

# Telework Policy

## References

- a) [COMNAVRESFORINST 1000.9](#)
- b) [ACT DIRECTIVE NUMBER 50-14](#)

# Disclaimer

- The following slides summarize Telework policies and requirements.
- Should a discrepancy exist between this presentation and another DoD/Navy/ACT directive, that directive takes precedence.

# What is Telework

- The practice of performing assigned military duties at the service member's home or within the local area of his or her home.

# Authorized for Telework

- FTS, SelRes, and VTU members whose parent command has a Telework Program in place
  - NATO ACT does have a telework program, see reference (b)
- Members who are in and remain in a mob-ready status (physical, training & medical)
- For pay or non-pay drills

# Not Authorized for Telework

- **Not Authorized**
  - Travel reimbursement
  - Per diem
  - Used as a convenience for dependent-care issues
  - For AT/ADT (might change in future)
  - For use to complete physical fitness (PT) or PRT
  - For use while simultaneously working a civilian job
  - For use on classified work

# To complete Telework

- Prior to commencing telework, the member must:
  - Have chain of command approval
  - Complete the following and include all documents as part of his/her Telework Package:
    - [NAVRES 1000/7](#)
    - [NAVRES 1000/8](#)
    - [DD Form 2946, Dec 2011](#)
      - Revalidated annually; any changes require resubmission of all forms
    - [NAVPERS 1070/613](#)
    - [NATO Form A-1 of Annex A to ACT DIR 50-14 of 26 Mar 10](#)
    - Copy of Telework Training for DON Employees certificate
      - Available on TWMS, click on “Online Training and Notices” then click on “available training”
    - Copy of Supervisor Training certificate
      - Available on TWMS, click on “Online Training and Notices” then click on “available training”

# Other requirements

- All supervisors of telework members must complete “Telework Training for Department of the Navy (DON) Supervisors”
  - Available on TWMS, click on “Online Training and Notices” then click on “available training”
  - A copy of the supervisor’s training certificate must be included in the applicants’ telework package.

# Routing

- **All forms are signed by unit leadership and retained at the unit level for documentation if needed by their NOSC.**
- The only form signed by the OSO is the NATO Form A-1 of Annex A to ACT DIR 50-14 (which is listed on slide 6).
  - This form is the NATO ACT's authorization for flexible working arrangements.
  - Although this form is not required by reference (a) it is required in reference (b) for NATO ACT personnel.
  - Telework Coordinators should send only this form to the OSO for signature. The OSO will sign in the "Branch/Division Head" authorization. The OSO will return the signed copy to the unit Telework Coordinator.
  - Add this form to supplement the applicant's telework package and retain it with the remaining documents.
- Unit Telework Policy Coordinators shall retain a copy of entire/completed packages until the member's PRD and are responsible for revalidating the DD Form 2946 annually.