



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
12271.1
G-1
21 MAY 2019

DEPOT ORDER 12271.1

From: Commanding General
To: Distribution List

Subj: TELEWORK FOR CIVILIAN MARINES

Ref: (a) DoD Instruction 1035.01 (Telework Policy)
(b) SECNAVINST 12271.1
(c) OPM Guide to Telework in the Federal Government of April 2011
(d) MCO 12271.1

Encl: (1) Telework Policies and Procedures
(2) Telework Agreement/Telework Equipment Checklist

1. Situation. This order is to assign responsibilities, and prescribe procedures for implementing the Marine Corps Recruit Depot, Parris Island (MCRD PI) telework program. This order applies to all MCRD PI appropriated fund (APF) civilian employees and shall be administered in accordance with references (a) through (d) and applicable collective bargaining agreements.

2. Mission. Department Heads/Commanders/Managers will utilize telework to the fullest extent possible without adversely affecting the mission or diminishing employee performance. Mission requirements shall include consideration of the impact of telework on the MCRD PI remote access information technology (IT) network capacity and appropriate information security.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The Marine Corps is committed to promoting and implementing telework consistent with mission capability and readiness. The MCRD PI Telework Program supports workforce efficiency, emergency preparedness, continuity of operations (COOP), and quality of life.

(b) Telework is a work arrangement that allows an employee to perform work, during their regularly scheduled paid hours, at an approved alternative worksite. MCRD PI is committed to promoting and implementing telework to the greatest extent possible without adversely affecting the mission or diminishing employee performance. Telework is not an entitlement and its use will be restricted to situational and medical purposes only. No permanent remote telework is authorized. Regular and recurring use of telework will be approved on a case-by-case basis. Management has the right to end participation in the program should an employee's performance not meet the prescribed standard, or their continued participation fails to benefit organizational needs. Once a telework agreement has been entered into, it carries the obligation to support mission continuity in emergency situations such as inclement weather, pandemic, or crisis.

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21 MAY 2019

(2) Concept of Operations

(a) Consistent with the references, telework will be authorized for the maximum number of positions to the extent that individual performance, mission readiness, and organizational effectiveness are not jeopardized.

(b) Occupying a position that is telework eligible does not automatically confer authorization/approval for a given employee. Employee authorization/approval is driven by many factors including conduct and performance, trainee status, staffing levels within the employee's assigned office, and the availability of equipment. At a minimum, an employee must be able to effectively perform his or her official duties, either completely or in part, at the fully successful level at the alternative worksite without impairment to the mission.

(c) Participation in the Telework Program is offered with the understanding that it is the responsibility of the employee to ensure a proper work environment is maintained. For example, arrangements must be made for safety, for dependent care so as not to interfere with the work, and for avoiding disruptions such as personal telephone calls and visitors.

b. Assistant Chief of Staff, G-1 (AC/S, G-1)

(1) Oversee and coordinate implementation and administration of the Telework Program.

(2) Prepare reports on participation rates in the Telework Program and other data on an annual and as required basis for submission to higher headquarters in response to periodic data calls.

(3) Appoint a Telework Program Manager/Authorized Management Official to manage the Telework Program.

(4) Ensure telework arrangements are incorporated into the COOP so employees will be able to telework during emergency situations.

(5) Approve, disapprove, or terminate an employee's telework request or schedule. Denial of a request to telework and telework termination decisions must be based on mission needs, performance, and the intent of the order but not based solely on personal reasons. Valid reasons to deny a telework request or terminate an existing telework schedule include, but are not limited to, staffing shortage issues and peak workload periods that require the employee's on-site presence. A denial or termination should include information as to when the employee might reapply, and if applicable, what actions the employee should take to improve his or her chance of approval. Supervisors should review telework provisions in applicable collective bargaining agreements to ensure decisions are in accordance with such provisions.

c. Supervisors and managers shall:

(1) Ensure all positions and employees within their organization(s) suitable for telework are identified in accordance with the references and that telework is offered to identified employees using the MCRD PI approved Telework Agreement (enclosure 2). Contact the Telework Program Manager for an electronic version of the enclosure.

21 MAY 2019

(2) Complete telework training for supervisors prior to authorizing a telework arrangement for any employee. Training may be accessed via the Total Workforce Management Services site: <https://twms.navy.mil/login.asp>

(3) Ensure performance standards for employees who telework are commensurate with performance standards for non-teleworkers and hold employees accountable for the results they produce while teleworking.

(4) Treat teleworkers and non-teleworkers the same for the purpose of work requirements, periodic appraisals of job performance, training, rewarding, reassigning, promoting, reduction in grade, retaining, removal, and other acts requiring management discretion.

(5) Review and re-sign telework agreements on a biennial basis. New telework agreements will be executed when a new supervisor-employee relationship is established.

(6) Ensure proper time certification and appropriate utilization of the telework program. Timecards for APF employees must be coded to reflect time worked in a telework status with the appropriate type hour code (THC) and environmental hazard code (Ehz) that distinguishes the type of telework.

d. Assistant Chief of Staff, G-6 (AC/S, G-6). Review SECTION III - TECHNOLOGY/EQUIPMENT CHECKLIST of DD Form 2946 of the standardized MCRD PI Telework Agreement on a biennial basis for accuracy and supportability.

4. Administration and Logistics

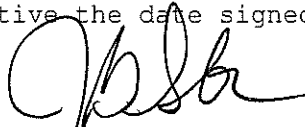
a. Records Management. Records created because of this order shall be managed according to National Archives and Records Administration (NARA) approved dispositions to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of Navy (DON) recognizes the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act 37848 of 1974.

5. Command and Signal

a. Command. This order is applicable to all APF personnel assigned or attached to MCRD PI commands.

b. Signal. This order is effective the date signed.


J. B. STONE IV
Chief of Staff

DISTRIBUTION: A

TELEWORK POLICIES AND PROCEDURES

1. Types of Telework Schedules. MCRD PI will utilize two (2) types of telework schedules: regular/recurring and situational.

a. Regular and Recurring Telework. An employee scheduled to work at an approved alternative worksite in a regular and recurring pattern on one or more days each pay period. Regular and Recurring Telework Agreements will be approved on a case-by-case basis.

b. Situational Telework (also referred to as periodic, ad hoc, or intermittent telework). An employee's telework at an approved alternative worksite is unscheduled, project-oriented, or irregular in nature. Examples include:

(1) Continue operations when the traditional worksite is closed to the public, access is limited, or commuting is dangerous.

(2) Practice telework to ensure readiness for continuing operations in the event of a crisis or national emergency.

(3) Perform short-term projects or assignments that require concentration and uninterrupted blocks of time for successful completion.

(4) Allow an employee who is temporarily unable to physically report to the traditional office (e.g., when recovering from illness or injury).

2. Telework Eligibility. Both the position and the person must be considered when determining telework eligibility. There may be cases where a position is a telework-eligible position but the employee is not eligible to telework.

a. Position Eligibility. Positions eligible for telework are those involving tasks and work activities that are portable; do not depend on the employee being at the official duty station; and are conducive to supervisory oversight at the alternative worksite.

(1) Tasks and functions generally appropriate for telework include, but are not limited to:

Thinking and writing

Policy development

Research

Analysis

Computer-oriented tasks, such as programming, data entry, word processing, web page design

(2) Positions that require daily, on-site contact with other employees or customers, require direct handling of secure materials or systems or contact with machinery, equipment, or vehicles are not suitable for telework. If a position requires an employee to have a physical presence or perform site dependent activities, the position is deemed unsuitable for telework.

b. Person Eligibility. Once a position has been determined to be suitable for telework, the following eligibility requirements must be applied to the employee:

21 MAY 2019

(1) Eligible for Telework: The employee's performance must be at the fully successful level or above and the employee must have demonstrated appropriate work habits to include the ability to work independently without close supervision.

(2) Not Eligible for Telework: Employees whose performance or conduct warrants close supervision (e.g., whose rating of record is below fully successful, whose conduct resulted in corrective action within the last 12 months, has been officially disciplined for being absent without permission for more than five (5) days in any calendar year, has been officially disciplined for unethical conduct or who have an unresolved security issue) shall not be allowed to telework until such time as the supervisor determines these issues have been satisfactorily resolved. Employees who are newly assigned to a trainee or entry-level position shall not be authorized telework until the employee has demonstrated both satisfactory performance and appropriate work habits.

3. Telework Training and Telework Agreement

a. All teleworkers and supervisors of teleworkers are required to complete telework training prior to entering into the telework agreement. Completion of telework training must be entered into the Total Workforce Management Services (TWMS).

b. The following provisions must be included in all telework agreements in the section titled COMPONENT- SPECIFIC TERMS AND CONDITIONS:

(1) On a day when an activity is closed due to emergencies, employees who are scheduled to telework on the day of the closure are expected to telework, unless leave is requested and approved. Telework-ready employees who have been approved to work unscheduled telework are also subject to this provision. If the closure extends beyond one (1) day, teleworkers are expected to continue working for each day of the closure, provided the employee has sufficient work to complete.

(2) When a late arrival policy is announced, employees who are teleworking on a scheduled or unscheduled basis must work their normal telework hours, or request leave.

(3) When an early dismissal policy is announced, employees who are teleworking on a scheduled or unscheduled basis are expected to continue working or request leave.

4. Accounting for Time in a Telework Status. Teleworking employees are required to satisfactorily complete duties as assigned and their time spent in a telework status must be accounted for and reported on timecards.

a. Timecards for APF employees must be coded in the Standard Labor Data Collection and Distribution Application (SLDCADA) to reflect time worked in a telework status with the type hour code being "RG" and the environmental hazard code (Ehz) that distinguishes the type of telework, from the options below:

(1) Use code TW to show regular and recurring telework days;

(2) Use code TS to show situational telework days;

(3) Use code TM to show telework days used for medical reasons.

b. APF employees on flexible work schedules who are permitted to earn credit hours will be permitted to be earn credit hours while teleworking, the type hour code will be CD. For telework that is performed while in an overtime status, normal rules apply for approval to work overtime. The type hour code will be the normal codes for overtime. In both cases, the Ehz codes will be the same as in the paragraph above.

5. Continuity of Operations (COOP), Pandemic Outbreak, Weather, and Other Emergency Situations

a. Federal agencies are expected to continue essential operations during emergency events. This expectation is a primary reason for expanding the use of telework in the Federal sector. Situations may include inclement weather or other natural event, a national or local crisis, or a pandemic outbreak. Maximizing telework capability helps the Marine Corps continue to meet mission requirements and in the case of pandemic, to achieve social distancing.

b. When an emergency occurs, telework-ready employees in the affected area are expected to telework as scheduled for the duration of the emergency. To be telework-ready in an emergency, an employee must have a current telework agreement in place; have needed equipment and connectivity available; have practiced telework regularly in order to ensure proficiency and capability; and have sufficient work available to remain productive for the duration of the event.

c. An employee who is scheduled to telework and a telework-ready employee who is approved for unscheduled telework on a day when an unscheduled telework policy is announced are considered teleworkers for that day and are expected to telework during their normal tour of duty.

d. If compelling reasons prevent fulfilling the obligation to telework, an employee should contact his or her supervisor to request appropriate leave or, if applicable, administrative excusal. Compelling reasons include power outages at the telework site; inability to access material necessary to perform work; and evacuation by the local authorities.

e. If the regular worksite is open and circumstances prevent the employee from teleworking, the employee may report to the worksite or request leave.

6. Telework and Workers' Compensation

a. Marine Corps employees who are directly engaged in performing the duties of their jobs are covered by the applicable workers' compensation program while in a telework status. The Federal Employees' Compensation Act (FECA) covers APF employees.

b. For work-at-home arrangements, the employee is required to designate one area in the home as the official workstation. The Government's potential exposure to liability is restricted to this official workstation for the purposes of telework. Each employee with an approved telework agreement for work-at-home must sign a safety checklist as part of the telework agreement. Employees are responsible for ensuring their homes comply with safety requirements.

c. Teleworking APF employees must notify their supervisor immediately of an accident or injury at the alternative worksite, and complete the Department of Labor (DOL) Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

7. Other Provisions

a. An employee in a Testing Designated Position (TDP) working at a telework site who is identified for a drug test must report to the regular worksite to be tested if so directed.

b. If there is reason to suspect safety standards are not being met at a home telework site, or when an accident or injury has occurred at a home worksite, a supervisor (or other authorized agency official) has the right to inspect the teleworker's home worksite. In these cases, an appointment will be made to inspect the home worksite.

c. If a teleworker is required to report to the regular worksite after the start of the duty day on a day the employee is teleworking, travel from the telework site to the regular worksite is considered hours of work. In these cases, the employee will complete the duty day at the regular worksite.

d. The Marine Corps is not liable for damages to an employee's personal or real property while the employee is working at an approved alternative worksite, except to the extent the Marine Corps is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.

e. Telework arrangements do not automatically follow an employee who is on a temporary duty (TDY) assignment, temporarily detailed, or assigned to a different position or supervisor.

2 1 MAY 2019

**DEPARTMENT OF DEFENSE
TELEWORK AGREEMENT**

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 113, Secretary of Defense, DoD Instruction 1035.01, Telework Policy.

PRINCIPAL PURPOSE(S): Information is collected to register individuals as participants in the DoD alternative workplace program; to manage and document the duties of participants; and to fund, evaluate and report on program activity. The records may be used by Information Technology offices to determine equipment needs, to ensure appropriate safeguards are in place to protect government information, and for assessing and managing technological risks and vulnerabilities.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may result in your inability to be a participant in the telework program.

TERMS OF TELEWORK AGREEMENT

The terms of this agreement must be read in conjunction with Department of Defense (DoD) telework policy, available on the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives/> or on the Civilian Personnel Management Service Web Site at www.coms.osd.mil and any additional guidance provided by the employing organization. Signatories certify they will abide by this agreement, DoD telework policy, and all supplemental terms established by the employing organization.

1. Work schedules and hours of duty may be modified as necessary, but are subject to local management procedures and approval and/or collective bargaining agreement requirements. A copy of the employee's approved work schedule should be kept on file with the signed telework agreement. In emergency situations (as indicated in Section I, Block 12 of the telework agreement), the teleworker's work hours may be subject to change. Emergency schedules will be set based on mission needs.

2. If the employee reports to the regular worksite at least twice per pay period, the regular worksite is the official worksite as defined in part 531.605, subpart F of title 5, Code of Federal Regulations.

3. If the employee does not report to the regular worksite at least twice each biweekly pay period, the official worksite is the location of the employee's telework site. Exceptions to the twice each biweekly pay period requirement may be made during emergencies (including a pandemic) and for short-term situations (e.g., special projects, medical accommodation).

4. All pay (to include locality pay or local market supplement), leave, and travel entitlements are based on the employee's official worksite as documented on a Notice of Personnel Action.

5. Prior to signing this Telework Agreement, the supervisor and employee will discuss:

- a. Office procedures (e.g., procedures for reporting to duty, procedures for measuring and reviewing work, time and attendance, procedures for maintaining office communications);
- b. Safety, technology and equipment requirements; and
- c. Performance expectations.

6. Employee will not work in excess of the prescheduled tour of duty (e.g., overtime, holiday work, or Sunday work) unless he or she receives permission from the supervisor. By signing this form, the employee acknowledges that failure to obtain proper approval for overtime work may result in cancellation of the telework agreement and may also include appropriate disciplinary action.

7. If designated employee (as indicated in Section I, Block 12 of this agreement) is unable to work due to illness or dependent care responsibilities, the employee must take appropriate leave. Supervisors may, on a case-by-case basis, administratively excuse the designated teleworker from teleworking if circumstances, such as a power failure or weather related emergency, prevent the employee from working at the telework site. To the extent practicable, managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.

8. Teleworkers may be required to return to the regular worksite on scheduled telework days based on operational requirements. In situations where the employee is called to return to the office outside normal work hours, the recall shall be handled in accordance with established policy and/or collective bargaining agreements, if applicable.

9. If the employee uses Government-furnished equipment (GFE), the employee will use and protect the equipment in accordance with the DoD Component's procedures. GFE will be serviced and maintained by the Government.

10. The employee agrees to comply with the terms of computer software license and copyright agreements, computer virus and protection requirements and procedures.

11. No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative worksite. If classified telework is authorized at an approved alternative secure location, teleworkers must comply with the procedures established by DoD 5200.01-R and the DoD Component regarding such work. For Official Use Only (FOUO) and controlled unclassified information (CUI) data may be taken to alternative worksites if necessary precautions are taken to protect the data, consistent with DoD regulations.

12. When CUI including competition sensitive or source selection data is authorized for use at the telework location, criteria for the proper encryption and safeguarding of such information and data must be consistent with Enclosure 3, subparagraphs 3.f.(1) through (3) of DoDI 1035.01, Telework Policy. Component specific instructions must be included in the space allowed for Component specific comments or cite the appropriate Component references that contain these instructions.

13. The supervisor will determine how frequently, if at all, backup copies of data onto network drives or removable disks must be made to protect against loss of data. The supervisor may also require the employee to periodically send backup copies to the main work facility.

14. The employee may be reimbursed for authorized expenses (e.g., installation of broadband or telephone lines) incurred while conducting business for the Government, as provided by statute and implementing regulations and as articulated in this agreement. (Approved authorizations are filed with this agreement.)

15. The employee will apply approved safeguards to protect Government records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, and codified at section 552a of title 5, United States Code. The use of personal email accounts for transmission of Personally Identifiable Information (PII) is strictly prohibited. PII may only be emailed between government email accounts and must be encrypted and digitally signed.

16. The DoD Component may inspect the home worksite, by appointment only, if the DoD Component has reason to suspect that safety standards are not being met and GFE is not being properly maintained.

17. The DoD Component will not be responsible for operating, maintenance, or any other costs (e.g., utilities) associated with the use of the employee's residence.

18. The DoD Component is not liable for damages to an employee's personal or real property while the employee is working at home, except to the extent the Government is held liable by the Federal Tort Claims Act or from claims arising under the Military Personnel and Civilian Employees Claims Act.