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CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION



J-1
DISTRIBUTION: A, B, C

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12 February 2021

JOINT STAFF TELEWORK PROGRAM

References: See Enclosure J.

1. Purpose. This instruction provides the Joint Staff with a framework Joint Staff managers can use to develop and implement a telework program that meets the needs of their specific workforce and mission. The instruction promotes (1) recruitment and retention of the best possible workforce; (2) continued operations during emergency conditions; (3) reduced management costs related to employee turnover and absenteeism; and (4) enhanced work/life balance by allowing employees to better manage their work and family obligations.

2. Superseded/Cancellation. Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 1035.01A, "Joint Staff Telework Program," 14 December 2018, is superseded.

3. Applicability. This instruction applies to all Office of the Chairman of the Joint Chiefs of Staff (OCJCS) and Joint Staff civilian employees.

4. Policy

a. All employees are encouraged to support the telework program. OCJCS and Joint Staff leaders recognize that a well-managed telework program can provide benefits including improved marketability (as a more competitive and inclusive employer); reduced commuting time that can contribute to an improved work/life balance; cost savings in areas such as recruitment of employees; and an improved continuity of operations (COOP) plan.

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b. OCJCS and Joint Staff leaders support telework as a major element of efforts to reduce commuting time and costs that accrue to employees while continuing to effectively accomplish the mission. Telework further enhances Joint Staff efforts to employ and accommodate people with disabilities, reduces employee transportation costs, and provides cost savings by decreasing the need for office space and parking facilities.

c. OCJCS and Joint Staff leadership and employees must work together to ensure the telework program meets this intent without degradation to the OCJCS mission.

d. This instruction recognizes and supports the need for improved communication between employees and management on all aspects of applicable telework arrangements. It also recognizes that employees and managers are equally responsible for contributing to the success of telework.

5. Definitions. See Glossary.


6. Responsibilities. See Enclosure A.

7. Summary of Changes. This revised CJCSI reflects changes in approval authority, increased flexibility of telework options, and addition of an option for remote telework.

8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the Non-Secure Internet Protocol Router Network. Department of Defense (DoD) Components (including the Combatant Commands), other Federal Agencies, and the public may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at <<http://www.jcs.mil/library>>. Joint Staff activities may also obtain access via the Secret Internet Protocol Router Network (SIPRNET) directives Electronic Library Web sites.

9. Effective Date. This INSTRUCTION is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



WILLIAM D. BYRNE, JR., RADM, USN
Vice Director, Joint Staff

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Enclosures:

- A—Responsibilities
- B—Applicability
- C—Eligibility
- D—Department of Defense Form 2946, “Department of Defense Telework Agreement”
- E—Joint Staff Form 169, “Joint Staff Telework Position Eligibility Checklist”
- F—Joint Staff Form 170, “Joint Staff Telework Employee Eligibility Checklist”
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ENCLOSURE A

RESPONSIBILITIES

1. Responsibilities

a. Chairman of the Joint Chiefs of Staff (CJCS). The CJCS shall provide a telework program for Joint Staff employees in compliance with references a, b, and c and Title 5, U.S. Code (U.S.C.), sections 6501 through 6506 as added by the Telework Enhancement Act of 2010 (Public Law 111-292).

b. Director for Manpower and Personnel, Joint Staff (DJ-1)

(1) Provides implementing program documents and specific guidance on Telework Program elements.

(2) Ensures supervisors designate positions to indicate telework eligibility and require documentation in the position record in the Defense Civilian Personnel Data System. Provides guidance on making a telework position determination when establishing new positions or filling vacant positions that were not previously designated for telework eligibility. Provides all Joint Staff employees with telework eligibility information and requirements.

(3) Ensures timekeeping records related to telework are maintained in the Joint Staff Financial Management System, the Defense Agency Initiative, for use in annual reporting requirements as necessary.

(4) Requires employees who are eligible to telework and their supervisors to be fully trained on telework procedures including information technology, data security, and safety requirements consistent with DoD guidance.

(5) Requires all employees who are authorized to telework to complete a DoD Telework Agreement.

(6) Designates a Joint Staff Telework Program Manager. This person must have extensive knowledge of the Joint Staff Telework Program and follow public law and any relevant DoD or CJCS regulations.

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c. Vice Director, Joint Staff (VDJS), Vice Directors of Joint Staff Directorates (J-Dirs), and Deputy Director, Directorate of Management (DOM). The VDJS, the Vice Directors of each J-Dir, and the Deputy Director, DOM shall serve as the approval authority for telework participation by the personnel assigned within their respective organizations. Further delegation of approval authority is not authorized.

d. Resource Management Council. The Resource Management Council shall review this instruction on an annual basis.

e. Joint Staff Telework Program Manager

(1) Actively promotes telework within the Joint Staff, consistent with accomplishing assigned missions. Additionally, the Program Manager will make every effort to overcome artificial barriers to program implementation through education and training for leadership and supervisors on telework benefits, performance in a telework environment and the value of integrating telework into COOP activities.

(2) Represents the interests of the Joint Staff as the primary telework liaison and point of contact. Keeps abreast of telework matters and ensures the Joint Staff is informed of new and updated criteria and requirements affecting the Joint Staff.

(3) Updates and revises this instruction, as required.

(4) Ensures appropriate telework criteria are incorporated in Joint Staff regulations, manuals, pamphlets, policy, programs, and documents.

(5) Provides coordination on telework issues for Joint Staff employees in response to an emergency, contingency, pandemic or natural disaster.

(6) Monitors and assesses Joint Staff telework implementation to ensure compliance with this instruction.

(7) Provides managers and employees with the training and techniques they will need for successful telework arrangements.

(8) Provides advice and guidance to the teleworker and/or supervisor regarding the telework agreement.

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f. Supervisors

(1) Participate in telework training prior to recommending approval of employee telework agreements and participate in required annual telework training to stay abreast of telework policy changes.

(2) Determine employee eligibility for regular and recurring or situational telework consistent with the requirements of Enclosure C.

(3) Notify employees of their eligibility to telework and inform them whether their duties are designated as mission critical.

(4) Obtain approval or denial for telework requests, within the time frame established by this instruction, based upon mission requirements, employee performance, conduct and the needs of the work group. If employee/position is eligible, obtain approval by the Vice Director of each J-Dir or Deputy Director, DOM on the DoD Telework Agreement and provide a copy to the J-1 Program Manager and Military Secretariat (MilSec). The Deputy Director, DOM is the approval authority for telework agreements for OCJCS and DOM organization employees. If denied, justify and document in writing the basis for denial or termination of telework on the DoD Telework Agreement. Include information about when the employee may reapply or actions that the employee should take to improve his or her chance of approval, when applicable.

(5) Will not approve more than 1 day per week (2 workdays per pay period) for regular, recurring telework, except when ad hoc telework requirements apply or as authorized by the Director, Joint Staff in response to exceptional circumstances that restrict access to the official duty station. Exceptions to the 1 day per week or 2 workdays per pay period requirement may be granted by the Vice Director of each J-Dir or Deputy Director, DOM on a case-by-case basis, but the agreed-upon conditions must be documented in the telework agreement and the performance standards must be met per Enclosure D.

(6) Communicate expectations to employees regarding their work assignments to accomplish under an approved telework agreement.

(7) Execute a formal telework agreement with employees to document the parameters of the assignment per paragraph 1.f.(9) below.

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(8) Ensure employees adhere to the terms and conditions of their telework agreements, including all applicable security provisions to protect U.S. Government (USG) records from unauthorized disclosure.

(9) Verify employee compliance with use of the designated alternate work location, completion of required work hours (reference d), use of proper timekeeping codes, maintenance of schedules, satisfaction of work requirements, and use of communications methods as specified in the telework agreement.

(10) Ensure adequate worksite coverage during business hours to ensure that mission operations continue to be carried out efficiently and effectively and teleworkers and on-site employees are treated equitably.

(11) Ensure teleworkers are held accountable for government-furnished equipment (GFE) (see Enclosure G).

(12) Plan and track periodically the telework capabilities of each of their employees authorized to telework, (e.g., Internet access, e-mail access, etc.). Request additional remote SIPRNET capability, if required.

(13) Terminate telework arrangements if an employee's performance does not comply with the terms of the telework agreement or if the teleworking arrangement fails to meet organizational needs.

(14) Ensure all telework is recorded accurately and attendance records comply with DoD guidance and policies concerning the request for and use of overtime, compensatory time, and leave.

(15) Provide copies of completed telework packages to the appropriate MilSec and the J-1 Telework Program Manager.

g. Employees

(1) Review the Joint Staff telework policies, participate in telework training prior to entering into a written telework agreement, and seek the advice and assistance of the local Human Resources (HR) Specialist, if necessary.

(2) Seek prior approval to telework from immediate supervisor.

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(3) Designate one area in the residence or other designated alternate work location as the official workstation for purposes of telework, and ensure area complies with safety requirements.

(4) Protect all official, sensitive, and for official use only data; comply with all criteria and guidelines for information and electronic security.

(5) Safeguard and ensure appropriate use of GFE.

(6) Work at the official duty station on scheduled telework days if called for by mission requirements. On telework days, work at the alternate work location identified in the telework agreement. Request a modification to the telework agreement if the alternate work location changes.

(7) Contact the supervisor to request unscheduled telework to accommodate unanticipated personal circumstances or when Joint Staff employees are provided the option of unscheduled telework (reference e).

(8) Communicate with the supervisor if there are any issues or concerns while teleworking.

(9) Report all telework accurately on time and attendance records. Observe all policies concerning the request for and use of overtime, compensatory time, and leave per references a and b.

(10) Do not use telework as a substitute for dependent care (e.g., child care or elder care).

(11) Notify the supervisor immediately of any accident or injury while teleworking.

(12) Maintain a performance rating of fully successful or higher.

(13) Ensure necessary information technology requirements are current and maintained at all times to enable or facilitate telework. Failure to do this requires the employee to work at the official duty station until the equipment is fully functional.

(14) Attend office meetings virtually while teleworking, as required. Employees shall become user proficient in the use of virtual presentation tools used by their respective J-Dir to allow for participation in meetings while teleworking.

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(15) Comply with all DoD/Washington Headquarters Services/Defense Logistics Agency (DLA)/Joint Staff specific policies regarding ethics, standards of conduct, and use of government equipment, and acknowledge associated penalties.

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ENCLOSURE B

APPLICABILITY

1. Types of Telework. Telework is an effective strategy for enhancing mission accomplishment, ensuring COOP during a crisis, and recruiting/retaining valued talent (see reference f). Additionally, telework can generate cost savings by decreasing the need for office space and parking facilities and reducing transportation costs, including costs associated with payment of transit subsidies or enhancement of workforce safety. Finally, telework can help reduce traffic congestion, greenhouse gas emissions, and energy consumption. The various types of telework include the following:

a. Regular and Recurring

(1) Work performed at an alternative worksite on a routine basis by an employee who is approved to telework on a schedule that is regular and recurring, most often on an agreed-upon day or days during a biweekly pay period.

(2) Eligible employees on regular and recurring agreements are allowed to telework a maximum of 1 day per week for no more than 2 days per pay period, except when ad-hoc telework requirements apply or an exception has been made as per Enclosure H, paragraph 1.c.

b. Situational, Non-Routine, or Ad Hoc

(1) Work performed on specific assignments and projects, or to accomplish job tasks that require concentration and uninterrupted blocks of time for successful completion.

(2) Work directed by a supervisor to complete Web-based distance and continuous learning, including educational requirements required by law or regulation.

(3) Work performed when severe weather conditions or other circumstances disrupt employees' commute or compromise employee safety and the official duty station is closed, or when the Office of Personnel Management (OPM) announces that Joint Staff offices in the employees' location are open with the option for unscheduled telework.

(4) Periodic participation in an exercise to ensure telework effectiveness as it relates to continuing operations in the event of a crisis or national emergency.

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(5) Other suitable situations approved in advance by a supervisor, such as those in conjunction with a partial workday and leave.

c. Medical

(1) An employee may request to perform work at his or her residence for a specified period if he or she is suffering from a temporary personal injury or medical condition, is prevented from reporting to the official worksite, and is otherwise eligible for telework.

(2) Medical documentation shall be considered in making the determination to approve or deny medical telework, and in determining an employee's diagnosis and prognosis. If supervisors are unsure about a medical-related request, they should discuss it with the J-1 Civilian Personnel Branch prior to making any commitment.

d. An approved, regular or situational, reasonable accommodation for employees or Service members with disabilities. The DoD Computer/Electronic Accommodations Program may provide services and accommodations (e.g., assistive devices and technology) for employees or Service members with impairments teleworking under an approved telework arrangement. In the case of covered employees, telework arrangements may be a form of reasonable accommodation. Requests for reasonable accommodation are outside the scope of this instruction and should be addressed consistent with applicable regulations, policies, and procedures. Refer to DLA Instruction 1440.01 for more information.

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ENCLOSURE C

ELIGIBILITY

1. Eligibility. Supervisors shall review each position, determine the eligibility of their employees to participate in telework using Joint Staff Form 169 (Enclosure D) and Joint Staff Form 170 (Enclosure E), and notify employees of their eligibility to telework. Employees identified as eligible have the option to accept or decline the opportunity to telework. To the extent mission requirements permit, employees who exhibit suitable work performance and conduct, as determined by their supervisor, and occupy eligible positions shall be permitted to telework at the discretion of the Vice Director of their respective J-Dir. The approval authority for participation in the Joint Staff Telework Program is the Vice Director of each J-Dir and the Deputy Director, DOM for all OCJCS and DOM organizations. Further delegation of approval authority is not authorized.

a. While telework is encouraged, employees cannot be ordered to telework, unless the employee's duties are designated as mission critical or the employee's telework agreement addresses this requirement. Telework is not an entitlement, and not all employees are eligible. Employees in the following situations may require limitations placed on their ability to telework (e.g., no more than 1 day per week) to ensure the employee is provided the opportunity to be fully successful in their critical elements and fully support the mission. Such limitations must be tied directly to the employee's need to work on-site.

(1) Position requires daily access to classified information, regardless of format (electronic or paper), or use of materials, programs, or functions restricted to SIPRNET to perform duties on a daily basis unless outfitted with GFE SIPR capability. No classified material is to be accessed from employees' telework sites or other alternative work locations regardless of whether employees require the information to perform their official duties unless specifically authorized and the employee has additional remote SIPRNET capability.

(2) Position requires daily access to sensitive but unclassified information (such as Privacy Act information, personally identifiable information, credit card information, bank account information, Health Insurance Portability and Accountability Act (HIPAA) information, or fiscal procurement information) to perform core duties when access is obtained using a non-USG land-based network, commercial mobile network, other similar Internet Service Provider, or other non-USG secured and monitored network. Sensitive but unclassified information requires special security and protection requirements to safeguard specific categories of sensitive information.

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(3) Position requires daily on-site activity or face-to-face personal contacts.

(4) Employee's absence from the office creates an undue burden for other staff members in the office.

(5) Employee's performance or conduct warrants close supervision.

(6) Employee faces proposed, pending, or ongoing disciplinary action (i.e., quality force indicators, performance improvement plan).

(7) Employee has been recently assigned or newly appointed, or is a trainee or entry-level employee.

b. Employees shall not be authorized to telework, consistent with the guidance set forth in Title 5, U.S.C., section 6502, as added by Public Law 111-292 (also known as the Telework Enhancement Act of 2010), if:

(1) The employee has been officially disciplined for being absent without permission for more than 5 days in any calendar year.

(2) The employee has been officially disciplined for violations of subpart G 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 Title 5, Code of Federal Regulations (C.F.R.), section 2635.704 per reference a.

(3) The length of time that an employee is ineligible to telework is at the supervisor's discretion. The criteria above shall be considered in making the determination to deny telework. Denial or termination of telework agreements should be based on business reasons (e.g., the telework agreement fails to meet the organization's needs or the employee's performance does not meet the prescribed standard). Telework may be considered after the employee's performance within the first 6 months in the position or at mid-term review if at an acceptable level or their supervisor deems otherwise.

c. Employees may dispute the denial of telework, the reasons for denial, and the termination of an existing agreement through administrative grievance procedures.

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d. Employees have the right to request telework without fear of retaliation or adverse employee action because of making such a request. This right does not impair or otherwise affect the discretion granted to an employee's supervisor in making a decision on the request for telework, in accordance with the agency's mission-related requirements.

e. Supervisors will consider the request carefully and respond within 10 business days (or any shorter period set by the agency) of the employee's initial request.

f. Employees in positions determined to be not normally suitable for telework may become eligible to telework in an emergency if their functions are designated as mission critical.

g. Telework eligibility criteria will be applied in a fair and consistent manner.

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ENCLOSURE D

DEPARTMENT OF DEFENSE FORM 2946, "DEPARTMENT OF DEFENSE TELEWORK AGREEMENT"

DEPARTMENT OF DEFENSE TELEWORK AGREEMENT	
(Read Privacy Act Statement and Terms of Agreement before completing this form.)	
SECTION I - This document constitutes the terms of the telework agreement for:	
1. EMPLOYEE (Last Name, First, Middle Initial)	2. OFFICIAL JOB TITLE
3. PAY PLAN/SERIES/GRADE/PAY BAND	4. ORGANIZATION
5. REGULAR OFFICIAL WORKSITE (Street, Suite Number, City, State and ZIP Code)	6. ALTERNATE WORKSITE ADDRESS (Street, Apartment Number, City, State and ZIP Code) (May be TBD under emergency situations)
7. ALTERNATE WORKSITE TELEPHONE NUMBER (Include Area Code)	8. ALTERNATE WORKSITE EMAIL ADDRESS (Address for official emails if different from office email address. Identification of personal email address is not required.)
9. TELEWORK ARRANGEMENT IMPLEMENTATION DATES (Agreement should be revalidated at least once every 2 years)	10. TOUR OF DUTY (X one) (Attach copy of biweekly work schedule)
a. START (YYYYMMDD)	b. END (YYYYMMDD)
<input type="checkbox"/> FIXED <input type="checkbox"/> FLEXIBLE <input type="checkbox"/> COMPRESSED	
11. TELEWORK ARRANGEMENT (X one) <input type="checkbox"/> REGULAR AND RECURRING <input type="checkbox"/> SITUATIONAL Regular and Recurring Telework Schedule: _____ Number of Days per Week or Pay Period _____ Days of the Week (e.g., Mon, Wed, Thur) All employees who are authorized to telework on a Regular and Recurring or Situational basis to include emergency situations shall have a telework agreement in place.	
12. CONTINUITY OF OPERATIONS DURING EMERGENCY SITUATIONS Employee is expected to telework for the duration of an emergency pursuant to: 1) Component policy; 2) a pandemic; 3) when the regular worksite is closed or closed to the public due to natural or manmade emergency situations (e.g., snowstorm, hurricane, act of terrorism, etc.); or 4) when Government offices are open with the option for unscheduled telework when weather conditions make commuting hazardous, or similar circumstances compromise employee safety. Employees unable to work due to personal situations (e.g., illness or dependent care responsibilities), must take appropriate leave (e.g., annual or sick). If the worksite is closed or closed to the public, the employee may be granted administrative leave, on a case-by-case basis, when other circumstances (e.g., power failure) prevent the employee from working at the telework site. Managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.	
13. SUPERVISOR OR AUTHORIZED MANAGEMENT OFFICIAL (Name and Signature) <input type="checkbox"/> I also verify that I have completed approved telework training.	14. DATE (YYYYMMDD)
15. EMPLOYEE SIGNATURE <input type="checkbox"/> I also verify that I have completed approved telework training.	16. DATE (YYYYMMDD)

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

DD FORM 2946, DEC 2011

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SECTION IV - NOTICE OF TELEWORK ARRANGEMENT CANCELLATION (Complete this section when the telework agreement is cancelled.)	
1. CANCELLATION DATE (YYYYMMDD)	2. INITIATED BY (X one) <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> MANAGEMENT
3. REASON(S) FOR CANCELLATION	
4. GOVERNMENT-FURNISHED EQUIPMENT/PROPERTY RETURNED LIST PROPERTY AND DATE OF RETURN: <input type="checkbox"/> YES <input type="checkbox"/> NO	
5. SUPERVISOR'S SIGNATURE	6. DATE (YYYYMMDD)
7. EMPLOYEE SIGNATURE	8. DATE (YYYYMMDD)

DD FORM 2946, DEC 2011

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ENCLOSURE E

JOINT STAFF FORM 169, "JOINT STAFF TELEWORK POSITION ELIGIBILITY
CHECKLIST"

JOINT STAFF TELEWORK POSITION ELIGIBILITY CHECKLIST		
1. Position Title:	2. Series:	3. Grade:
4. PD #:	5. Position Billet #:	6. Date:
7. TYPES: a. Regular/recurring telework – Regular/recurring telework is where an employee performs some or all of their duties at an alternative worksite on a set schedule (e.g., every Monday; once a pay period; once a month). b. Situational/ad hoc telework – arrangement in which duties may be performed at an alternative worksite on a case-by-case basis (e.g., COOP, inclement weather, special project), where the hours worked are not part of a previously approved, ongoing and regular telework schedule.		
8. Position Eligibility Criteria a. Position eligibility evaluation should be based on the position duties rather than the job title, series, grade, type of appointment, work schedule or incumbent. b. Base the determination on the current duties of the position . This determination may change if the duties change (e.g., mission, special projects, details). c. If a position is not 100% telework eligible, consider if a portion of the position's tasks can be performed via telework. Workload management and adjustment may play a part in your assessment. In some cases, it may be possible to restructure position duties to allow for telework on a situational basis.		
9. Eligibility Checklist		Yes No
a. Does the position require incumbent to report daily (i.e., every day) to the traditional worksite?		<input type="checkbox"/> <input type="checkbox"/>
b. Does the position require continuous on-the-job training or close supervision?		<input type="checkbox"/> <input type="checkbox"/>
c. Does the position involve tasks that require daily access to materials or equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference materials or special tools?		<input type="checkbox"/> <input type="checkbox"/>
d. Does the position involve tasks that require daily face-to-face contact that cannot be achieved through alternate communication tools (e.g., email, telephone, online meetings, achieved through alternate communication tools (e.g., email, telephone, online meetings, 1. Supervisor(s)/manager(s) 2. Colleagues/team members/co-workers 3. Customers 4. General Public		<input type="checkbox"/> <input type="checkbox"/>
e. Does the position involve tasks that require daily access to classified materials and networks (SIPRnet)? If so what percent of the work is with classified materials?		<input type="checkbox"/> <input type="checkbox"/>
f. Would the performance of position duties at an alternative worksite result in a measurable decrease in the level of service provided to customers? (e.g., delays in processing work, inhibiting customer access to the employee).		<input type="checkbox"/> <input type="checkbox"/>
If the answer is YES to ALL of the above questions the position is typically not eligible for telework. Continue to Section 10. If the answer is NO to ANY of the above questions (a-f) the position may be eligible for regular/recurring and/or situational/ad hoc telework once employee eligibility is determined. Continue with questions (g-i).		

JS FORM 169, MAR 15 (EG)

JS J1/CIVPERS BRANCH

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g. Does the majority of the position require work with classified materials, require daily access to systems, networks, applications that cannot be accessed at the alternative worksite (e.g., local access only, SIPRnet, etc.)?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
h. Does this position use specialized hardware, software or databases? If so, please describe below: <div style="background-color: #e0e0ff; height: 80px; margin-top: 5px;"></div>		<input type="checkbox"/>	<input type="checkbox"/>
i. Can the position function with the use of a Common Access Card (CAC) reader and the use of Outlook Web App (OWA) if teleworking?		<input type="checkbox"/>	<input type="checkbox"/>
10. Determination			
a. Position is eligible for regular/recurring telework		<input type="checkbox"/>	<input type="checkbox"/>
b. Position is eligible for situational/ad hoc telework		<input type="checkbox"/>	<input type="checkbox"/>
11. Ineligibility Justification <i>(If the position is NOT telework eligible, please select all that apply as justification for the determination:)</i>			
a. Not Telework Eligible - Position requires employee's presence to perform the job.		<input type="checkbox"/>	
b. Not Telework Eligible - Position requires daily face-to-face contact with supervisor, other employees, or customers/ the public.		<input type="checkbox"/>	
c. Not Telework Eligible - Position requires access to material or special equipment.		<input type="checkbox"/>	
d. Not Telework Eligible - Position requires daily access to classified material.		<input type="checkbox"/>	
e. Identify any additional reasons for denying telework based on position eligibility. <div style="background-color: #e0e0ff; height: 150px; margin-top: 5px;"></div>			
12. Supervisor Print Name: <input style="width: 150px;" type="text"/>		13. Supervisor Signature Signature <input style="width: 150px;" type="text"/>	
14. Date (yyyymmdd) <input style="width: 100px;" type="text"/>			
15. Telework Program Manager <input type="checkbox"/> Certified Print Name: <input style="width: 150px;" type="text"/>		16. Telework Program Manager Signature Signature <input style="width: 150px;" type="text"/>	
17. Date (yyyymmdd) <input style="width: 100px;" type="text"/>			

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ENCLOSURE F

JOINT STAFF FORM 170, "JOINT STAFF TELEWORK EMPLOYEE ELIGIBILITY CHECKLIST"

JOINT STAFF TELEWORK EMPLOYEE ELIGIBILITY CHECKLIST			
1. Employee Name:	2. Series:	3. Grade:	
4. PD #:	5. Position Billet #:	6. Date:	
7. Status Questions		Yes	No
a. Is this employee serving in a probationary period?		<input type="checkbox"/>	<input type="checkbox"/>
b. Does this employee occupy a trainee or intern position?		<input type="checkbox"/>	<input type="checkbox"/>
<i>NOTE: Generally an employee who is serving a probationary period or occupying a trainee or intern position is not eligible to participate in telework. The length of time these employees are ineligible for telework is at the command's discretion.</i>			
8. Types			
a. Regular/recurring telework - Regular/recurring telework is where an employee performs some or all of their duties at an alternative worksite on a set schedule (e.g., every Monday; once a pay period; once a month).			
b. Situational/Ad hoc telework - Arrangement in which duties may be performed at an alternative worksite on a case-by-case basis (e.g., COOP, inclement weather, special project), where the hours worked are not part of a previously approved, ongoing and regular telework schedule.			
9. Determination		Yes	No
a. Was the employee's billet determined to be telework eligible? (If answer is no then proceed to page 2 under the Determination section.)		<input type="checkbox"/>	<input type="checkbox"/>
10. Personnel Eligibility Checklist		Yes	No
a. Is the employee's performance currently rated below the fully successful level?		<input type="checkbox"/>	<input type="checkbox"/>
b. Is there a memorandum of counseling, warning, or other record by the supervisor documenting deficiencies that cause the employee's overall performance to fall below fully successful, even if the current rating of record is fully successful or higher?		<input type="checkbox"/>	<input type="checkbox"/>
c. Is there a record of formal disciplinary action within the previous 12 months for the employee?		<input type="checkbox"/>	<input type="checkbox"/>
d. Is there a record of verbal conversation or written reprimand of behavioral or responsibility concerns (e.g., misuse of leave, excessive tardiness) within the past 12 months?		<input type="checkbox"/>	<input type="checkbox"/>
e. Has the employee been "officially disciplined" for being absent without permission for more than 5 days in any calendar year?		<input type="checkbox"/>	<input type="checkbox"/>
f. Has the employee been "officially disciplined" for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for reviewing, downloading, or exchanging pornography on a Federal Government computer or while performing official duties?		<input type="checkbox"/>	<input type="checkbox"/>
If the answer to ALL of the questions (a-f) is NO, the employee is eligible to telework.			
If the answer to ONE or MORE of the questions (a-f) is YES, the employee is typically not eligible to telework.			
<i>NOTE: The term "official discipline" (as used in questions e and f above) refers to a disciplinary action that results in the placement of a document in an employee's official personnel file (OPF). Ineligibility remains in effect as long as the document stays in the employee's OPF.</i>			
If the answer is YES to the following questions relative to employee characteristics, the employee is more likely to be suitable for telework			
11. Additional Questions		Yes	No
a. Is the employee on a flexible work schedule or compressed work schedule that results in a regular day off (RDO) each pay period?		<input type="checkbox"/>	<input type="checkbox"/>
b. Is the employee able to work independently with minimal supervision?		<input type="checkbox"/>	<input type="checkbox"/>
c. Is the employee able to solve problems independently?		<input type="checkbox"/>	<input type="checkbox"/>
d. Does the employee have sufficient skill in using the technologies required for telework (e.g., VPN, Outlook, Encryption software, telephone and voicemail, Defense Collaboration Services (DCS))?		<input type="checkbox"/>	<input type="checkbox"/>

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e. Does the employee have the ability to communicate, verbally and electronically, with supervisors, co-workers, and customers?	<input type="checkbox"/>	<input type="checkbox"/>
f. Does the employee have a sufficient level of job knowledge and organizing and planning skills?	<input type="checkbox"/>	<input type="checkbox"/>
g. Does the employee exhibit discipline toward work and reliability concerning work hours?	<input type="checkbox"/>	<input type="checkbox"/>
12. Eligibility Checklist		
a. Does the position involve tasks that require face-to-face contact that cannot be achieved through alternate communication tools (e.g., email, telephone, online meetings, electronic file transfer) with: 1. Supervisor(s)/ manager(s) ? 2. Colleagues/ team members/ co-workers? 3. Customers (internal and external)? 4. General public?	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the position involve tasks that require daily access to materials or equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference material or special tools?	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the position involve tasks that require daily access to classified materials and networks (SIPRnet)? If so, what percent of the work is with classified materials? <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Can the position function with the use of a Common Access Card (CAC) reader and the use of Outlook Web Application (OWA) if teleworking?	<input type="checkbox"/>	<input type="checkbox"/>
13. Determination		
a. Position is eligible for regular/recurring telework	<input type="checkbox"/>	<input type="checkbox"/>
b. Position is eligible for situational/ad hoc telework	<input type="checkbox"/>	<input type="checkbox"/>
14. Ineligibility Justification		
<i>(If the position is NOT telework eligible, please select all that apply as justification for the determination:)</i>		
a. Not Telework Eligible - Position requires employee's presence to perform the job.	<input type="checkbox"/>	<input type="checkbox"/>
b. Not Telework Eligible - Position requires daily face-to-face contact with supervisor, other employees, or customers/ the public.	<input type="checkbox"/>	<input type="checkbox"/>
c. Not Telework Eligible - Position requires access to material or special equipment.	<input type="checkbox"/>	<input type="checkbox"/>
d. Not Telework Eligible - Position requires daily access to classified material.	<input type="checkbox"/>	<input type="checkbox"/>
e. Identify any additional reasons for denying telework based on position eligibility. <div style="background-color: #e0e0ff; height: 150px; width: 100%;"></div>		
15. Supervisor Print Name: <input type="text"/>	16. Supervisor Signature <input type="text"/>	17. Date (yyyymmdd) <input type="text"/>
18. Telework Program Manager <input type="checkbox"/> Certified Print Name: <input type="text"/>	19. Telework Program Manager Signature <input type="text"/>	20. Date (yyyymmdd) <input type="text"/>

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ENCLOSURE G

SECURITY AND EQUIPMENT

1. Security

a. Employees are responsible and accountable for safeguarding all DoD information, protecting GFE and government property, and performing assigned duties while teleworking, in accordance with Title 5, Code of Federal Regulations (C.F.R.), part 2635. The General Services Administration offers guidelines on the equipment and support that may be provided to teleworkers in Federal Register, Volume 71, page 13845, "Federal Management Regulation; Guidelines for Alternative Workplace Arrangements" (Federal Management Regulation Bulletin 2006-B3).

b. Employees must ensure appropriate security considerations are followed when accessing approved sensitive but unclassified information, or classified material if equipped for remote SIPRNET use, at their telework sites. Additionally, employees:

(1) Must not access any sensitive but unclassified information, data, or material otherwise restricted by statute or policy, such as the Privacy Act or HIPPA, the Federal Acquisition Regulation, the Defense Federal Acquisition Regulation Supplement, or other acquisition policies.

(2) Must comply with criteria and guidelines when using GFE and non-GFE for access to DoD information systems and networks to keep government property and information safe and secure when teleworking. Employees do not have any right to, or expectation of, privacy while using any GFE, including Internet or e-mail services, and may be monitored or recorded.

2. Equipment

a. Within budgetary constraints and with the supervisor's approval, the Joint Staff may provide the necessary equipment and office supplies (e.g., paper, toner, and printer ink) for use with GFE for employees who telework on a regular and recurring basis. For those approved to telework on a situational basis, equipment and supplies may be provided when practicable.

b. DoD remote access software may be installed onto government-furnished and personally owned computers to enable access to unclassified DoD systems and networks consistent with DoD criteria and guidelines established by the Office of the DoD Chief Information Officer and Joint Service Provider. The

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Joint Staff is not responsible for personal equipment except in a few circumstances (see reference a). If any additional license or hardware costs are required, the J-Dir approving the telework will be responsible for funding those items.

c. GFE shall be used for official use and authorized purpose only. Family members and friends are not authorized to use GFE and materials. Teleworkers must return all GFE and materials at the conclusion of the teleworking arrangement or at the supervisor's request.

d. Teleworkers are responsible for the security of all official information, protection of any GFE and property, and carrying out the mission of the Joint Staff at the alternative work site.

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ENCLOSURE H

REQUIREMENTS

1. Telework Agreements. The approval authorities for telework participation are the Vice Directors of the J-Dirs and the Deputy Director, DOM. Further delegation of approval authority is not authorized. Supervisors of civilian employees participating in the telework program are responsible for managing the program, the workload, and timekeeping of their employees. Telework agreements must be submitted to the J-1 Telework Program Manager.

a. A completed DD Form 2946 (Enclosure D) should outline the specific work arrangement agreed to and address the logistics of alternative worksite arrangements, i.e., work schedule, security requirements, safety requirements, supplies, equipment, supervisor's expectations, and the employee's emergency response telework responsibilities. All agreements shall include the following:

(1) Specific telework location (e.g., the employee's residence or other approved alternative worksite).

(2) Requirements when the official duty station is closed or when OPM announces Joint Staff offices in the employee's location are open with the option for unscheduled telework.

(3) Description of any specific information security requirements (such as encryption, storage, or transfer specifications applicable to the data type) needed to ensure proper safeguards are in place to protect any sensitive but unclassified data that is authorized to be processed at the employee's telework location.

(4) A statement that telework may not be authorized if the employee's performance and/or conduct does not comply with the terms of the telework agreement.

(5) If the employee's residence is the telework location, it is the responsibility of the employee to ensure that a safe work environment is maintained while teleworking. The employees will designate one section of the residence as the telework area, conduct a home safety inspection, and complete and sign a self-certification safety checklist (DD Form 2946, page 2) (Enclosure D) as part of the DoD Telework Agreement prior to beginning telework. While there is no requirement to visit a teleworker's home to inspect for safety and ergonomics, a qualified management official may conduct a home inspection if

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necessary. The employee must execute a new agreement if the alternate work location changes.

(6) Telework agreements will be reviewed and revalidated by the Vice-Director of each J-Dir, supervisor, and the teleworker every 2 years. The agreement will be revised/initialed by all parties when appropriate (schedule changes, site changes, etc.). A new supervisor can re-evaluate an existing telework agreement and agree with the current arrangement or reevaluate the telework arrangement previously authorized.

(7) Teleworkers may be required to return to the official duty station on scheduled telework days if necessary (e.g., to attend a specific meeting). Requests by teleworkers to change their scheduled telework day(s) shall remain consistent with mission requirements and at the supervisor's discretion. Any permanent changes require a new DoD Telework Agreement.

b. The official worksite for a telework employee is generally the location of the official duty station (i.e., the place where the employee would normally work absent a telework agreement). This applies as long as the employee is scheduled to actually report, most often on an agreed-upon day or days during a biweekly pay period, on a routine basis to the official duty station. If an employee covered by a telework agreement does not meet the requirements above, the employee's official worksite is the location of the employee's telework site.

c. Exceptions may be authorized in appropriate situations, such as when an employee is recovering from an injury or medical condition that prevents the employee from commuting to the official duty station (see OPM's fact sheet for Official Duty Station location for pay purposes at <<https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/official-worksite-for-location-based-pay-purposes/>>).

d. If an employee's official duty station is changed from the traditional worksite to a telework location in a permanent arrangement, a permanent change in duty station must be documented with a Notification of Personnel Action (SF-50) and processed by the J-1 directorate. Such an official change in duty station requires careful consideration of the impacts to mission and resourcing and will be documented by the supervisor completing and attaching enclosure I to the telework agreement. Under no circumstance should a permanent change in duty station be approved solely for the convenience or financial gain of the employee. Specific requirements must be included in the DoD Telework Agreement.

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e. Employees are entitled to reimbursement for official travel to the official duty station when the employee teleworks full time from a location outside of the local commuting area, and his or her alternative worksite is deemed the official duty station. Employees who work full time from an alternative worksite designated as the official duty station and who do not report to the traditional worksite at least 2 days per pay period are considered remote teleworkers. Given the operational requirements of the Joint Staff, remote telework is not authorized. However, the Vice Director of each J-Dir or Deputy Director, DOM may grant an exception to allow remote telework in exceptional circumstances, not to exceed 6 months, as long as the conditions are clearly spelled out in the telework agreement and the performance standards are met per paragraph 7 of this enclosure. Such employees are entitled to reimbursement for official travel to the traditional worksite.

f. Reassignment of the employee from the official duty station to the telework site may have implications for a reduction in force (e.g., the telework site may be a different competitive area than the official duty station).

2. Appropriate telework coding must be recorded on time and attendance records to capture the data used to help estimate reductions in greenhouse emissions resulting from increases in teleworking as required by Executive Order 13514 (Federal Leadership in Environmental, Energy, and Economic Performance).

3. Performance Management

a. All employees should be treated the same, regardless of where the work is performed, for the purpose of work requirements, performance standards, appraisals, training, rewards, reassignment, promotion, reduction in grade, removal, and any other action that requires management discretion.

b. Supervisors shall hold employees accountable for performance and conduct standards while teleworking. Cancellation of the telework agreement or adverse actions such as letters of admonishment, reassignment, change to lower grade, and removal may result when an employee fails to meet the expected performance and conduct standards.

c. Work assignments or training that is expected to be accomplished while teleworking should be agreed to and understood in advance of the telework.

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d. Expectations should be discussed and clearly understood by all parties and documented on the DoD Telework Agreement. Supervisors shall put procedures in place to maintain communication, and their employees shall be held accountable for the results produced while working.

e. Supervisors are responsible for the overall functions of the workgroup. However, employees are responsible for being available to and sharing information with the workgroup. All parties are responsible for ensuring the success of the telework arrangement.

4. Training. Authorized employees and their supervisors must complete annual telework training prior to signing DD Form 2946 (Enclosure D). Failure to comply with this training requirement will result in termination of telework agreements. Employees, supervisors, and leaders shall be permitted to participate in telework training during the workday. All employees who telework shall be trained in accessing the unclassified DoD information technology network remotely, in accordance with reference b, and complete DoD Cyber Awareness Challenge training prior to gaining access. When agreements are updated or extended, it is recommended that teleworkers and their supervisors review this instruction as well as the online training.

5. Compliance. The J-1 Civilian Personnel Branch will conduct regular audits to ensure compliance with the requirements of the Joint Staff Telework Program. Personnel found to be in violation of the telework instruction will have their telework agreements terminated, and this may affect their future participation in the telework program.

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ENCLOSURE I

COST-BENEFIT ANALYSIS OF TELEWORKING OUTSIDE THE LOCALITY PAY AREA OF THE TRADITIONAL WORKSITE

1. If an employee's official duty station is changed from the traditional worksite to an alternative worksite in a permanent arrangement, a permanent change in duty station must be documented with a Notification of Personnel Action (SF-50) and processed by the J-1 directorate. Such a change requires careful consideration of the impacts to mission and resourcing. Prior to approving a change to an employee's official duty station, the supervisor will complete a cost-benefit analysis by considering the questions below and submit it with the DD 2946 for approval:

QUESTIONS	COMMENTS (use additional paper, if needed)
1. Will there be adjustments in special salary rates and locality pay as a result of permanently changing the official duty station to the alternative worksite? If so, please discuss the differences in pay.	
2. Will there be increased travel, transportation, and per diem entitlements for the employee to return to the traditional worksite from the alternative worksite? If so, please discuss the projected annual cost to the Joint Staff.	
3. Will there be an increase in overtime as a result of required travel to the traditional worksite and return to the alternative worksite? If so, please discuss the projected annual cost to the Joint Staff.	
4. Will there be costs associated with installing telephone lines in private residence and paying monthly phone charges for such lines, long-distance telephone charges, and telephone usage charges (other than long distance)? If so, please detail the projected annual cost to the Joint Staff.	

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5. Will there be increased costs of a portable seat versus a stationary desktop seat? Please discuss the projected annual cost to the Joint Staff.	
6. Are there any other costs associated with the proposed telework arrangements?	
7. Are there any savings/benefits to the Joint Staff associated with the proposed telework arrangements?	
8. For additional charges incurred by the Joint Staff as a result of this telework agreement, who will be authorizing the costs? Provide name/title/phone number.	

Authorizing Official Signature/Date

2. If the first-level supervisor determines the benefits exceed the costs of the proposed telework arrangement, the above findings shall be routed with the proposed telework agreement to the second-level supervisor for approval/disapproval. The second-level supervisor of the office/organization that will incur or absorb the increased costs of the telework arrangement must also approve of the cost/benefit analysis and telework agreement.

3. However, if the first-line supervisor determines that the costs exceed the benefits, the proposed telework agreement shall be disapproved, unless a determination is made by the second-level supervisor that supports the action.

4. It is recommended supervisors coordinate with the J-1 HR Specialist/Telework Program Manager when there are interests and/or efforts in having an employee telework outside the locality pay area of the traditional worksite.

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ENCLOSURE J

REFERENCES

- a. OPM guidebook, "Guide to Telework in the Federal Government," April 2011
- b. DoD Instruction 1035.01, "Telework Policy," incorporating Change 1, effective 1 April 2020
- c. The Americans with Disabilities Amendments Act of 2008 (Public Law 110-325), 25 September 2008
- d. Joint Staff Instruction 1440.01 Series, "Hours of Work/Work Schedules for Civilians of the Joint Staff"
- e. OPM handbook, "Governmentwide Dismissal and Closure Procedures," November 2018
- f. Executive Order 15871, "Planning for Federal Sustainability in the Next Decade," 19 March 2015

SUPPORTING DOCUMENTS

1. Title 5, U.S.C., sections 6501–6506, "Telework Enhancement Act of 2010 (Public Law 111-292)," December 2010
2. Title 5, C.F.R., part 2635 as amended at 81 Federal Register (FR) 81641 (effective January 1, 2017), "Standards of Ethical Conduct for Employees of the Executive Branch"
3. 71 FR 13845, "Federal Management Regulation; Guidelines for Alternative Workplace Arrangements" (Federal Management Regulation Bulletin 2006-B3)
4. DLA Instruction 14401.01, "Reasonable Accommodations (RA) for Individuals with Disabilities," 12 October 2017

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GLOSSARY

DEFINITIONS

alternative worksite. A place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's residence or other approved worksite.

continuity of operations (COOP) plan. 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.

eligible positions. Occupations or positions that are eligible for regular and recurring or situational telework (i.e., some or all of the duties can be performed away from the traditional worksite).

eligible employees. Requirements that an employee must meet to participate in a telework arrangement (e.g., performance rating of at least fully successful, no history of disciplinary actions, etc.), as determined by the supervisor or other appropriate management official in the employee's chain of command.

emergency telework. Telework performed in an employee's residence or alternative worksite during a crisis or emergency event by those who perform duties in support of mission requirements during crisis situations or contingencies, and employees approved for telework to maintain COOP during a crisis or emergency.

employee. A Joint Staff civilian.

government-furnished equipment (GFE). Equipment and systems purchased and/or owned by the government. Includes, but is not limited to, information technology equipment, pagers, Internet services, e-mail, library resources, telephones, facsimile machines, photocopiers, and office supplies.

medical telework. Employees experiencing a temporary personal injury or medical condition may request to perform work at their residence for a specified period of time if suffering from a temporary personal injury or illness that prevents them from reporting to the worksite. With medical documentation and at the supervisor's discretion, employees may be allowed to telework.

mission-critical duties. Job position functions that are identified as critical to performance of the mission include, but are not limited to, supporting

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departmental health; supporting safety and security operations; supporting critical facility operations; maintaining computer and communications systems and operations; performing critical watch standing duties; coordinating essential interface with other agencies and field activities, or performing emergency response and national response plan operations.

official duty station. Approved location where the employee regularly performs his or her duties. Typically identified in block #39 of employee's Notification of Personnel Action (SF-50). All pay, special salary rates, leave, and travel entitlements are based on the official duty station.

position description. Statement of the major duties and responsibilities of a position.

regular and recurring telework. An approved work schedule where eligible employees work at an alternative worksite on a routine basis in which telework occurs as part of an ongoing, regular schedule; i.e., someone who is approved to telework on a schedule that is regular and recurring, most often on an agreed-upon day or days during a biweekly pay period.

safe haven. An agency-designated location such as an employee's residence or an alternative location mutually agreeable to the agency and the employee when employees are evacuated from their worksites.

safety checklist. A checklist assessing the overall safety of the residence that must be completed/submitted with the telework agreement.

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

supervisor. Management official, commander, or Military Service member who is an employee's immediate supervisor with responsibility for directing and managing employee work and for approving and denying employee telework eligibility.

telework. In most cases, a voluntary work arrangement where an employee performs assigned official duties and other authorized activities during a part of regular, paid hours at an approved alternative worksite (e.g., residence) on a regular and recurring or situational basis (does not include any part of work done while on official travel). Telework is not a substitute for dependent care and is not to be used to replace childcare or elder care arrangements. In

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accordance with reference c, all employees with an established telework agreement are expected to work during emergencies (e.g., closure for a weather event).

telework agreement. A written agreement, completed and signed by an employee and the authorized management official(s) via the DD Form 2946, which outlines the terms and conditions of the telework arrangement.

telework site. Alternative worksite where an employee performs official duties in a specified work or office area that is suitable for the performance of official government business. Note that the Joint Staff retains the right to inspect the residence worksite, by appointment only, to ensure safety standards are met and GFE is properly maintained.

traditional worksite (or traditional duty station). Location where an employee would work, absent an alternative arrangement.

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

weather and safety leave. A form of paid time off authorized under the Administrative Leave Act. It will generally be used in conjunction with an operating status announcement issued by OPM or an agency.

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