

TELEWORK AND REMOTE WORK GUIDE

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DEPUTY CHIEF OF STAFF, G1
OFFICE OF THE ASSISTANT G-1 FOR CIVILIAN
PERSONNEL**

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1. INTRODUCTION AND PURPOSE

The Department of Army is committed to promoting and implementing telework and remote work to the broadest extent possible consistent with reference (a) and Army mission capability and readiness. The Army Telework and Remote Work programs support workforce efficiency, emergency preparedness, and quality of life. Telework and remote work are discretionary workplace flexibilities and not entitlements. However, these flexibilities can serve as an effective component of recruitment and retention strategies, enhance employees' work-life balance, and are critical to the Army as a workplace of choice.

This guide is designed to provide clarifying guidance and information for Army Civilian employees, supervisors, commanders, human resources professionals, and other management officials concerning the use of telework and remote work, including clarifications and flexibilities identified during the Federal response to the COVID-19 pandemic. As such, this guide should be read concurrently with reference (b).

2. APPLICABILITY

This guide applies to Army Civilian Appropriated Fund and Nonappropriated Fund (NAF) employees.

3. TELEWORK AND REMOTE WORK DEFINED

3-1. Telework: A voluntary work arrangement where an employee performs assigned official duties and other authorized activities during any part of regular, paid hours at an approved alternative worksite on a regular and recurring or a situational basis with a requirement to perform work routinely at the regular worksite a minimum of twice per bi-weekly pay period.

3-2. Remote Work: A special type of long term or permanent alternative work arrangement by which an employee is scheduled to perform work within or outside the locality pay area of an agency worksite and is not expected to report to the agency worksite on a regular and recurring basis. The alternative worksite is the official worksite for determining geographic-based pay entitlements and the basis for determining the employee's official duty station for travel and other purposes.

4. GENERAL GUIDELINES

4-1. Important Considerations for Telework and Remote Work

a. A culture that supports and facilitates effective telework and remote work arrangements will require deliberate effort. A supportive environment values transparency, communication, trust, use of technology, and results-oriented performance management to enable teleworkers and remote workers to successfully meet agency mission and operational requirements. Telework and remote work can be used for a variety of important business reasons, including, but not limited to:

(1) Retaining high-performing civilian employees who must move for personal reasons and would otherwise leave the Department of Army.

(2) Recruiting civilian employees with specialized skills, who may not want, or be able to, relocate for personal reasons.

(3) Achieving agency real estate, relocation, and other business cost reductions.

(4) Reducing costs associated with filling vacancies when new employees must relocate to fill the position.

(5) Increasing work-life balance, resulting in increased morale and greater retention.

b. Before approving a telework or remote work arrangement, supervisors/commanders should consider a variety of factors. These include:

- (1) Cost savings through physical footprint reduction, reduced turnover, etc.
 - (2) Impacts to organization's operational and administrative functions; personnel costs/savings considerations, such as locality pay, travel costs, and potential costs/savings resulting from any future change in official worksite.
 - (3) Potential loss in valuable social interaction when individuals do not regularly work together in a traditional office setting and whether some may have difficulties without that social interaction.
 - (4) Customer service impacts, including any required physical office coverage.
 - (5) Any need to reorganize work for other, on-site staff.
 - (6) Need for supervisors/commanders to monitor performance, goals, and outcomes, regardless of approved work location.
 - (7) Changing communication methods on tasks and projects with supervisors/commanders and other team members if employees are not located in the same physical workspace.
 - (8) Financial costs, such as shipping of work materials and/or equipment.
 - (9) Need to provide logistical support to the employee, particularly when dealing with technology issues.
- c. Labor Relations – Command/management are reminded to fulfill their labor relations obligations when implementing changes to telework and remote work for bargaining unit employees.

4-2. Telework and Remote Work Eligibility

- a. Agency management has the discretion and obligation to determine employee eligibility for telework and remote work subject to mission and operational needs.
- b. Remote work and increased telework arrangements can present new challenges and may require a new skill set for employees unfamiliar with working on a virtual team. Consequently, not every position nor every individual is suited for such arrangements. Supervisors/commanders should carefully review this guide regarding eligibility requirements, and consider multiple factors, including individual work characteristics, team dynamics, and job characteristics, when making decisions regarding these arrangements. Similarly, employees are advised to conduct an honest self-evaluation when determining if they are suited for these arrangements. Eligibility criteria must be applied impartially and consistently.
- c. Individuals who may be best suited for telework and remote work are self-directed and require minimal supervision. They should be able to work independently and be responsive to the organization, team, and customers. They should have initiative to keep supervisors/commanders and co-workers informed about the status of work, and to seek out work assignments, when workload permits. They should be comfortable not having daily face-to-face contact with colleagues.
- d. Telework and remote work position eligibility is determined by the supervisor/commander or other appropriate management official (a person designated to approve telework and/or remote work) in the employee's chain of command. Supervisors/commanders should consider the nature of the work or tasks to be performed and assess whether permitting telework and/or remote work would diminish the ability of any employee in that position to perform successfully or negatively impact the mission.
- e. Though employee participation in a telework program is voluntary, once an employee has agreed to telework, they may be compelled to telework in certain situations. For example, they may be expected to telework during an emergency event or government closure when employees who are not telework participants may receive weather and safety leave.
- f. In determining whether remote work is appropriate, the supervisor/commander should carefully consider the impact of remote work: cost (including possible relocation or temporary duty (TDY) expenses), time zone differences, resources, mission requirements, and other

relevant criteria. For example, remote work may enable commands to gain valuable expertise by creating a more diverse workforce, by widening the talent pool and tapping into workforces beyond a limited geographic range. Remote work arrangements may allow commands to hire employees with difficult-to-obtain expertise for complex situations. Likewise, management and employees should consider that remote work might affect locality pay and Reduction in Force (RIF) rights (or Business Based Actions for NAF employees).

g. Portable duties suitable for telework include many administrative tasks not requiring physical presence at the worksite. Examples include reading, researching, completing online training, participating in virtual meetings, preparing written documents, and providing customer service not requiring in person interaction.

h. Some positions generally are not suitable for telework and/or remote work. Typical examples are positions that require direct handling of secure/classified materials, an on-site activity that cannot be handled remotely or at an alternative worksite (e.g., hands-on contact with machinery, equipment, or vehicles), and personal contacts (e.g., direct patient care, in person customer service). Employees in positions determined typically not suitable for telework and/or remote work may become eligible in an emergency if assigned functions are designated as mission-critical.

i. Some civilian employees may not be eligible to participate in telework and/or remote work, even though their positions may be determined eligible. Typical examples include employees whose performance or conduct warrants closer supervision than telework or remote work may provide (for example, employees whose last performance rating of record is below fully successful (or its equivalent); employees whose conduct resulted in disciplinary action within the past 12 months; and employees who were recently assigned or newly appointed to a trainee or entry level position). An employee who has been determined ineligible to telework or remote work may become eligible, at the supervisor's/commander's discretion, if the circumstances causing the ineligible determination change and warrant a new eligibility determination.

j. In accordance with reference (a) 5 U.S.C. 6502 and (b) DoDI 1035.01 "Telework Policy" an employee shall not be authorized to telework if the employee has been officially disciplined for being absent without permission for more than five days in any calendar year, or has been officially disciplined for violations of the Standards of Ethical Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal government computer or while performing Federal government duties, consistent with the guidance set forth in reference (j) 5 C.F.R. § 2635.704.

k. Employees may only telework or remote work while performing union representational duties if such an arrangement has been made pursuant to an applicable collective bargaining agreement.

l. If the employee assumes a new position or there is a significant change in the individual's duties and responsibilities, the supervisor/commander will reassess the appropriateness of the telework or remote work arrangement. The supervisor/commander may discuss with the employee creating a modified telework or remote work agreement, terminating the telework or remote work arrangement, or may direct the individual to return to the regular worksite. In such situations, supervisors/commanders should consult with their servicing human resources office and/or legal counsel.

4-3. Continuity of Operations and Evacuation Pay Authority

a. Telework for civilian employees is a discretionary workplace flexibility; it is not an entitlement. Therefore, civilian employees typically cannot be ordered to participate in a telework program, unless the employee's duties are designated as mission-critical and the employee is required to report to an alternative worksite or the employee's telework agreement addresses this requirement. If an agency COOP plan is in operation, that plan "shall supersede any telework policy" and allow greater flexibility to expand telework to a larger segment of the

workforce in support of agency operations so that as many employees as possible are working during a COOP activation. (See 5 U.S.C. 6504(d)(2).)

b. An agency may order one or more employees to evacuate from their worksite and perform work from their home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis without regard to whether the agency and the employee have a telework agreement in place at the time the order to evacuate is issued. Under these circumstances, an agency may designate the employee's home (or an alternative location mutually agreeable to the agency and the employee) as a safe haven and provide evacuation payments to the employee. An agency must compute the evacuation payments and determine the time period during which such payments will be made in accordance with 5 C.F.R. § 550.404. An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the period of evacuation without regard to his or her grade, level, or title. The employee must have the necessary knowledge and skills to perform the assigned work. Failure or refusal to perform assigned work may be a basis for terminating evacuation payments, as well as disciplinary action.

4-4. Telework and Remote Work Approval

a. Command or organizational policy should address the approval process for telework (both routine and situational) and remote work arrangements.

b. Such policies should also include the approval authority and process for requesting and approving an exception to the requirement for teleworkers to report to the regular worksite twice a pay period (5 CFR 531.605(d)(2)). These temporary situations may include:

- (1) An employee is recovering from an injury or medical condition;
- (2) An employee is affected by an emergency situation, which temporarily prevents the employee from commuting to his or her regular worksite;
- (3) An employee has an extended approved absence from work (e.g., paid leave);
- (4) An employee is in temporary duty travel status away from the official worksite; or
- (5) An employee is temporarily detailed to work at a location other than a location covered by a telework agreement.

c. Employees who do not report to the worksite twice each biweekly pay period (or have an approved exception) are considered remote workers.

4-5. Telework Readiness

a. Prior to participating in a telework program, references a. and b. require employees and supervisors to complete telework training and complete a telework agreement. OPM offers comprehensive telework training for supervisors and employees located at the following links: [OPM's Telework Fundamentals - Employee Training](#) and [OPM's Telework Fundamentals - Manager Training](#). The telework agreement shall not be approved without completing the required training. Any changes to an employee's telework situation must be noted on the agreement, such as changes in schedule, type of agreement, new supervisor, duty location, etc.

b. Employees and their supervisors/commanders must complete the DD Form 2946, DoD Telework Agreement, prior to participation in the telework program. Telework agreements should be revalidated and signed by the supervisor and employee at least every two years, and revised when appropriate, but should be reviewed at least annually. Agreements may be reviewed/revalidated more frequently if changes in position duties or other circumstances necessitate.

c. In emergency or crisis situations, reference b. requires employees with mission-critical duties and those who may be required to telework in the case of a COOP event, office closure due to adverse weather, and/or pandemic health crisis, to have a DD Form 2946 in place. When telework eligibility is expanded due to such situations, or employees who were not participating in telework are directed to do so under COOP or an evacuation order, they shall be required to

complete a DD Form 2946 and complete training as soon as practicable.

d. During any period that an organization is operating under a COOP plan, that plan shall supersede the telework and the provisions of the Telework Agreement. In the event of a widespread or pandemic health crisis, civilian employees with COOP responsibilities, as well as employees who do NOT have COOP responsibilities, but who are trained and equipped to telework (including on a situational basis), may be required to telework for the health and safety of the workforce.

4-6. Remote Work Readiness

a. Prior to beginning remote work, supervisors and employees should complete a remote work agreement. Remote Work Agreements should contain the requirements and expectations of a remote work arrangement. A sample remote work agreement is provided at Appendix F and OPM guidance on remote work agreements is found at [reference k](#).

b. Supervisors and employees are encouraged to complete telework or remote work training prior to entering into a remote work arrangement. OPM's "Telework Fundamentals Training" is relevant for remote work arrangements and may be used by [managers](#) and [employees](#) until training specifically addressing remote work is available.

4-7. Official Worksite

a. The official worksite for telework employees remains the place where they would normally work (absent a telework agreement). This location is also considered the official worksite for purposes of pay entitlement as long as they are regularly scheduled to work at that site at least twice each biweekly pay period. An authorized agency official may make a temporary exception to the twice each pay period standard, only in accordance with 5 CFR 531.605.d(2).

b. The official worksite for a remote worker is the approved alternate worksite. When an employee's official worksite is changed from the regular worksite to a remote work location an SF-50 or equivalent non-appropriated fund form must be processed. Because of the potential financial impact of changing an employee's official worksite for both the employee and organization, Commands should establish in their telework and remote work policy the supervisory level that may approve a remote work arrangement. (For example, remote work approvals should be made no lower than the employee's second-level supervisor.) Supervisors/commanders are highly encouraged to consult with their organization's telework coordinator, servicing human resources office, legal counsel, and/or comptroller, prior to finalizing any such arrangements and executing a remote work agreement.

c. Employees are compensated based on the location of their official worksite. When the remote work location is the employee's official worksite, locality pay would be based on location of the remote worksite; it is not based on the regular worksite. Additionally, any requirement to report to the regular worksite may create travel pay entitlements. In these circumstances, such travel must be approved by the supervisor/commander prior to the travel commencing. It is important to note that, even if the remote worksite is within the same local commuting area as the regular worksite, then official worksite change must be documented on the employee's SF-50 or equivalent NAF form to identify where the work is actually being performed.

4-8. Work Schedules and Compensation

a. Employees who telework or remote work must be at their alternative worksite (or other locations with supervisor/commander's approval) during their scheduled tours of duty or approved work hours. Typically, employees may not use telework or remote work as a substitute for dependent care (e.g., child or elder care). Telework or remote work should not be approved solely for the purpose of enabling dependent care. However, telework and remote work can be an important component in establishing a quality work/life balance. If dependents

are expected to be present in the home, the telework or remote work agreement should clearly outline expectations regarding work hours, breaks, time and attendance documentation, work schedules, leave requests, etc. Army Commands (ACOMs), Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) may allow their civilian employees to telework or remote work with a child or other persons requiring care or supervision present at home. Employees must account for work and non-work hours during their tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties to care for a child or other person requiring care or supervision, when permitted.

b. An in-home dependent care arrangement may pose unique challenges that must be appropriately managed to monitor whether employees are able to successfully telework or remote work without jeopardizing work performance. While the mere presence of dependents in the household should not be an absolute bar to teleworking/remote working, employees should not engage in dependent care activities when performing official duties. While an occasional, brief interruption may occur when a dependent is present in the home, teleworkers/remote workers must be careful to keep interruptions to a minimum to avoid disruptions in work accomplishment.

c. When teleworking in the local commuting area, employees may, with supervisor/commander coordination and approval, work part of the day at their approved alternative worksite and part of the day at the regular worksite to accommodate work schedules and personal commitments (e.g., to attend a training course, meeting, or a medical appointment).

d. All premium pay provisions that apply to work at the regular worksite also apply to civilian employees who perform telework and remote work. For example, civilian employees may work overtime only when specifically ordered and approved in advance by the supervisor/commander.

e. Additional OPM guidance on hours of work for telework and remote work employees can be found in [Reference p.](#)

4-9. Travel Allowances

a. Telework: Transportation expenses for the normal commute distance between the employee's residence and the official worksite are not authorized. However, transportation expenses to an alternate worksite that exceed the normal commute distance may be authorized. For commuting distance calculations, see Joint Travel Regulation (JTR), Chapter 2, paragraph 020603, B. Allowances, 1. Transportation.

b. Remote Work Transportation Expenses and Commuting Area

(1) For remote employees within the local commuting area, reimbursement of transportation expenses between an employee's official worksite and the command's regular worksite is authorized, but not required. Organizations should develop and uniformly apply internal policy concerning the reimbursement of local travel expenses.

(2) For remote employees outside of the local commuting area, transportation allowances (mileage) may be authorized when the travel is less than 12 hours (JTR Chapter 2). Supervisors/Commanders may authorize Per Diem if the travel period is greater than 12 consecutive hours and overnight lodging is required. (JTR Chapter 2 para 020309, Table 2-20)

(3) The DoD installation, base, or senior commander must establish in writing the local area within which DoD travelers are eligible for reimbursement, even if they come from different commands, units, or installations.

(4) For remote employees whose official worksite (as defined in 5 CFR 531.602 and determined under the criteria in 5 CFR 531.605) is not within a defined local area, the local area will be considered to be within 50 miles of that remote official worksite. If the remote worksite or agency worksite is not in an incorporated city or town, then the boundary is the subdivision,

station, or other established area where the remote worksite or agency worksite is located. See JTR, Chapter 2, paragraph 0206, Travel In and Around the (Permanent Duty Station) PDS.

4-10. Permanent Change of Station (PCS) for Remote Workers

Normally, PCS is not applicable for employees hired as remote workers. However, for management directed moves from a remote worker's permanent duty station (PDS) to a command-designated PDS within the Government's best interest, commands will pay for the remote worker's PCS expenses. When PCS moves are not in the Government's best interest, the employee will be financially responsible for the PCS costs (See JTR, Chapter 5, paragraph 053705 C). For employees who complete an assigned tour of duty in OCONUS or non-foreign OCONUS such as Hawaii and Alaska and the command approves a remote work agreement in CONUS to continue working for the same command, the command is responsible for paying the employee's PCS costs back to the employee's actual residence on their initial PCS order. (See JTR Chapter 5 paragraph 054804.)

4-11. Time and Attendance for Teleworking

a. Time spent working by civilian employees, whether at the regular worksite or in telework status, must be accounted for and reported appropriately in the official timekeeping system. Any time not spent working during the employee's duty day must also be accounted for, including requesting leave and/or making up time, as appropriate and in accordance with any applicable work schedule/hours of work policies. See reference p.

b. Supervisors must ensure that hours spent teleworking by civilian employees are appropriately coded in the timekeeping system. In the organization's official timekeeping system, telework hours are coded by using the Environmental Hazard (EHZ) code "TS" for situational/ad hoc, or "TW" for regular/scheduled.

c. See [reference p.](#) for OPM guidance on travel time as credible hours of work when an employee travels between their home and the agency worksite on a scheduled telework day. The guidance includes different scenarios for FLSA-exempt and FLSA-nonexempt employees and other variables.

4-12. Defense Civilian Personnel Data System (DCPDS) or successor system

a. Supervisors must ensure all employees and their positions are properly coded in the civilian personnel data system for telework and remote work using the eligibility codes found at Appendix E.

b. Supervisors should review the duty location for remote employees and ensure it reflects the location where the employee is performing the work. If the duty location is not correct, personnel actions must be processed to reflect the correct duty location of the remote location and corresponding locality pay.

c. Employees and their union representatives, if applicable, should normally be notified of duty location corrections due to potential monetary impact of locality pay changes. Supervisors/commanders should consult with their servicing Labor Relations Specialist concerning the labor obligation.

4-13. Performance Management

a. Teleworkers and remote workers should be treated the same as employees working at the regular worksite for the purposes of work requirements, appraisals of job performance, training, rewarding, reassigning, promoting, reducing in grade, retaining, and other acts requiring management discretion.

b. Performance expectations for employees who telework and remote work should not be different simply because the employee works at an alternative worksite.

c. As with any supervisory relationship, work assignments or training to be performed while on telework should be mutually understood in advance of telework events.

d. Supervisors/commanders shall communicate expectations of telework and remote work arrangements, including work assignments, office coverage, and staff communication to all employees in the work unit, regardless of their telework or remote work status.

e. Supervisors/commanders must have procedures in place to maintain communication across all members of a work unit and/or with other stakeholders.

f. Supervisors/commanders are responsible for the effective functioning of the work unit. However, employees are responsible for their availability and information sharing with the work unit.

g. Supervisors/commanders and employees are mutually responsible for ensuring the success of the telework or remote work arrangement.

4-14. Telework and Remote Work Disapproval and Termination

a. A telework or remote work request may be disapproved by the supervisor/commander for reasons consistent with operational needs and in accordance with the Telework Enhancement Act, OPM guidance, and DoD policy.

b. A telework arrangement may be terminated by the employee or the supervisor/commander for reasons consistent with operational needs and in accordance with the Telework Enhancement Act, OPM guidance, and DoD policy.

c. Under current OPM guidance, an employee remote work arrangement may also be terminated by the supervisor/commander for reasons consistent with operational needs or at the employee's request, unless a written agreement dictates other terms.

d. Appropriate notice should be given when terminating a telework or remote work arrangement, taking into consideration such factors as mission needs, employee personal circumstances, as well as any applicable collective bargaining agreement requirements.

e. It is important to note that management-initiated terminations of remote work arrangements for employees may necessitate a change to the official worksite resulting in changes to locality pay and/or creating entitlements to PCS allowances. Supervisors should consult with their servicing human resources office for guidance prior to terminating employee remote work arrangements to ensure associated personnel actions are executed properly.

f. When an employee request to telework or remote work is disapproved, or a telework or remote work agreement is terminated by the supervisor/commander, reasons for disapproval or termination should be documented in writing and provided to the employee.

g. Disapproval of telework or remote work agreements should be based on business reasons (e.g., telework agreement fails to meet organizational needs, employee performance does not meet prescribed standards/expectations, or other factors outlined previously.)

h. Supervisors are encouraged to discuss employee telework and remote work disapproval or telework and remote work termination actions with their organization's telework coordinator and/or servicing Labor and Employee Relations Specialist.

4-15. Optimizing Facility Space

Expanding telework and remote work presents opportunities for commands and their facility space planners to evaluate space requirement assumptions and reset space utilization targets to capitalize on reduced demand for centralized administrative space. Limiting administrative space requirements through workspace sharing or hoteling presents new ways to optimize use of best-condition facilities and significantly improve facility utilization rates through consolidation.

4-16. Equipment and Supplies

a. Supervisors/commanders should provide the equipment and office supplies necessary for

employees to conduct official government business while teleworking or remote working.

b. All Government Furnished Equipment (GFE) will be accounted for within the Army system of records. The General Services Administration (GSA) offers guidelines for equipment and support that agencies may provide beginning on page 13845 of Volume 71, No. 52 of the 17 March 2006 Federal Register (reference n).

c. Government Furnished Equipment (GFE) should be approved for employees who telework on a regular and recurring basis, and for situational teleworkers when practicable and subject to budgetary constraints. GFE should be approved for employees who remote work. For remote workers, this would typically consist of a laptop or desktop computer, but may, at the supervisor's/commander's discretion, also include devices such as tablets, smart phones, and peripheral equipment such as printers and external data storage devices. The command will be responsible for the maintenance of GFE.

d. Using personally owned equipment, such as a personal computer (PC), for telework or remote work is not authorized. Unlike GFE, personal devices cannot be integrated into the network's device management tools. The government cannot ensure that the optimal anti-virus and other software tools are installed on personal devices. Operating costs associated with the employee using their personal residence as the alternative worksite, including home maintenance, insurance, or utilities (e.g., heat, electricity) will not be assumed by the Army.

e. Furniture and other property items, such as desks, chairs, and file cabinets may be provided, at the supervisor/commander's discretion, if determined by the approval authority as necessary and if available from current inventory and/or within budgetary constraints. Since a traditional office space/set-up generally is not provided to remote workers, consideration may be given to providing such items for these workers, if determined necessary by the approval authority and subject to budgetary constraints. As government property, such items and all other GFE must be returned to the organization when the telework or remote work agreement ends or they are no longer needed.

f. Employees must store, file, and manage records consistent with organizational requirements and procedures, and where feasible, teleworking and remote working personnel should create and maintain content electronically.

g. Today's telework or remote work environments pose unique challenges due to the existence of Self-Monitoring, Analysis, and Reporting Technology (SMART) Internet of Things (IoT) devices and Intelligent Personal Virtual Assistant (IPVA) applications. These devices and applications may have automated listening or audio/video recording capabilities that pose cybersecurity risks. While conducting government work, employees have an operational security (OPSEC) responsibility to practice good cyber hygiene habits in the telework or remote work environment and must be cognizant of their surroundings to prevent unauthorized disclosure and data leakage.

h. Reference b. provides that DoD Components may authorize the use of appropriated funds to install telephone lines, broadband, or other necessary telecommunications equipment in a private residence and fund appropriate monthly expenses (e.g., internet service) for individuals who remote work or telework on a regular and recurring basis, when the purpose is for official Government business, consistent with the guidance set forth in section 1348 of title 31, U.S.C. However, this guidance does not require organizations to provide telephone lines, internet service, telecommunications equipment, or other infrastructure, equipment or financial reimbursements. Such authorization should normally not be used in situations where employees already possess and maintain such items/services, or where the telework/remote work arrangement does not significantly benefit the Army.

i. The Army is not liable for damages to the employee's personal or real property while the individual is working at home, except to the extent the Government is liable under applicable sections of "The Federal Tort Claims Act" and "The Military Personnel and Civilian Employees Claims Act," per reference (b) DoDI 1035.01 CH-1 "Telework Policy."

5. DOMESTIC EMPLOYEES TELEWORKING OVERSEAS (DETO)

5-1. DETO Definition.

- a. A DETO is a U.S. Government (USG) direct-hire employee assigned to a domestic position, with an approved agreement to telework from an overseas location for a limited period.
- b. There are two types of DETO arrangements: sponsored or independent. A sponsored DETO is on the USG orders of a family member. An independent DETO is not on the orders of a USG family member. Independent DETOs are not permitted within the Department of the Army due to expanded risks.

5-2. General Guidance:

- a. Employees may not telework from a foreign location without a Department of State (DoS) approved DETO arrangement.
- b. Requests for domestic civilian employees to telework overseas should be rare, due to extensive DoS requirements, long lead times for approval (6 months or more after submission of the request to DoS), as well as significant security, logistical, and administrative challenges. Consequently, any DETO request first must be coordinated through the supervisor and approved by the activity head/Commander or equivalent (or their designee), then provided to the Army Telework Program Manager at the Office of Assistant G-1 for Civilian Personnel (AG-1CP), who will submit the request to DoS.
- c. All DETO requests must follow the requirements set forth in references (i) DoS Executive Secretary Memorandum, "Requirements for Executive Branch Employees Teleworking in Foreign Locations" and (j) DoD Memorandum (DCPAS Message # 2020112), "Department of State's Domestic Employees Teleworking Overseas Policy Guidance."
- d. DoS has final approval authority over any DETO arrangement and employees are strictly prohibited from beginning any DETO arrangement until final approval has been received from the DoS. An employee must not work beyond the DoS approved DETO ending date, until and unless an amended DETO agreement is completed, an extension request is submitted, and the employee receives final DoS approval for the extension.
- e. The duration of a DETO arrangement may not exceed the initial overseas assignment duration of the sponsoring employee. Requests for extensions, in rare and compelling circumstances, require Army Telework Program Manager concurrence prior to submission to the DoS for final approval. Extension requests must be completed, submitted, and routed using the same process as the original DETO request.
- f. Employees and organizations requesting a DETO arrangement must complete a DETO Agreement using the Army sample agreement, which may be obtained from the Command Telework Coordinator or Army Telework Program Manager and follow all instructions on the template. The DETO request package includes a complete DETO Agreement, a copy of current Telework Agreement, a copy of the sponsoring employee's orders, copies of training certificates for any DoS required training, or any other documents required by the DoS at the time of submission. The completed package must be submitted through the employee's chain of command for concurrence. Once approved by the Command G-1 (or their designee), it must be submitted to the Army Telework Program Manager for submission to DoS and for tracking purposes.
- g. If DoS approves the DETO request, the Army Telework Program Manager will notify organization managers/supervisors to coordinate the effective date of the employee's DETO arrangement. Before or upon arrival at the overseas alternative worksite, the organization must process the SF-50 or equivalent NAF personnel action documenting the change in official worksite. When the DETO arrangement concludes, employees must notify their supervisors and organizational Telework Coordinators of the effective date of the termination of the DETO arrangement to allow the organization to process the required SF-50 or equivalent NAF

personnel action documenting the change in official worksite.

h. Employees who are approved as a DETO are not authorized overseas allowances and differentials in accordance with Department of State Standardized Regulations (DSSR) 031.8 and DSSR 040.

i. Equipment and supplies for the DETO will be provided in accordance with this guide.

The employee or supervisor may cancel the DETO agreement at any time with prior notification of at least 90 days by providing a written notification, which should include the basis for the cancellation. A supervisor may also amend the DETO agreement at any time by providing written justification based on the needs of the office and prior notification of typically at least two pay periods. Nothing in the DETO agreement precludes the employing office from terminating the telework arrangement, with appropriate notice, and requiring the employee to report to the domestic location of the regular worksite.

j. Employees whose DETO arrangements are terminated may request Leave Without Pay (LWOP) from their employing organization. LWOP requests are subject to approval by the supervisor and/or organizational leadership in accordance with established and applicable policies.

APPENDIX A: REFERENCES

- a. 5 U.S.C. § 6501- 6506 (Telework), as added by Public Law 11-292 (Telework Enhancement Act of 2010)
- b. DoDI 1035.01 (Telework Policy), 4 April 2012, Incorporating Change 1, effective 7 April 2020
- c. 5 C.F.R. § 531.605 (Determining an employee's official worksite)
- d. 5 U.S.C. § 5702 (Per diem: employees traveling on official business)
- e. DoD, (The Joint Travel Regulations)
- f. 5 U.S.C. § 2105 (Employee)
- g. 5 C.F.R. § 351 (Reduction In Force)
- h. 5 C.F.R. § 2635.704 (Use of Government property)
- i. Department of State, memorandum, (Policy Requirements for Executive Branch Domestic Employees Teleworking from Overseas (DETO)), October 14, 2022
- j. DoD memorandum (DCPAS Message # 2020112) (Department of State's Domestic Employees Teleworking Overseas Policy Guidance)," 16 October 2020
- k. OPM guidance, (2021 Guide to Telework and Remote Work in the Federal Government), November 2021
- l. Foreign Service Act of 1980 (Public Law 96-465) Section 207 (22 U.S.C. 3927)
- m. Department of State Standardized Regulations (DSSR), 16 January 2022
- n. GSA Guidelines for Alternative Workplace Arrangements, 17 March 2006
- o. Department of Army Regulation 500-3, (Continuity of Operations Program), 2 July 2021
- p. OPM, memorandum, (Guidance on Hours of Work for Telework and Remote Work Employees), August 21, 2023.
- q. DoDI 1000.27, Mass Transit Benefits Program, 28 October 2008.

APPENDIX B: OTHER DEFINITIONS

Alternative Worksite: A management-approved telework or remote worksite.

Continuity of Operations (COOP) Program: An effort to ensure that the capability exists to continue agency essential functions across a wide range of natural disasters or local or national declared emergencies.

Desk Sharing: An arrangement in which two individuals share the use of a single workspace and where each individual has designated dates/times for use of the space.

Disciplinary Action: A letter of reprimand, suspension, change to lower grade, or removal action taken by a supervisor to correct employee misconduct. Disciplinary actions may only be taken for such cause as will promote the efficiency of the service.

Eligibility: Characteristics of the job position and the employee that identify suitability for teleworking or remote working as determined by the supervisor or other appropriate management official in the employee's chain of command.

Emergency Situation Telework: Telework performed in an employee's home or alternative worksite during a crisis or emergency event by those employees who perform duties in support of mission requirements during crises or contingencies.

Employee: An Army civilian employee, to include foreign national employees, paid from appropriated or nonappropriated funds.

Hot Desking: An arrangement in which individuals use non-dedicated, non-permanent workspaces assigned on an unreserved first-come, first-served basis.

Hoteling: An arrangement where individuals use non-dedicated, non-permanent workspaces, assigned for use by reservation on an as-needed basis.

Official Worksite: The official Federal agency location for most employees, including teleworkers. For remote workers, the official worksite is the alternative worksite to which the supervisor and the employee agreed. The official worksite is generally the location of the employees' duty location as documented on an employees' SF-50 or equivalent.

Permanent Duty Station: For travel purposes, a civilian employee's permanent workplace. (See Reference. e., JTR, Appendix A.)

Regular Worksite: Location where an employee would work absent a telework or remote work arrangement. Also called the agency worksite.

Routine Telework: An approved work arrangement where eligible employees work at an alternative worksite as part of an ongoing, regular, and recurring schedule, typically on an approved day or days during a bi-weekly pay period.

Situational Telework: Telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule (e.g., telework because of inclement weather, medical appointment, special work assignments, or to accommodate special circumstances). Telework is also considered situational even if it occurs

continuously for a specific period and may be referred to as episodic, intermittent, unscheduled, or ad hoc telework.

Supervisor: Civilian management official, commander, or Service Member who has responsibility for directing and managing civilian employee work and for approving and denying employee telework or remote work agreements.

Telework Agreement: A written agreement, completed and signed by an employee and authorized management official(s) using DD Form 2946, that outlines the terms and conditions of the telework arrangement.

Unscheduled Telework: A specific form of situational telework where an employee on an approved telework agreement performs assigned official duties at home or another approved worksite when Government offices are closed due to an emergency event or are open, but severe weather conditions or other circumstances disrupt commuting and compromise employee safety.

APPENDIX C: FREQUENTLY ASKED QUESTIONS

Q: How do employees find out if their positions are eligible for telework and remote work and if they are eligible to participate?

A: Supervisors and commanders are responsible for informing employees of their position eligibility as well as personal eligibility status for telework and remote work. Additionally, employees may review the “Position Telework/Remote work Indicator” through MyBiz under Position in DCPDS.

Q: Are civilian employees covered by Workers’ Compensation when injured or suffering from work-related illnesses while conducting official Army business at the telework/remote work location?

A: Employees are required to report injuries to their supervisor as soon as possible and must file a claim with the Department of Labor if they feel their injury is work-related. The Office of Workers’ Compensation Program (OWCP) will ultimately determine if the injury/illness is covered.

Q: Can the Army continue to drug test their civilian employees while they are on telework or remote work status if drug testing is a condition of their employment?

A: Please consult your Drug Free Workplace Program Coordinator for additional information. It will likely require coordination to establish a process for your employee’s specific situation.

Q: Can a commander or supervisor mandate an employee to telework who is not on a telework agreement?

A: Typically, no. However, under the following scenarios an agency may order an employee to telework whether or not the position is telework eligible or the employee voluntarily enters into a telework agreement:

- a. The agency includes in their COOP that employees are required to telework and the agency activates the COOP. (COOPs may be amended as necessary on a just-in-time basis.)
- b. A pandemic has been declared by the World Health Organization and the DoD Component issues an evacuation order to an alternative worksite (e.g., home).

Q: Can I telework or remote work with my children in the home?

A: Yes, but with certain considerations. Typically, employees may not telework or remote work as a substitute for dependent care, e.g., child or elder care. To clarify, this means that telework and remote work should not be approved solely for the purpose of enabling dependent care. However, telework or remote work can be an important component in establishing a quality work/life balance for employees. If dependents are expected to be present in the home, the telework/remote work agreement should clearly outline expectations regarding work hours, breaks, time and attendance documentation, work schedules, leave requests, etc. Employees must still account for work and non-work hours during their tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or other dependent).

Q: How will telework or remote working affect my performance evaluation?

A: Supervisors and commanders should communicate expectations of telework and remote work arrangements, including work assignments, office coverage, and staff communication to teleworking and non-teleworking personnel in the workgroup. As with on-site personnel, telework and remote workers shall be held accountable for the results they produce while teleworking or remote working. Performance expectations for employees who telework or remote work should not be different simply because the employee works at an alternative worksite.

Q: I am currently a Federal employee working within the continental United States and the spouse of an active duty service member. My spouse is transferring to a foreign country and I will also be moving. Can I keep my current job and remote work from that foreign location?

A: Possibly, but only after receiving Department of State (DoS) approval for a Domestic Employees Teleworking Overseas (DETO) arrangement. First, your command would need to determine whether you and your position are eligible for remote work. Arrangements for domestic civilian employees to telework overseas must be planned, due to extensive DoS requirements, long lead times for approval (6+ months in most instances) as well as significant security, logistical, and administrative challenges. Consequently, any DETO request must be approved by the Command activity head /commander (or their designee). Then, the employee and their command must follow the procedures outlined in the section entitled “Domestic Employees Teleworking Overseas (DETO)” in this guide.

Q: I'm a civilian employee that successfully teleworked full-time during the COVID-19 pandemic, but my supervisor has determined that I must return to the regular worksite. Can I be approved to telework full-time permanently?

A: Telework and remote work are not entitlements and supervisors are responsible for determining employee and position telework and remote work eligibility. If you are requesting to work from an alternative worksite full time, you would be considered a remote worker. There are a variety of factors management must consider in making such determinations. Ultimately, the approved arrangement must be in the best interest of the Army to successfully accomplish our mission. You must consult with your supervisor and follow the established procedures within your organization to obtain approval for any such arrangement.

Q: Management in my organization is clearly supportive of continued, expanded telework. I supervise several positions that I believe can continue teleworking full time and become permanent remote workers. When should we update their DD Form 2946s/telework agreements? Also, when should we request their SF-50 or equivalent NAF personnel action be processed to reflect their new official worksites as remote workers?

A: If your chain of command supports remote work, there is no requirement for an employee to report to the worksite at least two times a pay period on a permanent basis. If an employee and management agree to a remote work arrangement, action should be taken to designate the employee as remote. However, you may not change their telework status to remote work status without the employee's consent and approval from your chain of command, in accordance with any applicable policies. You may offer the employee the opportunity to request remote work and seek approval of that request through any applicable policies or procedures. If approved, then Remote Work Agreement should be executed and an SF-50 or equivalent NAF form processed to reflect the new official worksite. Supervisors should consult their servicing human resources office for assistance with changing the employee's official duty location.

Q: I have a civilian employee who is approved to work remotely. Can I require them to report to the regular worksite for a conference?

A: Yes. A supervisor can require remote employees to report to the regular worksite for business reasons. Requiring the employee to report to the regular worksite would be similar to directing a non-remote employee to go on official travel for mission needs. It's important to remember that if the employee's official worksite is outside the local commuting area of the regular worksite, the employee would likely be entitled to official travel benefits. It is recommended that any recurring need for the civilian employee to report to the regular worksite (for example for a quarterly in-person meeting, planned seminar, etc.) be discussed and documented in the telework and/or remote work agreement. If an employee is required to report

to the regular worksite on a regular and recurring basis, the position may not be well suited for remote work.

Q: I have a civilian employee who is teleworking and I need them to come in to the regular worksite on one of their scheduled telework days. If I require them to come in, is their travel time to the regular worksite considered duty time or normal commute/ personal time?

A: The supervisor is responsible for determining work status and in this situation; it could depend on several factors. For example, if the supervisor directs the employee in advance to come in for the entire day, travel should be considered their normal commute on personal time. If the supervisor determines the employee should arrive at the start of their regular duty day to attend a meeting for example, then permits the employee to return home to the alternative worksite for the remainder of the workday, the travel should be considered their normal commute on personal time. However, if the telework day has already begun, and the employee is directed to come into the regular worksite on short notice, the travel time could be considered as work hours. Additional information on hours of work for teleworkers is found in OPM guidance at Reference p. Supervisors may also consult with their servicing Labor and Employee Relations Specialist for guidance.

Q: My work division can accomplish 100% of their duties and responsibilities remotely and our senior leadership wants to save money by reducing the physical footprint (leased space). Can I change their positions to remote work positions and mandate that the current employees work remotely?

A: No. Remote work, while not telework, is generally subject to the requirements of the Telework Enhancement Act. Therefore, you typically may not mandate current employees to work remotely. Employees who desire to transition into remote work situations may be offered the opportunity to do so and may voluntarily enter into remote work agreements that bind both the employee and organization to certain remote working arrangements. A sample of such an agreement is attached to this guide. Any such agreement must be reviewed and approved by the chain of command, in consultation with the servicing human resources office. Entering into such agreements is completely voluntary on the part of employees.

Q: Are remote workers entitled to the Mass Transit Benefits Program (MTBP)?

A: Generally, no. Remote workers are ineligible for mass transit benefits because they do not perform work at an agency worksite on a regular and recurring basis. If they do **not** have a regular and recurring commute to work, they are ineligible for the MTBP. If they do have a regular and recurring commute to work, they would be considered teleworkers, not remote workers.

DoDI 1000.27, MTBP, Enclosure 4, Participant Eligibility, states DoD MTPB participants must: Use a qualified means of transportation (QMOT) as the primary mode of transportation to commute to and from work or to a designated telework center. QMOT is defined in Enclosure 5 as a commuter bus, commuter train, subway or light rail, ferry, or van pool.

Q: Is a remote employee, located outside the local commuting area, authorized travel reimbursement if they are required to travel to the agency regular worksite?

A: Standard travel and transportation allowances from the remote official worksite to the agency regular worksite apply (JTR Chapter 2).

Q: Can a remote employee receive local travel reimbursement if their regular worksite is defined within the local commuting area of the agency worksite and the employee is required to travel to the agency worksite?

A: Local transportation expenses from the remote official worksite to the agency regular worksite is authorized, but not required by the JTR. However, per diem is not authorized unless the travel period is greater than 12 consecutive hours and overnight lodging is required in accordance with JTR Chapter 2, paragraph 020601, 2. Per Diem.

Q: Can a remote employee receive local travel reimbursement if their official worksite is within the local commuting area of the agency official worksite and the employee is required to travel to another location within the corporate limits of the agency official worksite?

A: Local transportation expenses from the remote official worksite to agency official worksite or other duty location is authorized, but not required. Per Diem is not payable unless under emergency conditions in accordance with the JTR, para. 020603-84.

Q: My work division can accomplish 100% of their duties and responsibilities remotely and we are reducing our physical footprint (leased space). I have a current vacancy and am about to start the recruitment and hiring process. Can I make this position a remote position and mandate that the person who is hired work remotely?

A: Yes. You will need to work closely with your servicing human resources' staffing/recruitment team and ensure the position is advertised as such and that Priority Placement Program (PPP) requisitioning procedures for remote positions are followed. You will also want to ensure that, during the interview and selection process, you screen for candidates who possess characteristics that will make them successful in a remote work environment and ensure that any candidate you select desires to work remotely. Once selected, the selectee would be expected to enter into a remote work agreement (similar to the sample agreement attached to this guide).

APPENDIX D: DIFFERENTIATING TELEWORK AND REMOTE WORK

Telework	Remote Work
Documented using a DD 2946 Telework agreement	Documented by a Remote Work agreement
Official duty station - employing organization's regular worksite	Official duty station – home or other approved alternative worksite
Voluntary program for employees; may be initiated or cancelled at employee request or management decision based on mission needs	Remote work is fully at the discretion of management and is typically a permanent arrangement
Travel to official duty station is a commute	Travel to organization's worksite may be reimbursed for remote workers
Mandatory requirement to report to the organization's worksite on a regular and recurring basis. Employee must report to the organization's worksite at least twice each biweekly pay period for the organization's worksite to be considered the official worksite for pay purposes.	No requirement to physically report to organization's worksite on regular and recurring basis
Physically located with co-workers and support services at the organization's worksite on a regular and recurring basis	Physical separation from the organization's worksite, co-workers, and onsite support services
Recruited and hired within a commutable distance of the regular worksite	May be recruited and hired as remote worker within or outside a commutable distance from the regular worksite
Subject to recall to regular worksite as mission requires	Subject to recall to regular worksite as mission requires
Reduction In Force – competes with peers who are geographically co-located	Reduction In Force – retention may be impacted by geographic separation
Permanent or shared workspace at the regular worksite or agency facility	No assigned workspace at the regular worksite or agency facility
Pay and entitlements based on the regular worksite	Pay and entitlements based on the official worksite

APPENDIX E: TELEWORK OR REMOTE WORK SCENARIO MATRIX

Workplace Situation	Remote Work	Telework	Required Actions	Travel & Locality Pay
1. My employee lives in the commuting area but wishes to continue to work from home or other location within the commuting area on a full-time basis.	X		Employees who do not report at least two days a period at the organization's regular worksite are considered remote workers. An SF-50 or equivalent NAF form must be processed to change employee's official duty station to home address or alternate work location. A remote agreement will be required to document the new remote schedule.	Travel and locality pay will be based upon the employee's home address or alternate work site. Employee may be eligible for local travel pay.
2. My employee has worked from home for the last two years under a temporary exception to report to the worksite, but I would like her to return to the office two or more times a pay period.		X	Employees who are required to work at the agency's regular worksite two or more days a pay period are considered teleworkers. A new telework agreement will be required to document the new telework schedule.	Travel and locality pay will be based upon the regular worksite.
3. I wish to allow my employee to move to another state and perform work at a Federal telework center.	X		Employees who do not report at least two days per pay period at the organization's regular worksite are considered remote workers. An SF-50 or equivalent NAF form must be processed to change the employee's official duty station to the Federal Telework Center the location of the Federal telework center. A remote agreement will be required to document the remote work location.	Travel and locality pay will be based upon the official duty location.

<p>4. I plan to allow my employee to work from home outside the local commuting area. However, I will require her to report to the worksite once per pay period to perform on-site duties.</p>	<p>X</p>		<p>Employees who do not report at least two days per period at the organization's regular worksite are considered remote workers. An SF-50 or equivalent NAF form must be processed to change the employee's official duty station to their home address or alternate work location. A remote agreement will be required to document the new remote arrangement.</p>	<p>Travel and locality pay will be based upon the employee's home address or alternate work site. Employee may be eligible for travel allowances.</p>
<p>5. I plan to allow my employee to work from home within the local commuting area. However, I will require her to come into the workplace once every other week to check her Secret Internet Protocol Router Network (SIPRNet) account.</p>	<p>X</p>		<p>Employees who do not report at least two days per period at the organization's regular worksite are considered remote workers. An SF-50 or equivalent NAF form must be processed to change the employee's official duty station to their home address or alternate work location. A remote agreement will be required to document the new remote arrangement.</p>	<p>Travel and locality pay will be based upon the employee's home address or alternate work site. Employee may be eligible for local travel pay.</p>
<p>6. My employee lives outside of the local commuting area and prior to the pandemic commuted to the workplace twice a pay period. She wishes to return to the workplace two days per pay period.</p>		<p>X</p>	<p>Employees who are required to work at the agency's regular worksite two or more days per pay period are considered teleworkers. A new telework agreement will be required to document the new telework schedule.</p>	<p>Travel and locality pay will be based upon the regular worksite.</p>
<p>7. My employee lives within the commuting area, and has been allowed to work from home, but is</p>	<p>X</p>		<p>Employees who do not report at least two days per pay period at the organization's regular worksite are considered remote workers. An SF-50</p>	<p>Travel and locality pay will be based upon the employee's home address or alternate work site.</p>

required to attend a three-hour monthly meeting at the agency's authorized workplace.			or equivalent NAF form must be processed to change the employee's official duty station to their home address or alternate work location. A remote agreement will be required to document the new remote arrangement.	Employee may be eligible for local travel pay.
8. I plan to permit my employee to work a maxi-flex schedule. She will come to the workplace twice a pay period for four hours and then return to her home to work the remaining four hours.		X	Employees who are required to work at the agency's authorized worksite two or more days per pay period are considered teleworkers. A new telework agreement will be required to document the new telework schedule.	Travel and locality pay will be based upon the regular worksite.
9. My employee is required go on a TDY assignment for two-week intervals several times throughout the year. When she is not TDY, she works at the agency's regular workplace twice per pay period.		X	Employees who are required to work at the agency's regular worksite two or more days per pay period are considered teleworkers. A new telework agreement will be required to document the new telework schedule.	Travel and locality pay will be based upon the regular worksite.
10. My employee plans to take leave on one of the two days per pay period that she is required to report to the agency's regular workplace.		X	Employees who are scheduled to work at the agency's regular worksite two or more days per pay period (even if they take leave on one of the two days) are considered teleworkers	Travel and locality pay will be based upon the authorized worksite.

APPENDIX F: REQUIRED DoD TELEWORK AGREEMENT, DD 2946

You can find the DD Form 2946 on the web at the URL listed below:

https://www.esd.whs.mil/Directives/forms/dd2500_2999/

SAMPLE REMOTE WORK AGREEMENT

This SAMPLE Remote Work Agreement can be used for employees who will not report physically at least twice each biweekly pay period on a regular and recurring basis to the agency worksite. Remote Work Agreements will be completed by the remote worker and approved by their supervisor.

Part A. Remote Work Data

1. Select:
- New Arrangement

 - Modification

Start Date:

Part B. Employee Data

1. Employee Name	Last Name	First Name	Middle Initial
2. Official Worksite/Duty Station of the remote work <i>(include complete street address):</i>		3. The official worksite/duty station is within the local commuting area of the agency worksite:	
		Yes	No
		4. Is this an employee initiated request?	
		Yes	No
		Comments:	

Part C. Position Data

1. Agency/Command/Organization		2. Position Title and Series
3. Grade	4. Step	5. Supervisory Status

Part D. Certification

I understand I am responsible for obtaining supervisor approval for a new remote work location arrangement and submitting a new remote work agreement if my remote work duty location changes. Failure to do so may impact my status as a remote worker.

Part E. Certification

SAMPLE REMOTE WORK TERMS

1. The remote worker is responsible for recording his or her duty hours appropriately in [DoD Automated Time Attendance and Production System](#) (ATAAPS) or alternate approved pay systems. Remote workers will not code their time using Telework codes (TW, TS or TM) under NtDiff/HAZ/Oth, unless they are also teleworking. Hours will be entered as Regular (RG) working hours or other codes as specified by future DOD remote work and timekeeping policies.
 2. If the remote worker uses Government-furnished equipment (GFE), the employee will use and protect the equipment in accordance with DoD and Army guidance. GFE will be serviced and maintained by the organization. GFE must be returned to the organization at the conclusion of the remote work agreement.
 3. No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative worksite. If classified remote work is authorized at an approved alternative secure location, remote workers must comply with the procedures established by DoD 5200.01-R and Army guidance regarding such work.
 4. The remote worker is not eligible for participation in the DoD Mass Transportation Benefit Program, which is established to offset the costs of commuting to and from offices.
 5. The remote worker is a telework-ready employee and responsible for adhering to OPM Government-wide Dismissal and Closure Procedures or local and/or Command dismissal and closure procedures, as applicable.
 6. The remote worker is responsible for obtaining supervisory approval and updating their remote work agreement when there is a change in duty station locations. *(for remote worker, duty station is typically home address)*
 7. Advanced supervisory approval is required for any remote work duty location change. Failure to obtain management approval may result in termination of the remote work agreement.
 8. Remote work requested by the employee may be terminated at any time as follows:
 - a. Remote work agreement may be terminated by the employee or management. Management may determine that termination is necessary due to changing business or organizational needs, or other mission reasons. In this instance, the affected employee will be required to report back to the official worksite/duty station.
 - b. Whoever initiates the termination of the remote work agreement must provide notification of cancellation, including justification for the cancellation 30 days before the effective date.
-

ORGANIZATION-SPECIFIC TERMS AND CONDITIONS

Organization-specific terms and conditions may be included below, such as core hours, procedures for requesting leave, overtime or compensatory time, etc.

Part F. Approval/Disapproval

Approved Disapproved

Reason for Disapproval:

Employee's Signature

Date

Supervisor's Signature

Date

Part G. - SAFETY CHECKLIST

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

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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Part H. - TECHNOLOGY/EQUIPMENT

(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)

APPENDIX H: DoD TELEWORK ELIGIBILITY CODES

The following codes are the new EMPLOYEE indicator codes:

DOD TELEWORK ELIGIBILITY (CIVDOD_TELEWORK_ELIGIBILITY) - New EHRI Codes for Employee		
Code	Description	When to Use
DETO1	Employee assigned to a domestic position who is teleworking from an overseas location for a limited period of time (DETO)	Employee has an DETO arrangement approved by Department of State
ER011	Employee eligible for periodic telework, including emergency and OPM prescribed "unscheduled Telework"	Employee approved to telework 2 days or less per pay period
ES006	Mobile Work Agreement - Routine and regular travel to customer or other worksites	Employee who regularly travels to multiple worksites to perform their assigned duties & responsibilities
ES007	Remote/Telework Agreement Pending	Telework/Remote Work is pending approval

The following codes are the new POSITION indicator codes:

DOD TELEWORK INDICATOR (CIVDOD_TELEWORK_INDICATOR) - New EHRI For Position Codes		
Code	Description	When to Use
YA003	Eligible for Remote Work	Position is eligible for Remote Work Only
YA004	Eligible for Telework and Remote Work	Position is eligible for both Remote Work and Telework

The following codes are existing Employee and Position indicator codes:

DOD TELEWORK ELIGIBILITY (CIVDOD_TELEWORK_ELIGIBILITY) Current EHRI Codes for Employee		
Code	Description	When to Use
ER001	Employee eligible for regular and recurring Telework, including emergency and OPM prescribed "unscheduled Telework".	** Employee is approved to telework 3 or more days per pay period **
ES002	Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".	Employee is approved for telework only on a situational-basis. Employee does not have a recurring telework schedule.

DOD TELEWORK ELIGIBILITY (CIVDOD_TELEWORK_ELIGIBILITY)		
Current EHRI Codes for Employee		
Code	Description	When to Use
ES003	Employee working under a remote work agreement within locality area of regular worksite	Employee approved for remote work within the locality pay area of the agency worksite.
ES004	Employee working under a remote work agreement outside locality area of regular worksite.	Employee approved for remote work outside the locality pay area of the agency worksite.
ES005	Employee declined Telework option.	Employee declined Telework option.
NE100	Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.	Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
NE101	Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.	Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.
NE102	Not eligible due to employee conduct issues.	Not eligible due to employee conduct issues.
NE103	Not eligible due to employee performance issues.	Not eligible due to employee performance issues.
NE104	Not eligible due to employee failure to meet performance requirement of agreement.	Not eligible due to employee failure to meet performance requirement of agreement.
NE105	Not eligible during period of trainee status.	Not eligible during period of trainee status.
NE106	Not eligible - Posn requires extensive face-to-face contact w/supv, employees and clients, and employee's physical presence.	Not eligible - Posn requires extensive face-to-face contact w/supv, employees and clients, and employee's physical presence.
NE107	Not eligible - Posn requires access to material or special equip that can't be moved from office.	Not eligible - Posn requires access to material or special equip that can't be moved from office.
NE108	Not eligible due to daily requirement to handle classified materials.	Not eligible due to daily requirement to handle classified materials.

DOD TELEWORK INDICATOR (CIVDOD_TELEWORK_INDICATOR)		
EHRI Current Position Codes		
Code	Description	When to Use
NE001	NOT ELIGIBLE - Not Eligible for Telework.	Position is not eligible for telework
YA001	ELIGIBLE - Eligible for Regular and Recurring Telework.	Position eligible for routine telework only
YA002	Eligible for situational telework only, including Emergency and OPM prescribed "Unscheduled Telework."	Position eligible for situational telework only

Additional Information on Employee Eligibility Code Usage:

ER001 – EMPLOYEE ELIGIBLE - Includes all regular and recurring telework annotated on the DoD Telework Agreement (DD Form 2946). In addition, eligible for situational telework on a case-by-case basis, including OPM authorized unscheduled telework during emergency or weather-related delays/closures. Employee is required to report at least twice each bi-weekly pay period to the regular worksite (the employee is a remote worker if the employee does not report twice each bi-weekly pay period and must use code ES004).

ES002 – SITUATIONAL TELEWORK - Telework is annotated as situational telework on an approved agreement. Telework is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule. This includes OPM authorized unscheduled telework during emergency or weather-related delays/closures.

Categories/examples of situational teleworkers:

- a. Employee teleworks because of inclement weather, doctor appointment, or special work assignments.
- b. Employee is temporarily unable to physically report to the official worksite when recovering from a medical condition.
- c. Employee episodically teleworks to complete mandatory, portal or certification training, etc.
- d. Employee episodically teleworks to work on a specific action or project.

***ES003/ES004 – REMOTE WORK** - Employees who are hired or (re)assigned by management to work in a location other than the agency worksite (including their home) and are not required to be under a telework agreement but rather a remote work agreement. The official duty station is in a location inside or outside the locality pay area of agency worksite and documented on an SF-50 or equivalent NAF form. The employee remains eligible to sign a telework agreement under this code if there is an alternate location to perform duties. Remote work arrangements should be documented in a formal agreement, which addresses contingencies if the arrangement were to terminate such as budget, travel, or relocation implications.

Examples of Remote Work:

- a. Employee is specifically hired to work at the remote location other than the employing organization's worksite.
- b. Employee is given a voluntary remote duty location assignment inside or outside of the locality pay area of the employing organization's worksite, based on management's mission-based determination that the assignment is in the agency's best interest (all implications, to include the payment of relocation expenses have been considered and addressed).