

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 690-1-1215
Change 1

CEHR

Regulation
No. 690-1-1215

31 January 2012

Human Resources
TELEWORK PROGRAM

1. This Change 1 to ER 690-1-1215, 16 August 2011. Guidance per HECSA Office of Counsel, in accordance to the Telework Enhancement Act of 2010 on individuals that are never allowed to telework.

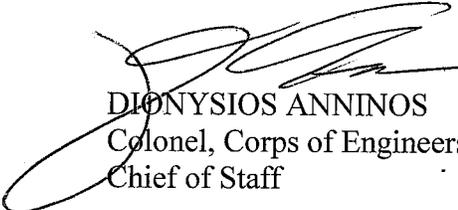
2. The changed information is annotated as follows:

Page(s)	Paragraph(s)
1	2
3	8.c. (6)

3. The new information is italicized.

4. Distribution. Approved for public release, distribution is unlimited.

FOR THE COMMANDER:



DIONYSIOS ANNINOS
Colonel, Corps of Engineers
Chief of Staff

CEHR

Regulation
No. 690-1-1215

31 January 2012

Human Resources
TELEWORK PROGRAM

1. Purpose. This regulation prescribes policies, assigns responsibilities, and outlines procedures for participation in the U.S. Army Corps Engineers (USACE) Telework Program.
2. Scope. This regulation applies to all USACE elements, including Headquarters USACE, Major Subordinate Commands (MSCs), Districts, Laboratories, Centers, and Field Operating Activities (FOAs). This regulation supersedes the Telework guidance in OM-690-1-3 (HQUSACE Time and Attendance Policy) *and the telework guidance outlined in CEHR-D (600-85) COMMANDER'S POLICY MEMORANDUM #6, DATED 30 July 2007*. In the event of a conflict between a negotiated agreement and this regulation, the provision(s) of the negotiated agreement will prevail until such time as changes can be negotiated to align local bargaining unit agreement(s) with this USACE-wide policy. MSC's and District Commander's have authority to maintain local established policy that does not conflict with this regulation.
3. Distribution. Approved for public release; distribution is unlimited.
4. References.
 - a. Department of Defense Instruction 1035.01 (Telework Policy)
 - b. Executive Order 13514 (Federal Leadership in Environmental, Energy, and Economic Performance).
5. Definitions and Acronyms. See Appendix A.
6. Policy.
 - a. Encourage and authorize telework to the maximum extent possible, without diminishing employee performance or jeopardizing mission readiness.
 - b. Actively promote and implement telework throughout USACE in support of our commitment to workforce efficiency, emergency preparedness, greenhouse gas emissions reduction, and quality of work life.
 - c. Consider telework as a recruitment and retention strategy for applicable positions.

8. Requirements. Supervisors shall review each position and determine the eligibility of their employees to participate in telework and notify these employees of their eligibility to telework. Employees identified as eligible, have the option to accept or decline the opportunity to telework. To the extent mission requirements are not jeopardized, employees who exhibit suitable work performance and conduct as determined by their supervisor and occupy eligible positions (i.e., positions that involve portable work and are not dependent on the employee's presence at the official duty station, such as, Lock and Dam Operators, anyone providing patient care, etc.) shall be permitted to telework to the maximum extent possible, at the supervisor's discretion.

- a. Military member eligibility is discretionary and determined by their respective commander.
- b. Telework eligibility criteria will be applied in a fair and consistent manner.
- c. While telework is encouraged, employees cannot be ordered to telework, unless the employee's duties are designated as mission-critical or the employee's telework agreement addresses this requirement. Telework is not an entitlement and not all employees are eligible. The following situations are *not* typically eligible for telework:

- (1) Handles classified materials on a daily basis;
- (2) Requires daily on-site activity or face-to-face contacts;
- (3) Performance or conduct warrants close supervision;
- (4) Proposed, pending or on-going disciplinary action; or
- (5) When recently assigned, newly appointed, trainee or entry level.

(6) Employees shall not be authorized to telework consistent with the guidance set forth in section 6502 of title 5, United States Code, as added by Public Law 111-292 (also known as the Telework Enhancement Act of 2010) if:

(a) The employee has been officially disciplined for being absent without permission for more than 5 days in any calendar year.

(b) The employee has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties consistent with the guidance set forth in section 2635.704 of title 5, Code of Federal Regulations (per Reference (a)).