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# USAG Fort Belvoir Telework Training

*We are the Army's Home*



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# SAFETY



# TELEWORK AT HOME SAFETY

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## Some Things to Remember

- Your home is considered your place of work
- Your home must meet the same safety standards as your office on Fort Belvoir
- While working at home you are covered by the Federal Employee's Compensation Act (FECA) and the Occupational Safety and Health Act (OSHA) for workplace injuries
- If you get injured while working at home you must report the injury to your supervisor as soon as possible IAW AR 385-40, Accident Reporting and Records
- Only injuries directly related to your work at home are covered



# TELEWORK AT HOME SAFETY

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## Key Safety Rules

- Your home office must be a dedicated workspace specifically set up to support the nature of work being performed; it should include:
  - A sturdy workstation
  - A properly arranged work area free from clutter
  - An ergonomically adequate work area that minimizes unnecessary strain on the body (proper desk height, seating, and equipment placement)
  - Adequate lighting
  - An electrical distribution system adequate to handle equipment demands



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# TELEWORK AT HOME SAFETY



## SAFETY CHECKLIST

### FORT BELVOIR GARRISON TELEWORK PROGRAM

Purpose: The following checklist is designed to assess the overall safety of the home worksite. Prior to beginning telework, designated employees must complete this safety and security checklist of the designated work area for the purpose of official government business. By completing the checklist, employees are self-certifying the safe condition of the designated work area. The employees are responsible for informing their supervisors of any significant changes in any of the items identified below. Participating employees should complete the checklist, sign and date it, and return it to their supervisors (and retain a copy for their records). Reference DoD IG Form 86, Dec 2001.

### Workplace Environment:

1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance? Yes  No
2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)? Yes  No



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3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)? Yes  No
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? Yes  No
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways? Yes  No
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard? Yes  No
7. Does the work area meet safety and ergonomic regulations? Yes  No
8. Is the space free of asbestos containing materials? Yes  No
9. Do all stairs with 4 or more steps have handrails? Yes  No
10. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended services? Yes  No



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# TELEWORK AT HOME SAFETY



12. Does the electrical system conform to appropriate local building codes? Yes  No
13. Do chairs have any loose casters (wheels)? Yes  No
14. Are the rungs and legs of the chairs sturdy? Yes  No
15. Is the working area neat, clean, and free of excessive amounts of combustibles? Yes  No
16. Are floor surfaces clean, dry, level, and free of worn seams? Yes  No
17. Are carpets well secured to the floor and free of frayed or worn seams? Yes  No

## Computer Workstation/Ergonomics (if applicable):

18. Is your chair adjustable? Yes  No
19. Do you know how to adjust your chair? Yes  No
20. Is your back adequately supported by a backrest? Yes  No



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# TELEWORK AT HOME SAFETY



21. Are your feet on the floor or fully supported by a footrest? Yes  No
22. Do you have enough legroom at your desk? Yes  No
23. Are you satisfied with the placement of your visual display terminal (VDT) and keyboard? Yes  No
24. Is the VDT screen free from noticeable glare? Yes  No
25. Is the top of the VDT screen at eye level? Yes  No
26. Is it easy to read text on your screen? Yes  No
27. Do you need a document holder? Yes  No
28. When keying, are your forearms close to being parallel with the floor? Yes  No
29. When keying, are your wrists fairly straight (in-line with your forearms)? Yes  No
30. While not keying, is there space to rest your arms? Yes  No



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# DOIM



# DOIM – Information Technology

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- Outlook Web Access (OWA)
  - Remote access to email
  - Managed by CTNOSC, Fort Huachuca, Arizona
    - <https://rw2.army.mil/>
    - Select DOD **EMAIL** digital certificate
    - Enter CAC PIN ActivClient Login



# DOIM – Information Technology

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- Baseline hardware/software requirements
  - Intel Core 2 Duo T7200 (2.0Ghz) or AMD Turion 64 X2 TL60 (2.0Ghz)
  - 1 GB RAM
  - Complete list available upon request



# DOIM – Information Technology

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- Level of Helpdesk Support
  - Fort Belvoir DOIM Helpdesk
    - (703) 704-1644
    - [belvoirdoimhelpdesk@conus.army.mil](mailto:belvoirdoimhelpdesk@conus.army.mil)
      - Are websites available?
      - No on-site home or personal computer assistance available.



# DOIM – Information Technology

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- VPN/Citrix
  - Government Furnished Equipment (GFE)
  - Organization to contact Belvoir DOIM Helpdesk to request Project Ticket for VPN or Citrix service
    - (703) 704-1644
    - [belvoirdoimhelpdesk@conus.army.mil](mailto:belvoirdoimhelpdesk@conus.army.mil)



# DOIM – Information Technology

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- Purchasing a CAC reader for home/personal
  - You can go directly to ASCP's CAC reader and software information page.  
<https://chess.army.mil/ascp/commerce/empPurchase/govtEmpPurchase.jsp>
  - This reader has been easily and successfully used by some AKO users.  
<http://www.cdw.com/shop/products/default.aspx?EDC=419432>



# DOIM – Information Technology



- Installing the CAC Reader
  - Instruction document with Screen Shots
    - <https://www.us.army.mil/suite/doc/11741191>

## ActivClient 6.1 Installation on a Home PC

Double click the "start.exe" file. The installer window will appear.



Click "Install" in the list on the left. The Installer start page will appear.



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# **Anthony Floyd**

## **Woodbridge Telework Center Director**



It doesn't have to...

GoTelework.org Telework Centers  
have the answer to your long commute!

- Save Gas
- Save Time
- Reduce Stress
- Improve Quality of Life
- Increase Productivity
- Less Interruptions

So what are you waiting for?

Visit [www.gotelework.org](http://www.gotelework.org)

or

Call: (540) 710-5002 TODAY!



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# What is Telework?

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Telework is an alternative work arrangement for employees. It allows employees to conduct some or all of their work at an alternative worksite away from the employer's typically used office. Telework is also referred to as telecommuting, flexiwork, and flexiplace. The telework concept can be applied to a variety of work environments. The work location might be:

An employee's residence, a Telework Center, an airport, a coffee shop or any other location with connectivity to the internet.



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# Self Assessment

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- Do I have a sufficient amount of portable work for my allocated Telework days?
- Am I able to work independently without the close supervision of management?
- Can I communicate with manager, co-workers and customers while maintaining a seamless transition from on-site to off-site?
- Do I have a suitable environment that will be conducive to my daily tasks?
- Am I able to maintain flexibility with my Telework arrangements, in order to meet the demands of my manager, co-workers and customers?

# GSA-sponsored Telework Centers

## located in the Metropolitan DC Area





# Why a Telework Center?

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- Convenient to Home/Community
- Same Accountability as Other Work Sites
- Professional Environment
- Fewer Distractions
- 24/7 Secured Access
- Well Equipped
  - Cubicle or Office
  - Personal Computer
  - Digital Phones
  - High-Speed Internet
  - Laser Printers
  - Multi-Function Xerox
  - Conference Room





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# Benefits for the Employee Who Teleworks...

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- Increases flexibility in juggling work and home life allowing for child-care/elder-care arrangements through alternative work hours
- Allows employee to work when they are more productive (i.e. some employees have more energy working in unconventional work hours), setting their own schedule and pace
- Less sick time -- teleworkers may be able to work a few hours when sick rather than taking entire sick day; improved general health through reduced stress and reduced adverse effects from commuting (including exposure to air pollution)
- Employees can often telework during recuperation of illness or surgery when coming into a traditional office would not be an option
- Increases productivity when focus is solely on the work (less meetings, familiar and comfortable work environment with less interruptions)
- Savings on gasoline and other commuting costs (reduction on auto insurance with less miles driven; no parking fees; less maintenance on private vehicles)
- Savings include lunches at home and lower costs for reduced business wardrobe
- Increases flexibility in residential location allowing employees to live further from central office location (often reducing costs of living in more expensive metropolitan areas near to employer)
- Creates more control for the employee over their work environment
- More personal time when not commuting daily
- Boost morale through added benefits
- Creates fair and accurate work performance evaluations based on productivity and quality of work rather than by clock-punching



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# Benefits for the Employee Who Teleworks...

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- Increased Productivity: Employers that allow Teleworking see an increase between 10% and 40% in productivity from their employees, although 10%-20% is a more accurate number.
- Decreased Absenteeism: Employees who telework take, on average, four fewer sick days a year than employees who do not. Employees who Telework are less likely to go to a Dr. appointment and take the rest of the day off.
- Improved Morale: Employees who are allowed to Telework by their manager are most likely to deem it as a perk; in turn more likely to remain positive in their position and produce an increased workload.
- Decreased Overhead: Telework can significantly decrease overhead costs associated with leased office space, equipment and parking.
- Retention and Recruitment Tool: Telework is an attractive benefit when attempting to retain your employees as well as a tool to lure skilled professionals to join your team.



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# Q & A



- **Q: What type of jobs are appropriate for Teleworking?**
- **A:** Most "information-based" jobs are appropriate for teleworking. Teleworking is ideal for jobs that require reading, writing, research, working with data and talking on the phone. Many jobs that may not seem appropriate at first may be modified so that the employees can telework, at least on a part-time basis. One of the secrets to designing a good teleworking program lies in the ability to organize specific jobs so they can be done without constant interaction or need for feedback.
- **Q: Which employees are ideal for Teleworking?**
- **A:** The ideal teleworker is well-organized, able to work independently and requires minimal supervision. Successful teleworkers have a high degree of job skill and knowledge and strong time management skills. Teleworkers don't mind working alone. Teleworking is not ideal or desirable for every employee.
- **Q: Who is the ideal manager for supervising Teleworkers?**
- **A:** The ideal manager of teleworkers (telemanger) has a positive attitude towards teleworking and is willing to allow employees to telework. A telemanger manages by results and not by monitoring work hours. Telemangers delegate work easily, are well organized and trust their employees. Not every manager is comfortable with a style of management that is conducive to successful teleworking.
- **Q: Will employees work less if they are Teleworking unsupervised?**
- **A:** No, survey results showed marked improvements in productivity. Productivity increases because employees have fewer distractions and interruptions, work at their peak times and experience less stress due to the absence of the commute to work.



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## Q & A

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- **Q:** *As a supervisor, I have a lot of concerns about people teleworking. Let's face it – you can't really know what your employees are up to when they are sitting at home while they work. How can I be sure that they are getting the job done and not doing personal things? What about customer service? If a customer needs an answer quickly, how can I be sure that our teleworkers will respond?*
- **A:** To the contrary, I'm really glad that you wrote in. Believe it or not, a lot of managers feel the same way you do! Managers who are new to telework typically do struggle with how to best measure the performance of their remote workers. One point that I would like you to consider is this: How do you know what your employees are up to when they are in the main office? Isn't it possible that they are playing computer games, taking a long lunch, chatting with co-workers down the hall, or on personal phone calls? *The best way to ensure that employees are doing the job you expect is to develop clear, concise performance standards.* You measure each employee's success against those agreed-upon standards. I'm talking about *managing by results*. If you know what you mean by quality and timeliness, you can judge your employees' performance regardless of where they are sitting while they work.



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# Telework Center Registration Process



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**Purpose:** Provide an overview on the telework center registration process.



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I'd like to telework from a telework center...



“Permission granted”

# TOLBS

Telework OnLine Billing System

<https://tolbs.pbs.gsa.gov/tolbs/>



Funds Certifier



Field Telework Coordinator



Supervisor

**Note:** Telework center usage is centrally funded from OSD 😊

### Welcome to TOLBS

If this is your first time registering in the Telework OnLine Billing System (TOLBS), you must first sign up. You will receive an email to confirm your registration with a link for you to login and enter your registration. If you have already registered in TOLBS, you may login and view your registration.

[Login](#)   [SignUp](#)



**Click 'SignUp'**

For help please call National Application Help Desk 1-866-367-7878 (8am-5pm ET) or email at COPBSApp@gsa.gov

### Sign Up

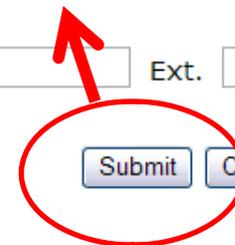
Affiliation	<input type="text" value="Congressional"/>		
Email	<input type="text"/>	Confirm Email	<input type="text"/>
Password *	<input type="text"/>	Confirm Password *	<input type="text"/>
Last Name	<input type="text"/>	M.I.	<input type="text"/>
		First Name	<input type="text"/>
Phone	<input type="text"/>	Ext.	<input type="text"/>

\* Passwords must contain a minimum of eight (8) characters and must contain a combination of letters, numbers, and special characters.

#### Emergency Contact

Contact Name	<input type="text"/>	Phone	<input type="text"/>	Ext.	<input type="text"/>
			<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	

**Click 'Submit'**



Teleworker Registration

Teleworker Profile

Affiliation Type	DOD	Name	Mark P. Loyola
Email	mark.loyola@us.army.mil	Phone	(703) 805-2665
Home City	Fairfax	Duty Station	Fort Belvoir
State	Virginia	State	Virginia
Zip Code	22030	Zip Code	22030

Agency/Center Information

TeleWork Center Name	FAIRFAX CITY	Seat Number	
Agency Name	DOD-Office of the Secretary of Defense		
Branch of Service/Office Name	Army		

Supervisor Information

Email Address	lynne.castro@conus.army.mil				
Last Name	Castro	M.I.	L	First Name	Lynne
Phone Number	(703) 805-3468	Ext.			

**“Supervisor Information”**

Registration - Windows Internet Explorer  
https://tolbs.pbs.gsa.gov/tolbs/registrationPage.do?\_param=4031D08FA36D5D5ADF0DD412247FE0846EA073C5926E71E3F1B1DBEF50A991D3

Agency Name: DOD-Office of the Secretary of Defense  
Branch of Service/Office Name: Army

**Supervisor Information**

Email Address: lynne.castro@conus.army.mil  
Last Name: Castro M.I. L First Name: Lynne  
Phone Number: (703) 805-3468 Ext.

**Field Telework Coordinator Information**

Email Address: marypat.begin@us.army.mil  
Last Name: Begin-Ortiz M.I. First Name: MaryPat  
Phone Number: (703) 805-1265 Ext.

**Usage Information [Help]**

Authorized Start Date: 07/30/2009 Authorized End Date: 09 2009  
Monthly:   
Weekly: Mon Tue Wed Thu Fri       
Bi-Weekly: Mon Tue Wed Thu Fri

**Begin-Ortiz, MaryPat  
Ft Belvoir FTC (Temporary)  
[marypat.begin@us.army.mil](mailto:marypat.begin@us.army.mil)  
703-805-1265**

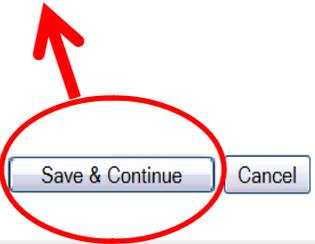
**Click 'Save & Continue'**

Save & Continue Cancel

For help please call National Application Help Desk 1-866-367-7878 (8am-5pm ET) or email at COPBSApp@gsa.gov

# “Field Telework Coordinator”

**Note:** FTC and Supervisor cannot be the same person



Teleworker Registration

Teleworker Profile

Affiliation Type	DOD	Name	Mark P. Loyola
Email	mark.loyola@us.army.mil	Phone	(703) 805-2665
Home City	Fairfax	Duty Station	Fort Belvoir
State	VA	State	VA
Zip Code	22030	Zip Code	22030

Agency/Center Information

TeleWork Center Name	FAIRFAX CITY	Seat Number	
Agency Name	DOD-Office of the Secretary of Defense	Branch of Service/Office Name	Army

Supervisor Information

Email Address	lynne.castro@conus.army.mil				
Last Name	Castro	M.I.	L	First Name	Lynne
Phone Number	(703) 805-3468	Ext.			

Field Telework Coordinator Information

View Registration - Windows Internet Explorer

https://tolbs.pbs.gsa.gov/tolbs/registrationForm.do

Google tolbs Search Bookmarks Check AutoFill tolbs Sign In

AKO Webmail (ma... View Registration x

Supervisor Information

Email Address

Last Name  M.I.  First Name

Phone Number  Ext.

Field Telework Coordinator Information

Email Address

Last Name  M.I.  First Name

Phone Number  Ext.

Usage Information

Authorized Start Date  Authorized End Date

Monthly

Weekly  Mon  Tue  Wed  Thu  Fri

Bi-Weekly  Mon  Tue  Wed  Thu  Fri

Center Fee

Center Daily Fee  Center Monthly Fee

**Click 'Submit'**

Done Internet 100%

start Inbox - Mi... 22JUN09 ... View Regs... AKO Insta... Army Kno... TOLBS Qu... Microsoft ... 9:02 AM



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# TOLBS POCs:

1. Your Supervisor
2. Mr. Frank Cooper  
OSD Funds Certifier  
[frank.cooper@cpms.osd.mil](mailto:frank.cooper@cpms.osd.mil)  
703-696-2791



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# SJA



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# Legal and Ethical Telework Issues

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Disclaimer

Legal Authorities

The Telework Agreement

Information Security

FECA/Reasonable Accommodation

Penalties for Violations

Scope of Investigations



# Legal Authorities

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## References.

- Section 359 Public Law 106–346.
- DoD memorandum, 22 October 2001, Telework Policy and Guide.
- Department of the Army Memorandum, 4 December 2001, DoD Telework Policy and Guide.
- OPM memorandum, 29 January 2001 and 9 February 2001, Establishing Telecommuting Policies.
- DoD Directive Number 1035.1, 9 September 2002, Telework Policy for Department of Defense.

**Applicability.** This policy applies to civilian employees of the Fort Belvoir Garrison.

**Purpose.** Establishes administrative policy of the telework program for the Fort Belvoir Garrison and is intended to supplement DoD and Department of the Army policies as outlined in cited references.



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# The Telework Agreement

Voluntary, non-contractual

Not a basis for changing salary or benefits

Flexiplace +/- Flex-time

Regular or intermittent (ad hoc)

Employees sign-in and sign-out via e-mail at beginning and end of scheduled duty day

Time/attendance and leave requests per established procedures

Employer not responsible for purchasing/installing computer or telecom equipment

Employer not liable for damage to employee's property at alternate worksite

Employee agrees to perform only officially assigned duties at approved alternate workplace

Employee agrees to report to duty station if requested by supervisor or mission requirements necessitate

May choose a substitute telework day in same pay period or forfeit telework day for that pay period

Supervisors may cancel at any time with 15 days' prior written notice, unless such notice precluded

Employee may request to cancel, but decision is at discretion of management



# Information Security

Must comply with requirements concerning Classified and Privacy Act protected information

- No classified documents may be taken out of official worksite
- Must comply with established IA policies concerning Classified electronic documents
- No original documents containing Privacy Act protected information may be taken to alternate worksite
- Copies should be redacted or protected from exposure to non-employees

Conscientious use of e-mail

## FECA/Reasonable Accommodation

May be offered as a form of temporary light duty or disability accommodation

Employees self-certify safety of work station/worksite and equipment

Employee covered under FECA as if at regular worksite

- if injured in course of performing actual duties
- in approved workspace at alternate worksite
- during established tour of duty
- In the right flexiplace at the right flex time



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## Penalties for Violations

Not a substitute for any activity other than duties of position

- Not to be combined with childcare, eldercare, home repairs
- Duty time not to be spent on volunteer work, other employment, education pursuits, etc
- Employee agrees to perform only duties of position in designated workspace
- Employee agrees to be in the right flexiplace at the right flex-time

Documented misconduct or decline in performance may be grounds to cancel agreement and take other appropriate action

- Negative impact on performance ratings
- Potential to require line-of-sight supervision and/or PIP
- Misconduct may result in immediate cancellation of agreement
- Misconduct may also be grounds for proposal for appropriate adverse personnel action

Penalties for ethical violations in accordance with Joint Ethics regulations



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## Scope of Investigations

Workplace injuries/FECA – supervisor in conjunction with program coordinator at CPAC

Employee misconduct (non-criminal) – management in consultation with LMER at CPAC

Ethical violations – command in consultation with OSJA

Criminal misconduct – CID

Appeals from adverse actions – union/AGP or MSPB

Allegations of discrimination or disparate impact – EEO

Improper personnel practices/improprieties – IG

## Scenarios



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# IG



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# Inspector General

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## AGENDA:

- IG Involvement with civilian issues
- Added reference: DOD Reg: 5500.7-R (JER)
- Ft Belvoir IG primary concerns
- IG and SJA scenarios
- Questions or Comments



## IG Involvement with Civilian Issues



### HANDOUT

#### AR 20-1 Inspector General Activities and Procedures

*Paragraph 4.4 k.*

*Redress for DOD civilian employees through other channels.*



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## Added Reference: DOD Reg: 5500.7-R(JER)

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### **Sec. 2635.101 Basic obligation of public service.**

(a) Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain. To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each employee shall respect and adhere to the principles of ethical conduct set forth in this section, as well as the implementing standards contained in this part and in supplemental agency regulations.



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# Ft Belvoir IG Primary Concerns



## - Standards.

- + How is it supposed to be?
- + How is it being done?
- + What is the “delta?”
- + Root Cause analysis
- + IG does NOT recommend Adverse Action

## - Management Actions and Expectations.

- + Positions identified as Telework compatible:
  - \* Criteria used to determine who does/ does not Telework
  - \* MGR assessment of employee 8-10 hour workday
  - \* MGR methods to measure productivity
  - \* Previous performance was documented
- + Honesty and Integrity

## - Employee Expectations.

- + Supervision is no longer on-site
- + Must be self starter
- + Honesty and Integrity



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# IG



# Telework and Alternate Work Schedule Issues



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## Inspector General Portion

### AGENDA:

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## IG Involvement with Civilian Issues

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**Added Reference: DOD Reg: 5500.7-R(JER)**



## **HANDOUT**

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# CPAC



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# WHO CAN TELEWORK?

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- Position Must be Suitable for Telework
- Employee Must be Suitable for Telework
- Supervisor Completes Eligibility Guide
- What if You Disagree with Management Assessment?
  - Discuss with Supervisory Chain
  - Contact Servicing LMER Specialist
  - Contact Union



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# EMPLOYEE TELEWORK BASICS

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- Know the Garrison Telework Coordinator
  - Ms. Mary Pat Begin-Ortiz
- Read and Understand Garrison Telework Policy and Procedures
- Complete All Required Checklists and Agreements before Telework Begins



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# PLAN YOUR WORK

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- What Files or Documents Will I Need to Take with Me the Day Before Teleworking?
- What Equipment Will I Need to Take?
- Who Needs to be Notified I Am Teleworking?
- What Other Steps Do I Need to Take?
  - Forward Phone
  - Telework Out of Office Message



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# MANAGE EXPECTATIONS AND COMMUNICATIONS

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- **OFFICE BACKUP** – Someone who can cover an in office issue where physical presence is required
- **ON-THE-SPOT-ASSISTANCE** – Someone who can perform a task for you (fax document or look up info in a file). Should not unduly burden coworkers



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# MANAGE *EXPECTATIONS* AND COMMUNICATIONS (Continued)

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COMMUNICATION WITH MANAGER – You must keep your supervisor informed of your schedule and status of all pending work. Your supervisor should be able to contact you at any time during duty hours.

COMMUNICATION WITH CO-WORKERS – You should always keep co-workers informed when you will be out of the office, including teleworking and keep them informed of any special situations that may come up while you are away. Your co-workers in your work unit should also be able to contact you at anytime during duty hours.



# TIME AND ATTENDANCE

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- More Focus on Teleworker Time and Attendance
  - E-mail Sign-In and Sign-Out When Beginning and Ending Duty Day and When Beginning and Ending Lunch Period
- Make Sure You are Accessible During Duty Hours
- Don't Get Caught Short (AWOL and Ending Telework)



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# PERFORMANCE MANAGEMENT

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- Ensure you and Your Supervisor have a Clear Understanding of Performance Expectations and Measures for Telework Days
- Ensure you Meet Required Expectations. Exceed them if Possible.
- Telework May be Terminated if Overall Performance and/or Telework Performance is not at an Acceptable Level.



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# CONDUCT AND DISCIPLINE

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- Be Where You are Supposed to be during Duty Day. If something comes up and you have to go out, Notify and Request Permission from Supervisor as if you were in the Office.
- Failing to Follow the Requirements of the Telework Policy and Guide may result in Formal Disciplinary Action and the Termination of Telework.



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# THE BOTTOM LINE

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- Teleworkers **MUST** –
  - Comply with Agency Security and Telework Policies
  - Take Responsibility and Ownership for Ensuring the Success of their Telework Arrangement
  - Notify the Supervisor of Any Changes in their Situation that may Affect the Telework Arrangement



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## THE BOTTOM LINE (Continued)

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- Teleworkers **MAY NOT** –
  - Assume Telework Arrangement is Permanent
  - Use Telework as a Substitute for Child or Other Dependent Care
- Teleworkers **MAY** –
  - Use Appropriate Grievance Procedures if they Believe their Telework Request or Agreement was Wrongfully Denied or Terminated.