



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 12300.2A
BUPERS-05
19 Sep 2017

BUPERS INSTRUCTION 12300.2A

From: Chief of Naval Personnel

Subj: BUREAU OF NAVAL PERSONNEL TELEWORK PROGRAM

Ref: (a) 5 U.S.C
(b) DoD Instruction 1035.01 of 4 April 2012
(c) SECNAVINST 12271.1

1. Purpose

a. To implement the Bureau of Naval Personnel (BUPERS) Telework Program. References (a), sections 6501 through 6506; (b); and (c) establish a policy under which eligible employees may participate in teleworking to the maximum extent possible without diminished employee performance.

b. Major revisions include that the Total Workforce Management Services (TWMS) telework module is the authoritative source for tracking approved telework agreements. Also, managers are advised that medical telework is a reasonable accommodation for disabled employees. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 12300.2.

3. Scope and Applicability. This instruction is applicable to BUPERS commands and subordinate activities.

4. Discussion. Telework has emerged in Federal government employment both on an informal basis and pursuant to specific Department of Defense (DoD) policies and regulations. Reference (a), sections 6501 through 6506, amplifies the importance of telework across all federal agencies. The Department of the Navy (DON) remains committed to maximizing participation in telework to the extent that mission is not disrupted or jeopardized.

5. Objectives. This program is designed to actively promote telework as a legitimate method for managers and their employees to achieve claimant work requirements. The objectives of this program are to:

a. Promote BUPERS as an employer of choice.

b. Improve the retention and recruitment of high-quality employees who can exceed work requirements.

c. Enhance BUPERS efforts to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems, who might otherwise have to retire on disability.

6. Policy

a. Management will determine position and employee eligibility for telework eligibility.

b. Employees identified as occupying eligible positions be notified of this determination and be allowed to telework, **if they so request**, at the frequency deemed appropriate (noting that **employee participation in teleworking is voluntary**).

c. Employees may be approved to telework and to work an alternative work schedule.

d. Supervisors may approve “ad hoc” telework.

e. Employees and supervisors must complete DON telework training via TWMS prior to entering into a telework agreement.

f. Employees who telework must sign a DD 2946 Department of Defense Telework Agreement (located in TWMS) prior to commencement of telework. (At a minimum, all telework agreements must address the location and requirements of the alternative worksite, telework schedule, security of official information, protection of Government-furnished equipment, applicable standards of conduct, liability and injury compensation, and Government access to the alternative worksite.)

g. Management reserves the right to require employees to report to the traditional worksite on scheduled telework days, based on operational requirements. 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 the organization’s needs. Either the employee or the supervisor can terminate the telework arrangement. Supervisors must justify, in writing, the basis for the denial or termination of telework on page 4 of the DD 2946 (located in TWMS telework module).

h. Employees who are approved for telework are required to satisfactorily complete all assigned work per standards and guidelines in the employee's performance plan. Time spent in a teleworking status must be accounted for and reported on in the same manner as if the employees reported for duty at the traditional worksite.

i. Proper timekeeping codes should be utilized in the Standard Labor Data Collection and Distribution Application (SLDCADA) for telework:

(1) Telework Medical (TM)

(2) Telework Situational (TS)

(3) Telework Regular (TW)

j. Overtime provisions that apply to employees working at a traditional worksite apply to employees who telework. Employees may work overtime only when ordered and approved in advance by the supervisor. Normal overtime policies apply.

k. Employees who are approved for telework must complete and sign a DD 2946, which includes a safety checklist, prior to commencement of teleworking. Employees are covered by the Federal Employees Compensation Act when injured or suffering from work-related illnesses while conducting official government business.

l. TWMS telework module will be the authoritative source for tracking approved telework agreements.

7. Responsibilities

a. BUPERS, Director, Total Force Human Resource Office (BUPERS-05) must:

(1) Appoint a BUPERS Telework Program manager.

(2) Provide and interpret DON and DoD policies on telework.

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

(4) Prepare consolidated reports and other data for DON and DoD on participation rates in the BUPERS Telework Program on an annual and as required basis.

(5) Update and revise this policy based on further guidance and direction from DoD or DON.

(6) Ensure managers are aware of medical telework as a reasonable accommodation, providing potential for employment opportunities for people who may not otherwise access or perform in a traditional work environment due to a disability.

b. The head of the organizational unit (e.g., department head, officer in charge, commanding officer (CO)) must:

(1) Designate a Telework Program coordinator.

(2) Implement the BUPERS Telework Program per this policy and references (a), section 6501 through 6506; (b); and (c).

(3) Report positions eligible to participate in the Telework Program.

c. Supervisors and managers must:

(1) Maintain records of employees participating in the Telework Program.

(2) Determine employees suitable by including those who have:

(a) Forwarded a telework agreement via TWMS for approval.

(b) Demonstrated dependability and the ability to handle responsibility and proven record of self-motivation.

(c) The ability to prioritize work effectively and utilize good time management skills.

(d) Agreed to protect government records from unauthorized disclosure or damage and comply with requirements of the Privacy Act of 1974 (4 U.S.C. 552a).

(e) No dependent or elder care obligations that would conflict with work at home.

(3) Ensure all employees teleworking have signed telework agreements in TWMS.

8. Labor Relations Obligations. Any bargaining obligations must be fulfilled prior to implementation. BUPERS, Labor and Employee Relations Office (BUPERS-05) is available to provide guidance and assistance.

9. Action. Provisions of this policy are effective immediately. Supervisors must ensure adherence to program and reporting requirements. Questions may be directed to the BUPERS frequency asked questions email box at MILL_BUPERS-05_FAQ@navy.mil.

10. 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.

11. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

12. Form. DD 2946 Department of Defense Telework Agreement is available in the TWMS Self-Service Module at <https://twms.navy.mil> and is also available for download at the DoD Forms Management Program Web site at <http://www.dtic.mil/whs/directives/forms/index.htm>.

A handwritten signature in black ink, consisting of the letters 'R', 'A', and 'B' in a stylized, cursive font, followed by a long horizontal flourish.

R. A. BROWN
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.public.navy.mil/bupers-npc/reference/instructions/Pages/default.aspx>