

Uniformed Services University of the Health Sciences

Interim Telework Guidance



USUHS INTERIM TELEWORK GUIDANCE

The following provides the administrative procedures for teleworking.

A. General Procedures

USUHS shall follow the teleworking policies and procedures specified in Department of Defense Instruction (DoDI) 1035.01 dated October 21, 2010 (or as amended). The USUHS Civilian Human Resources (CHR) will review Telework Agreements to ensure that they are consistent with DoD and USUHS policies and procedures. Agreements not consistent with established procedures will be returned to the department for corrective action.

B. Approval of Telework Agreements

1. Employees will discuss and submit telework requests to their supervisor for review and approval using the DoD Telework Agreement (DD Form 2946) and the USUHS Work Schedule Form (attachment 1). The USUHS Work Schedule Form must be completed if the employee teleworks one (1) or more days in a biweekly pay period on a regular and recurring basis. Supervisors will forward a copy of approved agreements to the CHR. (**Note:** A signed Telework Agreement is required for both regular and recurring telework and situational or ad hoc telework)
2. If the Telework Agreement is approved, the employee must use Government Furnished Equipment (GFE), i.e., desktop or laptop with remote access software installed, while teleworking unless otherwise authorized by the USUHS Configuration Control Board (CCB). The use of a personally-owned computer to perform Government business while teleworking is limited to the use of the University web mail platform. Any exceptions must be approved by the CCB. Requests can be submitted to ccb@usuhs.mil. The computer system intended for telework use must be documented on page 3 of DD Form 2946. Exceptions approved by the CCB (if applicable) must be submitted with the telework agreement.
3. Requests for permanent Telework arrangements shall be reviewed and recommended by the immediate supervisor, reviewed by the appropriate department Chair or Head and the appropriate Dean or Vice President, and forwarded to the President (or his designee) for approval. Permanent telework arrangements are work arrangements where the employee is not scheduled to report physically to the agency worksite at least twice in each biweekly pay period on a regular and recurring basis. In this case, the employee's alternate worksite would be his/her official worksite for pay purposes. (**Note:** Employees are compensated based on the location of their official worksite - i.e., when the telework location (the alternate site or home) is the employee's official worksite, locality pay will be based on the location of the telework site, not the agency worksite)

4. Telework Agreements will be reviewed and resigned by the supervisor and employee at a minimum every two (2) years. A new Telework Agreement shall be completed when a new telework arrangement is established between the employee and their supervisor.