employees will be required to complete online training before implementing a telework agreement.

(1) Supervisors must complete "Telework 101 for Managers" training on the Total Workforce Management Services (TWMS) website and provide a certificate of completion to their supervisor prior to approval. Training website: <https://twms.navy.mil/login.asp>

(2) Employees must complete "Telework 101 for Employees" training on the TWMS website and provide a certificate of completion to their supervisor for approval prior to telework. Training website: <https://twms.navy.mil/login.asp>

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b. All employees approved for telework will be required to sign the DoD Telework Agreement (DD Form 2946) and Safety, Technology/Equipment checklist (enclosure (1)). The supervisor is required to discuss the framework of the agreement with the employee and the expectations prior to signing the telework agreement. To ensure availability to HQMC customers, office phone lines should be forwarded to the phone number the employee will utilize for work during telework.

c. Failure to comply with the telework agreement or safety checklist may result in termination of the telework arrangement.

d. Supervisors are authorized to supplement the telework agreement with additional written terms and conditions.

6. Completion of Assigned Work. Employees who are approved for telework are required to satisfactorily complete duties as assigned. Supervisors are responsible for validating the employee has performed productive work while in a telework status. Supervisors may determine the method of validation, which may include a discussion of work performed with the employee, or another means. The performance management of an employee in a telework status remains the same as if the employee were working at the official worksite. The telework form found at enclosure (3) should be used to assist supervisors in monitoring and validating work performed by the employee while in a telework status.

7. Timecards. Timecards must be coded to show time in a telework status, using the following codes in SLDCADA; the type-hour code will be RG and the environmental code will be one of the following:

a. Code TW is used to show telework days when an employee is on a regular and recurring schedule (e.g., teleworks at least one day each pay period);

b. Code TS is used to show telework days when an employee teleworks on an ad hoc, or situational basis;

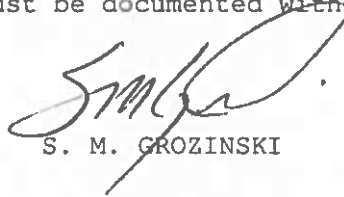
c. Code TM is used to show telework days approved for medical reasons.

8. Denial and Termination of Telework. Denial and termination decisions will be based on mission needs, to include ensuring adequate office coverage and suitability of both the person and position for telework. Either the supervisor, or the employee, may terminate the telework agreement. If the termination of the agreement is provided by the supervisor, the reasons for termination of a telework schedule will be provided to the employee in writing.

9. Evaluation of Telework Schedules. On an annual basis, or the beginning of the new fiscal year, the Telework Schedules will be reviewed by the supervisor and employee. At the time of review, the telework agreements will be re-signed and adjustments will be made, if needed, to the telework schedule. Additionally, at a minimum, new telework agreements should be executed when a new supervisory and employee relationship is established.

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Employees under approved regular and recurring telework agreements who wish to change their scheduled telework day shall seek supervisory approval. Any temporary schedule change may be approved based on supervisory discretion; any permanent schedule change request must be documented with a newly signed telework agreement.

A handwritten signature in black ink, appearing to read 'S.M. Grozinski', is written over the typed name below.

S. M. GROZINSKI

SECTION II - SAFETY CHECKLIST

SAFETY FEATURE	(X)	YES	NO
1. Temperature, ventilation, lighting, and noise levels are adequate for maintaining a home office.			
2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.).			
3. Electrical system allows for grounding of electrical equipment (three-prong receptacles).			
4. Office (including doorways) is free of obstructions to permit visibility and movement.			
5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways.			
6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.			
7. If material containing asbestos is present, it is in good condition.			
8. Office space is free of excessive amount of combustibles, floors are in good repair, and carpets are well secured.			

I verify that this safety checklist is accurate and that my home office is a reasonably safe place to work.

9. EMPLOYEE SIGNATURE	10. DATE (YYYYMMDD)
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SECTION III - TECHNOLOGY/EQUIPMENT CHECKLIST

(1) TECHNOLOGY/EQUIPMENT <i>(Indicate all that apply)</i>	(2) REQUIREMENT <i>(Y or N)</i>	(3) OWNERSHIP: AGENCY OR PERSONAL <i>(A or P)</i>	(4) REIMBURSEMENT BY COMPONENT <i>(Y or N)</i>
1. COMPUTER EQUIPMENT			
a. LAPTOP			
b. DESKTOP			
c. PDA			
d. OTHER:			
2. ACCESS			
a. IPASS/VPN ACCOUNT			
b. CITRIX - WEB ACCESS			
c. OTHER:			
3. CONNECTIVITY			
a. DIAL-IN			
b. BROADBAND			
4. REQUIRED ACCESS CAPABILITIES			
a. SHARED DRIVES (e.g., H or P Drive)			
b. EMAIL			
c. COMPONENT INTRANET			
d. OTHER APPLICATIONS:			
5. OTHER EQUIPMENT/SUPPLIES			
a. COPIER			
b. SCANNER			
c. PRINTER			
d. FAX MACHINE			
e. CELL PHONE			
f. PAPER SUPPLIES			
g. OTHER:			
6. SUPERVISOR'S SIGNATURE			7. DATE (YYYYMMDD)
8. EMPLOYEE SIGNATURE			9. DATE (YYYYMMDD)

SECTION IV - NOTICE OF TELEWORK ARRANGEMENT CANCELLATION

(Complete this section when the telework agreement is cancelled.)

1. CANCELLATION DATE (YYYYMMDD)

2. INITIATED BY (X one)

EMPLOYEE

MANAGEMENT

3. REASON(S) FOR CANCELLATION

4. GOVERNMENT-FURNISHED EQUIPMENT/PROPERTY RETURNED

YES

NO

LIST PROPERTY AND DATE OF RETURN:

5. SUPERVISOR'S SIGNATURE

6. DATE (YYYYMMDD)

7. EMPLOYEE SIGNATURE

8. DATE (YYYYMMDD)

REGULAR AND RECURRING TELEWORK SCHEDULE

1. NAME				
2. TITLE/SERIES/GRADE				
3. ORGANIZATION/SECTION				
4. WORK SCHEDULE Show your current schedule, including regular days off under a compressed work schedule and the telework day(s) you are requesting.				
DAY	1ST WEEK OF PAYPERIOD (SHOW DUTY HOURS)	CHECK IF TELEWORK DAY AND SPECIFY LUNCH BREAK (SHOW DUTY HOURS)	2ND WEEK OF PAYPERIOD (SHOW DUTY HOURS)	CHECK IF TELEWORK DAY AND SPECIFY LUNCH BREAK (SHOW DUTY HOURS)
MON				
TUE				
WED				
THU				
FRI				
5. EMPLOYEE'S SIGNATURE				DATE
6. SUPERVISOR'S SIGNATURE				DATE

Enclosure (2)

Telework Work Plan

This form is a guide for supervisors and employees in planning and validating work during telework periods. The use of this form is not mandatory; however, a work plan is encouraged to clearly define work expectations.

Employee Name:
Day(s) to Telework:

These are the conditions for teleworking agreed upon by the teleworker and the supervisor:

1. The following are the assignments to be worked on by the employee while working a telework schedule with the expected delivery dates:

Assignments	Delivery Date	Completed: yes/no

2. The teleworker agrees to check-in with supervisor by email or telephone at both the start and end of normal work hours during the telework day.
3. The teleworker agrees to call the office to obtain his or her messages at least _____ times per day.
4. The teleworker agrees to obtain from the office all supplies needed for work while on a telework schedule.

Employee Signature	Date
Supervisor Signature	Date

Enclosure (3)