



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
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CORPUS CHRISTI TX 78419-5041

CNATRINST 12620.1

N1

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CNATRA INSTRUCTION 12620.1

Subj: CHIEF OF NAVAL AIR TRAINING TELEWORK PROGRAM

Ref: (a) DoD Instruction 1035.01
(b) DoD Telework Guide
(c) Title 5, USC Chapter 61
(d) COMPACFLTINST 12620.1
(e) CNATRINST 12000.1

Encl: (1) Telework Agreement
(2) Self-Certification Safety Checklist
(3) Transitioning to a Telework Environment
(4) IT Collaborative Tools

1. Purpose. To implement the Total Force Telework Program within the Naval Air Training Command (NATRACOM) based on the guidelines provided in references (a) through (e). This policy establishes a Telework Program where eligible employees (military and civilian) may participate in teleworking to the maximum extent possible without diminished organization or employee performance.

2. Background. Telework (also known as flexiplace, telecommuting, work-at-home) has emerged over the last decade in Federal government employment. This policy is a way to leverage technology while improving workforce efficiency and promoting workforce quality of life.

3. Objective. This program is designed to actively promote telework as a legitimate method to meet mission requirements for both military and federal civilian employees within the NATRACOM. Enclosures (1) through (4) provide the structure and process to be followed to establish a successful telework program. The objectives of this program are to promote Navy as an employer of choice and improve the retention and recruitment of high-quality personnel. It also enhances efforts to employ and accommodate people with disabilities, including employees who have temporary health problems.

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4. Policy. Telework is defined as an arrangement where a military member or a civilian employee (referred to throughout this notice as "employee") performs officially assigned duties at an alternative worksite on a regular and recurring or on a situational basis, also known as "ad hoc" telework. The following applies:

a. Supervisors recommend positions suitable for the telework program to the approving official;

(1) Process an employee's request to participate in the telework program;

(2) Set work schedules and procedures for certifying time and attendance, leave requests, or absences from the alternative worksite to accompany the Telework Agreement.

(3) Monitor and approve leave requests or other absences from the employee's alternative worksite;

(4) Terminate the Telework Agreement when the employee fails to meet the terms of the agreement or performance declines.

(5) Evaluate the effectiveness of the telework program relative to impact to mission or work operations.

b. Managers and Supervisors reserve the right to require personnel to report to the traditional worksite on scheduled telework days, based on operational needs and requirements.

c. Managers and Supervisors will continually review telework arrangements to ensure continued effectiveness of participation in the program. Should the review indicate changes in effectiveness or employee/member performance, management can terminate the agreement with the employee at any time.

d. If the employee determines that the Telework Agreement is no longer beneficial to their quality of life, the employee may terminate the Telework Agreement.

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e. Employees who are approved for telework are required to satisfactorily complete all assigned work per standards and guidelines in the employee's performance plan. Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

f. Overtime provisions that apply to civilian employees working at traditional worksites apply to civilian employees who telework. Employees may work overtime only when ordered and approved in advance by the supervisor.

g. All employees under a Telework Agreement must adhere to the Navy Information Assurance policy and ensure that his/her equipment is functional. Members must obtain at his/her expense, reliable and optimum connectivity to all necessary technology (internet access, phone, voicemail, or answering machine). If the member experiences any technology problems, he/she will notify their supervisor immediately and contact the appropriate service provider.

h. Telework can provide some valuable assistance with dependent care by saving commuting time. However, employees approved for telework shall not be engaging in care-giving activities during their assigned work times.

i. The employee/member understands and agrees that the Navy will not financially reimburse them for routine business expenses pursuant to the Telework Agreement. CAC readers and applicable software will be provided, as necessary. Enclosures (3) and (4) provide information on business process review and IT Collaborative Tools that should be considered to ensure success of telework arrangements.

j. Consistent with DoD security and Information Technology Policies, no classified documents (hard copy or electronic) may be taken by teleworkers to alternate worksites. All materials and property provided by the Navy are for authorized business use only. Security and care of Navy-supplied property and information are solely the employee/member's responsibility. The workforce will follow all Department of the Navy (DoN) Chief Information Officer (CIO), CNATRA and Naval Network Warfare Command (NAVNETWARCOM) policy, procedures and directives to protect all information, with a specific emphasis on preventing

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the presence of Privacy Act (PA) and Personally Identifiable Information (PII) in the telework environment. Should Navy equipment be lost, stolen, or damaged, whether accidental or not, the member must report the incident immediately to the Security Officer and their supervisor. Should PA or PII data be lost or compromised, the member must report the incident immediately to his/her Information Assurance Manager and follow procedures per reference (e).

k. Upon termination of the Telework Agreement, the employee must return all Navy property to their supervisor.

5. Responsibilities

a. CNATRA Assistant Chief of Staff for N1 will serve as the advisor for the Telework Program within the NATRACOM domain and will provide and interpret DoN and DoD policies on telework, as needed. CNATRA N1 will update and revise this policy based on further guidance/direction from DoD or DoN. CNATRA N1 also serves as the CNATRA Telework Coordinator.

b. Each command within the NATRACOM will appoint a Telework Coordinator to oversee and support telecommuting within the organization. The Telework Coordinator will be responsible for guiding the organization through telework implementation and retain all Telework Agreements in order to report annually on telework activity within the organization.


THOMAS E. BRODERICK
Chief of Staff

Distribution:
CNATRA Website

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TELEWORK AGREEMENT

Privacy Act Statement

Public Law 106-346, Section 359 and 5 USC of the U.S. Code authorizes collection of this information. The principal purpose for requesting this information is to determine your eligibility to participate in the CNATRA Telework Program. Additional disclosures may be made, as necessary, to monitor your participation in the program. Disclosure may also be made to a Federal, State, or local law enforcement agency if CNATRA becomes aware of a violation or possible violation of civil or criminal law; or to a Federal agency when conducting an investigation of you for employment or security reasons. Furnishing this information is voluntary. However, failure to do so will result in your not being granted an opportunity to participate in the Telework Program.

Agreement

The following constitutes an agreement to the terms and conditions of the CNATRA Telework Program between:

Employee:

Last Name	First Name	Middle Initial
Title		
Pay Plan	Series	Grade

CNATRA Activity/Department: _____

Voluntary Participation

The employee agrees to work at the approved alternate work site indicated below and agrees to follow all applicable policies and procedures. The employee recognizes this arrangement is not an employee benefit but an additional method the command may approve to accomplish work.

Telework Schedule

The employee is approved to work at the approved alternative worksite in accordance with the following schedule:

Days in Biweekly Pay Period Employee is Authorized to Telework

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The employee is authorized to work at the approved alternative worksite specified below in accordance with the following schedule:

Week 1	Office	Alt Worksite	Start	Finish
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Week 2	Office	Alt Worksite	Start	Finish
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Alternative Worksite

The employee's alternative worksite is:

Home Office
 Address: _____
 Phone: _____ Fax: _____ Email: _____

Other Approved Worksite
 Address: _____
 Phone: _____ Fax: _____ Email: _____

Changes to Telework Arrangement

Employees who telework and live within local commuting distance of the traditional worksite must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Request by the employee to change his or her scheduled telework day in a particular week or period should be considered by the supervisor whenever practicable. **A permanent change in the telework arrangement must be reflected in a new Telework Agreement.**

Enclosure (1)

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Work-at-Home Telework

It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking. Work-at-home teleworkers must complete and sign the Self-Certification Safety Checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit inspections by agency representatives as required, during normal working hours, to ensure proper maintenance of any government-owned property and conformance with security requirements and safety standards. The employee will be provided advance notice of any inspection.

For work-at-home telework arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official government business. The government's potential exposure to liability is restricted to this official work or office area for the purposes of telework. The government is not responsible for any operating cost that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

Official Duty Station

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is _____ . The Official Duty Station corresponds to that found on the most recent SF 50, Notification of Personnel Action.

Time and Attendance, Work Performance and Overtime

Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

The employee is required to complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

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The overtime/compensatory time/credit hours provisions that apply to employees working at a traditional worksite apply to employees in a telework status.

Security

No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For Official Use Only and sensitive, non-classified data may be taken to alternative worksites provided necessary precautions are taken to protect the data, consistent with DoD/Navy regulations. The employee is responsible for the security of all official data, protection of any government furnished equipment and property, and carrying out the mission of DoD/Navy at the alternative work site. Appropriate agency representative may conduct security inspections.

Equipment

Personally owned computers may only be used to work on CNATRA information that is deemed releasable under the Freedom of Information Act (FOIA). Personally owned computers may be used to gain access to Internet accessible CNATRA applications, such as email, provided that controlled, unclassified information is not copied to the user's computer. Uses of standard Microsoft applications are also acceptable for use on personal computers as long as the data is deemed releasable under FOIA.

If the employee is required to process information electronically that is exempt from mandatory release under FOIA, they must be issued equipment that is owned by CNATRA, a CNATRA field activity, or another DoD component.

Liability and Injury Compensation

The government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

The employee is covered by the Federal Employees Compensation Act (FECA) when injury or suffering from work-related illnesses while conducting official government business. The employee

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agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete required forms.

Standards of Conduct

The employee agrees that he/she continues to be bound by DoD/Navy standards of conduct while working at the alternative worksite.

Mileage Savings

The employee estimates that the telework arrangement will result in a reduction of approximately _____ miles traveled in commuting per bi-weekly pay period.

Termination of the Telework Agreement

This Telework Agreement can be terminated by either the employee or by the supervisor. Management has the right to end participation in the program should an employee's performance not meet the prescribed standard, or the teleworking arrangement compromises the efficiency of the service, or if an employee violates any of the provisions of the Telework Agreement.

Date of Commencement:

The telework arrangement covered by this Agreement will commence on:

(Date)

Signatures:

Employee Date

Supervisor Date

Approving Official Date

Enclosure (1)

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Self-Certification Safety Checklist

Privacy Act Statement

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CNATRA TELEWORK PROGRAM

The following checklist is designed to assess the overall safety of the alternative worksite. The participating employee should complete the checklist and then sign and date it, and return the form to his or her Supervisor (and retain a copy for his or her own records).

1. 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 ()
3. Will the building's electrical system permit the grounding of electrical equipment (a three prong receptacle)? Yes () No ()
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? Yes () No ()
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways? Yes () No ()
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard? Yes () No ()

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Please provide a brief description of the approved worksite (i.e., 10'x10' room on the first floor of dwelling located at 999 Main Street ...).

Employee's Signature

Date: _____

NAME: _____

ORGANIZATION: _____

POSITION: _____

ADDRESS: _____

ALTERNATE WORKSITE TELEPHONE: _____

SUPERVISOR NAME: _____

Enclosure (2)

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Transitioning to a Telework Environment

Telework can be advantageous to management and employees, if managed appropriately. It should be implemented strategically, taking into account the needs and work of the group, rather than granting or denying telework requests one by one. Employees should participate in the process and may be asked to help formulate possible solutions to issues that may arise.

Process Review

Managers should review their internal work processes to determine if processes need to be refined in order to facilitate telecommuting. For example, can files needed by all workers be secured in a file storage area that is accessible to the workforce whether they are in the office or at an alternate worksite?

Culture Change

Managers often ask, "How do I know what my employees are doing when I can't see them?" Performance standards for off-site employees are the same as performance standards for on-site employees. Management expectations of a teleworker's performance should be clearly addressed in the Telework Agreement. As with on-site employees, teleworkers must, and can, be held accountable for the results they produce. Good performance management techniques practiced by a manager will mean a smooth, easy transition to a telework environment.

Communicate Expectations

The Telework Agreement provided in enclosure (1) provides the framework for the discussion that needs to take place between the manager and the employee about expectations. For both routine and emergency telework, this discussion is important to ensure the manager and the employee understand each other's expectations around basic issues such as the following:

- How will the manager know the employee is present? (Signing in, signing off procedures may be needed.)
- How will the manager know the work is being accomplished?
- What technologies will be used to maintain contact?
- What equipment is the agency providing? What equipment is the teleworker providing?

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- Who provides technical assistance in the event of equipment disruption?
- What will the weekly/monthly telework schedule be? How will the manager and co-workers be kept updated about the schedule? Do changes need to be pre-approved?
- What will the daily telework schedule be? Will the hours be the same as in the main office, or will they be different?
- What are the physical attributes of the telework office, and do they conform to basic safety standards? (Use a safety checklist.)
- What are the expectations for availability (phone, e-mail, etc.)?
- What is the expectation regarding the amount of notice (if any) given for reporting to the official worksite, and how will such notice be provided?
- How is a Telework Agreement terminated by management or an employee?

Facilitate Communication with all Members of the Workgroup

Teleworking and non-teleworking employees must understand expectations regarding telework arrangements, including coverage, communication, and responsibilities. Although individual teleworkers must take responsibility for their own availability and information sharing, managers should ensure methods are in place to maintain open communication across the members of a workgroup.

Remain Equitable in Assigning Work

Managers should avoid distributing work based on "availability" as measured by physical presence, and avoid the pitfall of assuming someone who is present and looks busy is actually accomplishing more work than someone who is not on-site. Good performance management practices are essential for telework to work effectively and equitably.

Enclosure (3)

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COLLABORATIVE IT TOOLS

There are various tools that allow for collaboration among workgroups and support a telework environment. The list below is not exhaustive, but provides some very useful tools to assist with a telecommuting workforce.

Remote Access Service (RAS): RAS allows employees to access their NMCI mail and files remotely using an NMCI provided laptop computer. Access requires the issuance of an NMCI compliant computer, associated Broad Band Remote Access Service (BURAS) training and approval for use. Information on RAS can be found at <https://www.homeport.navy.mil/support/topics/ras>.

Navy Knowledge Online (NKO): NKO is an official Navy Website sponsored by the Naval Education and Training Command. It provides file storage that would allow your workforce to access files from remote locations. It also has instant messaging and "who's online" capabilities. Information on NKO can be found at <https://www.nko.navy.mil/portal/splash/index.jsp>.

Defense Knowledge Online (DKO): DKO is located on the Army Knowledge Online web site, but is available for all DoD services to use. It provides file storage that would allow your workforce to access files from remote locations. It also provides a quick access to Defense Collaboration Online (DCO) and has instant messaging and "who's online" capabilities. Information on DKO can be found at https://www.help.us.army.mil/cgi-bin/akohd.cf9/php/enduser/std_adp.php?p_faqid=119

Defense Connect Online (DCO): DCO is an IT tool that can be used to have a virtual meeting. It allows file sharing, online collaboration and changes to working documents, chat room during meetings, and voice communications through the computer (microphone required). There is no cost for DCO and it can be accessed at <https://www.dco.dod.mil/>.