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Purpose

The policy requires the heads of the DoD components* to promote telework within their respective components, make every effort to overcome artificial barriers to program implementation, authorize telework for the maximum number of positions without compromising mission readiness.

Actively promoted and implemented throughout the DoD in support of the DoD commitment to workforce efficiency, emergency preparedness, and quality of life.

*DoD component is defined as OSD, The Military Departments, the Office of the Chairman of the Joint Chief's of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.



Definition

- Means to an alternative work arrangement for employees and service members to *conduct all or some of their work away from the primary workplace*
- Work location might be a residence, an office closer to the employee's or service member's residence or another acceptable location





Definition

Types of Telework:

1. Regular and Recurring Telework

Work schedule where eligible employees and/or service members ***regularly work at least one day per biweekly pay period*** at an alternative worksite

2. Situational Telework

Telework performed at an alternative worksite on an ***situational, non-routine, or ad hoc basis***



Benefits



- Valuable management tool
- Can enhance the National Guard's efforts to recruit & retain high quality employees and service members
- Emergency preparedness
- Improve quality of life
- Enhance DoD effort to employ and accommodate people with disabilities
- Periodically used to test effectiveness in continuing operations (COOP)



Guidelines

Selection of Participants:

- DoD identifies positions suitable for telework
- Supervisors selects employees and/or service members to voluntarily participate
- Continued participation is not statutory or an automatic right
- Supervisors may change, modify or terminate agreement due to mission needs or other eligibility consideration at any time
- Terminations and denials: Reason(s) should be based on **business reasons** (i.e. Agreement fails to meet organization's needs or the employee's performance does not meet the prescribed standard); and must be documented in writing and given to employee



Eligibility

Eligible Positions:

- Those involving tasks and work activities that are *portable**
- Do not require employees and/or service members being at a traditional work site
- Conducive to supervisory oversight at the alternative worksite
- Service members are discretionary and determined by the relevant Commander or supervisor, consistent with the DoDI 1035.01 (dtd Apr 4 2012)
- Applied impartially and consistently
- Supervisors and Commanders should allow maximum flexibility for employees and/or service members



Eligibility

Employee or Service Member shall:

- Demonstrate dependability & ability to handle responsibility
- Have proven record of high personal motivation
- Demonstrate the ability to prioritize work effectively
- Demonstrate good time management skills
- Have obtain a minimum performance rating of fully successful



Eligibility

Employees and Service Members **Not Eligible:**

- Positions involving tasks that are *not portable*
- Positions which have daily face-to-face contact with supervisor, colleagues, clients, general public (i.e. machinery, equipment, or vehicles; direct patient care)
- Positions that require daily handling of classified information
- Employees and/or service members whose performance or conduct warrants more close supervisory direction; rating is below fully successful
- Employees and/or service members recently assigned or Target Grade positions



Performance Management

- Teleworkers and non-teleworkers shall be treated the same for the purpose of:
 - Work Requirements
 - Performance Standards
 - Appraisals
 - Training
 - Rewarding
 - Reassigning
 - Promoting
 - Other acts of requiring management discretion



Telework Process

Agreement (renewed every 2 years)

- DoD Telework Agreement (DD Form 2946)
- Sample located after slide deck
- Email Agreement to heather.r.Ihlenfeldt.mil@mail.mil

Training Requirement (taken every 2 years)

- Telework 101 for Employees (Supervisors and Employees)
- Telework 101 for Managers (Supervisors only)
- Certificates submitted to heather.r.Ihlenfeldt.mil@mail.mil

Time and Attendance (annotated on OPM-71)

- TW: Telework Regular and Recurring
- TS: Telework Situational
- TM: Telework Medical



Telework Training

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Telework

Notification of Telework Position Eligibility Information

References: [Wing HRR 301-1 \(PDF\)](#) | [Telework Policy Guide\(PowerPoint\)](#)

Our agency is in the process of updating the telework approval agreement form requirements. The J1/HRO will no longer accept the HRR 301-1A, HRR 301-1B and HRR 301-C to process telework agreement requests. After 1 March 2013, all telework plans that were previously completed and submitted to J1 will no longer be valid. All eligible employees requesting telework must complete the DD Form 2946, found at the following link: [DD Form 2946](#)

Eligible employees and their supervisors must complete the required telework training prior to submitting the telework agreement. Both the employee and the supervisor must print the certificate of training session and forward copies along with the completed DD 2946. Supervisors may elect to hold a collective training within their work center, and attach the training roster to the DD Form 2946 in lieu of individual certificates.

The training can be found at the following links:

[Training for Employees](#) | [Training for Supervisors](#)

Supervisors will forward approved DD Form 2946 and training documentation to: Nq.wi.wiarnq.mbx.j1-internet-feedback@mail.mil

The Adjutant General recognizes telework as a valuable management tool, when appropriate. A request to telework is subject to supervisor approval and is not an employee's right.

Manpower and Personnel Directorate

E-Mail: Nq.wi.wiarnq.mbx.j1-internet-feedback@mail.mil
Phone: (608) 242-3703
Fax: (608) 242-3726

Location:
2400 Wright Street
Madison, Wisconsin

*** Supervisor must complete both courses**



Challenges

Employee/Service Member:

- Telework concerns
- Operational adjustments
- Technology requirements
- Telework might jeopardize my chances for advancement
- I'm not sure I'll like working alone
- Can I really live up to my manager's expectations?
- Will I be able to separate home and work?





Challenges

Supervisors:

- Although telework has been around for a while, there are still several misperceptions that have made some managers reluctant to approve a telework arrangement
- Once I allow my employee or service members to telework, I will never see or hear from him/her again
- If I approve one telework agreement, I will have to let all my employees and/or service members telework
- Telework stands in the way of effective teamwork
- Worker productivity will drop if I am not watching my employees and/or service members every minute



References

Section 359 of Public Law No. 106-346

- *“Department of Transportation and related Agencies Appropriation Act 2001”, 23 Oct 2000*

Telework Enhancement Act of 2010

DODI 1035.01 Telework Policy, 4 April 2012

www.telework.gov

TAKE THE FIRST
STEP AND INITIATE
A WRITTEN
TELEWORK
AGREEMENT.



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**KEEP
CALM**

AND ASK A

COORDINATOR



Questions

