

NASA's Telework Program

This notice provides an overview of NASA's Telework Program. The following are included in this notice: employee eligibility, telework options available to NASA employees, training requirements, submitting a Telework Request, documenting your telework status, and links to more information.

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 at another 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 telework, at least on an occasional basis. The following types of positions are ideal for the Telework Program:

- Positions with communication requirements that can be easily handled through the use of remote communications 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 employees to ensure they are 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 –Hours that occur on a regular basis (e.g., every Wednesday).
- Situational Telework –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 must complete the **Telework Training for Employees** course prior to submitting a Telework Request. Supervisors must complete the **Telework Training for Managers** course. Training is available in the System for Administration, Training, and Educational Resources for NASA (SATERN). To locate training:

- Visit the [SATERN](https://satern.nasa.gov) Web page at: <https://satern.nasa.gov>.

- Click the **Launch SATERN** button, then click the **Proceed to SATERN** button.
- In the **Find Learning** search bar, type **Telework** and click the **Go** button.
- Select the applicable training.

Submitting a Telework Request:

Employees interested in participating in the Telework 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 Web-based Time and Attendance Distribution System (WebTADS) Leave Balances page. A Telework Agreement shall be in place prior to teleworking. For more information, please refer to the NASA Telework/Work From Anywhere (WFA) Frequently Asked Questions (FAQs). They can be found on the [NASA Human Resources Portal Telework page](#).

Documenting Telework:

Employees shall appropriately record all hours worked in a telework status in WebTADS using the code designated for telework.

References:

- [NASA Human Resources Portal Telework page](#), which can be found at: <https://hr.nasa.gov/telework>.
- NASA Procedural Requirements (NPR) 3600.2, NASA Telework Program, which can be found in the [NODIS Library](#) at: https://nodis3.gsfc.nasa.gov/main_lib.html. Click the **3000-3999, Human Resources and Personnel** link, then click the **NPR 3600.2** link.
- [Federal Telework](#) Web site, which can be found at: <http://www.telework.gov/>.

For questions concerning this notice, contact:
NASA Shared Services Center (NSSC) Customer Contact Center
1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov