

DEPARTMENT OF THE NAVY

HEADQUARTERS UNITED STATES MARINE CORPS 3000 MARINE CORPS PENTAGON Washington, DC 20350-3000

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MARINE CORPS ORDER 12600.1

From: Commandant of the Marine Corps

To: Distribution List

Subj: TELEWORK FOR CIVILIAN MARINE EMPLOYEES

Ref: (a) Public Law 106-346 § 359

- (b) Under Secretary of Defense (Personnel and Readiness) Memorandum dtd 22 October 2001
- (c) DOD Instruction 1035.01, "Telework Policy," 3 April 2007
- (d) 5 U.S.C. 71
- (e) SECNAV M-5210.1
- (f) 28 U.S.C. 171
- (g) 31 U.S.C. subchapter 3721

Encl: (1) Telework Agreement for Regular and Recurring Telework (NAVMC 11670)

- (2) Request for Approval of Ad Hoc Telework Arrangement (NAVMC 11671)
- (3) Safety Checklist (NAVMC 11672)
- (4) Telework Center Procedures
- 1. <u>Situation</u>. This Order establishes Telework policy and provides guidelines and procedures for its implementation in accordance with references (a) through (d). There is nothing in this Order that intentionally violates, waives, or is inconsistent with any provision of law, rule, regulation, or any statutory right in accordance with the Federal Labor Relations Statute. Employees on an Alternate Work Schedule (AWS) are permitted to participate in a Telework Program.

2. Mission

a. Commanders or Activity Heads will establish the use of telework without adversely affecting the mission or diminishing employee performance. Telework guidelines and procedures are detailed in the references above. Telework is also known as

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flexiplace, telecommuting, and work-at-home. The Department of Defense (DOD) has a Telework Guide that can be found at the following link http://www.cpms.osd.mil/Telework.aspx.

b. <u>Bargaining Obligation</u>. Prior to implementing a Telework Program for positions in exclusively recognized bargaining units, the commands must satisfy bargaining obligations as required by chapter 71 of reference (d), by contacting the Civilian Human Resources Office, Head, Labor Relations.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

- (a) The objectives of the Telework Program are to promote the Marine Corps as an employer of choice; to improve the retention and recruitment of highly qualified employees who can exceed work requirements; provide an alternate means to accomplish legitimate work requirements; provide options when work space is an issue; help employees return to work more quickly following an injury; and provide an alternate means of accomplishing work during emergency situations, a pandemic outbreak, or during a reasonable accommodation. In these situations, telework may be expanded per DOD and local Continuity of Operations Plans (COOP).
- (b) Supervisors are obligated to determine who would be a good candidate for telework. The supervisor should review employee duties and responsibilities for the areas which could be completed off-site (e.g., research, report completion, administrative type responsibilities, etc.) and those that are inappropriate (e.g., classified documents, secure data systems, equipment maintenance, etc.). Supervisors should also review requirements such as direct interaction with the public, counseling activities, etc. which cannot be completed away from the job site. Supervisors should also use employee performance as a determining factor in approving Telework Agreements. Further guidance to identify and determine eligible positions can be found below (3.b.(1)(a)).
- (2) <u>Concept of Operations</u>. There are two types of telework schedules; "regular and recurring" and "ad hoc." Employees who work regular and recurring must sign a Telework Agreement (enclosure (1)). Enclosure (2) is an agreement used for ad hoc (NAVMC forms are available on the Marine Corps

Electronic Forms System (MCEFS) website at http://192.156.19.109/ar/MCEFS.nsf).

- (a) Regular and recurring telework includes at least one day each pay period or on a full time basis in a telework status. Regular and recurring telework also includes telework schedules approved due to an injury or illness that requires a convalescence period.
- (b) 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).
- (c) Employees who are approved for telework are required to satisfactorily complete duties as assigned. Time spent in a telework status must be accounted for and reported on in the same manner as if the employee reported for duty at the normal worksite. Timecards for Appropriated Fund employees (APF) must be coded to reflect time worked in a telework status with the type hour code being RG and the environmental code that distinguishes the type of telework, from the options below:
- 1. Use code TW to show telework days when an employee is on a regular and recurring schedule (e.g., teleworks at least one day each pay period);
- $\underline{2}$. Use code **TS** to show telework days when an employee teleworks on an ad hoc or situational basis;
- 3. Use code **TM** to show telework days approved for medical reasons.
- (d) Time spent in a Telework status by a Non-Appropriated Fund (NAF) employee must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. It is required that "Telework" be annotated in comment section of timesheet.
- (e) Marine Corps employees who are directly engaged in performing the duties of their jobs are covered by a workers compensation program. Appropriated Fund (APF) fall under the Federal Employees Compensation Act (FECA) and NAF employees come under the Longshore and Harbor Workers' Compensation Act regardless of whether the work is performed on the agency's premises or at an alternative worksite. For work-at-home arrangements, the employee is required to designate one area in the home as the official workstation.

- (f) The Government's potential exposure to liability is restricted to this official workstation for the purposes of telework. Each employee with an approved Telework Agreement for work-at-home must sign a safety checklist (enclosure (3)). Employees are responsible for ensuring that their homes comply with safety requirements.
- (g) APF employees must notify the supervisor immediately of an accident or injury at the alternative worksite, provide details of the accident or injury, and complete the Department of Labor (DOL) Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. Supervisors will ensure that claims are submitted in a timely manner to the Injury Compensation Program Administrator in accordance with Department of Labor and local policy. Department of Labor (DOL) Form CA-1 shall be maintained per reference (e) SSIC 12810.1. NAF employees must notify their supervisor immediately in the event of a work related accident or injury that occurs at the alternative worksite. The employee will provide the details of the accident during the notification process. The supervisor will contact the NAF Human Resources Office (HRO) upon receiving notification from the employee, who in turn will complete the LS-202 form to file the claim with the third party administrator. All other procedures required for the claim process will be completed by the NAF HRO.
- (h) Telework is an option that should be considered in efforts to employ and accommodate people with disabilities, employees on the workers' compensation rolls, and employees who have temporary or continuing health problems. An APF employee on the workers compensation rolls, who is a candidate for vocational rehabilitation, may use telework based on the Department of Labor's (DOL) approval that the job offer is valid and the employee is medically able to perform in a telework situation. NAF employees who are medically disabled due to a compensable workers' compensation claim may use telework to comply with doctor's restrictions. The offer of telework to accommodate employee's restrictions shall be coordinated by the supervisor with the NAF HRO, who in turn will contact the third party administrator.
- (i) The Marine Corps is not liable for damages to an employee's personal or real property while the employee is working at an approved alternative worksite, except to the extent the Marine Corps is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act. The Occupational Safety and Health Administration rules govern federal employee workplace safety.

b. Subordinate Element Missions

(1) Developing a Telework Program

- (a) Supervisors have the authority to determine telework eligibility criteria for their employees. Supervisors should assess who is and who is not eligible in their workgroup based on applicable collective bargaining agreements and the following eligibility guidelines:
- <u>1</u>. Employees are considered eligible if their performance is at a satisfactory level, they are not in a trainee or entry-level position, and they are dependable, able to handle responsibility, have a proven record of high personal motivation, can prioritize work effectively, and have demonstrated good time management skills.
- 2. Employees are considered ineligible if their duties require daily, on-site contact with the public such as personal contact in a secretarial, administrative assistant, medical, counseling, or similar positions. Employees with direct handling of secure materials or systems, on-site activities that cannot possibly be handled remotely or at an alternate worksite, such as hands-on contact with machinery, equipment, vehicles, etc., are also not eligible for telework. If an employee is required to have a physical presence or performs site dependent activities such as a firefighter, forest ranger, guard, police officer, or air traffic control duties, they are also not eligible to telework.
- (b) Items to consider when developing Telework Agreements include location of the Telework Office (e.g., home or Telework Center), equipment inventory, what employees will supply, what the agency/Telework Center will provide, the job tasks that will be performed while teleworking (expected tasks, completion timelines); telework schedule (how many days in office vice telework); telework contact information (e.g., what phone number to use on the telework day); safety checklist certifying the home office meets certain standards; expectations for emergency telework; and specify whether the employee is expected to telework in the case of a COOP event, pandemic outbreak, weather shutdown, or other unusual local conditions which may substantially affect commuting. It is not necessary for an employer to provide equipment when offering an opportunity to telework; however, if an employee is required to telework and does not have the equipment necessary to work from home, the employer must provide the equipment or identify a suitable alternate work location (i.e., Telework Center, other government owned/leased office space, etc.).

- (c) <u>Home Versus Telework Center</u>. Supervisor and employee must determine which location will best fit the needs of the activity. Supervisors must determine if a local Telework Center is available, review the employee's duties and responsibilities to determine what equipment, materials, network access requirements and availability, software programs that are compatible with agency programs, etc. Use of Telework Centers by the General Services Administration are funded by DoD. Procedures for use of Telework Centers are listed in enclosure (4).
- (d) Denial and termination decisions must be based on mission needs or performance, not personal reasons. For example, a supervisor may deny a Telework Agreement due to staffing issues or an employee who otherwise has portable duties but must provide on-site office coverage. A denial or termination should include information about when the employee might reapply, and/or what actions the employee should take to improve his or her chance of approval. Supervisors should review the agency's negotiated agreement(s) and Telework Policy to ensure decisions are in accordance with applicable requirements.
- (e) The Telework Agreement provides a framework for discussion to take place between a supervisor and employee about expectations. For both routine and emergency telework, this discussion is important to ensure the supervisor and the employee understand each other's expectations around basic issues such as the following questions:
- $\underline{1}$. How will the supervisor know the teleworking employee is on- or off-duty (implementing a sign in/out procedure may be applicable)?
- $\underline{2}$. How will the supervisor know the work is being accomplished?
- <u>3</u>. What office/computer equipment is required and will it be provided by the employer, employee, or available at a Telework Center?
- 4. Who provides technical assistance in the event of equipment disruption?
- $\underline{5}$. What will the daily, weekly, or monthly telework schedule be?
- 6. What happens if the schedule needs to be changed by the supervisor or by the employee?

- $\underline{7}$. Will the hours be the same as in the main office, or will they be different?
- 8. What are the physical attributes of the telework office, and do they conform to basic safety standards (enclosure (3))?
 - 9. How available does the teleworker need to be?
- $\underline{10}$. Is the telework intended to be transparent, so telephone, email, etc., are dealt with the same as in the office, or is the employee teleworking to be away from such distractions?
- 11. What is the expectation regarding the amount of notice (if any) given for reporting to the official worksite?
 - 12. How will such notice be provided?
- $\underline{13}$. How is a Telework Agreement terminated by the supervisor or employee?
- (2) On an annual basis, Telework Programs should be reviewed by the supervisor and employee and agreements re-signed. At a minimum, new Telework Agreements should be executed when a new supervisor and employee relationship is established. The Marine Corps strongly recommends employees who are asked to telework in the case of a COOP event or a pandemic health crisis, have a Telework Agreement in place that provides for such an occurrence. Eligible employees should practice teleworking on a regular basis.

4. Administration and Logistics

- a. The point of contact for the Telework Program is Associate Director, Labor and Employee Relations, Manpower and Reserve Affairs, commercial (703) 784-9763 or DSN 278-9763.
- b. Submit reports required by reference (a) to CMC (MPC-40). Activity heads/commanders will be advised of the reporting due date.

5. Command and Signal

- a. <u>Command</u>. This Order is applicable to the Civilian Marine Corps Appropriated Funds (APF) and Non-Appropriated Funds (NAF) workforce.
 - b. Signal. This Order is effective the date signed.

R. C. ZILMER

Deputy Commandant for

Manpower and Reserve Affairs

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TELEWORK AGREEMENT FOR REGULAR AND RECURRING TELEWORK								
This constitutes the terms and conditions of the Telework Agreement. By signing this agreement, you are certifying that you understand and accept the terms and conditions, and that you will comply with published policies, orders and directives pertaining to the Telework Program.								
1. YOUR NAME:								
2. TITLE/SERIES	G/GRADE:				49			
		•						
3. ORGANIZATIO	ON;							
4. TELEWORK ALTERNATE W		DURING EACH PAYPE		PLOYEE IS				
DAY	, 1st WEEK OF PAYPERIOD		d WEEK F		DUTY HOURS (SPECIFY LUNCH BREAK)			
SUNDAY				Wash.	-			
MONDAY								
TUESDAY								
WEDNESDA	Y		<u> </u>					
THURSDAY			<u> </u>					
FRIDAY								
SATURDAY								
5. APPROVED	ALTERNATE WORK TERCHEC	K ONE):						
	GS TELF NTER OR	OTHER	R APPROVED W	ORKSITE				
ADDRESS:								
PHONE NUMBI	:R:		FAX:					
E-MAIL ADDRES	SS:							
NOTE: USE PF A GSA TELECENTER WILL BE APPROVED ONLY IF THE FEES FOR SUCH USE ARE CENTRALLY FUNDED BY THE DEPARTMENT OF THE NAVY.								
	HECK HERE if the alternate work ome that will be used as the offici		me. If this box is ch	necked, describ	ne specific location within the			
	HECK HERE if the Telework arra nedical documentation that suppo			an accommoda	ation for a disability. Attach			

NAVMC 11670 (10-09) (EF) FOUO - Privacy sensitive when filled in.

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NAVMC 11671 (10-09) (EF) FOUO - Privact sensitive when filled in

REQUEST FOR APPROVAL OF AD HOC TELEWORK ARRANGEMENT

Complete this form to request telework on an Ad Hoc basis. Ad Hoc telework is defined as telework that is performed on an occasional, one time, or irregular basis and is usually driven by the situation (e.g., one time project that requires intense concentration).									
1. NAME OF EMPLOYEE:									
TITLE/SERIES/GRADE:	IITLE/SERIES/GRADE:								
ORGANIZATION:									
2. IDENTIFY DATE(S) YOU WISH TO TELEWORK:	วบ								
3. BRIEFLY DESCRIBE	WHAT	YOU EXPECT TO ACCOMPLISH WHIE	NA TELEWO STATU		<i>></i>				
					<u> </u>				
4. TELEWORK LOCATION (IF LOCA IN THE HON BESPECTOR IN IDENTIFYING THE AREA OF THE HOME WHERE OFFICIAL BUSINESS WILL BE PERFORMED:									
ADDRESS:									
PHONE NUMBER:			FAX (IF AVAILABLE):						
E-MAIL (IF AVAILABLE)									
SIGNATURE OF EMPLOYEE:					DATE:				
SUPERVISORY APPROV	AL:	APPROVED			ISAPPR	OVED			
IF DISAPPROVED, STATE REASONS:									

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MARINE CORPS TELEWORK AGREEMENT SAFETY CHECKLIST NAVMC 11672 (09-09) (EF) FOUO - Privacy sensitive when filled in.

The following checklist is designed to assess the overall safety of the home worksite. The should complete the checklist, sign and date it, and return it to his or her supervisor (and reown records).	participating e tain a copy fo	employee or his or her
Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?	☐ Yes	□ No
	^_	
2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls?	Yes	□ No
Will the building's electrical system permit the grounding of electrical aquipment (a three-prong receptacle)?	□Yes	☐ No
4. Are aisles, doorways, and corners free of obstruction to permit vibility and movement?	☐ Yes	☐ No
5. Are file cabinets and storage close tranged dawers and doors do not enter into walkways?	☐ Yes	□ No
6. Are phone lines, electric co and some properties and some alongside a baseboard?	☐ Yes	∏ No
EMPLOYE SIGNATE	DATE:	
	DATE	
NAME: COMPONEN	JT-	
	····	
POSITION:		
ADDRESS:		
LOCATION OF DESIGNATED HOME OFFICE OR WORK AREA:		
HOME TELEPHONE:		
SUPERVISOR'S NAME:		14*18±16

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Telework Center Procedures

- 1. The employee starts by making a reservation at a GSA Telecenter by telephoning the appropriate center director to ensure there is space available and enrolling on-line in the Telework On-Line Billing System (TOLBS) that can be found at https://tolbs.pbs.gsa.gov/tolbs/ (for regular and recurring telework only);
- 2. The employee and supervisor complete the TOLBS, printing the completed form, and faxing to the USMC coordinator. The top section will be the teleworker's information. Next, complete the Agency/Center information which is the location of the telecenter (go to www.gsa.gov for a list of the current telecenters) and of teleworkers duty location. The next section is the supervisor's information and is self-explanatory. The Field Telework Coordinator information will be the DON Telework/Worklife Program Manager (PM). Finally, the Authorized Start Date should be filled in and then submit the form.
- 3. After it is submitted, it goes to the supervisor for approval (supervisor's name goes in the signature block). Once the supervisor completes their portion, the form will go to the DON Telework PM for funding approval. The DOD representative will complete the funding process and forwards to GSA. If there are any problems with the system, or for the names, e-mail addresses and phone numbers for the DON and DOD telework personnel, contact the USMC Telework Coordinator (MPC-40) for assistance.
- 4. A new TOLBS will be completed for all changes in telecenter work schedules and at the beginning of each fiscal year;
- 5. Go to www.gsa.gov for further GSA facilities information.