



## NASA Telework Program

This notice provides an overview of NASA's Telework Program including employee eligibility, telework options available to NASA employees, and how requests should be submitted. NASA's Telework Program is designed to provide employees and managers with flexible work arrangements by which employees perform their assigned duties at home or other approved worksite. Telework provides flexible work arrangements that assist employees with balancing work and personal responsibilities; provide reasonable accommodations for individuals with disabilities and temporary or continuing health conditions; provide continuity of operations during emergency situations; reduce environmental impact and transit costs; improve employee retention; and support mission accomplishment.

### Employee Eligibility:

All NASA employees are eligible to participate in the Telework Program with the following exceptions:

- The employee's position requires daily handling of classified materials
- The employee performs onsite activities on a daily basis that cannot be conducted at an alternative worksite
- The employee's last performance rating of record was less than fully successful
- The employee's conduct has resulted in disciplinary action within the last 12 months
- The employee has been officially disciplined for: (1) absence without leave exceeding 5 days in a calendar year or (2) violations of the Standards of Ethical Conduct related to accessing pornography.

Eligibility does not confer an entitlement to telework, and participation is subject to supervisory approval.

Telework does not change the terms and conditions of employment, the time an employee is expected to work, job responsibilities, or benefits. Employee participation is voluntary and subject to supervisor approval. Approval is based on having work that is portable and can be measured by results. Telework may not be suitable if your work includes:

- Regular face-to-face contacts,
- Mission-related duties that require you to be onsite, or
- Special facilities, equipment, or material that cannot be provided or must remain at the official worksite.

### Telework Options:

- **Routine (Core) Telework** – Work performed at the alternative worksite (such as your home) on a recurring schedule (e.g., one day per week or per pay period).
- **Situational (Episodic) Telework** – Work performed at the alternative worksite on an occasional, one-time, or irregular basis.

## **Submitting a Telework Request:**

Employees interested in participating in the NASA Telework Program should initiate a discussion with their supervisor and complete a Telework Agreement request located on the WebTADS Leave Balances page. There are three steps to completing a telework agreement: (1) employee request, (2) supervisor approval, and (3) employee certification. A Telework Agreement must be in place prior to teleworking. In addition, with the enactment of the Telework Enhancement Act of 2010, employees must complete training as prescribed below.

## **Telework Training Requirement:**

All employees who began teleworking at NASA since December 9, 2010 must complete the **Telework 101 for Employees** training on the Office of Personnel Management (OPM) Telework Web site at: [www.telework.gov](http://www.telework.gov). Click the **Tools & Resources** tab, then under the **Training** heading, click the **Employee Training** link.

Supervisors who began supervising teleworkers after December 9, 2010 must complete the **Telework 101 for Managers** training on the OPM Telework Web site at: [www.telework.gov](http://www.telework.gov). Click the **Tools & Resources** tab, then under the **Training** heading, click the **Manager Training** link. Supervisors are responsible for ensuring that training is completed.

## **Documenting Telework:**

For reporting purposes, employees must appropriately record all hours worked in a telework status in WebTADS using the code designated for telework.

## **References:**

- The NASA Procedural Requirements (NPR) 3600.2, NASA Telework Program, which can be found in the NODIS Library at: [http://nodis3.gsfc.nasa.gov/main\\_lib.cfm](http://nodis3.gsfc.nasa.gov/main_lib.cfm).
- The OPM Telework Web site, which can be found at: <http://www.telework.gov/>.

Any questions concerning this notice, contact:  
**NSSC Customer Contact Center**  
1-877-677-2123 (1-877-NSSC123) or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)