



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

IN REPLY REFER TO
BUMEDINST 12620.2A
BUMED-M1
16 Nov 2018

BUMED INSTRUCTION 12620.2A

From: Chief, Bureau of Medicine and Surgery

Subj: CIVILIAN TELEWORK PROGRAM

Ref: (a) DoD Instruction 1035.01 of 4 April 2012
(b) SECNAVINST 12271.1
(c) JAGINST 12620.1A of 25 Apr 2018
(d) Public Law 111-292
(e) 5 U.S.C.
(f) DoD 5400.11-R, DoD Privacy Program, 14 May 2007
(g) BUMEDINST 5211.4

1. Purpose. To update policy for the Bureau of Medicine and Surgery (BUMED) Telework Program per references (a) through (e), sections 6501 through 6506, and promote telework as an effective work schedule tool to meet mission requirements and workforce efficiencies, emergency preparedness and continuity of operations, and readiness, and quality of life needs. This is a complete revision and must be read in its entirety.
2. Cancellation. BUMEDINST 12620.2.
3. Scope and Applicability. This instruction applies to all Budget Submitting Office 18 Navy Medicine activities in the continental United States and its territories, with civilian personnel who are eligible to telework, either on a regular and recurring basis, or on a situational basis. This policy does not apply to military personnel. References (a) through (c) include provisions for military personnel in their telework program. 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.
4. Background. Telework facilitates the accomplishment of the mission and workforce efficiencies, emergency preparedness and continuity of operations, readiness, and quality of life needs. Telework can serve as an effective recruitment and retention tool and enhance efforts to employ and accommodate people with disabilities. Telework can create cost savings by decreasing the need for office space and parking, eliminating long distance commutes and commute time, reducing transportation costs, including costs associated with payment of transit subsidies, and reduce greenhouse gas emissions. BUMED's goal is to establish telework agreements, either ad-hoc or recurring, for 100 percent of telework eligible employees.
5. Policy. Per reference (a), telework must be actively promoted and implemented throughout the Department of Defense (DoD) in support of workforce efficiency, emergency preparedness,

and quality of life. Reference (b) is committed to promoting and implementing telework to the greatest extent possible consistent with mission capability and readiness. BUMED supports references (a) through (f).

6. Telework Defined. Per reference (d), the term “telework” or “teleworking” refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee’s position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.

7. 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 participation is voluntary. Employees of non-foreign overseas activities may not full-time telework in a location outside the commuting area of the agency worksite, unless deemed appropriate via a documented business case approved by the Director, Civilian Human Resources.

8. Responsibilities

a. BUMED Command Telework Coordinator (BUMED-M11) must:

(1) Implement and evaluate the command telework program and compliance per references (a) through (e), sections 6501 through 6506.

(2) Serve as an advisor for activity leadership.

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

(4) Establish 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 Office of Personnel Management (OPM) for the annual status of telework in the Federal Government Report to Congress.

(5) Monitor and assess 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.

b. Commanders and Commanding Officers must:

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

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

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

(4) Encourage telework for all eligible employees to meet BUMED's telework goal of establishing telework agreements, either ad hoc or recurring, for 100 percent of telework eligible employees.

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

(6) Ensure civilian employees who are eligible to telework and their supervisors are fully trained on telework procedures including information technology and data security, safety requirements per references (a), (f), and (g).

(7) Require all employees who are authorized to telework to complete the DD Form 2946 DoD Telework Agreement in the Total Workforce Management Services (TWMS).

c. Activities With Approved Telework Eligible Employees. Must have a telework instruction in compliance with this instruction, references (a) through (g), and the local timekeeping instruction. Echelons 4 and below may follow the policy of their parent command if stated within scope. This activity-level instruction must 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 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.

d. Telework Coordinators must:

(1) Actively promote telework in the workplace.

(2) Ensure policy and program compliance per reference (a) through (e) sections 6501 through 6506.

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

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

(5) Report 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.

9. Training. All eligible employees and their supervisors are required to take the computer-based DON telework training available on the TWMS prior to executing a telework agreement. TWMS offers two different telework trainings: Telework for DON Employees and Telework for DON Supervisors. All employees entering into a telework agreement are required to complete the Telework for DON Employees Training. All supervisors approving a telework agreement are required to complete the Telework for DON Supervisors training.

10. Review and Effective Date. Per OPNAVINST 5215.17A, Manpower and Personnel (BUMED-M1) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following guidance in OPNAV Manual 5215.1 of May 2016.

11. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/

Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

12. Forms and Information Management Control

a. Forms. DD Form 2946 DoD Telework Agreement is available at <http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2946.pdf>.

b. Information Management Control. The reports required in subparagraphs 8b(5) and 8d(5) are exempt from reports control per Secretary of the Navy Manual 5214.1 of 1 December 2005, part IV, subparagraph 7l.


TERRY J. MOULTON
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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>