

SUPPLEMENTAL DIRECTIVE

NNSA SD 314.1A

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NNSA TELEWORK PLAN



NATIONAL NUCLEAR SECURITY ADMINISTRATION
Management and Budget

CONTROLLED DOCUMENT
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OFFICE OF PRIMARY INTEREST (OPI):
Human Resources

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NNSA TELEWORK PLAN

1. PURPOSE. To establish requirements and responsibilities for administering the National Nuclear Security Administration's (NNSA) telework program and to supplement Department of Energy (DOE) Order (O) 314.1, *DOE-Flex: DOE's Telework Program*.
2. AUTHORITY. DOE O 314.1, *DOE-Flex: DOE's Telework Program* requires the NNSA Administrator to develop an NNSA Telework plan and ensure that NNSA employees comply with their respective responsibilities under DOE O 314.1.
3. CANCELLATION. Supplemental Directive (SD) 314.1, *NNSA Telework Plan*, dated 05-15-17.
4. APPLICABILITY.
 - a. Federal. This directive applies to NNSA federal employees.
 - b. Contractors. Does not apply to contractors.
 - c. Equivalencies and Exemptions.
 - (1) Equivalency: In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 United States Code sections 2406 and 2511, and to ensure consistency throughout the joint Navy-DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.
 - (2) Exemptions: Requests for exemptions to this SD must be submitted to the Director of Human Resources and approved by the NNSA Administrator.
5. SUMMARY OF CHANGES.
 - a. Included language on response to the novel coronavirus (COVID-19) pandemic.
 - b. Added clarification about the difference between remote work and telework.
 - c. Added a requirement to the Heads of NNSA Elements to develop a Telework Implementation Strategy document.
 - d. Other minor editorial changes.
6. BACKGROUND. Per OPM Memo CPM 2021-17, telework is a work arrangement where an employee is expected to report to work both at the regular worksite and an approved alternative worksite (e.g., home, telework center) on a regular and recurring basis each pay period. It is an important tool for achieving a resilient and results-oriented

workforce. At its core, telework is people doing their work at locations different from where they would normally do it.

Note: Additionally, the OPM Memo states that remote work does not involve an expectation that the employee regularly reports to the regular worksite each pay period. Remote work is an arrangement that an agency, in its discretion, may choose to undertake, if the arrangement is consistent with the agency's needs and the duties of the given position. A remote work arrangement may be initiated by the agency posting the position as one that will be performed remotely or by an employee requesting the privilege of working remotely. NNSA may determine whether to grant such requests on a case-by-case basis. The remote work agreement must accurately document the employee's alternative worksite to enable accurate determination of locality pay.

The *Telework Enhancement Act* of 2010 encourages federal agencies to use telework as a workforce flexibility tool for recruiting top talent, retaining current employees, providing accommodations for employees, reducing the cost of office space and absenteeism, and responding to emergency situations or office closures. Telework also enables employees to manage work and personal or family responsibilities more efficiently while reducing commuting time, traffic congestion, fuel consumption, or environmental pollutants.

In March 2020, NNSA adopted an immediate maximum telework posture in response to the COVID-19 pandemic. Throughout the crisis the agency's workforce exhibited professionalism and continued commitment to mission success while teleworking. As a result, NNSA determined that additional telework flexibilities deployed during the pandemic may be beneficial for employees, managers, the environment, and for the reasons described in the preceding paragraph during normal operations.

Future National emergency situations could relax the requirements of this SD and implementation protocol would be subject to the Department's and Administration's Continuity of Operation Plan (COOP).

7. REQUIREMENTS.

a. General.

- (1) A Telework Implementation Strategy (TIS) must be developed for each NNSA Element that may encourage interested and eligible employees to participate in a regular telework schedule that may include up to 4 days of telework per week.
 - (a) Job duties and performance or conduct issues must be considered to develop a structure that increases workforce flexibility to recruit top talent, retains current employees, provides accommodations for employees, reduces the cost of office space and absenteeism, and responds to emergency situations or office closures.

- (b) A TIS must outline the expectations for staff, including senior leaders, and identify any metrics in support of the Department's telework goals.
 - (c) A TIS for each NNSA Element must be submitted to the Associate Administrator for Management and Budget (NA-MB-1) for review and record-keeping purposes. The TIS should be issued within 3 months of this SD being approved. The TIS must be reviewed every two years and revised as needed.
- (2) Employees cannot be required to participate in telework under normal circumstances, even if the duties of the position make the employee telework-eligible. An employee (who either does not wish to telework or is not eligible to telework) cannot be required to sign a telework agreement for any reason, e.g., in order to avoid providing an excused absence to an employee on a day when federal offices are closed to the public. Both employee participation and the signing of a telework agreement (Appendix B) must be voluntary. However, NNSA strongly encourages all employees to have a situational telework agreement in place should an emergency arise that authorizes temporary telework or weather-related closures.
 - (3) Telework must not be used as a substitute for dependent care. Although telework is not a substitute for primary caregiving, there are circumstances in which an employee could work at home and still provide needed care on a limited basis to a family member. For example, a child may be doing homework or be on bed rest and may only need periodic attention; in this scenario, the employee is able to satisfy their scheduled hours reported in Automated Time Attendance and Production System (ATAAPS) for the day. However, a situation where a child requires constant attention would not be one in which the employee could telework.
 - (4) Teleworking requires computer connectivity to be productive. If an employee loses connectivity, due to agency or alternative worksite complications, the employee must notify their supervisor and ensure that the supervisor has alternative contact information. If an employee has no other work that can be performed and the issue is not resolved within an hour, they must travel to the regular worksite or take leave (i.e., annual, LWOP, etc.). If other provisions are applicable, such as inclement weather, an exception can be made at the discretion of the supervisor. If an employee is experiencing connectivity issues and applicable provisions prevent a commute into the regular worksite, weather and safety leave is appropriate.
 - (5) Remote work, and telework performed outside of the local commuting area that requires the employee to report to the agency work site only once per pay period, requires the approval of the Head of the NNSA Element,

as there could be impact to pay, travel reimbursements, and other policy factors.

b. Eligibility.

- (1) Employees, including supervisors and managers, regardless of duty station, are eligible for routine telework agreements unless one of the exclusions in Section 7.c. applies, as determined by the supervisor on a case-by-case basis. The determination must be certified on the Employee Telework Eligibility Notice/Application (included in the NNSA Telework Agreement, Appendix B) at the time the employee provides an application for telework.
- (2) All employees, including supervisors and managers, regardless of duty station, must have an approved routine, situational, or medical telework agreement in place prior to the employee beginning telework. An approved agreement is signed by immediate supervisors and verified as complete by the NNSA Telework Coordinator (Telework Coordinator). When there are extenuating circumstances that prevent an employee or supervisor from providing the telework agreement in advance, the telework agreement should be complete within a reasonable period appropriate to the circumstances involved.
- (3) Any employee who wishes to participate must first successfully complete an interactive telework training program provided by NNSA Learning Nucleus.
- (4) Employees must have a current rating of Fully Meets Expectations (FME) level or higher in order to telework. If an employee was rated less than FME, but performance is improving while subject to a Performance Concern Memorandum (PCM), Performance Assistance Plan (PAP), or Performance Improvement Plan (PIP), the employee may be approved to telework during an emergency. Per DOE O 314.1,4. b. (6), the employee is on a situational telework agreement that is limited to emergency situations in order to perform work offsite.
- (5) Although participating in telework is voluntary, once employees are under a telework arrangement they may be required to telework. For example, when the Federal Government is closed, employees with a telework agreement (Appendix B) are expected to work to the extent feasible (see Section 7.r.(1), Emergency, Closure, or Dismissal). Also, these employees may request unscheduled telework for personal situations or emergencies.

c. Exclusions. The limitations on eligibility as set forth below (even in emergency or other unforeseen situations) are not intended to be an exhaustive listing of all reasons for limiting or restricting telework. The determination of ineligibility must be provided to the employee and documented on the Employee Telework

Eligibility Notice/Application (included in the NNSA Telework Agreement, Appendix B) at the time the employee provides an application for telework.

- (1) The employee has not been in the organization long enough to know their duties or organizational relationships well enough to perform independently or successfully.
- (2) The employee's capability to access the network does not meet the network security requirements and no other work of equal or higher priority that is acceptable to the supervisor can be performed at an alternative worksite.
- (3) The position involves only work that is performed at offsite locations or while traveling between worksites, such as the transport of nuclear materials.
- (4) The position involves work that is restricted to being performed onsite every workday; for example, work involving the handling of classified information or frequent and required in person contact.
- (5) The employee has previously been removed from telework for lack of reliability, e.g., unresponsiveness to email or phone calls, large periods of unavailability, inability to meet deadlines while working from home.
- (6) The employee has been officially disciplined and a discipline document has been placed in employee's official personnel file (OPF) for:
 - (a) being absent without permission for more than 5 days in any calendar year.
 - (b) violation 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.

The employee will be prohibited from participation in telework while the discipline document remains in the OPF.

Note: An employee designated as an emergency employee may participate in the telework program.

d. Types of Telework Arrangements. Employees must request approval for a telework arrangement in one of the following categories:

- (1) **Routine.** Employees perform work at another location on a scheduled, recurring basis, e.g., weekly, bi-weekly, or monthly for non-medical reasons.

The supervisor may direct the employee to be at the organization's regular worksite for the employee's position (where the employee would normally work absent a telework agreement) or other location on a day or part of a day that the employee would otherwise telework. For example, if an employee is selected for random drug testing on a day that the employee is teleworking, the employee must report to the collection site within the time period in the notification. If there are extenuating circumstances that would preclude the employee from reporting to the regular worksite the employee would need to request leave for the day (e.g., a medical appointment that should not be cancelled). Notice of the direction to be at the regular worksite must be given as far in advance as possible. The employee may work with the supervisor to determine whether a substitute day or days of telework within the same pay period may be possible. An employee who disregards a supervisor's notification to report to the regular worksite could face disciplinary, adverse, and alternative corrective actions, including termination of the Telework Agreement.

Reasonable Accommodation. Routine telework may be considered an appropriate form of accommodation for employees with disabilities who meet eligibility criteria prescribed with federal-sector Equal Employment Opportunity (EEO) regulations and NNSA Policy regarding Reasonable Accommodation (RA). When telework is approved as an accommodation it will usually be under a routine or situational arrangement. Employees must comply with telework requirements with any applicable modifications based on the accommodation. It is important to distinguish between ordinary requests to telework and requests for RA from persons with disabilities, because telework is governed by the telework laws and RA request are governed by Section 501 of the *Rehabilitation Act* of 1973 (Rehab Act), as amended, 29 U.S.C. 791, et seq. (which was made applicable to federal employees pursuant to the *Americans with Disabilities Act*). Further information may be obtained at EEOC Work at Home/Telework as a Reasonable Accommodation (<https://www.eeoc.gov/laws/guidance/work-home>), [Telework.gov/Reasonable Accommodations](https://www.telework.gov/Reasonable%20Accommodations) (<https://www.telework.gov/>) or from the NNSA RA Coordinator.

- (2) **Situational.** This arrangement permits work at the alternative site for short periods of time to accommodate personal, work, or weather situations. Employees perform work to accomplish specific tasks, to complete a work product, or to accommodate a personal situation. The number of hours or days spent teleworking will depend on the situation or nature of the assignment(s). Teleworking for a medical condition or a medical appointment (for self or a family member, as defined by Office of Personnel Management) that occurs on an intermittent or periodic basis is

covered by situational telework. NNSA will use situational telework to reflect all non-routine situations except for specific medical telework arrangements.

- (3) **Medical.** A medical agreement is for a specific timeframe during confinement, rehabilitation, or recuperation from a serious illness or injury. The agreement must have a termination date. This date is determined by the medical documentation provided by the employee's treating physician. This may be a full-time or part-time arrangement depending on the medical situation. (**Note:** When telework is approved as an RA it will usually be under a routine or situational agreement.)

A medical agreement is appropriate when the employee is expected to telework due to a medical condition or provide care for a family member with a medical condition throughout a specific period and not on an intermittent basis. Teleworking to attend periodic medical appointments for self or a family member, or to care for a family member for a few days (if the employee can perform work), are regarded as situational not medical arrangements.

Note: When caring for themselves or a family member, or going to a doctor's appointment, the time spent at medical treatments, periodic medical appointments, or receiving or providing medical attention does not count as hours worked. The employee would take sick leave, annual leave, credit hours, etc., as appropriate.

A medical Agreement request must be supported by acceptable documentation, from the applicable medical service provider, that directly links the family member's or employee's medical condition to the need for telework and provides a prognosis for the return to full duty or a description of any limiting conditions. The supporting medical documentation should be submitted directly to the Telework Coordinator. The Telework Coordinator must conduct a policy compliance and administrative review to ensure the documents are properly completed. The documentation must be on the medical provider's letterhead, dated, and include:

- (a) employee's or family member's name;
- (b) statement that employee or family member is under a physician's care;
- (c) reason the medical condition requires the employee to telework;
- (d) anticipated duration of the medical condition (beginning date and ending date of the need to telework), and
- (e) signature of medical provider.

Medical documentation must be filed and maintained by the Telework Coordinator. It is not filed in the employee's eOPF and is not maintained with any other documentation or files on the employee. The medical documentation must be maintained separately and protected so that others cannot gain access to the information. Access to medical documentation must only be permitted per current regulations regarding access to medical documentation. The reason for Medical telework must be kept confidential and disclosed on a need-to-know basis only.

The duration of a medical arrangement is determined by the period specified by the medical service provider. It may be extended or reduced, depending on the circumstances. When an extension is being requested, updated medical documentation must be provided to the Telework Coordinator for compliance and administrative review.

e. Length of Telework Agreements/Number of Telework Days per Pay Period/Partial Days.

- (1) Routine and Situational agreements must be reviewed annually and may be in effect indefinitely if the employee's duties or responsibilities do not change significantly (See 7.i.). Telework agreements should be reviewed when performance plans are issued annually.
- (2) A medical Agreement must be for a specific timeframe during confinement, rehabilitation, or recuperation. The agreement must be in effect only during that period and a termination date will be determined accordingly.

A telework agreement requires the employee to report to the regular worksite at least once per pay period (See section 7.p. for effect on official duty station when reporting to the regular worksite less than twice per pay period). In determining the number of days in a pay period that an employee is permitted to telework; the need for the employee to be at the regular worksite to interact with person(s) assigning work and with colleagues, attend meetings, etc., must be considered. This determination must be made in accordance with the expectations set forth in the TIS for part-time agreements. However, to the extent an employee requests to work remotely or report to the regular worksite only once per pay period, such a request must be approved by the Head of the NNSA Element. **Note:** The number of days worked at the alternative worksite may affect the determination of the official duty station and locality pay. Any change to duty station would require approval by the Head of the NNSA Element (for more information on Official Duty Station, see Section 7.p.).

Note: Travel time between home and work is only credible as hours of duty if the employee goes directly to or from home and the regular worksite and continues to work (for more information on Commute Time, see Section 7.q.). Employees may telework for part of the day and work at the regular worksite for part of the

day as approved. For example, teleworking to attend early morning meetings before going to the regular worksite, or working at the regular worksite in the morning, leaving the office to attend a personal appointment near home, and then continuing work at the alternative worksite. The expectations of whether time will be considered credible should be outlined in the Head of the NNSA Element's TIS.

f. Suitability for Telework. In determining whether a particular work situation is suitable for telework, supervisors must first consider the nature of the work and second the characteristics of the employee.

(1) **Work.** Work suitable for telework depends on job content. For example, telework is feasible for work that requires thinking and writing – data analysis, research, and writing, reviewing grants or cases, writing decisions or reports; telephone-intensive tasks, such as setting up a conference, obtaining information, or following up on participants in a study; and for computer-oriented tasks – programming, data entry, word processing.

Work may not be suitable for telework if the employee needs to have extensive face-to-face contact with the supervisor, other employees, clients, or the general public; or if the employee needs frequent access to material that cannot be moved from the regular worksite, such as classified documents.

(2) **Employee.** The work characteristics of an employee are important. For routine telework the employee must be an organized, disciplined, and conscientious self-starter who requires minimal supervision.

g. Training.

(1) All employees who want to telework must complete the interactive telework training program provided by NNSA through Learning Nucleus before their agreement is signed and they are approved to telework by their supervisor.

(2) All supervisors of employees who telework must complete the supervisor module of telework training provided by NNSA through Learning Nucleus.

(3) Employees must include a certificate of completion for the telework training in the final telework submission package. Telework training is not required annually.

h. Telework Application Review and Decision. The written telework agreement (whether for routine, situational, or medical) is entered into between the supervisor and the employee authorized to telework, outlines the specific work

arrangement that is agreed upon, and must be in place for any employee to telework. If circumstances prevent the submission of a telework agreement in advance the employee should submit an agreement as soon as they are able.

- (1) The complete telework package must include (Appendix B):
 - (a) NNSA Telework Eligibility Notice/Application.
 - (b) DOE Telework Self-Certification Safety Checklist.
 - (c) NNSA Telework Agreement.
 - (d) Telework Training certificates of completion for both the employee and the supervisor.
 - (e) Medical documentation (as applicable); and
 - (f) Any other applicable documentation.
- (2) All employees must use the applicable NNSA Telework forms attached to this directive and the Telework page on the NNSA Intranet Portal.
- (3) The telework application must be submitted to the first-level supervisor for eligibility review and approval or disapproval. **Note:** Remote and telework agreements requiring the employee to report to the regular worksite less than twice per pay period must be submitted to the Head of NNSA Element for approval or disapproval.
- (4) All requests to participate in telework must be acted upon within 20 workdays of submission. If this is not possible, the supervisor will advise the requesting employee of the delay and the revised time of approval or disapproval.
- (5) The approved package must be submitted to the NNSA Telework Mailbox (nnsahrtelework@mnsa.doe.gov) for policy and administrative compliance review. Medical documentation related to the telework request must be submitted in an encrypted email directly to the NNSA Telework Coordinator via the NNSA Telework Mailbox.
- (6) If the request is disapproved, the reason for the disapproval must be provided to the employee in writing (along with information on grievance procedures) and signed by the supervisor with concurrence by the second-level supervisor. The decision to deny a request to telework must be based on organizational needs, operational requirements, employee performance, and whether the work is appropriate for telework. Any disapproval based on employee performance should be pre-coordinated with the supervisor's Employee Relations Specialist. A copy of the disapproved telework

application and the reason for the disapproval must be submitted to the Telework Coordinator (nnsahrtelework@nnsa.doe.gov)

- (7) The telework package must be completed, approved, and signed by the supervisor and employee before the commencement of telework. Once the telework agreement is signed it must be sent to the Telework Coordinator for validation and recordkeeping purposes. Exceptions can be made if an exigency occurs which precludes the completion of forms before the commencement of telework. In such cases, the forms must be completed within 10 business days from the commencement of telework. If the situation prevents completion within this timeframe, the telework agreement should be completed within a reasonable period appropriate to the circumstances involved.
- (8) A new telework agreement must be signed and approved when the employee is placed under a new supervisor; however, the new supervisor has the option of leaving the old agreement in place. In that case, the new supervisor must sign in concurrence of the old plan and re-submit it to the Telework Coordinator.

i. Annual Review and Recertification.

- (1) Agreements (routine or situational) must be reviewed by the supervisor at the beginning of every fiscal year. It is recommended to review it at the same time the employee performance plans are issued. Recertification of an existing agreement is only required if there is a change in the telework situation. Recertification is noted on the Employee Telework Recertification Form (included in the NNSA Telework Agreement, Appendix B).
- (2) Long-term medical Agreements must be reviewed periodically, per management's discretion.

j. Suspension or Termination of Agreement.

- (1) Should the employee choose to no longer telework, the employee must sign and submit the Termination Form (included in the NNSA Telework Agreement, Appendix B) and submit it to the supervisor and the Telework Coordinator.
- (2) To suspend or terminate an agreement at any time, the supervisor must inform the second-level supervisor and the employee in writing of the reasons for the action and the effective date. The second-level supervisor must concur on the action. The Employee Telework Suspension or Termination form (included in the NNSA Telework Agreement, Appendix B) must be used. The supervisor must also notify the Telework Coordinator. When terminating an agreement, employees must be advised

of their right to appeal the action through the grievance process. It is recommended before suspending or terminating an agreement, to contact your servicing Employee Management Relations Consultant.

(3) A telework agreement may be suspended for reasons such as (list is not all-inclusive):

- (a) To guarantee training requirements are completed on time.
- (b) To attend essential meetings, conferences, etc.
- (c) To complete critical or urgent assignments requiring the employee's presence at the regular worksite.
- (d) Lack of office coverage (such as during vacation periods or staff shortages).
- (e) Supervisor determination that in-office work is required.

(4) A telework agreement may be terminated for reasons such as (list is not all-inclusive):

- (a) Diminishing employee performance.
- (b) Reassignment or promotion to a new position not eligible for telework.
- (c) Upon permanent recovery of employee from medical issues or disability which necessitated the telework arrangement.
- (d) Failure to fulfill the terms of the agreement.
- (e) Failure to maintain eligibility in accordance with DOE Order 314.1.

k. Equipment and Supplies. Documentation of equipment or supplies assigned to the employee must be made on the Telework Agreement (Appendix B). If equipment and supplies cannot be provided from available supply (including surplus), employees who wish to participate in telework may need to provide it themselves. Participants who use their own equipment must ensure that adequate safeguards exist to protect the equipment and records. An employee may request a DOE-issued laptop, hotspot, or cell phone with sufficient justification to be able to efficiently perform duties from home. There is no requirement in the law or DOE telework policy for Departmental elements to provide any resources when an employee is deemed eligible for telework. Each NNSA Element may, in its discretion, provide the necessary equipment, but the equipment is Government property and must include an audit trail of the location per General Services Administration requirements. The office is not under any obligation to purchase

extra equipment or supplies for this purpose, but it may do so, provided the equipment is available and use of equipment and supplies is reasonable.

1. Information Systems and Technology Security.
 - (1) When teleworking, employees must follow the requirements of all information and record systems and technology-related policy and guidance, including DOE O 205.1C, *Department of Energy Cybersecurity Program*; DOE O 203.2, *Mobile Technology Management*; DOE O 243.1B, *Records Management Program*; DOE O 203.1, *Limited Personal Use of Government Office Equipment Including Information Technology*; NNSA SD 243.1, *Records Management*, and all related references listed therein.
 - (2) The offsite processing of unclassified sensitive data must be in accordance with DOE, NNSA, and local security requirements.
 - (3) Classified information cannot be removed from a federal facility and taken to any telework location unless that location is authorized for classified storage and processing by the Office of Defense Nuclear Security (NA-70).
- m. Work Schedules. Employees may be on any type of work schedule while teleworking, with supervisory approval. Employees and supervisors must agree, in writing, on the typical telework schedule of the employee; however, supervisors have the authority, within the confines of BOP 322.2, *NNSA Leave Administration and Hours of Duty* (or subsequent directive), to adjust an employee's tour of duty as needed to support mission and organizational requirements.
- n. Pay and Leave Administration. The same rules on pay, leave, overtime, and premium pay that apply to employees who report to their regular worksites must apply to employees who telework.
- o. Documenting Telework in ATAAPS. NNSA must provide reports on employee telework participation to by Office of Personnel Management (OPM), as required or as needed. All time worked, including time teleworking, within the employee's 80-hour pay period must be recorded in ATAAPS. The type of telework (i.e., situational or routine) must be indicated in ATAAPS for each day the employee teleworks.
- p. Official Duty Station. An employee's pay is based on the geographic location of their official duty station which may be the location of the regular worksite or the alternative worksite depending on how often the employee must report to the regular worksite. The official duty station must be determined and designated for an employee covered by a telework agreement on a case-by-case basis.

- (1) The official duty station for an employee covered by a telework agreement is the geographic location where the employee would normally work absent a telework agreement, if the employee is scheduled to report to that worksite at least twice each pay period (2 days per pay period) on a regular and recurring basis.
 - (2) The official duty station for an employee covered by a telework agreement who is not scheduled to report at least twice each pay period (2 days per pay period) on a regular and recurring basis to the regular worksite, or whose work location varies on a recurring basis, must be determined based on the OPM Fact Sheet: *Official Worksite for Location-Based Pay Purposes* (<https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/official-worksite-for-location-based-pay-purposes/>) and *Telework.gov/Official Worksite* (<https://www.telework.gov>).
 - (3) Remote work is a work arrangement where an employee works at an alternative worksite (e.g., home, telework center), within or outside of the local commuting area, where the employee is not scheduled to report to the regular worksite on a regular recurring basis. It requires additional approvals by the responsible Head of NNSA Element. Remote work agreements need to identify the impacts of reassignment of official worksite, pay, and reimbursement for travel.
 - (4) A change in official duty station requires the processing of a personnel action and may require a change in adjusted pay due to applicable locality rates.
 - (5) When a duty station change occurs while on an approved telework agreement, an annotated revision to the telework agreement must be submitted.
- q. Commute Time. For teleworking employees who report to the regular worksite at least twice per pay period on a regular and recurring basis, when commuting to the official duty station employees must not claim travel time as part of the employees' hours of duty, except in certain situations, including when:
- (1) The employee starts the workday at the alternative worksite site then is required or approved to go to the regular worksite or another site to conduct NNSA business. For example: When an employee is randomly selected for onsite drug testing, the employee will be required to report to their regular worksite per the notification provided by their supervisor. In such case, the commute time would be included in the employee's tour of duty for that day.
 - (2) The employee starts the workday at the regular worksite, an early dismissal is announced, and the employee travels to the alternative

worksite and continues working. If the employee leaves the regular worksite and does not continue to perform NNSA business the commute time is not credible as part of the hours of duty. This would be normal work-to-home commute time.

r. Emergency, Closure, or Dismissal.

- (1) During an emergency, closure, or dismissal, all Telework Ready Employees must telework unless there is an appropriate reason for excusing those employees who would otherwise telework (see Q&A e. in the Work Schedule section of the DOE Desk Reference on DOE-Flex (<https://www.energy.gov/hc/listings/desk-reference>) for examples of appropriate reasons).
- (2) Employees must be prepared to telework the entire workday (regardless of any delayed arrival time) or take unscheduled leave, i.e., earned annual leave, compensatory time-off, credit hours, or leave without pay, as appropriate, or a combination of telework and leave, for the entire workday.

Note: Further information on emergency, closure, and dismissal procedures may be found in the DOE Desk Reference on DOE-Flex and OPM's *Washington, DC, Area Dismissal and Closure Procedures* (<https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/dcdismisssal.pdf>). NNSA will use this dismissal and closure procedure guidance enterprise-wide for areas both within and outside the National Capital Region when an office is facing a dismissal or closure situation.

s. Relation to Continuity of Operations (COOP) Plan and Other Emergency Situations such as a Pandemic.

- (1) When a catastrophic event occurs that disrupts agency operations results in the activation of NNSA's Continuity of Operations Plan (COOP), and members of the COOP team are directed to relocate to and work from an alternative location, the employee is working from an alternate workplace under the agency COOP and not pursuant to NNSA's telework program.
- (2) In the event of a physical disaster or military event employees may be ordered to evacuate and relocate pursuant to OPM regulations at 5 CFR 550.401-408.
- (3) In the event of a pandemic, employees may be ordered to evacuate to their homes pursuant to 5 CFR 550.409.
- (4) In the situations above such orders are undertaken pursuant to OPM regulations, not an agency telework program, and thus are not dependent

upon an employee having entered into a telework agreement, but effective use of these authorities can be enhanced by involving more employees in telework and having them practice telework throughout the year.

- t. Grievance Procedures. If an employee files a grievance when a telework remote work application is disapproved or a current agreement is terminated, an employee must follow the guidance under DOE Order 342.1A, *Agency Administrative Grievance Policy and Procedures*. Employees should contact their Employee Management Relations Consultant for further information on the grievance procedure.
- u. Telework Forms. All employees must use the applicable NNSA Telework forms attached to this policy and located online on the OneHR site and the Telework page on the NNSA Intranet Portal.
- v. Records Management. All telework documentation must be maintained by the Telework Coordinator. Supervisors and employees should maintain copies of the agreements. The Telework Coordinator must maintain documents for one year after the end of the employee's participation in the program.

8. RESPONSIBILITIES.

a. Administrator.

- (1) Establishes NNSA telework policies.
- (2) Makes final determination on which organizations or groups of positions are eligible for participation in teleworking arrangements.
- (3) Approves the establishment of NNSA telework centers.
- (4) Approves actions required to eliminate or mitigate any systemic barriers to implementing NNSA's telework plan.

b. Associate Administrator for Management and Budget.

- (1) Maintains copies of each NNSA Element's Telework Implementation Strategy.
- (2) Recommends approval of all telework policies, including the recommendation of which organizations or groups of positions should be eligible for participating in telework arrangements.
- (3) Recommends approval of actions required to eliminate or mitigate any systemic barriers to implementing NNSA's telework policy.

- c. Heads of NNSA Elements.
 - (1) In coordination with managers and supervisors develop and issue the TIS for their NNSA Element, to include collaboration with contractors with employees located at the regular worksite as appropriate.
 - (2) Review TIS every two years and revise as needed.
 - (3) Approve telework agreements in which employee reports to the regular worksite less than twice per pay period.
 - (4) Approve remote work agreements.
 - (5) Designate Local Telework Point of Contact (optional).

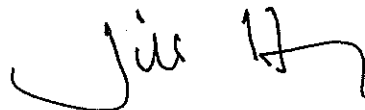
- d. Director, Human Resources (HR).
 - (1) Manages and oversees the implementation of NNSA's telework plan.
 - (2) Reviews and recommends approval of the following:
 - (a) Establishment of, or changes to, telework policies;
 - (b) Requests for establishment of any NNSA Telework Centers; and
 - (c) Actions for the elimination or mitigation of systemic barriers to implementing NNSA's telework plan.
 - (3) Provides data on program participation to the Deputy Associate Administrator for Management and DOE as requested.
 - (4) Designates an NNSA Telework Coordinator.

- e. NNSA Telework Coordinator (HR, Employee Management Relations Division).
 - (1) Provides guidance to managers, supervisors, and employees on telework policies, changes to official duty station, and implementation strategies.
 - (2) Manages the administration of telework policies, including the maintenance of all telework agreements and records.
 - (3) Conducts compliance and administrative reviews of telework package (including medical documentation) to ensure policy compliance.
 - (4) Confirms training and information is provided to all participating supervisors and employees as needed or requested.

- (5) Monitors and identifies barriers to implementing NNSA's telework plan and recommends actions for the elimination or mitigation of those barriers.
 - (6) Collects data on program participation for submission to the Director, HR; the Deputy Associate Administrator for Management; and DOE as requested.
- f. Second Level Supervisor. Concurs on disapproval, suspension, or termination of telework applications or agreements, including recommendations for telework arrangements outside of the official duty station or local commuting area when a change to the employee's official duty station is required.
- g. Supervisor.
- (1) Completes manager telework training prior to approving employee's telework agreements and supervising employees who telework or are entering into a telework agreement. Provides certificate of training to the Telework Coordinator.
 - (2) Determines whether an employee is eligible for participation in a telework arrangement or meets one of the exclusions.
 - (3) Reviews, approves, or disapproves telework applications (including medical documentation, as applicable). Reviews and recommends approval or disapproval of remote work arrangements outside of the agency's local commuting area.
 - (4) Determines the number of days in a pay period that an employee is permitted to telework.
 - (5) Coordinates with the Telework Coordinator to ensure policy compliance as necessary, e.g., medical telework, change in duty station, change in locality pay, etc.
 - (6) Enters into telework agreements with employees approved to telework.
 - (7) Approves or disapproves employee requests to work under their situational telework agreement.
 - (8) Reviews telework agreements at the end of the fiscal year and concurs, recertifies, disapproves, suspends, or terminates, as needed.
 - (9) Initiates the termination or suspension of a telework agreement in accordance with the requirements of this SD (e.g., when employee's performance falls below FME).

- (10) Treats teleworkers the same as non-teleworkers regarding performance management, work assignments, awards and recognition, development opportunities, promotions, etc.
 - (11) Complies with the requirements and responsibilities in DOE O 314.1 and NNSA Telework policies.
- h. Local Telework Point of Contact (Optional Duty). Coordinates with management and employees and the Telework Coordinator to ensure completion of telework packages and other telework requirements as applicable.
- i. Employee.
- (1) Completes telework training prior to entering into a telework agreement. Provides certificate of training and supporting medical documentation (if applicable) to the Telework Coordinator.
 - (2) Completes, signs, and submits a telework application if interested in participating in telework.
 - (3) Enters into a written telework agreement with supervisor after obtaining initial approval to telework and completing training.
 - (4) Complies with the requirements and responsibilities in DOE Order 314.1 and NNSA policies.
9. DEFINITIONS. See Appendix C.
10. REFERENCES. See Appendix D.
11. CONTACT. Human Resources, Employee Management Relations Division, NA-MB-17, (505) 845-4850.

BY ORDER OF THE ADMINISTRATOR:



Jill Hruby
Administrator

Appendix A: Telework Implementation Strategy Template
Appendix B: Telework Agreement
Appendix C: Definitions
Appendix D: References

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APPENDIX A: NA-XX TELEWORK IMPLEMENTATION STRATEGY [TEMPLATE]

Issued: XX 2021

1. Purpose

The NA-XX Telework Implementation Strategy is supportive of, and complementary to, previous guidance issued by the U.S. Government, Department of Energy (DOE), and National Nuclear Security Administration (NNSA) aimed at “a way to attract, empower, and retain a talented and productive workforce in the 21st century.” The primary purpose of the NA-XX Telework Implementation Strategy is to reinforce telework as a positive cultural norm within NA-XX. [other purpose specific to NA-XX]

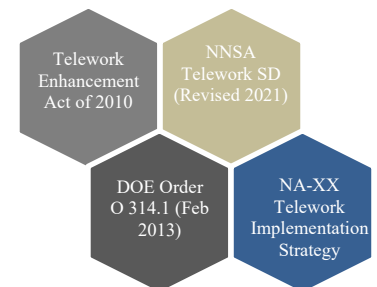
2. Primary Tenets

The following are the primary tenets of the NA-XX Telework Implementation Strategy:

- Key Drivers – Describe what is important to NA-XX about reinforcing telework as a positive cultural norm.
- Establish baseline – Establish a baseline that all NA-XX members who are eligible can choose, and are strongly encouraged, to telework up to ## days each week/pay period.
- Teleworking is not required – This Telework Implementation Strategy does not require any team member to telework.
- Additional considerations – There may be unique circumstances where a situational, medical, or other telework arrangement is agreed upon by the team member and supervisor that allows teleworking more frequently than ## days per week. Full-time telework from a location outside the normal commuting area requires Head of the NNSA Element’s approval.
- Leadership participation – Leaders and managers within NA-XX are encouraged to reinforce this positive cultural norm by teleworking at least ## days per week per pay period.
- Common day in the office – NA-XX may consider establishing a common day in the office.
- Limitations – NA-XX team members teleworking 2 days per week should generally not select both Monday and Friday as their 2 telework days.
- Travel – The frequency of job-related travel does not impact staff eligibility for telework.
- Impact on other workday arrangements – Other workday arrangements (e.g., AWS) are not affected by this telework policy.

3. Eligibility

- a. DOE Order 314.1, *DOE-Flex: DOE’s Telework Program*, states, “Telework is not an employee right, rather it is intended to support the Department in accomplishing its mission and balancing employee needs.” All NNSA federal team members are considered eligible for teleworking unless program exclusion is determined by their supervisor as outlined in Section 7.c., Exclusions, of Supplemental Directive 314.1A, *NNSA Telework Plan*.



Current telework guidance

- b. Contractors. NA-XX recognizes that effective teaming with our contractor partners is critical to accomplishing our mission. Telework schedules for contractors supporting the NA-XX mission, including National Laboratory employees on detail assignment at Headquarters, will be set by the terms and conditions of contracts and agreements. NA-XX offices are encouraged to work through their contracting officers to incorporate the principles of this policy when defining contract requirements. This may include authorizing contractor telework that aligns with established office telework schedules.

4. Training

This strategy does not change the training requirements for employees and supervisors outlined in Section 7.g., Training, of SD 314.1A, *NNSA Telework Plan*. NA-XX, however, may provide supplemental training to team members or supervisors.

APPENDIX B: TELEWORK AGREEMENT

NATIONAL NUCLEAR SECURITY ADMINISTRATION TELEWORK AGREEMENT	
PRIVACY ACT STATEMENT	
<p>AUTHORITY: 50 U.S.C. 2402, NNSA Administrator; NNSA Supplemental Directive 314.1A, NNSA Telework Plan.</p> <p>PRINCIPAL PURPOSE(S): Information is collected to register individuals as participants in the NNSA 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.</p> <p>ROUTINE USE(S): None.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may result in your inability to be a participant in the telework program.</p>	
TERMS OF TELEWORK AGREEMENT	
<p><i>The terms of this agreement must be read in conjunction with NNSA Supplemental Directive (SD) 314.1A, DOE Order 314.1, and DOE Desk Reference on DOE-FLEX. Signatories certify they will abide by this agreement, NNSA SD 314.1A, and all supplemental terms established by the employing NNSA organization.</i></p> <ol style="list-style-type: none">1. Work schedules and hours of duty may be modified as necessary but are subject to local management procedures and approval. 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. An employee's performance rating must be Fully Meets Expectations or higher to be eligible (with supervisory approval) to participate in telework.3. An employee showing improvement while subject to a performance improvement or assistance plan may (with supervisor approval) participate in emergency telework.4. If the employee reports to the regular worksite at least twice per pay period, the regular worksite is the official duty station as defined in Title 5, Code of Federal Regulations, part 531.605, subpart F.5. If the employee does not report to the regular worksite at least twice each biweekly pay period, the official duty station (regular worksite) is the location of the employee's alternative worksite.6. 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.7. Prior to signing this Telework Agreement, the supervisor and employee will discuss:<ol style="list-style-type: none">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; andc. Performance expectations.8. 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.9. 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.10. 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 alternative worksite site.	<ol style="list-style-type: none">11. 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, if applicable.12. If the employee uses Government-furnished equipment (GFE), the employee will use and protect the equipment in accordance with NNSA policies and procedures. GFE will be serviced and maintained by the Government.13. The employee agrees to comply with the terms of computer software license and copyright agreements, computer virus and protection requirements, and procedures.14. 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 NNSA regarding such work. For Official Use Only (OUO), or predecessor policy, data may be taken to alternative worksites, if necessary, if precautions are taken to protect the data, consistent with DOE and NNSA policy.15. When OUO, or predecessor policy, 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 DOE and NNSA policy. Organization specific instructions must be included in the space allowed for NNSA organization specific comments or cite the appropriate NNSA organization references that contain these instructions.16. 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.17. 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.18. The NNSA organization may inspect the home worksite, by appointment, if the NNSA organization has reason to suspect that safety standards are not being met and GFE is not being properly maintained.19. The NNSA organization will not be responsible for the operation, maintenance, or any other costs (e.g., utilities) associated with the use of the employee's residence.20. The NNSA organization 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.21. The employee acknowledges that telework is a discretionary alternative workplace arrangement. The employee may be required to work at the regular worksite on a scheduled telework day(s) if necessary, to accomplish the mission.

TERMS OF TELEWORK AGREEMENT

(Continued)

22. Employees paid from appropriated funds are covered under the Federal Employee's Compensation Act if injured while performing official duties at the official alternative worksite. Any accident or injury occurring at the alternative workplace must be brought to the immediate attention of the supervisors who will investigate all reports as soon as practical following notification.

23. The employee's signature on this agreement indicates that the employee has assessed the telework location against the attached safety checklist and certifies the location meets all safety requirements.

24. The employee continues to be covered by NNSA organization standards of conduct while working at the alternative worksite.

25. Either the employee or the supervisor can cancel the telework agreement. When possible, advance written notice should be provided.

26. The employee acknowledges that telework is not a substitute for dependent care.

27. Management will terminate the telework agreement should the employee's performance or conduct not meet the prescribed standard or the teleworking arrangement fail to meet organizational needs.

28. Employees designated as COOP Emergency Responders and Emergency Essential Personnel in the telework agreement are required to fulfill specific responsibilities during a COOP/Emergency situation which may preclude telework. These personnel must be aware of and fulfill their assigned responsibilities. .

29. NNSA organization-specific conditions may be included below.

30. When requesting medical telework, medical documentation is required to support the request. The employee is required to submit medical documentation **solely to the telework coordinator**.

**ORGANIZATION SPECIFIC TERMS
AND CONDITIONS**

NATIONAL NUCLEAR SECURITY ADMINISTRATION TELEWORK AGREEMENT <i>(Read Privacy Act Statement and Terms of Agreement before completing this form.)</i>									
SECTION I – This document constitutes the terms of the telework agreement for:									
1. EMPLOYEE <i>(Last Name, First, Middle Initial)</i>	2. OFFICIAL JOB TITLE								
3. PAY PLAN/SERIES/GRADE/PAY BAND	4. ORGANIZATION								
5. REGULAR OFFICIAL WORKSITE <i>(Street, Suite Number, City, State and ZIP Code)</i>	6. ALTERNATE WORKSITE ADDRESS <i>(Street, Apartment Number, City, State and ZIP Code) (May be TBD under emergency situations)</i>								
7. ALTERNATE WORKSITE TELEPHONE NUMBER <i>(Include Area Code)</i>	8. ALTERNATE WORKSITE EMAIL ADDRESS <i>(Address for official emails if different from office email address. Identification of personal email address is not required.)</i>								
9. TELEWORK ARRANGEMENT IMPLEMENTATION DATES <i>(Agreement should be revalidated at least once every 2 years or upon change in supervisor)</i> a. START (YYYYMMDD) b. END (YYYYMMDD)	10. TOUR OF DUTY <i>(X one) (Attach copy of biweekly work schedule)</i> <input type="checkbox"/> FIXED <input type="checkbox"/> FLEXIBLE <input type="checkbox"/> COMPRESSED								
11. TELEWORK ARRANGEMENT <i>(X all that apply)</i> <input type="checkbox"/> REGULAR AND RECURRING <input type="checkbox"/> SITUATIONAL <input type="checkbox"/> MEDICAL <i>(Medical Documentation Required)</i> Regular and Recurring Telework Schedule: <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 60%;">Number of Days per</td> <td></td> </tr> <tr> <td>Week or Pay Period</td> <td></td> </tr> <tr> <td>Days of the Week</td> <td></td> </tr> <tr> <td>(e.g., Mon, Wed, Thur)</td> <td></td> </tr> </table> <p>All employees who are authorized to telework on a Regular and Recurring, Situational, or Medical basis to include emergency situations must have a telework agreement in place.</p>		Number of Days per		Week or Pay Period		Days of the Week		(e.g., Mon, Wed, Thur)	
Number of Days per									
Week or Pay Period									
Days of the Week									
(e.g., Mon, Wed, Thur)									
12. CONTINUITY OF OPERATIONS DURING EMERGENCY SITUATIONS. EMPLOYEE IS IDENTIFIED AS: <input type="checkbox"/> COOP EMERGENCY RESPONDER* <input type="checkbox"/> EMERGENCY ESSENTIAL PERSONNEL* <input type="checkbox"/> NON-EMERGENCY PERSONNEL Non-Emergency Employees are expected to telework for the duration of an emergency pursuant to: 1) Organization policy; 2) a pandemic; 3) when the regular worksite is closed or closed to the public due to natural or manmade emergency situations (e.g., snowstorm, hurricane, act of terrorism, etc.); or 4) when Government offices are open with the option for unscheduled telework when weather conditions make commuting hazardous, or similar circumstances compromise employee safety. Employees unable to work due to personal situations (e.g., illness or dependent care responsibilities), must take appropriate leave (e.g., annual or sick). If the regular worksite is closed or closed to the public, the employee may be granted administrative leave on a case-by-case basis, when other circumstances (e.g., power failure) prevent the employee from working at the alternative worksite.									
13. SUPERVISOR OR AUTHORIZED MANAGEMENT OFFICIAL <i>(Check boxes, Print Name, and Sign)</i> <input type="checkbox"/> I have completed approved telework training. <input type="checkbox"/> I have reviewed the employee's safety and technology/equipment checklists and attached required documentation.	14. DATE (YYYYMMDD)								
15. EMPLOYEE SIGNATURE: <i>(Check boxes, Print Name, and Sign)</i> <input type="checkbox"/> I have completed approved telework training. <input type="checkbox"/> I have read and understand the Privacy Act Statement, Terms of Agreement, and Telework Agreement.	16. DATE (YYYYMMDD)								

**A copy of the signed Telework Agreement must be retained by:
Supervisor, Employee, and NNSA Telework Coordinator**

SECTION II - SAFETY CHECKLIST		
Self-Certification Safety Checklist		
<i>(To be completed when the employee's home will be the telework worksite)</i>		
<p>The purpose of this form is to ensure that the terms of the telework agreement are fulfilled. The employee, if declaring that the telework worksite will be his/her or another family member's home, agrees to maintain it in a reasonably safe condition, keeping it hazard-free and normally free from distractions. If the employee answers "no" to any of the questions below, the supervisor and the employee should discuss the issue so that both the employee and the supervisor understand the condition of the worksite. The checklist will be made available to the appropriate safety and workers' compensation officials if the employee is injured at home while performing work and files a claim for compensation under the Federal Employee Compensation Act.</p>		
Part I – Alternative Worksite Environment	YES	NO
1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?		
2. Are all stairs with four or more steps equipped with handrails?		
3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?		
4. Do circuit breakers clearly indicate if they are in the open or closed position?		
5. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling)?		
6. Will the building's electrical system permit the grounding of electrical equipment?		
7. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?		
8. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?		
9. Are chairs free of any loose casters (wheels) and are the rungs and legs of the chairs sturdy?		
10. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?		
11. Is the office space neat, clean, and free of excessive amounts of combustibles?		
12. Are floor surfaces clean, dry, level, and free of worn or frayed seams?		
13. Are carpets well secured to the floor and free of frayed or worn seams?		
14. Is there enough light for reading?		
Part II - Workstation	YES	NO
15. Is your chair adjustable?		
16. Do you know how to adjust your chair?		
17. Is your back adequately supported by a backrest?		
18. Are your feet on the floor or fully supported by a footrest?		
19. Do you have enough leg room at your desk?		

20. Are you satisfied with the placement of your monitor and keyboard?		
21. Are your wrists fairly straight when typing?		
22. When typing, are your forearms close to parallel with the floor?		
23. Is there space to rest the arms while not typing?		
24. Is the top of the monitor eye level?		
25. Is it easy to read the text on your monitor?		
26. Is the monitor free from noticeable glare?		
27. Do you need a document holder?		
Comments:		
EMPLOYEE SIGNATURE:		DATE: (YYYYMMDD)
SUPERVISOR SIGNATURE:		DATE: (YYYYMMDD)

PRIVACY ACT STATEMENT

The Telework Enhancement Act of 2010 (Public Law 111-292), Section 6120 of Title 5 to the United States Code, and Executive Memorandum of July 11, 1994, (59 FR 36017) authorizes collection of this information. Providing information and signing this application is voluntary, but failure to sign it will preclude the authorization for the employee to telework. The primary use of the information contained in this agreement is by applicable management officials and supporting administrative staffs, payroll and accounting staffs, human resource staffs, and travel and transportation staffs to approve and record this employment situation. There are no additional uses that may be made of the information collected in the agreement. The official copy of this agreement, which is a category of record included in the OPM/GOVT-1 General Personnel Records system, is maintained by the applicable Departmental element's Telework Coordinator.

SECTION III - TECHNOLOGY/EQUIPMENT CHECKLIST

NNSA is under no obligation to provide any resources when an employee requests and is approved to telework.

NNSA program offices may provide equipment or supplies from available surplus. Employees seeking to telework understand the probability that he/she will be required to provide equipment and supplies. NNSA retains ownership and control of any government provided hardware, software, equipment, and/or data assigned to the employee at any location including the alternate worksite.

Equipment/Resources for a Telework Worksite

(To be completed by the applicable IT support staff)

This form is only needed if additional equipment or resources are provided by the Departmental element.

Employee's Name: _____

1. Computer (serial or property number) _____

2. Monitor (serial or property number) _____

3. Printer (serial or property number) _____

5. Fax machine (serial or property number) _____

6. Additional telephone line (type of monthly service plan) _____

7. Software, specifically: _____

8. Other items, specifically: _____

Acknowledgment:

I understand that the equipment/resources, listed above, are for use to perform official duties. I assume full responsibility for proper use and care of these items and understand that all items must be returned to the agency upon completion or termination of this Flexiplace Telework agreement.

Employee's Signature

Date

SECTION IV – NOTICE OF TELEWORK ARRANGEMENT TERMINATION (Complete this section only when the telework agreement is terminated.)		
1. TERMINATION DATE (YYYYMMDD)	2. INITIATED BY (Circle One Below): EMPLOYEE: _____ SUPERVISOR: _____	
3. REASON(S) FOR TERMINATION _____ _____ _____		
4. GOVERNMENT-FURNISHED EQUIPMENT/PROPERTY RETURNED (Circle Yes or No)		
	YES	NO
LIST PROPERTY AND DATE OF RETURN: _____ _____ _____		
5. SUPERVISOR'S SIGNATURE	6. DATE (YYYYMMDD)	
7. EMPLOYEE SIGNATURE	8. DATE (YYYYMMDD)	

EMPLOYEE TELEWORK RECERTIFICATION FORM

SECTION V – EMPLOYEE TELEWORK RECERTIFICATION

SECTION TO BE COMPLETED BY EMPLOYEE

Employee’s Name:

Supervisor’s Name:

a. Telework Arrangement: By mutual agreement between the employee and supervisor. Please check one box only, as appropriate. Routine & Situational Situational Medical & Situational

b. If your work schedule has changed, please check the box to indicate your current work schedule.

Basic Tour	Compressed Work Schedules		Flexible Work Schedules		
<input type="checkbox"/> 8 Hour/Day Five-Day Workweek (M-F)	<input type="checkbox"/> 5/4/9	<input type="checkbox"/> Four-Day Workweek	<input type="checkbox"/> Flexitour	<input type="checkbox"/> Gliding Schedule	<input type="checkbox"/> Maxiflex

c. If your telework schedule has changed, please complete this block. In the chart below, provide your weekly schedule, specifying the day(s), hours of duty, (consistent with approved tour of duty unless change is approved in advance) *, and worksite. For each respective column under the Duty Station section, use an X to indicate the day(s) you will be at the regular work site and the day(s) you will be at the alternative website for **Routine** or **Medical** telework arrangements, as appropriate. For **Situational** telework agreements, complete only the **Hours of Duty** column, as appropriate.

*Maxiflex and Gliding schedules may be adjusting accordingly.

Pay Period Work Week	Day	Hours of Duty		Worksite	
		From	To	Regular	Alternative
Week 1	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
Week 2	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

SECTION TO BE COMPLETED BY SUPERVISOR

The following checklist assesses the employee's eligibility to continue to telework.

a. The employee's <u>NNSA Employee Telework Eligibility Notice/Application</u> to telework is still current. If no, a new one has been prepared, completed, and signed; and is attached to this recertification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. The employee's teleworking is <u>not</u> adversely impacting co-workers or the organization's ability to accomplish its mission. If no, employee is telework ineligible.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. The employee is able to telework without compromising sensitive information. If no, employee is telework ineligible.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. The employee has access to resources sufficient for his/her tasks/activities. If no, employee is telework ineligible.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. The employee's performance rating is at or above Fully Meets Expectations or employee is on a PCM, PIP, or PAP and has been approved to telework only in emergency situations. If no, employee is telework ineligible.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. The employee's position description contains suitable work assignments (i.e., thinking and writing; telephone intensive tasks; and computer-oriented tasks, etc.) for teleworking. If no, employee is telework ineligible.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. There is no change to the NNSA Telework Self-Certification Safety Checklist.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. The employee's duty location has changed. If yes, indicate the new location below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION TO BE COMPLETED BY SUPERVISOR AND EMPLOYEE

Recertified Suspended Terminated

a. I have reviewed and discussed the recertification decision with the employee.

Supervisor's Signature: _____ **Date:** _____

b. If suspended or terminated, concurrence required by 2nd Level Supervisor

2nd Level Supervisor: Concur

2nd Level Supervisor's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

Note: If the recertification is not approved, the employee may file a grievance under the DOE O 342.1A, *Agency Administrative Grievance Policy and Procedures*.

ATTACHMENTS
<input type="checkbox"/> NNSA Employee Telework Eligibility Notice/Application <input type="checkbox"/> Medical Documentation for Medical Arrangement
SECTION 5 DISTRIBUTION*
<input checked="" type="checkbox"/> Supervisor <input checked="" type="checkbox"/> Employee <input checked="" type="checkbox"/> NNSA Telework Coordinator <input checked="" type="checkbox"/> Timekeeper *Medical documentation is only provided to the supervisor and Telework Coordinator
SECTION 6 PRIVACY
The Telework Enhancement Act of 2010 (Public Law 111-292), Section 6120 of Title 5 to the United States Code, and Executive Memorandum of July 11, 1994, (59 FR 36017) authorizes collection of this information. Providing information and signing this application is voluntary, but failure to sign it will preclude the authorization for the employee to telework. The primary use of the information contained in this agreement is by applicable management officials and supporting administrative staffs, payroll and accounting staffs, human resource staffs, and NNSA Telework Coordinator to approve and record the NNSA Employee Telework Agreement. There are no additional uses that may be made of the information collected in the agreement unless otherwise allowed for in applicable regulations. The official copy of this agreement, which is -1 General Personnel Records system, is maintained by the NNSA Telework Coordinator. Furnishing the information on this form, including your home address, is voluntary.

NNSA Form, August 2021

APPENDIX C: DEFINITIONS

- a. Alternative Worksite: Site other than employee's regular worksite, e.g., home, telework center, etc.
- b. Automated Time Attendance and Production System (ATAAPS): The time and attendance system for the Department of Energy.
- c. Emergency Employee: Employee who must report for work or telework in emergency situations, e.g., severe weather conditions, air pollution, power failures, interruption of public transportation, and other situations in which significant numbers of employees are prevented from reporting for work or which require agencies to close all or part of their activities. This includes employees performing work involving the safety of human life or the protection of property.
- d. Head of NNSA Element: Deputy Administrators, Associate Administrators, Field Office Managers, General Counsel, the Director of the Office of Policy and Strategic Planning, and the Director of the Office of Cost Estimating and Program Evaluation.
- e. Local Telework Point of Contact: Individual designated by local office to coordinate with program, functional, or field office management, employees, and the NNSA Telework Coordinator. (This is an optional duty. Offices are not required to designate this duty.)
- f. NNSA Telework Coordinator: Located in HR, Employee Management Relations Division. Manages the administration of the telework program for the enterprise.
- g. Non-emergency employee: An employee who has not been designated as an emergency employee.
- h. Official Duty Station: The specific (geographic) location of the employee's position of record for location-based pay purposes, which may be the location of the regular worksite or the alternative worksite depending on how often employee must report to the regular worksite.
- i. Reasonable Accommodation: Any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions.
- j. Regular Worksite: Site where the employee would normally work absent a telework agreement, e.g., agency office.
- k. Remote Work: A work arrangement where an employee works at an alternative worksite (e.g., home, telework center), within or outside of the local commuting area, where the employee is not scheduled to report to the regular worksite.

- l. Telework: A work arrangement where an employee is expected to report to work both at regular worksite and alternative worksite (e.g., home, telework center) on a regular and recurring basis each pay period (at least once per pay period).
- m. Telework Ready Employee: An employee who has a signed telework agreement in place for a routine, situational, or medical telework arrangement.
- n. Unscheduled Leave: Leave that has not been scheduled (requested/approved) in advance, but is requested at the time of an emergency, delay, or closure in lieu of teleworking or reporting to the office.
- o. Unscheduled Telework: Telework that has not been scheduled or approved in advance but is requested or required due to personal or business-related reasons (such as personal or non-personal emergencies or site closure).

APPENDIX D: REFERENCES

- a. Presidential Memorandum — *Enhancing Workplace Flexibilities and Work-Life Program*, issued 6-23-14.
- b. 31 U.S.C. 1348, note (from Public Law 104-52, § 620) Public Law No. 111-292, *Telework Enhancement Act of 2010*.
- c. 5 USC 6502, Executive Agencies Telework Requirement.
- d. 45 CFR 164, Subpart E, *Privacy of Individually Identifiable Health Information* Telework.gov.
- e. Office of Personnel Management Memorandum, CPM-2021-17, *Additional Guidance on Post-Reentry Personnel Policies and Work Environment*, dated 7-23-21.
- f. The Office of Personnel Management's (OPM) *Guide to Telework in the Federal Government*, dated April 2011.
- g. OPM's *Governmentwide Dismissal and Closure Procedures*, dated November 2018.
- h. DOE O 150.1A, *Continuity Programs*, dated 3-31-14.
- i. DOE O 203.1, *Limited Use of Government Office Equipment Including Information Technology*, dated 4-23-09.
- j. DOE O 203.2, *Mobile Technology Management*, dated 1-15-14.
- k. DOE O 205.1C, *Dept. of Energy Cyber Security Program*, dated 5-15-19.
- l. DOE O 243.1B, *Records Management Program*, dated 7-8-13.
- i. DOE O 314.1, *DOE-Flex: DOE's Telework Program*, dated 2-11-13
- k. DOE O 342.1A, *Agency Administrative Grievance Policy and Procedures*, dated 7-9-18
- m. DOE O 322.1C *Pay and Leave Administration and Hours of Duty*, dated 5-10-12.
- n. DOE's *Desk Reference on DOE-Flex*, dated July 2011.
- o. *DOE Handbook on Overtime*, dated February 2004.
- p. NNSA SD 243.1, *Records Management Program*, dated 12-19-19.
- q. BOP 322.2, *NNSA Leave Administration and Hours of Duty*, dated 12-14-17.
- r. NNSA Performance Management and Performance Pay Manual, dated March 2017.