



DEPARTMENT OF THE NAVY
Civilian Intelligence Personnel Office
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N2N6C4
15 August 2011

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Directive-Type Memorandum (DTM) 11-001 - Telework Program

References: (a) DoD Instruction, 1035.01, "Telework Policy," 21 October 2010
(b) DoN Office of Civilian Human Resources (OCHR) Fact Sheet, "Telework in the DON," May 2011
(c) DoN Memorandum, Office of Assistant Secretary (Manpower and Reserve Affairs, (CHR)), 26 May 2011
(d) Office of Under Secretary of Defense Memorandum, "Telework Eligibility," 12 May 2011
(e) DoN Office of Civilian Human Resources (OCHR) Job Aid, "Determining Telework Eligibility," 1 August 2011
(f) SECNAV Instruction 1035.1, "DoN Telework Program" (development stage)

1. Purpose. Pursuant to references (a) through (f), Naval Intelligence will adhere to the stated guidance and prescribed procedures in the administration and implementation of a Telework Program in your respective Activity/Command.

2. Applicability. This DTM applies to:

- Naval Intelligence Community employees appointed to DCIPS positions, to include DoD Component (DoD organizations that perform national intelligence, defense intelligence, and intelligence-related functions and the intelligence elements of the Active and Reserve Components of the Military Departments) DCIPS employees serviced by the Civilian Intelligence Personnel Office to include employees covered by the Federal Wage System or equivalent, and members of the Defense Intelligence Senior Executive Service (DISES) and the Defense Intelligence Senior Level (DISL).

- Eligible Employees as defined in above references and at the discretion of the Heads Activity/Command.

3. Policy: This DTM is effective immediately; guidance and prescribed procedures should be conducted in accordance with reference (a) through (e). The Civilian Intelligence Personnel Office (CIPO) will be issuing Standard Operating Procedures consistent with the Telework Enhancement Act of 2010 that will delineate Naval Intelligence operational guidance and procedures when final SECNAV policy has been published, reference (f). To facilitate the administration and implementation of a Telework Program in your respective Activity/Command refer to the guidelines set forth in Attachments 1 and 2.

4. Responsibilities: The point of contact for this action is Jackie Massie, Naval Intelligence Telework Program Coordinator, (301) 669-5819.



Scott W. Raye
Director, CIPO

Attachments:
As stated

DISTRIBUTION
ACTIVITY/COMMAND HEADS
HUMAN RESOURCES LIASIONS

ATTACHMENT 1
CIVILIAN INTELLIGENCE PERSONNEL OFFICE (CIPO)
TELEWORK PROCESSING GUIDE

Telework is an arrangement that allows employees to conduct some or all of their work at a location other than their official worksite. Telework can be completed in an employee's home or an alternate approved worksite.

Naval Intelligence Activities/Commands shall permit employees in eligible positions who exhibit suitable work performance and conduct to telework, to the extent that mission requirements are not compromised.

1. Types of Telework

Regular and recurring - Telework includes at least one day each pay period in a telework status. Telework days are scheduled in advance and may be changed only with prior approval.

Situational - Telework is performed on an occasional, one-time, or irregular basis and is usually driven by the situation (e.g. a one-time project that requires intense concentration). Ad hoc telework may also be approved for use during inclement weather or other emergency conditions.

2. Telework Training

Supervisors and employees must take Telework training before entering into a Telework Agreement.

Employee Training - Employees can take telework training through the Navy Knowledge Online (NKO) website, <https://www.nko.navy.mil/portal/home>. Also, the Office of Personnel Management (OPM) offers telework training on OPM's website, <http://www.telework.gov>.

Supervisory Training - DoN Telework Training for supervisors is available in the Total Workforce Management System (TWMS) or on the DoN Telework website. Also, the Office of Civilian Human Resources (OCHR) has a web version of this training which can be accessed at:

<http://www.public.navy.mil/donhr/Benefits/worklife/Telework/Pages/Default.aspx>.

Supervisors can also access training through the Navy Knowledge Online (NKO) website, <https://www.nko.navy.mil/portal/home> or on OPM's website, <http://www.telework.gov>.

3. Training Certification

Supervisors and managers are responsible for ensuring that their employees take telework training prior to teleworking.

Supervisors and managers are also responsible for taking telework training. Telework training certification is required for all supervisors, managers and employees who enter into a telework agreement.

4. Approving Telework Schedules

Supervisors have the authority to determine employee eligibility for telework schedules. Eligibility should be determined based on the functions and duties of the position, positions are generally eligible for telework if they are portable, computer or telephone oriented, require quantifiable tasks or lots of research and analysis. Generally employees that are ineligible for telework if, their position requires daily face-to-face contact with customers, occupy a one-of-a-kind position, or have duties that cannot be performed at a telework site. Employees that have access to secure information should also be considered ineligible.

5. Telework Eligibility Code Status in the Defense Civilian Personnel Data System (DCPDS)

After the initial upload of telework eligibility codes for employees (expected to occur on or about 31 October 2011), supervisors are required to change their employee's telework eligibility code status by using MyBiz/My Workplace. Supervisors should refer to the "DoD Guide for Supervisor Update-Employee Telework Eligibility MyBiz/MyWorkPlace", Attachment 2, for instructions on how to complete the change.

6. Telework Agreements

Employees that telework on a regular/recurring basis or situational (ad hoc) basis, must complete a telework agreement. Supervisory denial and termination decisions shall be based on mission needs, to include ensuring adequate office coverage and suitability of both the person and position for telework. A supervisor or employee may terminate the telework agreement. A copy of all telework agreements and training certifications must be completed on the DD Telework Agreement form (DD 2946) and a copy sent to the NAVINTEL Telework Program Coordinator via (301) 669-5840 or email at CIP0telework@nmic.navy for program compliance, accountability and reporting purposes.

Telework agreements that do not have completed supporting telework training documentation will be invalid. Supervisors and employees will be notified if their telework agreement is invalid by the NAVINTEL Telework Program Coordinator.

On an annual basis, telework agreements shall be reviewed by the supervisor and the employee. All renewed annual agreements

shall be completed and submitted during the annual call for renewed agreements set by CIPO.

7. Equipment and Office Supplies

Government Furnished Equipment (GFE) should be approved for employees who telework on a regular and recurring basis when practicable. Supervisors should provide the necessary office equipment and office supplies for use with GFE for employees who telework on a regular and recurring basis, within budgetary constraints, based on the nature and type of work performed. Equipment and supplies may be furnished for employees performing telework on an ad hoc basis when practicable. Employees must comply with equipment usage requirements set forth in the telework agreement.

8. Emergency Situations

Employees who telework on a regular and recurring basis who are unable to report to their assigned office location due to office closure or dismissal because of a natural or man-made emergency event (e.g. hurricane, earthquake, wildfire, snow storm, flooding, act of terrorism) shall continue to telework each regularly scheduled work day during the emergency situation. Any requirement that a teleworker continue to work if an Activity or Command closes should be included in the employee's DD Form 2946.

Employee's who perform mission-critical duties may be required to work from home or an alternate workplace during emergency situations. In the event of a pandemic health crisis, employees with Continuity of Operations (COOP) responsibilities may be asked to telework to stop the spread of germs.

9. Time and Attendance

Activity/Command Payroll Customer Service Representations are required to ensure that the below telework time card codes are available in SLDCADA. Employee timecards must be coded to show time in a telework status. When using SLDCADA the following telework time codes shall be used:

- TW: Regular and Recurring
- TS: Situational/Ad hoc basis
- TM: Telework Medical

10. Point of Contact

For more information on the Telework Program, contact Jackie Massie, Naval Intelligence Telework Program Coordinator at (301) 669-5819.

ATTACHMENT 2

DoD Guide

Steps for Supervisor to Update Employee Eligibility in My Biz/My Workplace

Step 1: Supervisor logs into Self Service

Login



OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY
***** WARNING *** WARNING *** WARNING *** WARNING *****

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes:

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

**** Important **** Usernames are *masked* as an additional security measure for your personal protection.

Enter Username and Password

Username

Tip: Use hyphens in the Username field if applicable.

Password

Step 2: Select 'My Workplace'

 **Department of Defense**

Favorites ICE MyBiz ICE PAA V3 FAQ Logout Help

Navigator

 [My Workplace](#) Please select a responsibility.

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

Select 'My Workplace' link

Favorites Personalize

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

 **My Biz:** Education was updated to convert 129 outdated instructional program (IP) codes to new IP codes on July 10, 2011. Click [here](#) for more information.

My Workplace: On July 11, 2011, Supervisors will be able to update or change existing employee telework eligibility for employees in their hierarchy. The Telework Enhancement Act of 2010 mandates supervisors to determine telework eligibility for their employees and notify them of their eligibility status. Updates or changes to employee telework eligibility can be accomplished through My Workplace > My Employee Information > Personal Tab > Update/Change Telework Eligibility Link. A report is

Step 3: Select 'My Employee Information'

Navigator

 **My Workplace**

Select 'My Employee Information' link

My Workplace

-  [Performance Appraisal Application \(PAA\)](#)
-  [My Employee Information](#)
-  [Update My Information](#)
-  [Suspenses](#)
-  [Apply Action\(s\) to Multiple Employees \(PAA\)](#)
-  [Manage PAA Trusted Agent Authorization](#)
-  [Competency Profile](#)

View/Print Reports

-  [View/Print Performance Management Reports](#)
-  [View Previous Requests](#)
-  [Competency Reports](#)
-  [Telework Report](#)

Step 4: Select employee from list

My Employee Information								
						View/Print all Employee Emergency Contact Inform		
						View Joint Duty Assignment Inform		
Appointment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions	Suspenses	
								
Focus Name	Position	Organization	Grade/Pay Band	Job	Assignment Status	Assignment Start Date	Assignment End Date	
 Supv Name								
Employee 1	90006E00.IT SPECIALIST	JOINT	GS-11		Active Appointment	19-Aug-2007		
 Employee 2	90005C00.SUPERVISORY IT SPECIALIST	JOINT FORCE	GS-13		Active Appointment	15-Feb-2009		
 Employee 3	D1581000.SUPV IT	JOINT FORCE	GS-13		Active Appointment	24-Oct-2010		
 Employee 4	90005C00.SUPERVISORY IT SPECIALIST	JOINT FORCE	GS-13		Active Appointment	15-Apr-2007		
 Employee 5	90005C00.SUPERVISORY IT SPEC	JOINT FORCE	GS-13		Active Appointment	15-Feb-2009		

Step 5: Select 'Personal' tab

My Employee Information >
Employee 1

GENERAL INFO: The information is current as of today's date.

Organization **JOINT FORCE HQ** Job **Information Technology Management (2210)**

Position **90006E00.IT SPECIALIST** Grade/Pay Band **GS-11**

Total Pay . Step or Rate **04**

Email Address Office Symbol

[View Emergency Contact Information](#)
[View Joint Duty Assignment Information](#)

Appointment Position **Personal** Salary Awards and Bonuses Performance Personnel Actions

Details	Effective Date	Grade/Pay Band	Step or Rate	Job
+ Show	17-Jan-2010	GS-11	04	Information Technology Management (2210)

Step 6: Scroll down page and select the 'Update/View Telework Eligibility Information' link

Education Information [View Employee Education Information](#)

Training Information [View Employee Training](#)

Certifications/License Information [View Certifications/Licenses Information](#)

Telework Eligibility Information [Update/View Telework Eligibility Information](#)

Step 7: Select 'Need Help Determining Eligibility?' link

My Employee Information >
Update/View Telework Eligibility

Employee

Employee Name **CPMS Haglund, Douglass M**

Work Email Address

* Indicates required field

Telework Eligibility

* Update/Change Telework Eligibility [Need Help Determining Eligibility?](#)

TIP: To Update/Change Employee Telework Eligibility, enter a value in text field or use the wild card % for a partial search such as %Eligible% or %Not Eligible% and select the 'magnifying glass' icon to continue.

Step 8: Document should help you make proper determination for your employee telework eligibility.
Close document

If	Then select person eligibility description
Employee is eligible to telework on an ongoing, regular and recurring schedule, typically on a defined day or days during a bi-weekly pay period	Employee eligible for regular and recurring Telework, including emergency and OPM prescribed 'unscheduled Telework'
Employee is eligible to telework, approved on a case-by-case basis (e.g., telework as a result of inclement weather, in conjunction with a medical appointment or other approved leave, special work assignments, or to accommodate special circumstances, such as recovery from a medical condition). Under these circumstances, telework is also considered situational even though it may occur continuously for a specific period of time.	Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
Employee hired with a disability that requires regular and recurring (to include full time) telework or Employee becomes disabled and requires regular and recurring (to include full time) telework Important Note: If an employee is recovering from a temporary condition, select description 'Employee eligible for Situational Telework including emergency and OPM prescribed 'unscheduled Telework'.	Employee eligible to Telework due to medical condition.
Employee has disciplinary action documented and remains in employee's OPF for more than 5 days of AWOL. Note: Telework Enhancement Act of 2010 directly prohibits eligibility for condition above.	Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
Employee has suspension and/or termination action documented and action remains in OPF due to 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. Note: Telework Enhancement Act of 2010 directly prohibits eligibility for condition above.	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.

Step 9: Select the 'Magnifying Glass' icon to continue

My Employee Information >
Update/View Telework Eligibility

Employee

Employee Name CPMS Haglund, Douglass M
Work Email Address

* Indicates required field

Telework Eligibility

[Need Help Determining Eligibility?](#)

* Update/Change Telework Eligibility 

TIP: To Update/Change Employee Telework Eligibility, enter a value in text field or use the wild card % for a partial search such as %Eligible% or %Not Eligible% and select the 'magnifying glass' icon to continue.

Step 10: Enter a partial search in the open box, or select the 'Go' button to receive complete list of descriptions.

Search and Select: Update/Change Telework Eligibility

Cancel Select

Search

Select the 'Go' button to receive entire list of available descriptions or use wild card % to do a partial search, such as %Eligible% or %Not Eligible% and select 'Go' button. The search results will be based on the partial search criteria entered. Select 'Quick Select' icon next to selection.

Search By: Telework Eligibility [] Go

Results

Select	Quick Select	Telework Eligibility
		No search conducted.

Cancel Select

Step 11: Select appropriate description from list by selecting 'Quick Select' link

Search and Select: Update/Change Telework Eligibility

Cancel Select

Search

Select the 'Go' button to receive entire list of available descriptions or use wild card % to do a partial search, such as %Eligible% or %Not Eligible% and select 'Go' button. The search results will be based on the partial search criteria entered. Select 'Quick Select' icon next to selection.

Search By: Telework Eligibility [] Go

Results

Previous 1-10 Next 10

Select	Quick Select	Telework Eligibility
<input type="radio"/>		Employee eligible to Telework due to medical condition.
<input type="radio"/>		Employee eligible for regular and recurring Telework, including emergency and OPM prescribed "unscheduled Telework".
<input type="radio"/>		Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
<input type="radio"/>		Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
<input type="radio"/>		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.
<input type="radio"/>		Not eligible due to employee conduct issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible due to employee performance issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible due to employee failure to meet performance requirement of agreement. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible during period of trainee status. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
<input type="radio"/>		Not eligible - Posn requires extensive face-to-face contact w/supv, employees and clients, and employee's physical presence. May be eligible in emergency or OPM "unscheduled Telework". Supv approval req'd on case-by-case basis.

Previous 1-10 Next 10

Cancel Select

Note: Select 'Next 10' link to view the remaining descriptions.

Step 12: Select the 'Submit' button to update employee telework eligibility description

My Employee Information >
Update/View Telework Eligibility

Submit Cancel

Employee

Employee Name **Employee 1**
Work Email Address
* Indicates required field
Telework Eligibility

[Need Help Determining Eligibility?](#)

* Update/Change Telework Eligibility

TIP: To Update/Change Employee Telework Eligibility, enter a value in text field or use the wild card % for a partial search such as %Eligible% or %Not Eligible% and select the 'magnifying glass' icon to continue.

Submit Cancel

Step 13: Update has been made – to verify update, follow steps identified below Confirmation. To continue updating your employee telework eligibility, select the 'Continue Update information' link.

Telework Eligibility Information Confirmation Notice

Confirmation

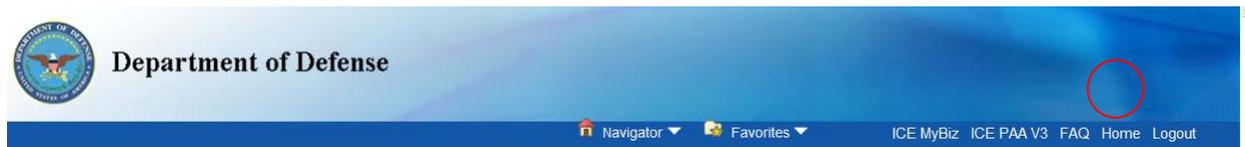
Telework Eligibility information has been updated for **Employee 1** as of **07-Jul-2011** . To verify employee telework update, take the following steps:

- * Select employee record from My Employee Information page
- * Select 'Personal' tab
- * Select the 'Update/View Telework Eligibility Information' link

To return to 'My Employee Information', select the link below

[Continue Update information](#) ←

Step 14: Select the 'Home' link and the next step will be to submit Telework Report



Step 15: Select 'Telework Report' link

The screenshot shows a 'Navigator' window with a 'My Workplace' folder expanded. Under 'My Workplace', there are several menu items: Performance Appraisal Application (PAA), My Employee Information, Update My Information, Suspenses, Apply Action(s) to Multiple Employees (PAA), Manage PAA Trusted Agent Authorization, and Competency Profile. Below these is a 'View/Print Reports' section with items: View/Print Performance Management Reports, View Previous Requests, Competency Reports, and Telework Report. The 'Telework Report' link is highlighted with a red rectangle.

Step 16: Select 'Submit' button

The screenshot shows a dialog box titled 'Submit Telework Report'. It contains an 'Information' message: 'This report will provide position telework indicator and person telework eligibility data for employees who are currently in your Self Service Hierarchy. To continue, select 'Submit' button.' There are two 'Submit' buttons and two 'Cancel' buttons. At the bottom, there is a footer with the text 'ICE MyBiz ICE PAA V3 FAQ Close Window'.

Step 17: Select the 'Refresh' until you have an 'Output' icon available

The screenshot shows a 'Requests' window with a table of requests. The table has columns for Status, Name, Phase, Details, Output, and Request ID. The first row shows a 'Telework Report' with a 'Completed' phase. The 'Refresh' button is highlighted with a red rectangle, and the 'Output' icon in the 'Output' column is circled in red. There are 'Cancel' buttons in the top right and bottom right corners.

Status	Name	Phase	Details	Output	Request ID
	Telework Report	Completed			2531872

Step 18: Select the 'Output' icon to view report

Requests Cancel

Refresh Button: Select to update the Phase of the process execution
 Details Icon: Provides a summary that includes, but not limited to name of report, status, phase, request ID and parameters
 Output Icon: Review report information

To exit this page, select the 'Cancel' button or select 'Logout' to exit the system.

Refresh

Status	Name	Phase	Details	Output	Request ID
	Telework Report	Completed			2531872

Cancel

Step 19: View Report

FNDWRR [Read-Only]

A	B	C	D	E
Report Name : Telework				
Information : Report data will pull from the supervisor hierarchy				
Name(Last, First, Middle)	Organization	Position Title, Pay Plan-Srs-Grade	Position Telework Ind Description	Person Telework Eligibility Description

The report can be sorted, saved, printed, etc.