CNIC INSTRUCTION 12600.1C

06 Feb 2018

From: Commander, Navy Installations Command

Subj: TELEWORK POLICY

Ref: (a) SECNAVINST 12271.1
(b) Public Law 111-292, Telework Enhancement Act dated 9 Dec 2010
(c) DoD Instruction 1035.01 of 4 April 2012
(d) OPM Guidance, Washington, DC, Area Dismissal and Closure Procedures of December 2013
(e) CNICINST 5230.1A
(f) 5 CFR 550-551
(g) 5 CFR 531

Encl: (1) Manager’s Telework Position/Employee Eligibility Guide
(2) CNIC Headquarters Telework Best Practices
(3) CNIC Telework Technology Toolkit

1. **Purpose.** To issue policy for the Commander, Navy Installations Command (CNIC) telework program based on guidance provided in references (a) through (g). Reference (a) provides overarching Department of the Navy (DON) policy and includes definitions of terms used throughout this instruction. This policy supersedes any local policies or instructions in conflict with this guidance. This policy should be read in conjunction with reference (a).

2. **Cancellation.** CNICINST 12600.1B.

3. **Background.** The term “telework” or “teleworking” refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of their position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work per reference (b). This updated policy is issued to help managers and employees throughout the CNIC enterprise establish, maintain, and terminate telework agreements and permit CNIC employees to capitalize on the benefits of telework. Telework is a voluntary arrangement, requiring concurrence between the approving official or their designee, and eligible employees. Additional information, tools and documents associated with the telework program are available on the CNIC Gateway 2.0 telework team site at: [https://g2.cnic.navy.mil/tscnichq/N1/N13/TW/default.aspx](https://g2.cnic.navy.mil/tscnichq/N1/N13/TW/default.aspx).

4. **Policy.** This instruction will be fully implemented no later than 45 days after signature, to include updated telework agreements for all employees. CNIC is committed to providing telework as a work option, consistent with mission capability and readiness. The CNIC telework program supports workforce efficiency, emergency preparedness and quality of life. Per
references (c) and (d), telework is not an entitlement, but its use can serve as an effective recruitment and retention strategy, enhance CNIC’s efforts to employ and accommodate persons with disabilities, create cost savings by decreasing the need for extensive office space and parking facilities, and reduce traffic congestion, transportation costs, energy consumption and pollution. All supervisors and employees are responsible for adherence to requirements articulated in this instruction.

5. For CNIC HQ employees, supervisors may approve up to one day per week for regular and recurring telework. N-Codes may approve up to two days per week. Teleworking greater than two days per week will only be considered under limited and extenuating circumstances, and must be approved at the N-Code level. At Region and below echelons, the Region Commanders will either adopt this policy or put in place their own approval policy for any deviations beyond the above.

6. Performance management and solid telework practices by employees and supervisors are essential for effective telework and critical to the continued success of CNIC’s Telework Program. Employees are expected to provide the same level of responsiveness, timeliness and accuracy in their work products whether physically in the office or teleworking. Supervisors must monitor employee performance and take corrective action when/if performance standards are not maintained. Records management is critical, and spot checks will be conducted on a regular basis. Employees must complete all required training before submitting a telework request. Supervisors must complete all required training before determining if a position is eligible for telework and taking any action on an employee-generated telework request.

7. Enclosure (1) is the Manager’s Telework Position/Employee Eligibility Guide. Enclosure (2) provides best practices to help improve the effectiveness of telework at CNIC headquarters. Enclosure (3) provides the technology tools employees shall use during telework.

a. This instruction covers CNIC civilian Appropriated Fund (APF) employees and Non- Appropriated Fund (NAF) employees. This policy does not apply to Federal contractors or employees within tenant commands. Bargaining unit employees will follow the terms and conditions of locally negotiated telework policies until such time as they may be modified through negotiations. Service Members are not normally eligible for telework; however, the Service Member’s relevant commander or N-Code may authorize telework on a case by case basis, consistent with this instruction and component specific guidance per reference (c). All CNIC employee telework agreements will be executed under this authority.

b. Enclosure (1) is provided to guide supervisors in making position and personnel telework eligibility determinations. Eligibility status for all positions and employees must be revalidated every year. New employees must be identified as eligible or ineligible within 30 days of arrival.

c. After a position has been determined to be telework eligible, the telework status of the employee shall be determined. Employees may be designated as ineligible to telework, eligible for regular and recurring telework or eligible for ad hoc/situational telework. Selecting regular and recurring telework automatically includes ad hoc/situational telework.
(1) Employees would be ineligible to telework if they are:

(a) In a position that requires daily on-site activity or direct face-to-face personal contact which cannot be handled remotely or at an alternative worksite (e.g., on-site customer service).

(b) Interns or new employees receiving on the job training (eligibility reassessed after three months onboard).

(c) In a position that requires daily direct handling of classified material.

(d) If performance or conduct warrants more close supervisory direction, their rating of record is below fully successful, their conduct has resulted in disciplinary action within the past 12 months or they have unresolved security issues.

(2) Regular and recurring telework is defined as an approved work schedule where eligible employees work at an alternative worksite on a regular, recurring and ongoing basis. A regular and recurring telework agreement also requires the employee to telework on an ad hoc/situational basis as needed (e.g., when government offices are closed or there are delayed openings with the option for unscheduled telework; when weather conditions make commuting hazardous; or circumstances arise that compromise employee safety such as snow storms, hurricanes, act of terrorism, etc.).

(3) Per reference (a), telework is prohibited if:

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

(b) The employee has been officially disciplined for violation of the subpart G of the Standards of Ethical Conduct of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties.

(4) Ad hoc or situational telework is telework that occurs on an occasional, non-routine basis. Telework to complete short-term special assignments or to accommodate special circumstances are also considered situational even though the telework may occur continuously for a specific period. Ad hoc or situational telework must be approved in advance by the first-line supervisor. An employee may appeal the denial of an ad hoc telework request to their second-level supervisor.

   d. Eligibility is determined by the first line supervisor and captured in the applicable personnel system of record utilized across CNIC. APF employees are documented in the Defense Civilian Personnel Data System (DCPDS), active duty Service Members are documented in the Total Workforce Management Services (TWMS) and NAF employees will
have the data captured in Systems Applications Processing (SAP) by their local Human Resources Office (HRO).

e. CNIC employees are required to use TWMS to apply for telework per reference (e). Per references (a) and (c), employees must sign and agree to abide by Department of Defense (DoD) and CNIC Terms and Conditions contained in the Telework Agreement (DD Form 2946) created in TWMS as part of the application process. Enclosure (2) provides telework best practices that will facilitate employee telework success.

f. Telework training is a mandatory part of the application process and will be provided in TWMS per reference (e). All Telework Supervisors are required to complete telework training in TWMS every two years and employees are required to complete training each time they elect to apply for telework. Where employees do not have access to TWMS, or when TWMS is not functioning, all inquiries regarding telework training, telework eligibility and procedures for applying for telework should be made through their respective HRO telework coordinator.

g. Telework agreements for civilian employees will be approved or disapproved by the first line supervisor within 10 business days of receiving a telework application. If an employee’s telework request is denied by the first-line supervisor, the request is then forwarded to the second-level supervisor. The second-level supervisor will review the justification for denial and make a final determination to approve or disapprove a telework request within 10 business days of receiving a telework application. Employees may appeal a telework denial up their chain of command to their N-Code. Telework agreements for service members who request telework on a case by case basis will be approved or disapproved by the N-Code within 10 business days of receiving a telework application. Any request for telework greater than one day per week shall be approved at the N-Code level.

h. Employees will revalidate their request to telework every year. Supervisors will track and document employee performance while on telework and provide feedback during performance reviews. Employees may not start their telework arrangement until approval has been received. Telework must terminate on the expiration of an existing agreement.

i. In the event that a telework-approved employee has engaged in prohibited practices clearly identified by reference (d), (e.g., dependent care, babysitting while teleworking, etc.), or has been informed by the first line supervisor of performance, conduct or security issues, the employee’s participation in the telework program may be suspended by the first line supervisor. Such cancellations do not require advance notice. The employee may also request to end participation, without cause, at any time. An employee’s self-cancellation in TWMS of their telework agreement will not be routed up the chain of command. Per references (a) and (c), any management termination of a telework agreement must be documented in the employee’s agreement in Section IV, Notice of Telework Arrangement Cancellation and signed by the employee and their first line supervisor in TWMS or on the Telework Agreement, if filed in a hard copy.
j. In the event of a temporary medical condition, an employee may be approved for ad hoc or situational telework. Requests to telework for medical conditions shall follow the Department of the Navy Civilian Human Resources Manual (CHRM) 1606, Chapter 1, Procedures for Processing Requests for Reasonable Accommodation (RA).

l. A supervisor may call employees back to their official duty station for reasons including, but not limited to: special projects; meetings; shortage of staff due to vacation/illness; temporary additional duty; mission requirements; or a supervisor’s basic need to balance work demands in the office. If an employee is performing scheduled telework at an alternative worksite and is then required to travel to their official duty station, time enroute will count as time worked. If the teleworker is directed to return to the official duty station after their regularly scheduled basic tour of duty for irregular or occasional overtime work, the employee may be entitled to additional compensation in accordance with reference (f). During government shutdown and/or furloughs due to lapse of appropriation, telework will be suspended for excepted employees.

m. Employees in a drug testing designated positions (TDPs) and Service Members who telework on a testing day will be recalled to their official site for testing.

n. Generally, an employee teleworks from their place of residence. However, the telework location may change on a temporary basis, but only after the employee receives approval from the first-line supervisor.

o. Employees will continue to follow established local procedures of each activity and/or pertinent provisions of applicable collective bargaining agreements concerning the reporting of absences and requests for leave during any telework period.

p. Time spent in a telework status must be accounted for and reported in the appropriate time and attendance system of record using the designated telework codes, e.g., Telework Regular (TW), Telework Situational (TS), or Telework Medical (TM) for APF employees.

q. Occupational Safety and Health Administration (OSHA) rules governing the safety of workplaces apply to work performed via telework. Telework approved offices in the home require adequate workspace, lighting, telephone service, power and temperature control. Per references (a) and (c), employees are responsible for ensuring that their homes comply with health and safety requirements and must complete and sign a self-certification safety checklist which is part of the Telework Agreement, prior to beginning/renewing a telework arrangement. If the employee fails to submit or comply with the home self-certification checklist the employee is precluded from using his or her home as an alternative work site until certified.

r. Employees must have access to adequate equipment to function effectively while teleworking. Government furnished equipment (GFE) including computers, Common Access Cards (CAC) readers, printers and phones are authorized tools to complete work at an alternative worksite. Use of GFE to perform telework is preferred, in the event GFE is not available, use of personal equipment may be authorized as a last resort. An employee electing to use his or her personal computer for government business, tacitly agrees to granting the government full access
to all drives, files, documents and other information contained therein. Enclosure (3) provides guidance to assist employees in maximizing their telework technology toolkit.

s. Teleworking employees who access Personally Identifiable Information (PII) may only do so on encrypted GFE requiring two-factor authentication for access, per OMB Memorandum 07-16 and reference (c).

t. DoD CAC software may be installed onto Government-furnished computers to enable access via the Virtual Private Access (VPN) and/or personally owned computers to enable access via the Outlook Web Access (OWA) to unclassified DoD systems and networks per reference (c), and the activity’s information technology department guidance and requirements. The VPN provides full desktop-level functionality from remote locations but the network is physically limited on the number of concurrent users. Overburdening the system could compromise mission requirements by preventing some users from accessing the network entirely, or limiting functionality and performance level. Teleworkers should opt for employing other remote access capabilities such as OWA with smartcard readers, smartphones, etc., per reference (a).

u. Employees are responsible for safeguarding all CNIC information, protecting GFE and government property, and performing assigned duties while teleworking in support of CNIC’s mission requirements. Employees will apply approved safeguards to protect Government records from unauthorized disclosure or damage. Using personal email accounts for transmission of PII is strictly prohibited. PII may only be emailed between Government email accounts and must be encrypted and digitally signed.

v. Employees with a telework agreement may be required to work from home or at an alternative worksite to ensure Continuity of Operations (COOP) during either natural or manmade emergencies. Emergencies may include:

(1) A pandemic health crisis.

(2) When the regular worksite is closed or closed to the public due to natural or manmade emergency situations.

(3) When Government offices are open with the option for unscheduled telework during weather conditions that make commuting hazardous or circumstances arise that compromise employee safety (e.g., snowstorm, hurricane, act of terrorism, etc).

w. Employees with approved regular or situational telework agreements in place are expected to telework for the duration of any emergency whether it is a scheduled telework day or not. Employees are expected to be aware of impending weather emergencies and prepare in advance to telework. Preparation includes forwarding office telephones to the alternative worksite and collecting sufficient program or project material to complete while unable to access the regular worksite.
x. Teleworkers on approved leave are not eligible for administrative leave when Federal offices are closed per reference (d).

8. Responsibilities

a. CNIC Headquarters (HQ) Director, Civilian Human Resources (N13):

   (1) Designate a Telework Program Manager to:

      (a) Track all metrics and assess participation in the CNIC Telework Program.

      (b) Send annual data calls to CNIC Regions and NAF Headquarters Human Resources to collect telework participation metrics and training data for reporting requirements to DON.

   (2) Report CNIC telework metrics to the DON Office of Civilian Human Resources as required.

   (3) Include telework eligibility in all future position descriptions and recruiting advertisements.

   (4) Update the supervisor hierarchy to ensure employees are aligned to their supervisors in DCPDS for APF employees, TWMS for active duty Service Members and SAP for NAF employees. Updates in DCPDS and SAP will flow into TWMS.

   (5) Produce reports for supervisors, N-Code/Special Assistants and the front office when requested.

   (6) Conduct telework spot checks for all Headquarters Codes on a monthly basis, and provide report to the Chief of Staff, info the Commander and Deputy Commander.

b. Region Commanders:

   (1) Adopt this instruction in its entirety or adopt with modifications tailored to Region policies.

   (2) Update the supervisor hierarchy for regional employees to ensure employees are aligned to their supervisors in the correct system of record.

   (3) Designate a Telework Coordinator(s) and provide their contact information to CNIC (N13) via email no later than 10 business days following the effective date of this instruction. Updates to points of contact will be provided annually or within 10 business days of any vacancy or change in the Coordinator.

   (4) Provide telework statistics and data when requested from CNIC (N13).
c. N- Codes:

(1) Responsible for the oversight and execution of the Telework Program within their code, to include maintaining and managing a roster of telework approved personnel.

(2) Conduct random spotchecks on their personnel to include verification of documented approval, electronic or telephone communication checks, and sufficiency of work accomplished consistent with normal supervisory oversight of non-telework employees.

(3) Ensure consistency in application of the telework policy.

(4) Serve as the approval authority for any requests for telework beyond one day per week and for all service member requests for telework.

d. Supervisors:

(1) Complete supervisory telework training in TWMS every two years. Telework training must be completed prior to deciding the telework eligibility of positions and employees within their purview in the system of record (DCPDS, TWMS or SAP).

(2) Determining telework eligibility for the positions and employees under their purview and submitting position and employee eligibility determinations to the correct system of record. Supervisors are required to notify all of their employees of their eligibility status. Enclosure (1) is provided to guide supervisors in making position and person telework eligibility determinations.

(3) Meeting with employees prior to entering into a telework agreement to:

(a) Fully discuss each of the DoD and CNIC Terms and Conditions in the Telework Agreement per references (a) and (c).

(b) Review office procedures including reporting for duty, methods for measuring and reviewing work, systems for capturing time and attendance, and procedures for maintaining office communications. Use of the “Tranverse” chat-room application is strongly encouraged to maintain connectivity.

(c) Reinforce safety requirements at the alternate worksite, and assess technology and equipment needs.

(d) Discuss performance expectations with employees.

(e) Ensure a seamless process to customers either by telephone or electronically.

(4) Ensuring employee telework will not negatively impact mission accomplishment.
(5) Holding employees accountable for performance and ensuring employees complete work assignments while in a telework status. When performance is negatively impacted, take immediate actions to correct performance issues. This may include termination of a telework agreement.

(6) Considering telework requests in a consistent manner, ensuring that disapprovals include justifications based on sound business or mission-related reasons, and notifying employees of incomplete or inaccurate requests and returning applications for editing.

(7) Approving or disapproving an employee’s request within 10 business days.

(8) Reviewing telework agreements upon supervisory staff changes.

(9) Revalidating all positions and employees within their purview every two years for telework eligibility and submitting any changes to the appropriate system as required.

(10) Including telework eligibility in all future position descriptions and recruiting advertisements.

e. Employees:

(1) Complete telework training and the telework request forms in TWMS when initially requesting to telework, when an agreement expires or when the agreement has been suspended.

(2) Ensure that their alternate work space is functional to conduct business as outlined above in paragraphs 7q, 7r and 7s.

(3) Maintain the safety of their alternative worksite and report any work-related accident or injury occurring at the alternative worksite to their supervisor. Provide the supervisor with medical documentation (e.g., FECA CA-1) related to the accident or injury when requested.

(4) Resolve all child or dependent care issues that could interfere with the ability to work at the alternative worksite prior to applying for telework.

(5) Forward office phones to their alternative worksite, ensuring that they have sufficient work to keep them occupied for any period spent teleworking and being properly prepared to perform telework.

(6) Communicate the status of all assignments to their supervisor.

(7) Report any equipment or power failures that would infringe on their ability to continue to telework.

(8) Maintain the same work schedule while teleworking at their alternative worksite per the approved telework agreement.
(9) Request permission from their supervisor to telework or take leave when there is a natural or man-made emergency, severe weather, or when the office is closed or there is a delayed opening. Employees are responsible for notifying their supervisors if unforeseen circumstances arise that will preclude them from teleworking.

(10) Request permission from their supervisor to reschedule their telework day when it is more conducive to work in the office.

(11) Per references (a) and (c), comply with every term delineated under the DoD and CNIC Terms and Conditions of the Telework Agreement (DD Form 2946). Failing to abide by the Terms and Conditions of the Telework Agreement will result in the cancellation of the Telework Agreement and possible disciplinary action.

(12) Ensure telework is recorded properly in the appropriate time and attendance system.

(13) Communicate their telework status to leadership, peers and customers (i.e., by leaving a posted sign on their office door or cubicles, annotating shared calendars, or other agreed upon methods) to aid in transparency and communications.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N1) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, Navy policy and and statutory using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.


M.M. JACKSON

Releasability and distribution: This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0, https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx
MANAGER'S TELEWORK POSITION/EMPLOYEE ELIGIBILITY GUIDE

GENERAL INSTRUCTION

Per DoD Telework Policy (DoDI 1035.01):

To the extent that mission requirements are not jeopardized, the Department of Defense shall permit employees to telework who exhibit suitable work performance and occupy eligible positions to the maximum extent possible.

Supervisors or commanders may allow flexibility for employees or Service members to telework to the extent that mission readiness or accomplishment is not compromised. Regular, routine use of telework programs will allow supervisors, employees, and Service members to identify and resolve technology, equipment, communications, workflow, and associated issues that could impact the efficiency of mission accomplishment and inhibit the transparency of remote work.

Telework eligibility criteria should be applied impartially and consistently.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Series:</th>
<th>Grade:</th>
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<tbody>
<tr>
<td>PD#</td>
<td>Position Office Symbol:</td>
<td>Date:</td>
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<tr>
<td>Eligibility Evaluator (Name &amp; Title):</td>
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<tr>
<td>Name of Current Incumbent (If vacant, please indicate):</td>
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SECTION A
POSITION ELIGIBILITY CRITERIA

Base the below determination on the current duties of the position. This determination may change if the duties change (e.g. task forces, special projects, details).

Conduct this analysis based on the position duties rather than job title, series, type of appointment, work schedule or incumbent.

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<thead>
<tr>
<th>QUESTIONS</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>1. Does the position contain tasks that require the incumbent to report <em>daily</em> to the official duty station?</td>
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<td>2. Does the position require continuous on-the-job training or constant supervision?</td>
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<td>3. Does the position require <em>daily</em> use of special facilities or equipment that the organization cannot provide or is not available at an alternative worksite?</td>
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<td>4. Does the position contain tasks that require <em>daily</em> face-to-face contact that cannot otherwise be achieved via email, telephone, or similar electronic means with:</td>
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<tr>
<td>a. Supervisor(s) / manager(s)</td>
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<td>b. Colleagues / team members</td>
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<tr>
<td>c. Customers / clients</td>
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<td></td>
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<tr>
<td>d. The public</td>
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<td>5. Does the position contain tasks that require <em>daily</em> access to material/equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference material, sensitive information or classified information?</td>
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<tr>
<td>6. Does the position contain tasks that require <em>daily</em> access to systems/networks/applications that cannot be accessed at an alternative worksite?</td>
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<td>7. Would the performance of the position tasks at an alternative worksite result in measurably lowering the level of service provided to customers (e.g. delays in processing work, stacking of essential workload to be performed on a telework day, or inhibiting customer access to the employee)?</td>
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Enclosure (1)
If the answer is YES to any of the above questions (1-7), the position is NOT eligible for telework. Document the decision at the end of this worksheet. DO NOT complete the rest of the checklist.

If the answer is NO to all above questions, the position may be eligible for regular/recurring or ad hoc/situational telework. Continue to question 8.

8. Does the position contain tasks that require extensive face-to-face contact that cannot otherwise be achieved via email, telephone, or similar electronic means with:
   a. Supervisor(s) / manager(s)
   b. Colleagues / team members
   c. Customers / clients
   d. The public

9. Does the position contain tasks that require extensive access to material/equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference material, sensitive information or classified information?

10. Does the position contain tasks that require extensive access to systems/networks/applications that cannot be accessed at an alternative worksite?

   If the answers to all of the above questions (8-10) are NO, the position is eligible for regular/recurring and ad hoc/situational telework. Position eligibility has now been established. Document the decision at the end of this worksheet and go to Section B Employee Eligibility Criteria.

   If the answer to any of the above questions is YES, the position is not eligible for regular/recurring telework, but may be eligible for ad hoc/situational telework. Go to question 11.

11. Does this position include tasks that are occasional, one-time, or irregular that may be performed for at least a full day at an alternative worksite?

   If the answer to the above question (11) is YES, the position is eligible for ad hoc/situational telework only. Position eligibility has now been established. Document the decision at the end of this worksheet and go to Section B Employee Eligibility Criteria.

### SECTION B
**EMPLOYEE ELIGIBILITY CRITERIA**

Complete this section only if:
   a. Position eligibility has been established and
   b. The position is encumbered

<table>
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<tr>
<th>QUESTIONS</th>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>1. Has the incumbent read the CNIC Instruction and does he or she understand the responsibilities and accountability tied to telework approval and implementation?</td>
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<tr>
<td>2. Is the incumbent's performance currently rated below the Acceptable/Fully Successful level (or equivalent, e.g. Valued Performer)?</td>
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<tr>
<td>3. Does the incumbent have a current letter of reprimand; leave restriction letter; or letter of caution or similar written notice regarding performance, attendance or conduct?</td>
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<td>4. Has the incumbent been officially disciplined for being absent without permission for more than 5 days in any calendar year?</td>
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<td>5. Has the incumbent been officially disciplined for violations of subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties</td>
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Enclosure (1)
6. Has the incumbent received a suspension or demotion for misconduct or poor performance within the past 12 months? □ □

7. Is the incumbent on a probationary period that requires personal observation and evaluation by the manager? □ □

8. Is the incumbent in a trainee or entry level position requiring close supervision? □ □

If the answers to all of the questions in Section B (1-4) are NO, the employee may be eligible to telework.

If the answers to one or more of the questions in Section B are YES, the employee is not eligible to telework.

Document the appropriate determination at the end of this worksheet.

Relevant characteristics of the position/incumbent not discussed in the questions above or other additional information.

If there are concerns with the incumbent’s dependability, self-motivation, prioritization, time management, or handling of responsibility, please note them in this section.

Include the Employee’s stated reason for telework:

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<thead>
<tr>
<th>DETERMINATION</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>1. Position is eligible for regular/recurring telework</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>2. Position is eligible for ad hoc/situational telework only</td>
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<td>□</td>
</tr>
<tr>
<td>3. Employee is eligible for telework</td>
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</table>

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<tr>
<th>NAME/POSITION</th>
<th>SIGNATURE</th>
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Enclosure (1)
CNIC Headquarters Telework Best Practices

Provide the Same Level of Service and Responsiveness
Telework is a privilege and not an entitlement to employees. Teleworking employees should provide the same caliber of timely, accurate work as employees physically working in the office. On the rare occasion that uninterrupted work is required during a telework day, the employee and supervisor must ensure emergent mission requirements can be met. Telework should not be used as a substitute for dependent care, but it can be a valuable tool to individuals with caregiving responsibilities. Time saved commuting can be spent with family members.

Employees and Supervisors are Accountable
Good performance management practices – by both employees and supervisors – are essential for telework to be effective and equitable. All employees, non-teleworkers and teleworkers alike, are held accountable for the results they produce. Teleworking employees should not cause more work for those who stay in the office, and supervisors should avoid distributing work based on “availability” by physical presence to avoid unfairly burdening coworkers who do not telework. However, the Telework Enhancement Act requires teleworkers and non-teleworkers to be treated the same for purposes of periodic appraisals of job performance; training, rewarding, reassigning, promoting, reducing in grade, retaining and removing employees; work requirements; or other acts involving managerial discretion.

Communication is Key
Effective communication is essential to maintaining positive office relationships. The key difference between a telework relationship and an in-office relationship is supervisors and coworkers cannot as easily see what an employee is doing at his or her desk. Supervisors and employees should leverage the telework agreement framework to communicate and understand the expectations concerning maintaining communication with the office, execution of work, and what will be done to support contingencies.

Complete All Required Training
All supervisors and employees are required to complete telework training executing any telework arrangement. All supervisors will complete DON Telework training prior to determining a position’s telework eligibility and prior to approving or denying specific employee telework requests. Employees are the starting point for all telework agreements; First-Line supervisors are required to approve or disapprove telework applications within ten working days. Telework training modules, for both Supervisors and Employees, can be found in the “Available Training” Tab of the Total Workforce Management System (TWMS) when employees access their own records.

Tips for Success
CNIC Headquarters Telework Best Practices
Source: www.telework.gov

A successful telework program can improve organizational efficiency, raise the quality and quantity of work, boost employee morale and job satisfaction, and lower employee turnover rate. The following tips help ensure responsiveness, communications, and transparency is sustained during telework status:

1. Communicate Your Status
   - Post a sign noting telework date/hours & contact information
   - Include the name of an alternate employee that will be physically present in the office
   - Alert specific customers, colleagues or supervisor as required
   - Forward desk phone calls to a mobile or landline accessible during telework

2. Be prepared
   - Pack computer charger and any required IT support
   - Ensure you have access to phone numbers and e-mail addresses you need
   - Have any required paper documents
   - Have required passwords or call-in codes
   - Have a plan to access required electronic files
   - Have a backup plan in case technology fails to include returning to the normal work location

3. Have a work plan agreed to with your First Line Supervisor
   - What projects will be worked and what specific deliverables are expected
   - Ensure adequate workload for the telework period

4. Be Available and Customer Focused
   - Answer phones/return calls promptly
   - Respond to emails as timely as possible to reassure customers and supervisors that you are focused on work
   - If the employee has arranged with the supervisor to telework for purpose of completing a specific project and avoid distractions, emergent work issues need to be acknowledged with an email to individuals when the employee will be able to respond.
Step 3: TransVerse

TransVerse Chat Client Instructions:
How to find your DMDC PUN:
- To set up your TransVerse profile, you must know your DMDC PUN.
- In your Internet browser, type https://www.dmdc.osd.mil/milconnect
- Press Enter
- Sign In
- Click Login in the Common Access Card
- Click My Profile | Update and View My Profile.
- Click the tab labeled by your employee type, for example MIL, CIV, or CTR
- In the Personnel Status section, your DMDC PUN is displayed in the Persona Username field.

How to configure your TransVerse profile:
- Open TransVerse, Click Start > All Programs > Transverse >TransVerse. The New Account Window appears
- In the Login field, type your DMDC PUN
- In the My Chat Server field, type chat.apps.mil.
- Click Options.
- Click Authentication, then select Authenticate Via Smartcard (requires TLS) and check the Remember Certificate Selection checkbox.
- Click Login
- Select the certificate aligned with the DMDC PUN to logon.
- Your connection will be established.

NMCI SUPPORT
1-866-843-6624
(Have your NMCI Asset # handy)
More information can be found on the G2:
https://go.usa.gov/xR7us

Announcements
About Telework
Frequently Asked Questions
Documents

CNIC HQ IT SUPPORT
Contact us: (202) 433-3400
Email: cnic_hq_it_support@navy.mil
G2 Link IT issues Ticketing:
https://go.usa.gov/xR7uM

Telework Technology Toolkit

The CNIC Telework Program allows approved employees and managers to perform your job function at a location other than your regular jobsite. This might be your home or another approved working location on a regular and recurring basis or situational/ad hoc basis, including in response to emergency situations.

Your toolkit:
- Laptop
- CNIC Tools e.g. TWMS, G2
- NMCI Tools e.g. Outlook email, TransVerse, Storage/shared drive

Just follow the 3 easy steps described in this pamphlet to maximize your Telework Toolkit!
Step 1: Forward your phone

CALL FORWARDING
- How to Call Forward HQs Phone Line via Voicemail Web Access:
  http://tinyurl.com/yd9yaz2q
- Login to voicemail
- Select Alternative numbers.
- Enter the ten digit phone number of the outside line that your line is to be forwarded to in call forwarding number box.

Please Note: Do not enter “99” or “1” prior to the number.
- Click save button, on the right side of the screen.
- Click OK.

Please note: Desktop phone will ring 4 times at your desk before the call is forwarded to the outside line.

Step 2: Connect to NMCI

NMCI VPN via WiFi

1. In the bottom right corner of the screen on the task bar, look for the up arrow.
   Click on the up arrow (a box will appear).
   In the box, you should see “Customize”
   2. Click on Customize.
   A new window should open. In this window, look for the RAS Tools icon.
   Once you find the RAS Tool icon, some options should now appear.
   3. Click on the “Enable Hotspot Mode.”
   A timer should appear in the top right corner. (Note: you have 5 mins to fully connect to the VPN).
   4. After the timer appears, a new pop up should appear in the bottom right with all the available networks. Click on the network chosen.
   5. If there is a security prompt, it will ask you for the home network password and hit OK.
   Note: if several network choices pop up, select “Public Network”.
   Once the network connects, the RAS Tools icon should turn green.
   6. Now Click on “SSL-VPN Connect” (Note: If the RAS Tools icon is red or flashing, the “SSL-VPN”.

NMCI VPN via Cable

If you use a cable connection to from your laptop to your router, follow the same steps as WiFi except no need to set up a “Hotspot.” Go right to the instruction beginning with a “*” above.

Enclosure (3)