

## Work From Anywhere NASA's 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 assists employees with balancing work and personal responsibilities; provides reasonable accommodations for individuals with disabilities and temporary or continuing health conditions; provides continuity of operations during emergency situations; reduces environmental impact and transit costs; improves employee retention; and supports mission accomplishment.

### Employee Eligibility:

Most positions at NASA are eligible to Work From Anywhere, at least on an occasional basis. The following types of positions are ideal for the Work From Anywhere program:

- Positions with communication requirements that can be easily handled through the use of the telephone and e-mail.
- Positions that involve blocks of time spent writing, reading, analyzing data, planning, and coordinating.

However, this program is not for everyone. Certain conditions must be met for an employee to ensure he/she is successfully able to work away from the traditional worksite. 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 any of the following:

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

### Telework Options:

- **Regular Telework** – Work From Anywhere hours that occur on a regular basis (e.g., every Wednesday).
- **Situational Telework** – Work From Anywhere hours that occur on a situational basis (e.g., to work on a special project or work on a lengthy/complex report).

## Telework Training Requirement:

Employees who began teleworking at NASA since December 9, 2010 must complete the employee training prior to submitting a Telework Request. Supervisors who began supervising teleworkers at NASA since December 9, 2010 must complete the manager training. Training is available in the System for Administration, Training, and Educational Resources for NASA (SATERN). To locate training:

- Open the NASA Human Resources Portal at <https://hr.nasa.gov>.
- Click the **Employees** tab, then in the left navigation pane, click the **Work From Anywhere** button.
- Under the **WFA Training** heading, click the **SATERN** link.
- In the **Catalog** search bar, type **Telework** and click the search button.
- Select the applicable training.

## Submitting a Telework Request:

Employees interested in participating in the Work From Anywhere Program should initiate a discussion with their supervisor, complete the **Telework Training for Employees** in SATERN, and complete a Telework Agreement request located on the WebTADS Leave Balances page. A Telework Agreement must be in place prior to teleworking. There are two steps to completing a telework agreement:

1. Employee request
2. Supervisor approval

## 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:

- NASA Human Resources Portal Work From Anywhere page, which can be found at: <https://hr.nasa.gov>. Click the **Employees** tab, then in the left navigation pane, click the **Work From Anywhere** button.
- 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).
- 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)