



**EVOLVE EXPANDE EXCEL**  
**Emerge to Greater Heights**

**2022** DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM



## Telework Foundations

Sabrina Albacete September 27, 2022

- Understand the roles and responsibilities of the entire telework management structure
- Clearly see the necessity of leadership buy-in in telework programs
- Have awareness of how to conduct a telework drill

## Learning Objectives



**EVOLVE EXPANDE XCEL**  
Emerge to Greater Heights  
2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

- 5 U.S. Code Chapter 65 - TELEWORK
- Department Of Defense Instruction (DoDI) 1035.01
- Telework.gov
- Telework Enhancement Act

## References



**EVOLVEEXPANDEXCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

# What is telework?

- The term 'telework' or 'teleworking' refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.
- Except for under an approved temporary exception, teleworkers are expected to report to the agency worksite on a regular basis or at least twice every pay period.

<b>DEPARTMENT OF DEFENSE TELEWORK AGREEMENT</b> <small>(Read Privacy Act Statement and Terms of Agreement before completing this form.)</small>	
<b>SECTION I - This document constitutes the terms of the telework agreement for:</b>	
<b>1. EMPLOYEE</b> <i>(Last Name, First, Middle Initial)</i> <div style="background-color: #e0e0ff; height: 20px; width: 100%;"></div>	<b>2. OFFICIAL JOB TITLE</b> <div style="background-color: #e0e0ff; height: 20px; width: 100%;"></div>
<b>3. PAY PLAN/SERIES/GRADE/PAY BAND</b> <div style="background-color: #e0e0ff; height: 20px; width: 100%;"></div>	<b>4. ORGANIZATION</b> <div style="background-color: #e0e0ff; height: 20px; width: 100%;"></div>
<b>5. REGULAR OFFICIAL WORKSITE</b> <i>(Street, Suite Number, City, State, and ZIP Code)</i> <div style="background-color: #e0e0ff; height: 40px; width: 100%;"></div>	<b>6. ALTERNATE WORKSITE ADDRESS</b> <i>(Street, Apartment Number, City, State, and ZIP Code) (May be TBD under emergency situations)</i> <div style="background-color: #e0e0ff; height: 40px; width: 100%;"></div>
<b>7. ALTERNATE WORKSITE TELEPHONE NUMBER</b> <i>(Include Area Code)</i> <div style="background-color: #e0e0ff; height: 20px; width: 100%;"></div>	<b>8. ALTERNATE WORKSITE EMAIL ADDRESS</b> <i>(Address for official emails if different from office email address. Identification of personal email address is not required.)</i> <div style="background-color: #e0e0ff; height: 20px; width: 100%;"></div>
<b>9. TELEWORK ARRANGEMENT IMPLEMENTATION DATES</b> <small>(Agreement should be revalidated at least once every 2 years)</small> <b>a. START</b> (YYYYMMDD) <b>b. END</b> (YYYYMMDD) <div style="background-color: #e0e0ff; height: 15px; width: 100%;"></div>	<b>10. TOUR OF DUTY</b> <i>(X one) (Attach copy of biweekly work schedule)</i> <input type="checkbox"/> FIXED <input type="checkbox"/> FLEXIBLE <input type="checkbox"/> COMPRESSED
<b>11. TELEWORK ARRANGEMENT</b> <i>(X one)</i> <input type="checkbox"/> REGULAR AND RECURRING <input type="checkbox"/> SITUATIONAL Regular and Recurring Telework Schedule: <div style="background-color: #e0e0ff; width: 80px; height: 15px; display: inline-block;"></div> Number of days per Week or Pay Period <div style="background-color: #e0e0ff; width: 100px; height: 15px; display: inline-block;"></div> Days of the Week (e.g., Mon, Wed, Thurs)	
<small>All employees who are authorized to telework on a <b>Regular and Recurring</b> or <b>Situational</b> basis to include <b>emergency situations</b> shall have a telework agreement in place.</small>	

1

2

3

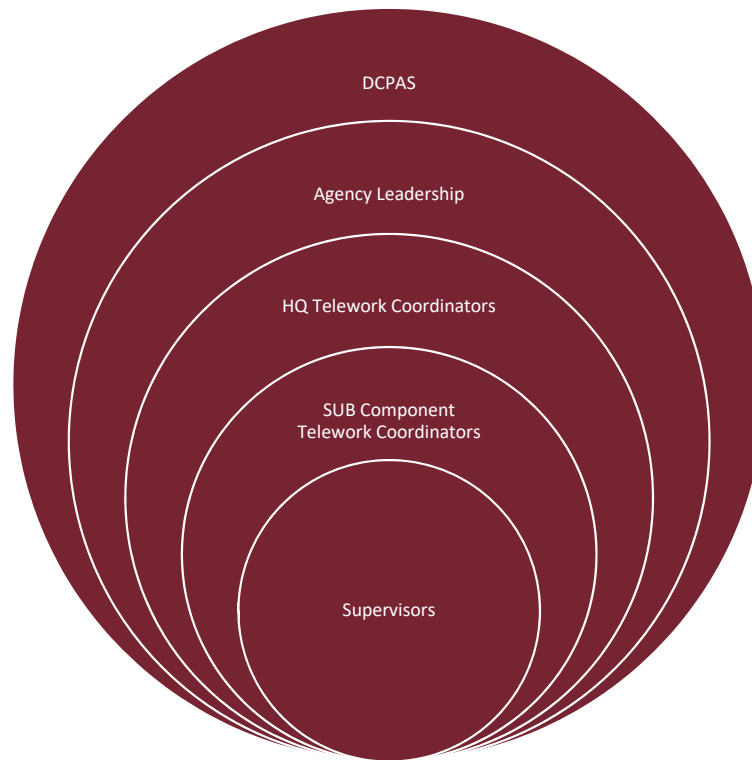
4

# Telework Agreement



**EVOLVE EXPANDE EXCEL**  
 Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

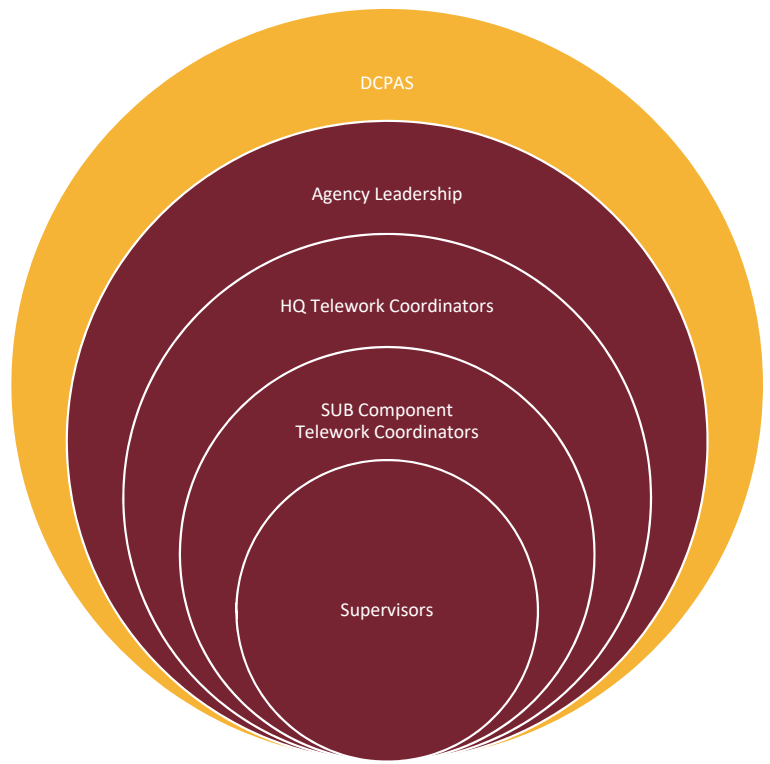


# Telework Roles & Responsibilities



**EVOLVE** **EXPANDE** **EXCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

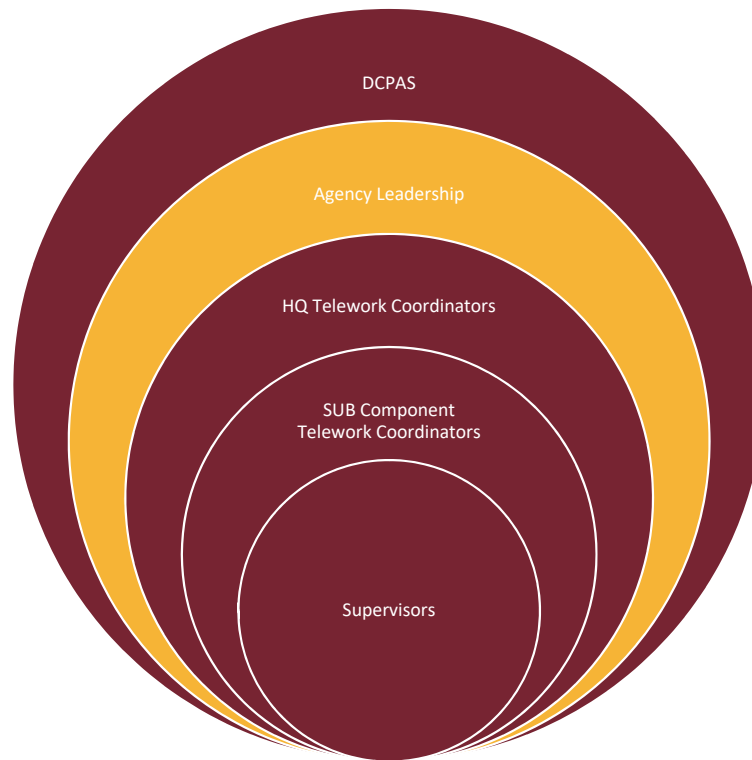


DCPAS



**EVOLVE EXPANDE XCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM



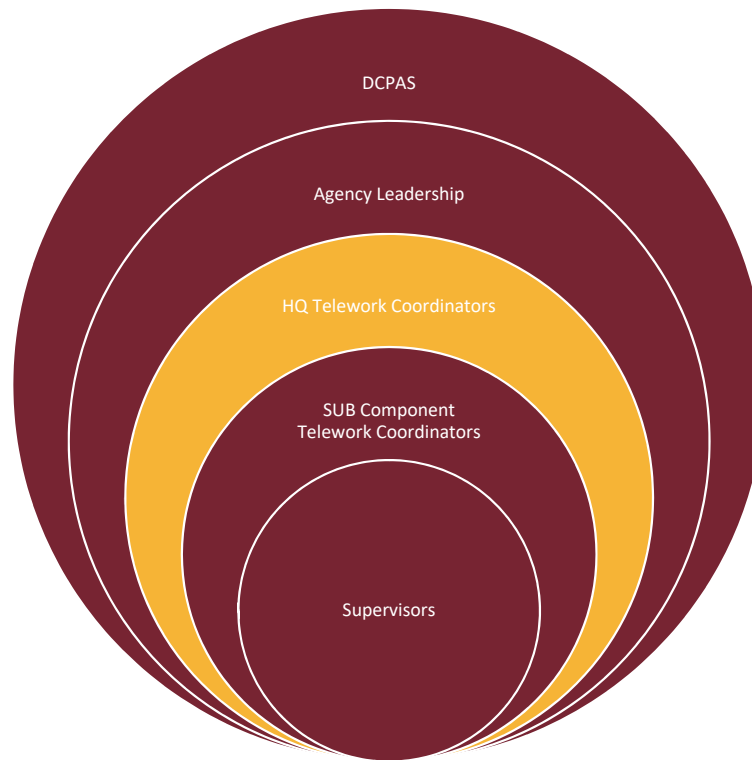
# Agency Leadership



**EVOLVEEXPANDEXCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM



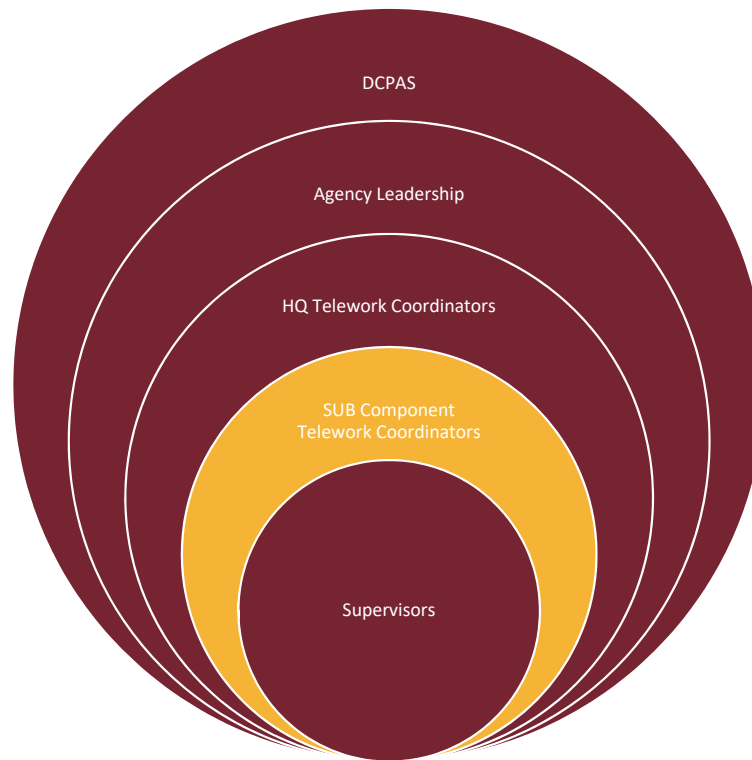


# HQ Telework Coordinators



**EVOLVEEXPANDEXCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

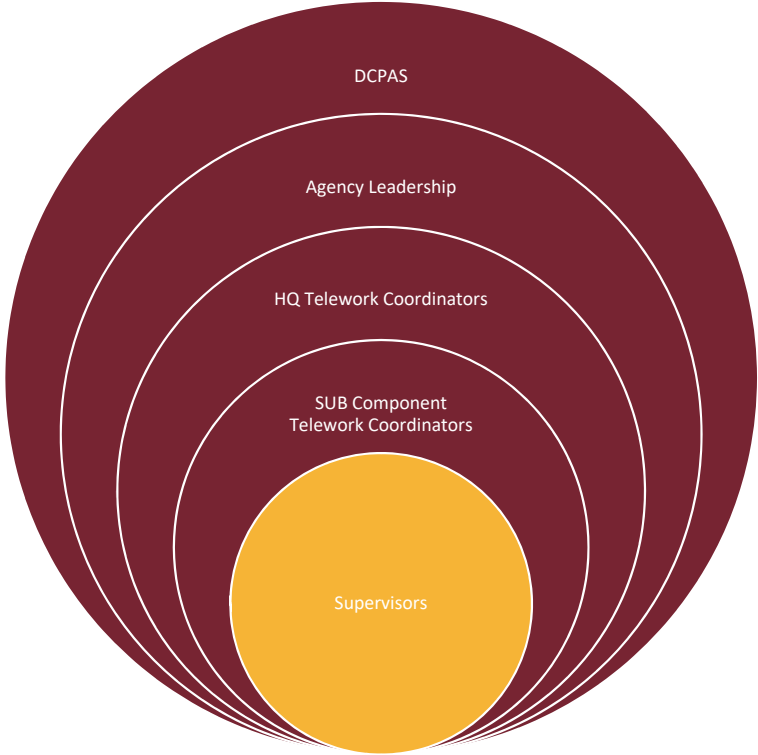


# SUB Component Telework Coordinators



**EVOLVE EXPANDE XCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM



# Supervisors



**EVOLVE EXPANDE XCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

# Knowledge Check

1. Who is responsible for incorporating the telework program into strategic goals?
2. Supervisors should only approve telework agreements for employees who have proven they do not need any oversight.
3. Who facilitates DoD's response to the annual telework data call?

## 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.

- The DoD Telework Policy states that telework may be used to periodically practice for things like a COOP
- COOPs fall outside of any telework policy and may even supersede other policies when enacted
- Employees at all levels must be telework ready to ensure mission continuity during emergencies
- Leaders should use telework drills as an opportunity to collect information about how the program may improve

# Practice Practice Practice



**EVOLVE EXPANDE EXCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

Questions?



**EVOLVE****EXPANDE****EXCEL**  
**Emerge to Greater Heights**

**2022** DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

# BREAKOUT

- In breakout teams, discuss how you will conduct a telework drill
  - ❑ Think about what goes into a fire drill.
  - ❑ It is not as simple as someone pulling the switch and everyone walking out.
- Consider all the players necessary
- Discuss what you hope to accomplish with the drill
- What data will you collect?
- How will you go about collecting the data?
- Each team will nominate one person to present their plan for conducting a telework drill to the bigger group

# Recap

- Attendees should now:
  - Know what telework is
  - Identify the two types of telework
  - Identify the roles and responsibilities of managers of telework
- Attendees may now:
  - Assist their leaders in conducting telework drills
  - Identify stakeholders in the drill and identify roles that must be filled
  - Collect data and assess data to recommend improvements to the telework program
- Reach out to your agency telework coordinator for further guidance



Questions?

