

Telework is DoD Policy

The Department of Defense encourages its personnel to telework. Why? Because it helps enable all of us to stay mission ready.

What is Telework?

Telework is an arrangement that allows you to perform your job function at a location other than your regular jobsite. This might be your home, a telework center, or another approved working location.

The Department of Defense telework program enables approved employees and managers to work offsite on a regular or ad hoc basis, or in response to emergency situations.

How Does Telework Benefit DoD?

Telework isn't just a program for DoD employees. It's a strategy for enabling the mission that:

- Supports the Department's requirements for continuity of operations
- Helps us recruit and retain a skilled and knowledgeable workforce
- Minimizes the impact we have on the environment

Above all, it keeps our people mission ready. Teleworkers are typically more engaged, less stressed, and more productive.

Ultimately, telework is a powerful tool—one that helps DoD maximize the agility it needs to operate in all kinds of conditions.

Telework is Already Working

“ As a manager, I experience first-hand the benefits of telework. When the staff isn't dealing with office disruptions or a long commute, they are fully focused on mission success. Plus, with BRAC, telework will enable us to retain more of our key employees. ”

Sonia Martinez,

Critical Infrastructure Protection Program Lead,
Defense Information Systems Agency

“ Telework allows me to be more focused and engaged on delivering software solutions to the U.S. Air Force. DoD telework tools have helped our division increase productivity. We even plan on lowering our costs by decreasing the amount of office space we need. ”

Warren Stull,

Software Architect,
Headquarters, U.S. Air Force



www.cpms.osd.mil/telework.aspx



Sonia Martinez
DISA Manager
Critical Infrastructure
Protection Program Lead
Defense Information Systems Agency

Why Telework?

Because it enables the mission.

teleforce
always ready

www.cpms.osd.mil/telework.aspx

Can I Telework?

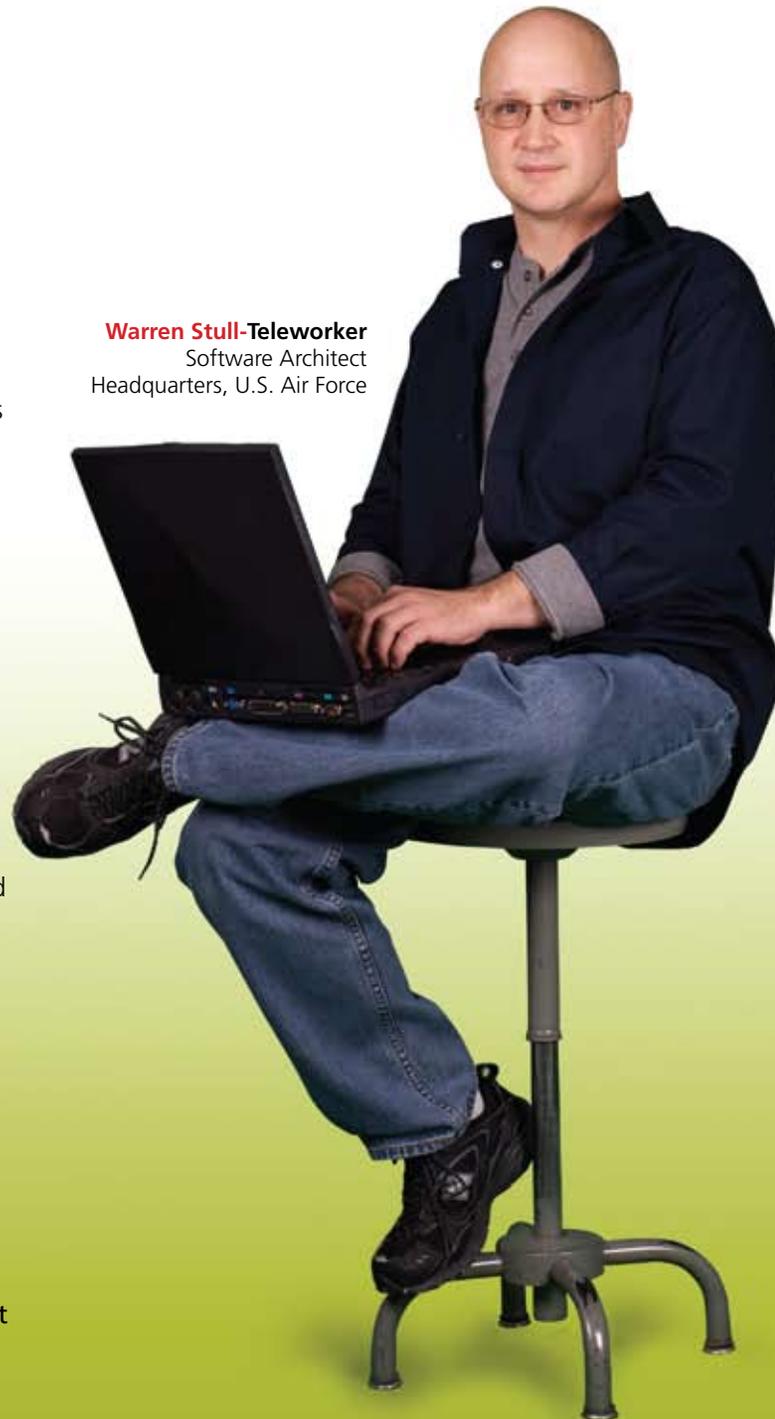
Employees may telework on a regular schedule or on an ad hoc basis—according to the demands of the mission.

The Department of Defense provides the following telework options that may apply, depending on your eligibility to telework and mission requirements:

- **Regular or Routine Telework** – Employees who exhibit suitable work performance and occupy eligible positions may telework regularly.
- **Situational Telework** – An option that allows you to telework on an ad hoc or occasional basis. For example, if you are required to perform large projects or tasks that require concentration and minimal interruptions for long periods.
- **Periodic Telework** – This option is used as practice to prepare for continuity of operations and to ensure a seamless transition to a telework model in an emergency situation. Periodic telework can also be used as an accommodation when employees are able to work but cannot report to a work site, as well as by those engaged in Web-based distance and continuous learning.

Talk to your supervisor or Telework Coordinator to determine if you're eligible to telework and which type of telework is best for you.

Some employees may not be eligible to telework. For example, if you handle classified materials or require regular, face-to-face contact with certain people, you might not be eligible for regular telework. But there may be circumstances when you could be eligible for situational telework.



Warren Stull-Teleworker
Software Architect
Headquarters, U.S. Air Force

Getting Started

Would you like to telework? Are you ready to promote teleworking among your workgroup? DoD makes it possible. Here's how:

I'm an Employee

If you are an employee or active Service Member, start by talking to your manager or supervisor to determine if you are eligible to telework and on what basis—regular, situational, or periodic.

You should also honestly assess your capabilities—can you work effectively without close supervision? Does your home workspace meet DoD safety requirements? Are you comfortable with the technologies needed to telework?

If you and your manager or supervisor determine you are eligible to telework, talk to your assigned Telework Coordinator. Familiarize yourself with DoD and your Component's telework policies and procedures and sign a Telework Agreement.

If your telework status is approved, your manager will work with you to develop a work assignment plan for your telework days that ensures your experience is as productive and seamless as possible.

I'm a Manager

If you are a manager, there are resources that can help you implement a successful telework program without increasing your administrative burden.

Start by becoming familiar with DoD and your Component's telework policies and procedures. Your Telework Coordinator can help you apply policies and procedures to your workgroup.

Online resources and guides are also available at www.cpms.osd.mil/telework.aspx to help you assess telework eligibility and employ best practices and procedures to ensure telework is a successful work option for you and your workgroup.