



# ***TELEWORK ENHANCEMENT ACT***

***DHRM***  
***01 June 2011***

Derived from: USFK Security Classification  
Guide, 14 JUN 2000  
Declassify on: 28 MAR 2031



# SCOPE OF NEW TELEWORK ACT

- **New telework law :**
  - **Signed 9 December 2010**
  - **Explains roles, responsibilities, expectations of employees, supervisors, policies**
  - **Seeks to maximize/expand use of telework**
  - **Requires notice to each employee of eligibility for telework**



# Telework Eligibility

- **Permanently ineligible**
  - **Employees officially disciplined for more than 5 days of AWOL in any calendar year**
  - **Employees officially disciplined for reviewing, downloading, or exchanging pornography, including child pornography, on a federal government computer or while performing official federal government duties [violations of Public Law 111-292, 6502(a)(2)(A)(B)].**



# Telework Eligibility (continued)

- **Employees may be (based on supervisor's judgment) ineligible for telework temporarily if they:**
  - **received performance ratings below fully successful within the past 12 months**
  - **received disciplinary action within the past 12 months**
  - **have unresolved security issues**
  - **are recently assigned or newly appointed to trainee or entry level positions**



# Telework Eligibility Vs. Telework Participation

- **Eligibility** is based on whether employee meets qualification factors
  - Based on previously referenced factors of disciplinary action, performance rating, security status, newly assigned status
- **Participation** ability is based more on job factors and local command situation. Barriers may include:
  - Daily duties involve handling of classified materials
  - Daily hands-on contact with machinery, equipment, and vehicles
  - Daily face-to-face contact with people
  - Other managerial, logistical, or organizational barriers



# Legal Requirement

- **All US civilian must be notified of telework eligibility no later than 7 June 2011**
  - **Notice may be provided by “blast” email**
  - **DHRM prepared notice for distribution**
  - **Prepared notice is general; supervisors need to have follow-up one-on-one discussion with each employee to discuss both eligibility and participation**
  - **Supervisors should track and maintain documents pertaining to telework**



# Other Requirements

- Employee who wishes to telework must submit request to telework to supervisor
- Employee must complete telework training - available online at [http://www.telework.gov/tools\\_and\\_resources/training/index.aspx](http://www.telework.gov/tools_and_resources/training/index.aspx)
- Supervisor also must complete same training
- An employee whose telework request is approved must have agreement with management - agreement may be found at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2946.pdf>
- Telework may be regular and recurring, granted for certain days, certain hours, or it may be *ad hoc* for specific projects or tasks only. Decision is left to local command