

ORARNGR 690-4
ORANGI 36-501
ORNG TPR 610.1

Human Resources

Telework for Members and Employees of the Oregon National Guard

Joint Force Headquarters
Oregon National Guard
1 January 2012

UNCLASSIFIED

(THIS PAGE INTENTIONALLY LEFT BLANK)

Headquarters ORARNGR 690-4
Oregon Military Department ORANGI 36-501
Salem, OR ORNG TPR 610.1
1 January 2012

Human Resources

Telework for Members of the Oregon National Guard

By Order of the Governor:

RAYMOND F. REES
Major General
Adjutant General



DONALD E. BOND
COL (Ret), ORARNG
Chief of Joint Staff

History. This publication replaces ORARNGR 690-4 / ORANGI 35-501/ ORNG TPR 610.1, dated 1 January 2005

Summary. This publication establishes policy and implements the procedures for requesting and monitoring telework arrangements between commanders, supervisors, soldiers, airmen, and employees of the Oregon National Guard.

Proponent and exception authority. The proponent for this regulation is the Director of Manpower and Personnel (J1). The Director has authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The Director may delegate this approval authority in writing, to a branch chief or specialist in the proponent office.

Applicability.

The provisions of this policy apply to all full-time Federal Employees of the ORNG.

Distribution. This publication is available through links on several ORNG web sites or in print media, through the Human Resources Office (HRO) at 503-584-3975.

Contents

Section 1 - General

Introduction 1-1, *page 5*
Purpose 1-2, *page 5*
Responsibilities 1-3, *page 5*

Section 2 – Applicable Policies

Eligibility 2-1, *page 8*
Work Schedules and Assignments 2-2, *page 8*
Employee Telework Agreement 2-3, *page 8*
Telework Training 2-4, *page 9*
Time and Attendance 2-5, *page 9*
Compensation 2-6, *page 9*
Family Care 2-7, *page 9*
Accommodations for Employees with Disabilities 2-8, *page 9*

Section 3 –Safety

Accidents and Property Damage 3-1, *page 10*

Continuity of Operations Plans (COOP) 3-2, *page 10*
Alternative Worksite / Office Space 3-3, *page 10*

Section 4 - Security

For Official Use Only (FOUO) 4-1, *page 10*

Computer and Telecommunication Support and Requirements 4-2, *page 11*

Appendix A

Section I - References and Publications, *page 12*

Section II - Forms, *page 14*

Glossary

Section I - Abbreviations, *page 14*

Section II - Terms, *page 16*

Section 1

General

1-1. Introduction

a. Telework is a management tool that allows members of the Oregon National Guard (ORNG) to work away from their official duty location. Telework allows for completion of duty requirements while authorizing employees to work in an alternate location. Telework is normally accomplished through the use of telephone, facsimile, computer and modem.

b. When telework is found to be a valid option, it can reduce commuting miles, increase productivity, and/or create savings for the agency. Telework is designed to provide time and surroundings that contribute to a members ability to complete specific projects or recurring work necessary to benefit the agency, unit, or work center. It is not designed to provide training time for individuals.

c. Telework is a privilege granted by The Adjutant General (TAG) and not a right for the member/employee. It requires mutual trust between the approval authority and individual. Authorization and approval for telework will only be granted when it is in the best interest of the organization and the mission. No reimbursement for travel expenses will be authorized in connection with this duty status. Participants approved for the telework option will use the pre-authorized work telework agreement for accountability, performance management and authorization.

1-2. Purpose

a. This publication establishes policy and implements the requirements and procedures for requesting, engaging in, and monitoring telework agreements between commanders, supervisors, soldiers, airmen and employees of the ORNG.

b. The Oregon Air National Guard (ORANG) will use this directive in lieu of ANGI 36-8001 Guard Member Telecommuting. This regulation follows the form and function of ANGI 36-8001 and meets the requirements of that instruction.

c. State employees will use telework policies and procedures detailed in TAG-OR/AGP Policy 99.100.22. In the event this regulation conflicts with other applicable directives, TAG-OR/HR will be responsible for resolving the conflict.

1-3. Responsibilities

a. The Adjutant General

The Adjutant General delegates the authority to approve telework agreements to the ORNG Director of Human Resource (HR).

b. Human Resource Office (HRO)

The HRO is the approval authority for the telework program and telework agreement forms. The Director of Human Resources (HR) may designate a Telework Managing Officer (TMO) within the HRO to manage the telework program for the agency. The Director of HR is responsible for:

- (1) Ensure proper development, implementation and documentation of the telework program IAW Public Law 106-346, section 359.
- (2) Ensure compliance with Fair Labor Standards Act (FLSA) matters.
- (3) Provide guidance, updates and assistance as required.
- (4) Review and approve/disapprove requests from directorates for teleworking employees as the final approval authority.
- (5) Forwards a copy of the approved Telework Agreement to the assigned TMO.

c. Telework Managing Officer (TMO)

The TMO is the single accountable person responsible for the agency's telework program. The TMO must be a senior agency official with direct access to the head of the agency. The TMO will be responsible for:

- (1) Ensure proper development, implementation and documentation of the telework program IAW Public Law 106-346, section 359.
- (2) Ensure all elements of the telework agreement are completed and present a clear picture of the working arrangement and work product expectations.
- (3) Provide guidance, updates and assistance as required.
- (4) Advising agency leadership on telework issues.
- (5) Acting as a resource for managers and employees.
- (6) Serving as the primary agency point of contact for OPM on telework matters.
- (7) Provide appropriate notification to local labor organizations prior to telework beginning.
- (8) Incorporate telework into Continuity of Operations Plans (COOP).
- (9) Complete telework reports, as required, and forward to NGB.
- (10) Review and approve/disapprove requests from directorates for telework.
- (11) Ensure compliance with Fair Labor Standards Act (FLSA) matters.

d. ARNG and ANG Senior Information Management (IM) Personnel

At the request of unit commanders, the senior ARNG or ANG Information Systems Management Officer may authorize the use of government information systems for telework. However, consideration must be given to the security of information and cost of providing necessary communications and computer systems services before allowing personnel to work from an alternate work location. Use of Government owned equipment and supplies by the teleworker are subject to appropriate rules, directives, and limitations. The placement of government-owned computers, computer software, and telecommunications equipment in alternative work locations remains at the discretion of the agency. The Senior IM is ultimately responsible for:

- (1) Authorizing use of military computer networks, computer equipment, and computer supplies. For the ORARNG, the Senior IM is the Deputy Chief of Staff for Information Management (DCSIM). For the ORANG, the Senior IM authorities are the Wing Commanders of the 173FW and the 142FW.
- (2) Approving the use of Government owned equipment and related supplies for use by the teleworker in accordance with (IAW) appropriate regulatory guidance. (For the ORANG, use AFI 33-112, Computer Systems Management. For the ORARNG use ORARNG 25-1, Computer Systems Management.) The decision to use appropriated funds to pay for equipment, services, or supplies for the purposes of telework rests with the DAA. Government equipment may be provided from excess computer assets pending disposition or turn in to minimize costs and avoid purchase of new equipment for this purpose.
- (3) Retains ownership and control of all hardware, software, and data associated with, or generated by, government-owned systems. All equipment will be accounted for on a hand receipt and inventoried annually. For the ORANG, local Equipment Control Officer (ECO) will insure computer workgroup managers' track and account for relocated equipment. The DCSIM retains this responsibility for the ORARNG.
- (4) Government equipment provided for telework is FOR OFFICIAL USE ONLY (FOUO). The appropriate supporting Help Desk will provide initial assistance and direction to the teleworker for problems associated with equipment hardware, software, and warranty/repair guidance. The equipment is for authorized use by the teleworker only.

e. Unit Commanders and Headquarters Directors

Unit Commanders, Joint Forces Headquarters Commander, Component Commanders, and their full-time counterparts are responsible for:

- (1) Recommending the telework project to the approval authority.
- (2) Preparing required documentation and obtaining any necessary signatures from the Teleworking Employee.
- (3) Ensuring project details (e.g., scope of work, deliverables, etc.) are mutually agreed upon before beginning work.
- (4) Monitoring the quantity and quality of work completed under telework agreements to ensure the resulting work product enhances unit or work center effectiveness and is not detrimental to team cohesiveness.
- (5) Maintaining the original approved work agreement, and providing a copy to the teleworker.

f. Teleworker Immediate Supervisor

Teleworker Immediate Supervisors are responsible for:

- (1) Support the telework program and overcome barriers to the program.
- (2) Provide telework employees with telework information materials.
- (3) Complete the “ORNG Employee Telework Agreement” form prior to initiating a telework arrangement.
- (4) Ensure telework requirements are followed.
- (5) Develop a comprehensive work assignment plan under the telework agreement; to include but not limited to: the scope of work, product to be delivered, and time schedules the teleworker can support.
- (6) Determine an alternate work location and work schedule that is an acceptable alternative to having the employee work in the office.
- (7) Monitor the employee’s performance and accomplishment of job and mission requirements.
- (8) Ensuring the teleworkers use of data connectivity does not overburden the communication systems available and the cost to provide the service to the teleworker is fully justified.
- (9) Maintaining all original documents concerning the telework process.
- (10) Verify that timecards have the appropriate telework code recorded for any telework days the employee worked. See “Time and Attendance” section 2-5 for proper code options.
- (11) Track all telework participation in their area of responsibility and report summary data, on the “ORNG Telework Summary Report” sheet, to the TMO as required at the end of each fiscal year.

g. Teleworker Employee

The Teleworker Employee is responsible for:

- (1) Complete an “ORNG Employee Telework Agreement” and submit to the supervisor for initial consideration and approval. Supervisor approved agreements will be forwarded for further review by the directorate and HRO. If approved by both, then the employee will be notified by their supervisor of the status of the telework status.
- (2) Begin telework, based on approved schedule, only after receiving notification of approval.

(3) Complete required supporting document, the “ORNG Telework Self-Certification Safety Checklist”, which includes a Computer Systems section. This document is to be attached to the approved “ORNG Employee Telework Agreement”.

(4) Adhere to telework personnel policy and procedures.

(5) Maintain performance and assure accomplishment of job and mission requirements.

(6) Ensure that a proper work environment is maintained at the alternative worksite.

(7) Comply with all ORNG policies, procedures, guidance, regulations and policies.

(8) Report to the supervisor of any updates/changes to participation in the telework program and any injuries/illnesses that occur during scheduled work hours.

Section 2 – Applicable Policies

2-1. Eligibility

a. Most employees will be eligible to telework at least on an occasional basis. The law, however, specifically excludes employees who have been disciplined for:

(1) Being absent without permission for more than five days in any calendar year.

(2) Viewing, downloading or exchanging pornography, including child pornography, on a federal government computer or while performing official federal government duties.

b. Agencies can also exclude employees if the agency head determines their duties, on a daily basis, cannot be done remotely or involve handling secure information inappropriate for telework. The Telework Enhancement Act of 2010 also requires that telework agreements specify that employees who do not have acceptable performance or is suspected of abusing the program are no longer eligible to telework. Aside from those categories, agencies have flexibility to determine eligibility and participation, and OPM states it should not be an “all-or-none proposition.”

2-2. Work Schedules and Assignments

a. Supervisors must maintain fairness with all employees in assigning work, expectations and rewarding performance. This includes job appraisals, training, rewards, reassignments, promotion, reductions in grade, retention, removals, work requirements, and other acts involving managerial discretion. Supervisors will periodically review work schedules to meet employee and organizational requirements and must coordinate absences from either the official or approved telework worksite.

b. Teleworking employees must provide their supervisors with consistent communication of the status of their work. They must perform scheduled work either at the official or an approved telework worksite.

c. Each telework arrangement must identify the time established for work in each location to address face-to-face meetings, virtual networks, reference and equipment access, isolation and communication difficulties, and proper time and attendance certification.

2-3. Employee Telework Agreement

a. Request for telework must be in writing using “ORNG Employee Telework Agreement” form. Employee and supervisor sign the form and forward a copy to the TMO for filing and tracking.

b. Duty hours and fitness schedule will be noted on the form for time allotted during teleworking at the alternative worksite.

c. Employee, Supervisor and TMO retain a copy of all signed agreements.

2-4. Telework Training

a. Telework training is required for all supervisors and employees to complete prior to entering into a telework agreement. The training is provided and available for all supervisors and employees on the www.opm.gov website.

b. The training information is outlined on the “ORNG Employee Telework Agreement” form.

c. It’s required that teleworking employees and non-teleworking employees must be treated the same for; job appraisals, training, rewards, reassignments, promotions, reductions in grade, retention, removals, work requirements and other acts involving managerial discretion.

2-5. Time and Attendance

a. Supervisors will set work schedules with employees while working at both official and alternative worksites. Coordination with payroll timekeepers is essential in assuring Employees pay is entered correctly in the pay system.

b. Employees will turn in attendance time sheets, as required by ORNG, to supervisors to track and approve.

c. Payroll Timekeepers will enter a “T” in the “Environmental Hazard or Other” column of the pay system (the same location as FMLA). Use one of the following appropriate codes for telework on timecards:

(1) TW: Telework on a regularly scheduled basis.

(2) TS: Telework on situational/occasional basis.

(3) TM: Telework for medical reasons.

c. Supervisors will keep record of duty hours, comp time and leave taken at alternative worksite similarly to the official worksite.

2-6. Compensation

a. Pay: Employee’s pay is based on the location of the employee’s official duty worksite. ORNG will determine and designate the official worksite and work schedule for each employee.

b. Overtime and premium pay: comp time earned will be noted on appropriate time sheet forms to employee’s supervisors.

2-7. Family Care

a. Telework is not a substitute for child or elder care. The opportunity to telework is offered only with the understanding the telework alternative worksite area and the worker’s time are exclusively for work.

2-8. Accommodations for Employees with Disabilities

a. In accordance with (IAW) 29 U.S.C. Section 791 (Rehabilitation Act of 1973), Federal Employers are required to provide requested “Reasonable Accommodations” to employees with disabilities, unless to do so would cause an “undue hardship” to the agency.

b. ORNG supervisors should refer to the ORNG Reasonable Accommodation Policy and the Reasonable Accommodation Manager for requirements and procedures on making reasonable accommodation decisions.

c. Supervisors need to clarify if the request is for reasonable accommodation or for telework arrangements.

Section 3 –Safety

3-1. Accidents and Property Damage

a. Employees must address issues of personal safety so they can be effective while teleworking from a home office or other alternative worksite.

b. Federal employees who suffer from work-related injuries at the alternative worksite are covered by the Military Personnel and Civilian Employees Claims Act, or the Federal Employee’s Compensation Act (workers’ compensation), as appropriate.

c. Employees should complete the “ORNG Telework Self-Certification Safety Checklist for the alternative worksite to ensure it is free from hazards.

d. Employees will immediately report any work-related accident and/or injury occurring at the alternative worksite to supervisor. Include any medical documentation related to the accident. An ORNG representative and/or the supervisor may need to access the alternative worksite to assess or investigate the report.

3-2. Continuity of Operations Plans (COOP)

a. The Telework Enhancement Act requires agencies to incorporate telework into their continuity of operations plans. It notes that COOP does “supersede any telework policy” during an emergency. According to OPM, “telework should be part of all agency emergency planning.”

b. Agencies should ensure that:

(1) Equipment, technology and technical support have been tested.

(2) Employees are comfortable with technology and communications methods.

(3) Managers are comfortable managing teleworkers.

3-3. Alternative Worksite / Office Space

a. Employee provides appropriate telework space, to include desk, chair and equipment, needed to accomplish their telework approved job duties.

b. The alternative worksite will be noted on the approved telework agreement form.

c. The employee must be able to communicate easily by telephone/email during the workday.

d. The “ORNG Telework Self-Certification Safety Checklist” for alternative worksite must be completed to ensure health, safety, building code, physical security and other requirements are met. Supervisors may inspect alternative worksites, such as a home office, by appointment.

e. The Computer Security section of the “ORNG Telework Self-Certification Safety Checklist” must be completed to ensure proper security policies and procedures are maintained during teleworking at an alternative worksite.

f. Identified safety or security problems may result in the termination or denial of a telework agreement.

Section 4 - Security

4-1. For Official Use Only (FOUO)

- a. Policies, hardware and software solutions that ensure information, particularly sensitive information, stored on telework devices and transmitted across internal or external networks are protected from illegal or improper access and/or use.
- b. ORNG must select, implement and maintain necessary security controls.
- c. Employees must store and/or dispose of sensitive materials, including files, correspondence and equipment, at their telework alternative worksites consistent with their current official worksite security policies and procedures.

4-2. Computer and Telecommunication Support and Requirements

- a. **Additional Computer and Telecommunications Support:** There is no specific requirement for additional teleworking computers or telecommunications resources to support this initiative. The ORNG and all employees are responsible for the security of Federal Government property, information and information systems. Telework does not change this responsibility.
- b. **Security:** To prevent security incidents, refer to the ORNG policies regarding security and information systems.
- c. **Home telephone expenses:** Home telephone expenses associated with work at home are not reimbursable.
- d. **Individual Capabilities:** The use of personal computers, non government issued peripherals, and non government issued media or data files are not authorized.

Appendix A

Section I - References and Publications

1. 5 CFR Section 531.605, 550.409, 550.112(g), 551.422.
2. 5 CFR Section 610. Hours of Duty.
3. Public Law 108-447, Division B, Section 622, dated December 8, 2004.
4. Public Law 106-346, Section 359. "Department of Transportation and related Agencies Appropriation Act 2001", dated October 23, 2000.
5. <http://www.fs.fed.us/servicefirst/legislation.htm>
6. Public Law 104-52, Section 620 (31 USC 1348), dated November 19, 1995
7. Public Law 105-277, Section 630, "Omnibus Appropriations Act", dated October 21, 1998.
8. Public Law 107-347, Title III (44 USC 3541-49). "Federal Information Security Management Act of 2002" (FISMA).
9. Public Law 111-292, Section 65, "Telework Enhancement Act of 2010", dated December 9, 2010.
10. 5 U.S.C. Chapter 81, "The Federal Employment Compensation Act".
11. 5 U.S.C. Section 552, "The Privacy Act of 1974"
12. 28 U.S.C. Sections 1346(b), 1402(b), 2401(b) and 2761-1680, "The Federal Tort Claims Act".
13. 29 U.S.C. Sections 791 and 794(a), "The Rehabilitation Act of 1973 as amended".
14. 33 U.S.C. Chapter 18, "The Longshore and Harbor Workers' Compensation Act".
15. 37 U.S.C. Sections 101 and 206
16. 37 U.S.C. Section 3721, "The Military Personnel and Civilian Employees Claims Act".
17. 41 U.S.C. Section 423, (Section 27 of the Office of Federal Procurement Policy Act as amended).
18. Office of Personnel Management, A Guide to Teleworking in the Federal Government, OPM-11-A-1, dated August 3, 2006.
19. DoD Telework Policy and DoD Telework Guide, Office of Personnel Management, dated October 22, 2001.
20. DoD Policy: <http://www.telework.gov/policies/dodpolicy.asp>;
DoD Guide: <http://www.telework.gov/policies/dodguide.asp>
21. DoD Directive 1035.01, "Telework Policy" for Department of Defense, dated October 21, 2010.
22. DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))", dated June 23, 2008.
23. DoD Directive 5400.7-R, "DoD Freedom of Information Act (FOIA) Program", dated September 4, 1998.
24. DoD Directive 5400.11, "DoD Privacy Program", dated May 8, 2007.
25. DoD Directive 8000.01, "Management of the Department of Defense Information Enterprise", dated February 10, 2009.

26. DoD Directive 8100.02, "Use of Commercial Wireless Devices, Services, and Technologies in the Department of Defense (DoD) Global Information Grid (GIG)", dated April 14, 2004.
27. DoD Directive 8500.01E, "Information Assurance (IA)", dated October 24, 2002.
28. DoD Directive 8570.01, "Information Assurance Training, Certification and Workforce Management", dated August 15, 2004.
29. DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements", dated June 30, 1998.
30. DoD Directive-Type Memorandum 09-026, Responsible and Effective Use of Internet Based Capabilities, dated February 25, 2010.
31. AR 25-1 Army Regulation - Army Knowledge Management and Information Technology, dated December 4, 2008.
32. AR 25-2, Information Assurance, dated March 23, 2009.
33. AFI 33-112, Computer Systems Management, dated April 7, 2006.
34. AFI 35-107, Air Force Public Web Communications, dated October 21, 2009.
35. ANGI 36-8001, Air National Guard Traditional Guard Member Telecommuting Policy, dated January 21, 2012.
36. Federal Acquisition Regulation, dated March 2005.
37. Defense Federal Acquisition Regulation Supplement, 1998 edition.
38. Memorandum, Chief of National Guard Bureau (CNGB), subject: National Guard Title 32 Telework Policy Guide, dated March 23, 2010
39. Memorandum, Office of Management and Budget (OMB), subject: Implementing Telework Enhancement Act of 2010: IT Purchasing Requirements, dated April 28, 2011.
40. Memorandum, Office of Management and Budget (OMB), subject: Implementing Telework Enhancement Act of 2010: Security Guidelines, dated July 15, 2011.
41. Memorandum, Office of the Under Secretary of Defense, subject: Telework Eligibility, dated May 12, 2011.
42. Memorandum, CNGB, subject: Telework Enhancement Act, 2010, dated June 7, 2011.
43. Memorandum, Oregon Military Department (OMD) Website Maintenance & Content Management, dated September 1, 2010.
44. DAS Social Media Guidelines (v.1), dated January 2010.
45. State of Oregon Social Networking Media Guidelines, dated January 2010.
46. Oregon National Guard Social Media Guidelines, dated December 1, 2010.
<http://socialmedia.defense.gov/about/read-the-policy/>
47. ORNG TPR 610/ORARNG 690/ORANGI 36-1020, "Authorized Work Schedule Policy".

Section II - Forms

1. ORNG Employee Telework Agreement
2. ORNG Telework Self-Certification Safety Checklist, including the Computer Security section (AGO-OR Form 610)
3. ORNG Telework Summary Report

Glossary

Section I - Abbreviations

ADPE

Auto Data Processing Equipment

AFI

Air Force Instruction

ANG

Air National Guard

ANGI

Air National Guard Instruction

AR

Army Regulation

ARNG

Army National Guard

AWS

Alternate Work Schedule

CFR

Code of Federal Regulation

COOP

Continuity of Operations Plans

DoD

Department of Defense

DSG

Drill Status Guardsmen

FTS

Full Time Support

HRO

Human Resource Office

JFHQ

Joint Forces Headquarter

NGB

National Guard Bureau

OPF

Official Personnel File

OPM

Office of Personnel Management

ORNG

Oregon National Guard

ORANG

Oregon Air National Guard

ORARNG

Oregon Army National Guard

TMO

Telework Managing Officer

TPR

Technician Personnel Regulation

TM

Telework time and attendance code of pay status for telework duty for medical reasons

TS

Telework time and attendance code of pay status for situational telework duty

TW

Telework time and attendance code of pay status for regular telework duty

USC

United States Code

VPN

Virtual Private Network

Section II - Terms

Alternative Worksite

A worksite away from the member's assigned official duty location, approved for the performance of assigned official duties. It may be an employee's home, a telecenter, or other approved worksite, including a facility established by state, local or county government.

Continuity of Operations Plans (COOP)

Agency generated plans that ensure that the government can carry on all essential functions in case of a natural or manmade disaster. The Telework Enhancement Act requires agencies to incorporate telework into their continuity of operations plans (COOP). It notes that COOP does "supersede any telework policy" during an emergency. It outlines steps that an agency will take in the event a disaster interrupts business. Continuity plans require agencies to designate functions as essential or nonessential. Essential functions are those jobs that personnel must perform regardless of circumstances. Agencies should ensure that:

- Equipment, technology and technical support have been tested
- Employees are comfortable with technology and communication methods
- Managers are comfortable managing teleworkers.

Disciplinary Action

An official disciplinary action that results in the placement of a document in an employee's official personnel file (OPF). The bar on telework participation would remain in effect as long the document stays in the employee's OPF. For example, an admonishment or reprimand usually comes out of the employee's OPF after one or two years, respectively. However, a suspension or termination never comes out of the file, which would prohibit telework participation for that employee.

Eligibility

Most employees will be eligible to telework at least on an occasional basis. The law, however, specifically excludes employees who have been disciplined for:

- Being absent without permission for more than five days in any calendar year
- Viewing, downloading, or exchanging pornography on a federal government computer or while performing official federal government duties.

Fair Labor Standards Act (FLSA)

FLSA imposes rules including monitoring and counting hours worked, paying overtime, compensation time worked, authorized work completed during work hours, preventing unauthorized time/duties, and correct classification of exempt/nonexempt employees, to include teleworkers.

Federal Employee's Compensation Act (FECA)

FECA provides workers' compensation coverage to federal and postal workers for employment-related injuries and occupational diseases. Benefits include wage replacement, payment for medical care, and where necessary, medical and vocational rehabilitation assistance in returning to work. In order to qualify, one of the requirements is that the injury or illness must be sustained

while in the performance or duty. All claims for benefits under FECA are made by the Office of Workers' Compensation Program (OWCP) Specialist in the Human Resources Office.

For Official Use Only (FOUO)

Policies, hardware and software solutions that ensure information, particularly sensitive information, stored on telework devices and transmitted across internal or external networks are protected from illegal or improper access and/or use. It also addresses the need for agencies to select, implement and maintain necessary security controls. Telework security also may refer to policies involving the ability of teleworkers to bring, store and/or dispose of sensitive materials at their telework alternative worksites.

Mobile Work

Is work to be completed by an employee off-site due to the nature of their job. This includes new media, such as smart phones, to communicate with coworkers and supervisors. Mobile work does not make these employees teleworkers, even if they use their home as a "home base".

Official Duty Station/Location/Worksite

A regularly assigned worksite an employee is hired to work as an official duty location. The employee needs to report to their official duty station at least twice each biweekly pay period in order to maintain entitlement to the locality payment for that area. If a telework employee is not scheduled to report at least twice each biweekly pay period to their official duty station, the official work site is the location of the telework site, except in certain temporary situations.

POWER

President Obama's Protecting Our Workers and Ensuring Re-Employment initiative. It was designed to improve job safety for federal employees while doing more to reduce workers' compensation costs by helping injured workers return to their jobs.

Reasonable Accommodation (disability)

Provisions that allow an employee to work at a position despite the limitations of a disability. The agency must make reasonable accommodation to the known physical or mental limitations of qualified applicants and employees with disabilities, unless the accommodation would impose an undue hardship on the operation of the agency's programs. 29 CFR 1614.102(a)(8). Telework may be one form of reasonable accommodation.

Remote Access

Accessing a computer or data/communications system from a remote location or facility through a data link. This includes such options as video teleconference (VTC), Virtual Private Network (like CITRIX), Webmail, and new media (smart phone).

Telework

The Telework Enhancement Act of 2010. A mutually agreed upon flexible work arrangement exercised by a supervisor and employee that allows the employee to accomplish work at an approved alternate worksite other than the employees official duty station. It is a management tool which allows a written pre-authorization for members and employees of the Oregon

National Guard to work in an official capacity for pay and/or points in a location other than their official duty location.

- **Routine/Regular Telework:** Telework that occurs as part of an ongoing, regular schedule.
- **Situational Telework:** Telework that is approved on a case-by-case basis, where the hours worked are not part of a previously approved, ongoing, regular telework schedule. Situational telework can occur during inclement weather or based on special work assignments or for other reasons.
- **Medical Telework:** Telework that occurs as a result of a medical reason that a doctor requires an employee to work from home and not their regular official duty location. The employee will provide documentation from the doctor that lists any approved activities/duties, any restrictions and time frames for limited duty status of the listed items.

Telework Agreement

A written agreement, completed and signed by an employee and the appropriate official in the supervisory chain of command, that outlines terms and conditions of a mutually agreed upon telework agreement. This agreement is to remain in the employee's personnel file as well as a copy with the HR Telework Managing Official (TMO). The agency has the right to reassess the telework agreement based on needs.

Telework Data Call

Statistics that OPM collects for its annual report to Congress. The Telework Enhancement Act mandates and expands some reporting requirements.

Telework Managing Officer (TMO)

The TMO is the single accountable person responsible for the agency's telework program and must be a senior agency official with direct access to the head of the agency. The TMO is responsible for:

- The development, implementation and management of the agency's telework policy and program
- Advising agency leadership on telework issues
- Acting as a resource for managers and employees
- Serving as the primary agency point of contact for OPM on telework matters

Telework Security

Policies, hardware and software solutions that ensure information, particularly sensitive information, stored on telework devices and transmitted across internal or external networks are protected from illegal or improper access and/or use. It also addresses the need for agencies to select, implement and maintain necessary security controls. Telework security also may refer to policies involving the ability of teleworkers to bring, store and/or dispose of sensitive materials at their telework alternative worksites.

Telework Training

Required training provided for employees and managers to complete prior to entering into a telework agreement. The training must stress that teleworkers and non-teleworkers must be treated the same for job appraisals, training, rewards, reassignments, promotions, reductions in grade, retention, removals, work requirements, and other acts involving managerial discretion. The training is available on www.opm.gov website. More information is outlined on the “ORNG Employee Telework Agreement” form.

Work Extension

Work taken home but not covered by a telework agreement. Generally, taking work home without an additional arrangement is not considered telework.