



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTIVE

DeCAD 50-24
January 22, 2015
Human Resources
OPR: DeCA/COHL

SUBJECT: Telework Program

References: See Enclosure 1

1. PURPOSE. This Directive:

a. Replaces DeCA Directive 50-24, "Telework Guidance" (Reference (a)) and establishes DeCA Manual 50-24.1, "Telework Guidance Manual" (Reference (b)).

b. Implements the Department of Defense (DoD) Telework Program pursuant to DoD Instruction 1035.01 (Reference (c)), and Sections 6501 through 6506 of Title 5, United States Code, as added by Public Law 111-292 (also known as the Telework Enhancement Act of 2010) (Reference (d)).

c. Is established in compliance DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," (Reference (e)).

2. APPLICABILITY. The policy and guidance outlined in this Directive apply to all Defense Commissary Agency (DeCA) activities including full-time and part-time Federal, civilian employees. The participation of Local Nationals will be consistent with host nation laws and regulations and will be determined jointly by relevant council for each overseas location.

3. POLICY. It is DeCA policy that telework shall be:

a. Actively promoted and implemented throughout DeCA in support of the DoD commitment to workforce efficiency, emergency preparedness, and quality of life. Telework is not an entitlement. Its use can serve as an effective recruitment and/or retention strategy and enhance DeCA's efforts to employ and accommodate people with disabilities.

b. Authorized for the maximum number of positions to the extent that mission readiness is not jeopardized.

c. Accomplished on a routine or situational basis at an approved alternative worksite.

d. Periodically exercised to ensure its effectiveness in continuing operations in the event of a crisis or national emergency (e.g., pandemic influenza).

e. Used to help create employment and return-to-work opportunities for veterans, people with disabilities, and spouses of Service members and employees being relocated.

4. RESPONSIBILITIES. All responsible parties listed below shall conform to the guidelines as described below.

a. DeCA Director. The DeCA Director shall:

(1) Ensure proper oversight is maintained for the administration of the DeCA Telework Program.

(2) Actively promote telework within the Agency, consistent with mission accomplishment, and make every effort to overcome artificial barriers to program implementation through education and training for leadership and supervisors on telework benefits, performance in a telework environment and the value of integrating telework into continuity of operations activities.

b. Chief Information Officer (CIO) Directorate. The CIO Directorate shall:

(1) Provide guidance and assistance to DeCA activities on required information technology services and equipment.

(2) Ensure all network, remote access, device security, and architectural requirements contained in the network, secure remote computing, and enclave Security Technical Implementation Guides (STIG) are followed, and that DeCANet is compliant with the Defense Information Assurance Certification and Accreditation Process (DIACAP).

(3) Ensure all client devices are configured congruent with their respective operating system STIGs, and are compliant with the DIACAP.

(4) Provide training for employees and supervisors on the subjects of acceptable use of government furnished equipment (GFE), best practices with regards to computer security and safe teleworking, incident reporting, remote access authentication, IP Communicator software and virtual private network (VPN) software use.

c. Director of Human Resources (HR). The Director of HR shall:

- (1) Designate and provide supervisory guidance to the Telework Coordinator for DeCA.
- (2) Ensure all aspects of the Telework Program are fully implemented.

d. Telework Coordinator: The telework coordinator shall:

- (1) Manage the telework program for DeCA.
- (2) Provide information to and receive support from the DoD Telework Managing Officer.
- (3) Serve as a point of contact providing advocacy (e.g., posting telework information throughout the workplace and at various training events), local telework implementation support, and data collection on implementation of this policy.
- (4) Monitor progress made in reaching Agency telework participation goal and provide employee telework eligibility and participation data to Defense Civilian Personnel Advisory Service (DCPAS).

e. Supervisors and Managers. All supervisors and managers shall:

- (1) Demonstrate a willingness to support and promote the concept of telework for their organization and overcome artificial barriers to the program.
- (2) Incorporate available government-owned technology to support employees performing official duties at an alternative worksite.
- (3) Notify all of their employees of their telework eligibility.
- (4) Ensure employees and/or Service members are fully trained on telework procedures including interactive telework training located at http://www.telework.gov/Tools_and_Resources/Training/ for the teleworker and their supervisor prior to teleworking.
- (5) Require all employees who are eligible to telework to complete DD Form 2946, "Department of Defense Telework Agreement," available on DeCA OneNet and maintain the current telework agreements for their employees. This includes those employees who are eligible, and decline to telework, yet may be required to telework in an emergency situation as defined in Reference (b).
- (6) Approve or disapprove employee requests for regular and recurring or situational telework. This includes the location, schedule, equipment and any additional arrangements as requested on the DD Form 2946. Requests to telework for more than eight days per pay period,

from a remote location (outside the local commuting area), shall be forwarded to the respective executive director for review and approval per Reference (b).

(7) Ensure teleworkers are held accountable for GFE.

(8) Ensure that telework does not place a hardship or extra workload on other employees and that there is adequate worksite coverage during business hours so that mission operations continue to be carried out efficiently and effectively.

(9) Be responsible and accountable, pursuant to Reference (d), for treating all teleworking and non-teleworking employees the same in acts involving managerial discretion, including but not limited to:

(a) Distribution of assignments among all employees in the work unit, whether working at the Agency worksite or at appropriate alternative worksites.

(b) Use of appropriate work tracking and communication tools regardless of whether they telework;

(c) Performance management. Good performance management practices, including appropriate formal and informal feedback, are essential for all employees to work effectively. As outlined in DeCAD 50-7, "Performance Management Program," Reference (f), for all DeCA employees, performance expectations is the level of individual performance that must be met for an employee's performance to be appraised at a particular level. All employees (teleworkers and non-teleworkers) will be evaluated consistent with the performance expectations in their performance plans.

(d) Other issues involving managerial discretion, including training, reassignment, promotions, reduction in grade, retention and removal of employees.

f. DeCA Employees. DeCA employees shall:

(1) Recognize that while teleworking, employees are in an official duty status. Failure to adhere to applicable policies may result in, among other things, the imposition of specific limitations on telework, the termination of a Telework Agreement, and/or other penalties as outlined in DeCAD 50-4, "Civilian Employee Discipline and Adverse Action Program," Reference (g).

(2) Union representatives who telework while performing union activities are responsible for adhering to applicable policies and negotiated agreements consistent with their performance of union activities at the Agency or appropriate alternative worksite.

(3) Ensure that the appropriate alternative worksite provides the work environment, connectivity, technology, resource access, and security consistent with the work effort in which the employee is engaged. Supervisors retain the authority to overrule an employee's selection of a particular appropriate alternative worksite location if, in the supervisor's opinion, that location

is not a business appropriate location and/or fails to provide a working environment conducive to successful accomplishment of official business.

(4) Procure and provide internet service as appropriate to the work effort at their own expense as outlined in Reference (b).

(5) Meet organizational and work team requirements, including, but not limited to, all requirements regarding communication, accessibility, and collaboration.

(6) Maintain flexibility and responsiveness to the needs of the supervisor, employing organization and work team. As with all work, employees are accountable for required individual contributions to the efforts of their work team, and must communicate and collaborate, as appropriate, with team members, ensuring that telework supports the work of the team and does not result in diminished individual, group/team or organizational performance.

(7) Report, if required, to the Agency worksite, or other required location, pursuant to legitimate Agency needs, for all or part of the workday during which they would otherwise telework. Cases of cancelled or interrupted plans to telework require appropriate advance notice to the employee, as outlined in the Telework Agreement. Except as otherwise provided in this directive, such cases do not (a) constitute a termination of the telework arrangement; or (b) entitle the employee to a “replacement” or “in lieu of” telework day.

(8) Be responsible for documenting their telework in accordance with (IAW) established processes including Agency-determined codes and tracking/ reporting processes, e.g., completion and submission of time sheets or entering telework codes in DeCA’s electronic time and attendance system.

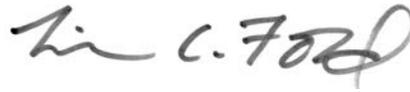
(9) Apply approved safeguards to protect Government records from unauthorized disclosure or damage and will comply with the Privacy Act requirements.

(10) Use and protect GFE in accordance with Reference (b).

5. PROCEDURES. This Directive contains internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2 “Internal Control Program,” (Reference (h)).

6. RELEASABILITY. **Cleared for public release.** This directive is available on DeCA’s Internet Web site, www.commissaries.com.

7. EFFECTIVE DATE. This Directive is effective January 22, 2015.

A handwritten signature in black ink, appearing to read "Tim C. Ford". The signature is fluid and cursive, with the first name "Tim" and last name "Ford" clearly distinguishable.

Timothy C. Ford
Chief of the Executive Services Division

Enclosures:

1. References
2. Acronyms

ENCLOSURE 1

REFERENCES

- (a) DeCA Directive 50-24, "Telework Guidance," May 2003 (hereby cancelled)
- (b) DeCA Manual 50-24.1, "Telework Guidance Manual," January 22, 2015
- (c) DoD Instruction 1035.01, "Telework Policy," April 4, 2012
- (d) Sections 6501 through 6506 of Title 5, United States Code, as added by Public Law 111-292 (also known as the Telework Enhancement Act of 2010)
- (e) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
- (f) DeCA Directive 50-7, "Performance Management Program," April 4, 2012
- (g) DeCA Directive 50-4, "Civilian Employee Discipline and Adverse Action Program," August 29, 1994
- (h) DeCA Directive 70-2, "Internal Control Program," December 17, 2007
- (i) DoD Instruction 5025.01, "DoD Issuances Program," June 6, 2014

ENCLOSURE 2

ACRONYMS

CEO	Chief Executive Officer
CIO	Chief Information Officer
DCPAS	Defense Civilian Personnel Advisory Service
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DIACAP	Defense Information Assurance Certification and Accreditation Process
DoD	Department of Defense
GFE	Government Furnished Equipment
HR	Human Resources
IAW	in accordance with
STIG	Security Technical Implementation Guides
TEA	Telework Enhancement Act
VPN	Virtual Private Network