



## Work From Anywhere – NASA’s Telework Program

This notice provides an overview of NASA’s Telework Program, also called Work From Anywhere. 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 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 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 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 must complete the employee training prior to submitting a Telework Request. Supervisors must complete the manager training. 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 **Log Into SATERN** button, then click the **Continue** button.
- 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 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 Work From Anywhere](#) 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 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) 3600.2A, 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).
- [Federal Telework](#) Web site, which can be found at: <http://www.telework.gov/>.

Any 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](mailto:nssc-contactcenter@nasa.gov)