



**DEPARTMENT OF THE NAVY**  
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IN REPLY REFER TO:  
12600  
AR

POLICY LETTER 1-23

From: Director, Administration and Resource Management Division  
To: Administration and Resource Management Division Employees

Subj: HYBRID WORK POLICY FOR CIVILIAN EMPLOYEES

Ref: (a) MCO 12271.1, Telework for Civilian Marines  
(b) MCO 12620.2, Alternative Work Schedule (AWS) Program for Civilian Marine Employees

Encl: (1) Department of Defense Telework Agreement (DD Form 2946)  
(2) Regular and Recurring Telework Schedule  
(3) Telework Plan

1. Purpose. The following guidance is provided to facilitate the effective implementation of the Offsite Work Policy within AR Division.

2. Cancellation. This policy will remain in effect until revised or superseded.

3. Intent. This policy is intended to assist supervisors balance the equally important imperatives of mission accomplishment, promoting an optimal organizational culture, providing superior customer service, and maintaining an effective hybrid work environment.

a. The effective use of offsite work (via remote and telework) is critical to promoting AR Division as an employer of choice while recruiting and retaining highly qualified team members to execute the organization's diverse mission.

b. It must be acknowledged that in-person contact with colleagues and customers is essential for employees to develop positive relationships and gain a thorough understanding of the organization's culture through meaningful communication and personal engagement. New employees may have to work on site for a period of time before being authorized to work offsite.

c. The use of offsite work must not adversely affect the mission or diminish employee performance. There should be no noticeable difference in customer service if employees are working offsite.

d. Employees must occupy positions that are suitable for offsite work and must demonstrate dependability, good customer service, the ability to work independently and good time management skills.

4. Remote Work. Remote work is an alternative work arrangement that allows authorized employees to perform their official duties at worksites geographically separated from AR Division's base of operations.

a. The Director may authorize remote work for Branch Heads and supervisors based on needs of the division and the specific mission of the organization they manage.

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b. Branch Heads may approve remote work for non-supervisory employees based on the type of work to be performed and mission requirements.

5. Telework. Telework is a work arrangement that allows employees to work offsite (usually within normal commuting distance) for a defined number of days per pay period.

a. Telework is a privilege, not an entitlement.

b. Supervisors are authorized to approve telework agreements based on mission needs or performance.

c. Employees authorized to telework may be issued equipment (computers, cell phones, etc.) to facilitate their ability to remain connected. Employees must be available via all electronic means (telephone, Teams, email, etc.) required to respond quickly to colleagues and customers.

d. Employees who work an Alternate Work Schedule, including a compressed schedule, are eligible to telework.

e. There are two types of telework: "Regular and Recurring" and "Situational."

(1) Regular and recurring telework includes at least one (1) day each pay period in a telework status.

(2) Situational telework is performed on an occasional, one-time, or irregular basis and is usually driven by the situation (e.g., a project that requires intense concentration, inclement weather, or other emergency conditions. Most supervisors will fall into this category.

6. Ineligibility for Regular and Recurring Telework. Although Situational telework may be required at times, supervisors will disapprove "Regular and Recurring" telework requests in the following cases:

a. employees who occupy positions that require on-site contact with customers;

b. employees who require access to systems that cannot be accessed offsite or otherwise cannot perform their duties remotely;

c. employees who have been officially disciplined for absence without leave (AWOL) during the reporting period;

d. employees who have been officially disciplined for viewing, exchanging, or downloading pornography on a Federal Government computer or while performing official Federal Government duties;

e. employees placed on Performance Improvement Plans.

7. Telework Agreement

a. Supervisors and employees are required to discuss the framework of the agreement prior to signing. Supervisors may amend the telework agreement with additional terms and conditions or terminate at any time.

(1) Supervisors must complete "Telework 101 for Managers" training on the Total Workforce Management Services (TWMS) website and provide a

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certificate of completion to their supervisor prior to implementing a telework agreement. Training website: <https://twms.navy.mil/login.asp>

(2) Employees must complete "Telework 101 for Employees" training on the TWMS website and provide a certificate of completion to their supervisor for approval prior to telework. Training website: <https://twms.navy.mil/login.asp>

b. All employees approved for telework will be required to sign the DoD Telework Agreement (DD Form 2946) (enclosure (1)). Failure to comply with the telework agreement or safety checklist may result in termination of the telework arrangement.

8. Timecards. Timecards must be coded to show time in a telework status, using the following codes in DAI OTL; the type-hour code will be RG and the environmental code will be one of the following:

a. Code TW is used to show telework days when an employee is on a regular and recurring schedule (e.g., teleworks at least one day each pay period).

b. Code TS is used to show telework days when an employee teleworks on a situational basis.

c. Code TM is used to show telework days approved for medical reasons.

9. Evaluation of Telework Schedules. Telework schedules will be reviewed: 1) within 30 days of the publishing of this policy, 2) annually and 3) within 30 days of establishing a new employee/supervisor relationship.

a. Employees under approved regular and recurring telework agreements who wish to change their scheduled telework day shall seek supervisory approval.

c. Temporary schedule changes may be approved based on supervisory discretion. Permanent schedule changes must be documented with a newly signed telework agreement.

10. Inclement Weather Events. All telework eligible employees must be telework-ready in case of inclement weather. When late arrival or early dismissal or closure is authorized due to inclement weather, telework eligible employees must continue to telework for the entire day or request the use of leave. If administrative leave for weather purposes is granted, telework employees are not entitled to the admin leave.

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