



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 12620.2
BUMED-M1
26 Jun 2015

BUMED INSTRUCTION 12620.2

From: Chief, Bureau of Medicine and Surgery

Subj: ESTABLISHMENT OF BUREAU OF MEDICINE AND SURGERY TELEWORK PROGRAM

Ref: (a) DoD Instruction 1035.01 of 4 April 2012
(b) SECNAVINST 12271.1
(c) Public Law 111-292
(d) JAGINST 12620 of 2012
(e) 5 U.S.C. §6501-6506

1. Purpose. To implement the Bureau of Medicine and Surgery (BUMED) Telework Program per references (a) through (e), and promote telework as an effective work schedule tool to meet mission requirements and agency needs.
2. Scope. This instruction applies to all continental United States Navy Medicine activities with civilian and military personnel who are eligible to telework, either on a regular and recurring basis, or on a situational basis. This policy does not apply to Federal contractors. Activities with local telework policies will review those policies and adjust as appropriate where there are conflicts with this instruction. Bargaining unit employees will follow the terms and conditions of locally negotiated telework policies until such time as they may be modified through local negotiations.
3. Background. It is a Department of Defense (DoD) policy that telework be actively promoted and implemented throughout the DoD in support of workforce efficiency, emergency preparedness, and quality of life. Telework facilitates the accomplishment of work; can serve as an effective recruitment and retention tool; enhance efforts to employ and accommodate people with disabilities; create cost savings by decreasing the need for office space and parking facilities, and by reducing transportation costs, including costs associated with payment of transit subsidies. It is BUMED's goal to establish telework agreements, either ad-hoc or recurring, for 100 percent of telework eligible employees.
4. Eligibility. Participation in telework is not an entitlement and not all employees are eligible to telework. Additionally, participation is subject to supervisory approval on a case-by-case basis. It is important to note, not all eligible teleworkers are required to telework, and employee's participation is voluntary.
5. Responsibilities. Activities with approved telework eligible employees must have a telework instruction in compliance with this instruction, references (a) through (e), and the local timekeeping instruction.

a. This activity instruction shall minimally include:

(1) Roles and responsibilities, including but not limited to, command leadership, telework coordinator, timekeeper, supervisors, and employees.

(2) Procedures and processes on how the program will be implemented, including, but not limited to:

(a) Compliance with the Merit Principles.

(b) Information Technology and Information Assurances policies and guidelines set in reference (b).

(c) Identifying how testing designated positions will be handled if teleworkers are selected for testing while off-site.

(d) How requests will be approved, denied, or terminated.

(3) Training requirements.

(4) Eligibility requirements.

(5) Inclement weather guidance.

(6) Expenses as they relate to telework.

b. BUMED Command Telework Coordinator (BUMED-M11) is responsible for:

(1) Implementation and evaluation of the command telework program and compliance per references (a) and (e).

(2) Serving as an advisor for activity leadership.

(3) Serving as a resource for supervisors and employees.

(4) Establishing annual telework participation goals, track employee participation, monitor goal progress, and provide employee telework eligibility and participation data to the Office of Civilian Human Resources for submission to United States Office of Personnel Management (OPM) for the annual status of Telework in the Federal Government Report to Congress.

(5) Monitoring and assessing command telework program implementation to ensure compliance with this instruction, command specific guidance, and collective bargaining agreements as applicable via an annual telework data call.

(6) Ensure that telework eligibility and implementation are equitably applied for equal opportunity employment.

c. Commanding officers are responsible for:

(1) Developing policy, guidelines, procedures, and processes for activity telework program.

(2) Designating an activity telework coordinator to implement, monitor, and evaluate the telework program.

(3) Participating in Department of the Navy telework training prior to determining eligibility and approving or denying employee telework requests consistent with reference (a).

(4) Encouraging telework for all eligible employees to meet BUMED's telework goals.

(5) Participating in assessments of the BUMED Telework Program and the annual OPM telework data call.

(6) Ensuring employees or Service members who are eligible to telework and their supervisors to be fully trained on telework procedures including information technology and data security, safety requirements per reference (a), and DoDD 8000.01, DoDD 8100.02, DoDD 8500.01E, DoDD 5400.11, and DoD Manual 5400.11-R.

(7) Requiring all employees who are authorized to telework to complete DD Form 2946, Department of Defense Telework Agreement.

d. Activity telework coordinators are responsible for:

(1) Actively promoting telework in the workplace.

(2) Ensuring policy and program compliance per references (a) through (e).

(3) Ensuring the accuracy of telework eligibility on position descriptions and in My Workplace for civilians.

(4) Ensuring telework agreements are in place and up to date.

(5) Reporting to BUMED Telework Coordinator (BUMED-M11) on local telework program implementation, participation, telework eligibility, and other evaluation metrics as required by annual Telework Data Call established by OPM.

6. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

7. Reports. The reports required in paragraphs 5b(4), 5b(5), and 5d(5) are exempt from reports control per SECNAV M-5214.1 of 1 December 2005, part IV, paragraph 7l.

8. Forms. DD Form 2946 (Dec 2011), Department of Defense Telework Agreement is available at: <http://www.dtic.mil/whs/directives/forms/eforms/dd2946.pdf>.



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