



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
12600
G-1
NOV 12 2013

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 7-13

From: Commander, Marine Corps Installations Command (MCICOM)
To: Distribution List

Subj: TELEWORK PROGRAM

Ref: (a) DoD Telework Instruction 1035.1 of 21 Oct 2010
(b) SECNAV M-5210.1
(c) MCO 12600.1
(d) HROM Information Paper of 10 Feb 2011

Encl: (1) Telework Program Guide

1. Situation. The telework program is a tool to both reward employees for being self-starters and a way to ensure continuity of operations during emergency closures.

2. Mission. To establish telework program policy and procedures in accordance with the references, in order to support continuity of operations and reward personnel for strong performance within Marine Corps Installations Command (MCICOM).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Also referred to as flexiplace, telecommuting, and work-at-home, telework is a privilege offered by management based on productivity and proven performance. The opportunity to telecommute should be offered as part of the annual performance review process.

(2) Concept of Operations. Employees interested in participating in telework should notify their first line supervisor. Once the supervisor finds the employee eligible to participate in the telework program, both the employee and supervisor must complete training via the Total Workforce Management Services (TWMS) website (preferred method) at <https://twms.nmci.navy.mil> or via Navy Knowledge Online at www.telework.gov/Tools and Resources/Training/index.aspx. Once the training is complete, both the employee and supervisor must complete a Telework Agreement, which should be maintained by the supervisor (page 4-1, enclosure 1). A Telework Agreement is required regardless of the type of telework (Regular, Recurring, Situational, or Medical). For additional information on telework types, refer to Chapter 2 of enclosure (1).

Subj: TELEWORK PROGRAM

b. Subordinate Element Missions

(1) Deputy Commander, Marine Corps Installations Command (DEP, MCICOM), will approve / disapprove:

(a) All Assistant Chiefs of Staff (AC/S), Deputy Directors, and General Schedule (GS) 15's telework requests.

(2) Directorate Head's will approve/disapprove:

(a) Determine billet eligibility for the telework program.

(b) Ensure all supervisors are familiar with telework program requirements and limitations.

(c) All Medical Telework Agreements.

(d) Ensure telework agreements are on file for approved participants.

(3) Supervisors will:

(a) Determine which positions and employees are eligible for off-site work.

(b) Assign appropriate Position and Person Eligibility Telework Indicator Codes for all positions and employees and enter in Defense Civilian Personnel Data System (DCPDS) MyBiz/My Workplace.

(c) Complete and submit a telework offer letter to the employee (Appendix A, enclosure (1)) and the Telework Agreement (DD-2946), (Appendix B, enclosure (1)).

(d) Provide written documentation to the employee when their telework request is denied.

(e) Review and re-validate each telework agreement every calendar year.

(f) Provide the Telework Coordinator (Civilian Manpower Supervisor) with a complete copy of each telework package.

(g) Complete on-line training for managers before implementing any telework agreements.

(4) Employees will:

(a) Coordinate with their respective supervisors to determine telework eligibility and if approved, complete the required online training and the telework agreement.

(b) Complete self-certification safety checklist for home-based telecommuters.

(c) Comply with agreed-upon hours of work and complete all assigned tasks within established deadlines.

Subj: TELEWORK PROGRAM

(d) For medical telework only, provide medical documentation from the attending physician.

(e) Record hours worked as telework in the Standard Labor Data Collection and Distribution Application's (SLDCADA) Environmental Hazard Code block (EHZ).

(f) Notify their respective supervisor immediately of any accident or injury that occurs at the telework site in the performance of their official duties.

(g) Complete on-line training for employees before implementing a Telework Agreement.

(5) The Telework Coordinator will:

(a) Assist command personnel by providing guidance, technical assistance, and training.

(b) Review each telework agreement for completion and accuracy.

(c) Maintain a copy of each approved telework agreement package.

4. Administration and Logistics

a. The telework program will be reviewed annually by the Civilian Manpower Section to determine program effectiveness and compliance with the regulations.

b. Corrections or changes to this policy should be forwarded via email to the Telework Coordinator (Civilian Manpower Supervisor).

5. Command and Signal

a. Command. This policy is applicable to all civilian personnel within MCICOM. All records pertaining to telework will be maintained for a period of two years.

b. Signal. This policy is effective the date signed.


DAVID R. CLIFTON

DISTRIBUTION: A