



OFFICE OF THE UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

APR 5 2012

PERSONNEL AND
READINESS

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Position Telework Eligibility Notification

REFERENCE: Telework Eligibility Memorandum, May 12, 2011

As you are aware, the Department has been aggressively working towards fully meeting the requirements of the Telework Enhancement Act of 2010. Ensuring full implementation of the telework eligibility and employee notification requirements defined in the Act is a critical priority. I appreciate your ongoing support and the extraordinary efforts of your Component telework coordinators to accomplish these requirements. We are now ready to complete this process. To date, the following telework eligibility requirements, defined in the Act, have been accomplished or are in progress:

- Position codes were developed for position telework eligibility and activated in the Defense Civilian Personnel Data System (DCPDS) on July 10, 2011. The default code for position eligibility is "YES" with the exception of Federal Wage System Positions. Components have reviewed and adjusted the position eligibility code to "Not Eligible" when the duties of the position do not permit telework.
- Employee telework eligibility codes were also developed and should be documented by supervisors in My Workplace for all employees in their hierarchy. This process is ongoing and should be a priority for completion.
- All Department of Defense (DoD) employees should have been notified of their telework eligibility status as required by the Act. In May 2011, we provided you with a template to use to notify employees through a blast email or other form of mass notification of the requirements of the Act and the Department's actions to identify telework eligibility for all employees. This message included the qualification that actual participation is contingent upon the duties of their position and employee performance and conduct criteria that could result in diminished employee performance or agency operations.

Effective March 12, 2012, both supervisors and employees have the capability to view position telework eligibility status in the Defense Civilian Personnel Data System Self Service (My Workplace and My Biz). Inclusion of this information in My Biz ensures that the Department fully implements the requirement for employee notification of telework eligibility. To further assure that employees are aware of this information, request that you notify them that information regarding their position telework eligibility status is available in My Biz. A notification template is attached for your use and your organization may customize it as appropriate. If you have not completed position and employee telework eligibility determinations, it is imperative that this process is completed without delay.

Additionally, DoDI 1035.01, Telework Policy, has been revised and coordinated. The final package has been prepared for review, signature and subsequent issue by the Acting Under Secretary of Defense for Personnel and Readiness. DD Form 2946, DoD Telework Agreement, has also been revised and is available for your use on the DoD Issuances website: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2946.pdf>. All employees authorized to telework must have a signed telework agreement.

I want to emphasize DoD's ongoing commitment to enhancing the Department's telework program to maximize workforce efficiency, emergency preparedness, and quality of life. I look forward to continuing to work with you to complete implementation of the provisions of the Telework Enhancement Act of 2010. My point of contact is Ms. Pamela Budda who can be reached at Pamela.budda@cpms.osd.mil.



Paige Hinkle-Bowles
Deputy Assistant Secretary
Civilian Personnel Policy

Attachment:
As stated

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