



DEFENSE INFORMATION SYSTEMS AGENCY

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DEC 6 2012

DISA INSTRUCTION 220-15-57*

ADMINISTRATION

Telework

1. **Purpose.** This Instruction prescribes policy and assigns responsibility for telework. It details position and employee eligibility determinations for teleworking, addresses performance management of the teleworker, and provides guidance on security considerations for teleworking.
2. **Applicability.** This Instruction applies to all DISA activities.
3. **Scope.** This Instruction pertains to military and civilian personnel.
4. **Authority.** This Instruction is published in accordance with the authority contained in DoD Instruction 1035.01, Telework Policy, 4 April 2012, and DoD Instruction 1000.27, Mass Transportation Benefit Program, 28 October 2008.
5. **References.**
 - 5.1 DISAI 220-15-55, Civilian Personnel Management Manual.
 - 5.2 DISAI 630-230-19, Information Assurance, 2 March 2007.
 - 5.3 DISAI 210-225-2, Privacy Program, 16 February 2007.
 - 5.4 DISAI 210-15-6, Records Management Program, 15 February 2007.
 - 5.5 DISAI 270-165-2, Property Accountability for DISA, 7 November 2005.
 - 5.6 DISAI 270-165-5, Lost, Damaged, or Destroyed Government Property, 14 April 2006.

6. **Definitions.** Definitions are provided in the enclosure.

7. **Policy.**

7.1 Telework is 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., residence or 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 is discretionary workplace flexibility. Although use of telework is encouraged, employees cannot be ordered to telework, unless the employee's duties are designated as mission-critical and/or the employee's telework agreement addresses this requirement. Telework is not an entitlement, and not all employees are eligible to telework.

7.2 Information security, protection of government-furnished equipment and property, and carrying out the mission of DoD at the alternative worksite will be ensured by teleworkers.

7.3 The maximum number of positions will be identified as eligible for regular and recurring telework, and the maximum number of employees who exhibit characteristics suitable for telework and who occupy positions identified as eligible for teleworking will be offered the opportunity to telework.

7.4 Employees who telework must sign a Telework Agreement prior to commencement of regular and recurring or ad hoc telework. (Telework Agreement can be found at [https://cmis.disa.mil/hr/telework/.](https://cmis.disa.mil/hr/telework/))

7.5 A telework arrangement is not a right and may be terminated at the discretion of the supervisor and/or commander, with notice, or in response to a request of a teleworking employee.

7.6 A telework arrangement can be terminated if an employee's performance does not meet the prescribed standard or if the teleworking arrangement fails to meet organizational needs.

7.7 Employees may be approved to both telework and participate in other Agency work life programs; e.g., alternative work schedule, compressed work schedule, and wellness.

7.8 Telework may be permitted as a workplace arrangement for an employee with a disability.

7.9 Employees may be reimbursed a portion of the cost for high-speed internet (HSI) service at the employee's home for official use of the internet to approved teleworkers (Agency budget permitting). Teleworkers may, budget permitting, be reimbursed for one half (50 percent) of their expense incurred for the installation and monthly fee for commercially provided high-speed internet service. (Specific details on reimbursement are provided in paragraph 17.)

7.10 Operating costs associated with an employee using his or her personal equipment and residence as an alternative worksite, to include home maintenance, insurance, and utilities, will not be assumed by the Agency.

7.11 Employees who are approved for work-at-home telework must complete and sign a safety checklist prior to commencement of teleworking.

7.12 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. (Time is to be reported in the Automated Time Attendance and Production System [ATAAPS]).

7.13 Employees who telework must be at work at their alternate worksite during their tour of duty (to include core hours, unless their scheduled tour is outside core hours, e.g. 1500 to 2300 hours) and comply with the existing sections of chapter 610, Hours of Duty, of DISA Instruction 220-15-55, Civilian Personnel Management Manual (reference 5.1).

7.14 Employees who are approved for telework are required to maintain a level of performance of at least fully successful and complete all assigned work in a timely manner, consistent with the performance appraisal program.

7.15 Overtime provisions apply to employees who telework. Employees may work overtime only when ordered and approved in advance by the supervisor. Where overtime has been approved in advance by the supervisor, the supervisor (i.e., recommending official) completes the DISA Form 46: Overtime/Compensatory Time Work Request and Approval for Irregular Overtime. (See chapter 551, Overtime and Compensatory Time, of DISAI 220-15-55 [reference 5.1].)

7.16 Management may require employees to return to the traditional worksite on scheduled telework days, based on operational requirements. When employees are required to report to the traditional duty station on a scheduled telework day, supervisors may approve employee requests to reschedule the telework day within the same week, consistent with mission requirements.

7.17 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 liable under the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

7.18 Employees are covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official government business. For work-at-home arrangements, the employees will designate one area in the home as the official work station for purposes of telework. The government's potential exposure to liability is restricted to the designated official work station for the purposes of telework. In all situations, employees will comply with relevant Agency policies addressed in chapter 810, Employee Benefits and Services, of DISAI 220-15-55.

7.19 Employees who telework continue to be bound by DoD and/or DISA standards of conduct while working at the alternative worksite and using government-furnished equipment.

7.20 Appropriate information technology (IT) and data security and safety requirements, consistent with the guidance in DISAI 630-230-19, Information Assurance; DISAI 210-225-2, Privacy Program; and DISAI 210-15-6, Records Management Program (references 5.2 through 5.4), will be established to ensure the security and confidentiality of records during storage, transfer, or use at authorized alternative work sites.

7.21 Telework is not an employee right; i.e., Federal law requires agencies to establish telework programs but does not give individual employees a legal right to telework. Also, telework may not be used as a substitute for dependent care.

7.22 All approved regular and recurring teleworkers will transport their government-furnished laptop to their residence on a daily basis in preparation of any unknown emergency situation that may occur requiring the employee to be able to telework the following day. Supervisors may also require

ad hoc teleworkers to transport their government furnished laptop to their residence when a disruption of government operations is forecasted.

7.23 Telework will be an integral part of the Agency's effort to ensure the capability exists to continue Agency essential functions across a wide range of natural disasters or local and/or national declared emergencies. (Specific guidance on telework during times of emergencies is provided in paragraph 8.)

7.24 Eligible employees will be allowed to telework up to 3 days per week at the supervisor's discretion; however, there are criteria that do not allow for full use of the telework program. In order to remain compliant with the policies governing both the Federal Mass Transit Subsidy and the Agency's telework program, all employees who use both the Federal Mass Transit Subsidy and participate in the Agency's telework program must comply with the following:

7.24.1 In accordance with DoDI 1000.27, Mass Transportation Benefit Program (authority document), participation in the Federal Mass Transit Subsidy Program requires individuals to use mass transportation for at least 50 percent of their nonleave, non-TDY duty days each month. The Agency's telework program permits employees to telework up to 3 days per week with supervisory approval. Due to restrictions of the Mass Transportation Benefit Program, those who telework the maximum number of approved days on a weekly basis are not eligible to receive or apply for mass transit benefits.

7.24.2 Employees who work an 8-hour day standard work schedule are permitted to telework a maximum of 5 days per pay period not more than 3 days per week. Employees who work a 9-hour-day compressed work schedule are permitted to telework a maximum of 4 days per pay period, not more than 3 days per week. Employees receiving the mass transportation subsidy must either: (1) adjust their work schedules to ensure they use mass transportation for at least 50 percent of their non-leave, non-TDY duty days each month or (2) forfeit their participation in the Mass Transit Subsidy Program. It is up to the individual employee and his or her supervisor to determine how to use these programs while supporting the mission.

7.24.3 Approved telework sites, such as a residence or telework center, are the only locations an employee can perform telework. 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). Time spent commuting on mass transit (metro, bus, vanpools) is not considered creditable towards telework or a duty day.

7.25 A request for approval for an employee to telework outside of their normal commuting area or in another geographical area should be handled as a request for change of duty location and not a telework request.

7.26 In accordance with chapter 752, Disciplinary and Adverse Actions, of DISAI 220-15-55 (reference 5.1), disciplinary and adverse actions will be taken based on job related misconduct for the purpose of improving the efficiency of the Agency. Such actions will be initiated with the goal of correcting unacceptable employee conduct, when appropriate, with due consideration for the nature and seriousness of the offense.

8. **Emergency Situations.** Emergency situations include a disruption of commuting and/or government operations, which can occur due to a wide range of events, including natural disasters and local or national declared emergencies. Agency telework agreements will identify the requirement for employees to continue to work during times of disruption.

8.1 All employees approved for regular and recurring telework are required to work at their alternative worksites during such emergency situations (e.g., disruption of government operations, commuting problems, etc.) on their telework day(s) and on any of their regularly scheduled workdays for the duration of the disruption.

8.2 All employees approved and scheduled for ad hoc telework are required to work at their alternative worksites during such emergency situations (e.g., disruption of government operations, commuting problems, etc.) on their telework day(s) and on any of their regularly scheduled workdays which immediately follow a day they have performed ad hoc telework for the duration of the disruption. (Example: An employee is scheduled for ad hoc on Thursday; disruption causes closure Thursday and Friday. Employee is required to telework both days.)

8.3 Supervisors may administratively excuse the designated teleworker from teleworking on a case-by-case basis, as appropriate; such as, when the emergency adversely affects the telework site (e.g., disruption of electricity, loss of heat, etc.), the teleworker faces a personal hardship that prevents him or her from working successfully at the telework site, the teleworker's duties are such that he or she cannot continue to work without contact with the regular worksite, or the teleworking employee has an individual hardship.

8.4 When Federal agencies are under a delayed arrival or unscheduled leave policy, all employees scheduled for telework on that day are expected to begin working at their normal time. If employees who telework prefer to take official leave, they may do so without submitting a prior leave request, so long as they notify their supervisor of their intent to take leave.

8.5 When Federal agencies are under an early dismissal policy, all employees scheduled for telework on that day are expected to complete their normal tour of duty for that day.

9. Medical Teleworking. A teleworking agreement can be used as a temporary accommodation for an employee with a short-term medical condition that prevents him or her from coming to the official duty station or that would make it difficult or impossible for the employee to perform an entire day's work at the official duty station but would not preclude the employee from performing his or her official duties at home. Employees must have a completed telework application approved in the system prior to beginning medical telework.

9.1 If requesting telework due to medical reasons, employees will provide their supervisor administratively acceptable medical documentation from their medical provider. The documentation must include, at a minimum (1) medical diagnosis/prognosis; (2) projected condition duration; (3) the specific reason(s) why the employee is incapable of commuting to the official duty station and/or performing his or her duties at the official duty station for an entire day; and (4) a statement that the employee is capable of performing his or her duties at home, subject to any limitations. The supervisor or manager will maintain the documentation provided by employee and medical provider. Medical documentation is only valid for 30 days. After 30 days has transpired, the employee is required to make a follow-up visit with their healthcare provider for an updated status.

9.2 Subject to supervisor approval, employees approved to perform medical telework may temporarily exceed the 3-days-per-week limit, based on the nature of the medical documentation presented and if approved work is available to support the employee's telework request. If acceptable work is not available for telework and the employee is not able to come into the traditional office for work, the employee should request an appropriate form of leave. Supervisors will decide on a case-by-case basis and will ensure the telework program manager, as well as the disability program manager, is made aware.

9.3 In accordance with DoDI 1000.27, Mass Transportation Benefit Program (authority document), employees utilizing medical telework will not be eligible to use the mass transit benefit if they do not meet the 50 percent requirement rule.

10. Position Eligibility Determinations.

10.1 Positions eligible for telework are assessed according to the functions and duties of the position and are not excluded as ineligible merely on the basis of occupation, series, or salary earned or because they are supervisory or managerial in nature. Positions eligible for telework are those involving tasks and work activities that are portable, measurable, and not dependent on the employees being in the traditional worksite and are conducive to supervisory oversight at the alternative worksite. Tasks and work activities generally suitable for telework include intensive writing; policy development; research; analysis (e.g., investigating and program, policy, or financial analysis); computer-oriented tasks (e.g., programming, data entry, word processing, and web page design); and payroll transaction processing.

10.2 Positions not eligible for telework are positions which involve tasks not suitably performed away from the main office, such as positions requiring the following:

10.2.1 Daily face-to-face contact with managers, colleagues, clients, or the general public in order to perform the job effectively.

10.2.2 Use of classified data on a daily basis or daily access to material that cannot be removed from the main office.

10.2.3 Attendance at critical meetings or frequent ad hoc meetings or frequent interaction with a formal or informal work team.

10.2.4 Work activities that are not quantifiable by the supervisor or primarily project-oriented.

10.2.5 Work activities that if performed away from the main office would result in lowering the level of service provided to customers.

10.2.6 Work activities that if performed away from the main office would adversely affect the performance of other employees (e.g., by placing an undue burden on the staff remaining in the office).

10.2.7 Work activities that require the employee to be in the traditional worksite to learn the organization or receive on-the-job training. Individuals participating in the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP) are not eligible to telework.

10.2.8 Work activities performed by part-time employees, seasonal (e.g. summer hire) employees, students (does not include interns), or other employees who do not have sufficient knowledge to perform assigned work independently. (Generally, probationary employees are ineligible for telework; however, the supervisor may determine that the employee has the necessary experience to begin teleworking prior to the completion of the probationary period and approve telework for that employee.)

11. Employee Eligibility and Ineligibility Determinations.

11.1 Employees who are eligible for telework must have demonstrated personal characteristics which are best suited to telework, as determined by the supervisor, including, as a minimum, demonstrated dependability and the ability to handle responsibility, a proven record of self-motivation and high personal motivation, the ability to prioritize work effectively and utilize good time management skills, a proven or expected (for new employees) performance rating of fully successful, and the ability to work with the supervisor to clearly define tasks and performance expectations appropriate for telework.

11.2 Employees who are not eligible for telework would include but are not limited to the following: (1) the employee has been officially disciplined for being absent without permission for

more than 5 days in any calendar year or (2) the employee has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties.

12. Responsibilities.

12.1 Director for Manpower, Personnel, and Security (MPS).

The Director, MPS, will:

12.1.1 Designate an Agency Telework Coordinator to administer and oversee the telework program for DISA.

12.1.2 Develop Agency specific guidelines on telework necessary to implement DoD policy.

12.2 Principal Directors, Directors, Commanders, and Chiefs of Major Organizational Elements. These individuals will:

12.2.1 Actively promote telework within their respective organizations, consistent with accomplishing their assigned missions, making every effort to overcome artificial barriers to program implementation and integrate telework into continuity of operations (COOP) activities.

12.2.2 Serve as the final deciding authority regarding whether an employee will be allowed to telework if a supervisor's disapproval is appealed by an employee.

13. Duties.

13.1 Agency Telework Coordinator. The Agency Telework Coordinator will:

13.1.1 Develop, implement, and operate the telework program in accordance with law, this Instruction, and other applicable DoD policies.

13.1.2 Actively promote telework within the Agency, consistent with accomplishing assigned missions, making every effort to overcome artificial barriers to program implementation through education and training for leadership and supervisors on telework benefits and performance in a telework environment and the value of integrating telework into COOP activities.

13.1.3 Track employee participation and provide usage data to senior leadership and the DoD Defense Civilian Personnel Advisory Service (DCPAS) at the end of each calendar year for submission to the Office of Personnel Management (OPM) Annual Telework Report.

13.1.4 Ensure civilian employees or military members are fully trained on telework procedures including IT and data security and safety requirements, consistent with the guidance in references 5.2 through 5.4.

13.2 **Supervisor.** A supervisor will:

13.2.1 Ensure there is adequate coverage during public business hours to enable operations to continue to be carried out in an efficient and economical manner and that participating and nonparticipating employees are treated equitably.

13.2.2 Ensure procedures are in place to maintain communication across members of a workgroup.

13.2.3 Determine the types of positions and tasks eligible for telework.

13.2.4 Make the determination regarding whether requesting employees are eligible for telework.

13.2.5 Approve or disapprove requests for telework. (For example, if making an approval for an ad hoc telework agreement that will allow an employee to exceed the 3-days-per-week limit [medical reason, special project, accommodation request], the agreement must be reviewed and reapproved every 30 days)

13.2.6 Justify, in writing, the basis for the disapproval or termination of telework. (Comments are to be provided in the portion of the telework request.)

13.2.7 Monitor, review, and approve all telework arrangements annually to make sure mission requirements are being met and that the agreement is still mutually agreed upon.

13.2.8 Monitor employee performance and terminate telework arrangements if an employee's performance does not meet the prescribed standard or if the teleworking arrangement fails to meet organizational needs.

13.2.9 Ensure proper accountability of government equipment assigned to teleworkers.

13.2.10 Conduct an inquiry into the facts and circumstances surrounding a loss, theft, or compromise of personal information or government equipment by their employee and report findings, in accordance with DISAI 270-165-2, Property Accountability for DISA (reference 5.5), and DISAI 270-165-5, Lost, Damaged, or Destroyed Government Equipment (reference 5.6).

13.2.11 Contact the Equal Employment Opportunity and Cultural Diversity Office (EEOCD) for additional guidance before approving an ad hoc and situational or regular and recurring telework agreement in cases where an employee requests telework as an accommodation for disability.

13.2.12 View position telework eligibility for their employees in My Workplace in Defense Civilian Personnel Data System (DCPDS).

13.2.13 Take part in telework training and ensure their employees complete mandatory telework training prior to approving telework.

13.2.14 Ensure a new telework agreement is generated on an annual basis and under the following circumstances: (1) change in supervisor; (2) change in duties; (3) change in type of telework; and (4) expiration of agreement. (Agreements are to be reaccomplished on an annual basis).

13.3 **Employee.** An employee will:

13.3.1 Complete online registration for telework at <https://cmis.disa.mil/telework> including a telework agreement detailing the location and requirements of the alternative worksite. (If requesting telework at home, designate one area in the home as the official work station for purposes of telework on the Telework Agreement (e.g., First Floor Office) and complete the self-certification safety checklist.)

13.3.2 Maintain a level of performance that is at the fully successful level or higher.

13.3.3 Protect all government-provided equipment and software from possible theft and/or damage (including environmental damage).

13.3.4 Ensure the security of all official, sensitive, and, in particular, for official use only (FOUO) data and strictly adhere to Agency information and electronic security policies.

13.3.5 Agree to protect government records from unauthorized disclosure or damage and to comply with the requirements of all information security laws, rules, and regulations, including the Privacy Act of 1974.

13.3.6 Immediately notify his or her supervisor and all appropriate Agency officials, including the Privacy Officer, when a loss, theft, or compromise of personal information or government equipment occurs.

13.3.7 Work at the traditional worksite on telework days, if necessitated by work requirements or as directed.

13.3.8 Ensure the designated area in his or her home complies with safety requirements for work-at-home telework.

13.3.9 Notify their supervisor immediately of any accident or injury at the alternate worksite and complete appropriate Department of Labor forms.

13.3.10 Forward office phone to the alternate worksite. (This requirement will be dependent upon the phone system at the employee's traditional worksite, as not all systems have the call forwarding feature.)

13.3.11 Adhere to the established work schedule and properly account for and report actual hours worked. (All approved telework hours are to be reported in ATAAPS. Code as "TW" when teleworking on a regular and recurring basis, "TS" when teleworking on an ad hoc basis, and "TM" when teleworking due to medical reasons.

13.3.12 View position telework eligibility in My Biz in DCPDS.

13.3.13 Complete the mandatory telework training prior to teleworking.

14. **Performance Management.** An employees's telework should be transparent to the customer at all times. Performance standards for employees that telework are to be the same as performance

standards for onsite employees. As with any supervisory relationship, work assignments to be performed or training to be accomplished while on telework should be agreed to, and understood, in advance of the telework event. (A work-plan can be used to identify work requirements and results. [A sample Telework Task and Completion Plan is provided at https://east.esps.disa.mil/disa/org/MPS_Telework/Documents/Telework%20%20Plan%202.pdf].) Expectations of employee performance are to be clearly addressed in the Telework Agreement by the supervisor. As with onsite personnel, employees shall be held accountable for the results they produce while teleworking. Expectations of telework arrangements, including work assignments, office coverage, and staff communication to teleworking and nonteleworking employees in the workgroup, are to be communicated by the supervisor. The effective functioning of the workgroup is to be ensured by the supervisor; however, employees are accountable for their availability and information sharing with the workgroup and for ensuring the success of the telework arrangement.

15. Equipment and Office Supplies. Management must make every effort to provide the necessary equipment for telework, within budgetary constraints, based on the nature and type of work performed, and employees are to comply with equipment usage requirements set forth in the telework agreement.

15.1 Office supplies, such as paper, pens, etc., will be made available to the teleworker for use at the alternative worksite in the same way as in the traditional workplace with the exception of the classified telework center.

15.2 Government-furnished equipment is to be approved for all approved teleworkers. Standard equipment provided to a teleworker will be a government furnished laptop. The laptop must have Virtual Private Network (VPN) software loaded to provide a secure connection to the DISA Network (DISANet). Cell phones and printers are not provided to employees solely for the purpose of teleworking. Employees required to make long distance calls can submit a Requirement Identification Document (RID) for a government calling card that is funded by their organization.

15.3 Government-issued tethered Blackberry's are acceptable to use for teleworking purposes in conjunction with the government furnished laptop.

15.4 Government-furnished equipment must be used for official purposes only. Family members and friends of teleworkers are not authorized to use the government-furnished equipment. Employees must return all government-furnished equipment and materials to DISA at the conclusion of teleworking arrangement or at the Agency's request.

16. **Security Considerations.** An office sponsoring telework will ensure DoD and DISA information awareness and electronic security policies are strictly enforced. If security policies, procedures, and guidelines are not followed, supervisors may terminate telework. Consistent with DoD and DISA security and IT policies, as specified in references 5.2 through 5.4, the following measures will be followed:

16.1 Classified documents (hard copy or electronic) will not be taken to alternative worksites by teleworkers.

16.2 Government-furnished computer equipment, software, and communications with appropriate security measures are required for all approved telework arrangements that involve sensitive but unclassified data, including Privacy Act data or FOUO data.

16.3 Only government-issued computers may be used by an employee to work on personally identifiable information (PII). Information shall be protected by an employee in accordance with references 5.2 and 5.4.

16.4 The DISA Chief Information Assurance Executive (CIAE), as the Designated Accrediting Authority (DAA), must approve, in writing, the use of nongovernment-furnished equipment. Any approval for nongovernment-furnished equipment will be limited to nonsensitive, unclassified data consistent with DoD policy. Nongovernment-furnished equipment will not be granted access to DoD systems or networks, and the employee assumes responsibility for the installation, repair, maintenance, and security of all personal equipment and DoD data processed thereon.

16.5 The security of all official data and the protection of any government-furnished equipment and property containing sensitive information will be ensured by an employee. Supervisors and employees will ensure compliance with policies for the protection of the information, including the Privacy Act.

17. **High-Speed Internet Reimbursement.**

17.1 All high-speed internet (HSI) services (e.g.; cable, digital subscriber line (DSL), satellite, fiber optics (FIOS), etc.) are covered. However, this is not an endorsement that all services are compatible with the DISA Network (DISANet) and virtual private network (VPN). The reimbursement limit is not to exceed \$25 per month for any type of high-speed service and not to exceed \$50 for installation. If an employee has existing HSI service prior to their approval date on a regular and recurring basis, the Agency will not reimburse the installation cost or the cost of moving the line to another location in the home. This cost is reimbursable on a one-time basis at the beginning of the telework agreement. An employee can not claim reimbursement in the middle of their agreement because of a change in permanent home address or change in service providers. The reimbursement will not cover taxes, surcharges, and fees associated with the monthly bill or other expenditures prohibited by fiscal law principles. To be eligible for reimbursement, employees must be approved for telework in the DISA Telework Application.

17.2 An employee will submit a request for reimbursement using the Defense Travel System (DTS) via the local voucher process the month following the end of the quarter; for example, if claiming reimbursement for January, February, and March, the claim is filed in April. If an employee misses the filing period for a quarter, the employee may claim the missed quarter during the next scheduled claim period. However, once the claim period for the fourth quarter of the fiscal year has ended, no other claims for that fiscal year will be approved.

17.3 To apply for reimbursement, an employee will record a minimum time of 48 hours of telework each quarter in ATAAPS.

17.4 If an employee stops participating in the telework program, HSI service is to be immediately discontinued, and the employee will accept responsibility for all costs of such service thereafter. Ad hoc teleworkers may in an ongoing disaster be approved for reimbursement when such reimbursement is in the agency interest and/or otherwise in accordance with law.

18. **Telework Training.** Employees participating in telework must complete mandatory telework training prior to teleworking. Supervisors will take part in telework training and ensure their employees complete mandatory telework training prior to approving telework.

18.1 Comprehensive Office Personnel Management (OPM) telework training courses for employees and managers are available for use at no cost at http://www.telework.gov/tools_and_resources/index.aspx.

18.2 Training and consultation on telework matters may be provided to employees, supervisors, and leaders by the Agency Telework Coordinator. Participation in telework training by employees, supervisors, and leaders during the work day is permitted.

19. **Reporting Requirements.** The Agency's uses of telework are to be reported annually to DoD and OPM by the Agency Telework Coordinator.

FOR THE DIRECTOR:



FREDERICK A. HENRY
Brigadier General, USA
Chief of Staff

1 Enclosure a/s

SUMMARY OF SIGNIFICANT CHANGES. This revision includes the requirement for regular and recurring teleworkers to transport their laptop to their residence daily and for supervisors to possibly require ad hoc teleworkers to transport their laptop to their residence when a disruption of government operations is forecasted. Teleworkers are now required to work during times of government closure. The links for the telework agreement and a sample telework workplan were added. Information for the mass transit subsidy in conjunction with telework are now included.

*This Instruction cancels section E, chapter 610, of DISAI 220-15-55.

OPR: MPS

DISTRIBUTION: P

DEFINITIONS

Ad Hoc Telework. Telework that occurs on an occasional, nonroutine, or ad hoc basis. Telework that occurs to complete short-term special assignments or to accommodate special circumstances is also considered situational even though the telework may occur continuously for a specific period.

Alternate Worksite. A place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's home, a telecenter, or approved worksite. An alternate worksite could also be a DISA site closer to an employee's home (e.g., Joint Spectrum Center, Annapolis, MD) if that DISA site has space available for teleworkers.

Eligible Workforce. Those encumbered positions which, based on characteristics of the position and the incumbent, are suitable for teleworking, as determined by the appropriate management official (i.e., supervisor or other manager in the employee's chain of command).

Regular and Recurring Telework. An approved work schedule where eligible employees work at an approved alternate workplace on a regular, recurring, and ongoing basis at least twice each biweekly pay period.

Telework. An arrangement in which an employee performs officially assigned duties at an alternative worksite on either a regular and recurring or on an ad hoc basis.

Telework Agreement. A written agreement completed by an employee and appropriate official(s) that outlines the terms and conditions of the telework arrangement.

Work-at-Home. An approved arrangement whereby an employee performs his or her official duties in a specified work or office area of his or her home that is suitable for the performance of official government business.