

## **IMPLEMENTATION ADDENDUM**

This addendum to the PEO GCS Telework Policy represents the initial phase, or pilot program guidance. Telework will be initiated in the PEO GCS (Warren) on an Ad Hoc basis (special projects, or less than one day per pay period). The program will commence on 1 October 2002 for a period of one year. At the end of that one year period, the program will be reassessed, and either discontinued, continued on an ad hoc basis, or expanded to include regularly scheduled Telework (one day or more per pay period). The reassessment will be based on exit criteria contained in this document.

Ad Hoc Telework contains no requirement for equipment to be purchased for implementation. Instead, all computer equipment and telephones will be issued from a common bank of equipment. It is recommended that as computers are replaced, consideration be given to replacement with laptops and docking stations, thereby creating a portable work capability. Questions on Teleworking should be addressed to the PEO POC, Ms. Karen Plushnik, x46721, or Mr. Brian Smith, x46753. Additional information can also be obtained from the PEO Website, <http://www.pica.army.mil/peogcss/>.

### **APPROVAL CRITERIA**

The decision to offer an employee the opportunity to participate in the Telework Program will be made by the supervisor, based upon the following criteria:

#### **Task Criteria**

Whether a task is suitable for the Telework program depends on job content, rather than job title, type of appointment, work schedule, or grade. For example, Telework is appropriate for positions that require data analysis, reviewing cases, writing decisions or reports, obtaining information, computer programming, data entry, and/or word processing or other computer-based work.

A position may be suitable for Teleworking if:

- a. Work activities are portable and can be performed effectively outside the office
- b. Job tasks are easily quantifiable or primarily project oriented
- c. An employee's participation in the Telework program will not adversely affect the performance of other employees
- d. Contact with other employees and serviced clientele is predictable
- e. The technology needed to perform the job off-site is available
- f. Privacy Act concerns, health and safety, etc., can be adequately assured

A task may not be suitable for Teleworking if:

- a. The work performed is not easily portable
- b. The work performed cannot be measured by results
- c. The employee requires daily face-to-face contact with the supervisor, other employees, customers, or the public
- d. The employee needs access to material that cannot be removed from the office, such as classified material
- e. The PEO cannot provide any special facilities or equipment that are necessary to perform the job
- f. It would be too costly for the PEO to duplicate the same level of security at the alternative workplace

### **Employee Criteria**

An employee may be suitable for Telework if:

- a. The employee's performance is at least fully successful, or below the top rail for CCAS employees
- b. The employee can satisfy home worksite requirements
- c. The employee is not currently on a Contribution Improvement Program (CIP) or Performance Improvement Program (PIP)

If less than full successful performance is not achieved during Telework, the arrangement may be terminated

### **SUPERVISOR CRITERIA**

In order to promote a successful Telework program, supervisors shall:

- a. Work through problems or obstacles as they occur
- b. Clearly define specific tasks and expectations to Telework employees
- c. Measure performance by results

**EXAMPLES OF POTENTIAL ELIGIBLE TELEWORK PROJECTS (This list is not intended to be all-inclusive)**

Types of portable tasks. Potential work must have a measurable output. Examples of remote work activities performed by both managers and employees who participate include the following:

Thinking and writing  
Policy Development  
Research  
Analysis (e.g., investigating, program analysis, policy analysis, financial analysis)  
Internet Training  
Correspondence Course Training  
Individual Review of Contract Documentation  
Individual Review of TDPs, Specifications, Scopes of Work, etc.  
Development/typing of first drafts of reports/Budget submissions  
Typing of Reports/Letters/Travel Orders  
Planning meetings/setting up conferences  
Reviewing and preparing comments on documents  
Budget related tasks, such as reconciling figures, funding document input  
Reading and analyzing information  
Writing memos/articles/papers  
Preparing reports/charts  
Creating or updating work plans  
Providing guidance to others/consulting  
Performing data analysis and other database work  
Providing customer support  
Computer oriented work, such as word processing, programming, data entry, web page design, etc.  
Coordinating with other functions  
Tracking follow-up items  
Process improvement work  
Preparing briefing materials – charts, narratives, etc  
Preparation of personnel evaluations  
Conducting business by phone and email  
Writing One Liners  
Preparing Material Release Packages  
TEMP Preparation  
Analysis of Test Data/Setting Test Schedules  
Authoring Trip Reports  
Scope of Work Writing and Review  
IPR/PMR Coordination and Preparation  
Writing and Coordination Information Papers  
Review of Test Incident Reports  
Review of Failure Analysis Corrective Action Reports  
Preparation of Work Directives

**EXAMPLES OF POTENTIAL INELIGIBLE TELEWORK PROJECTS (This list is not intended to be all-inclusive)**

Types of work that must be performed in a traditional office setting. Work that is not quantifiable is not eligible. Examples of work that should not be part of the Telework environment include the following:

Work that can't be measured by results  
IPT Activities  
Employee counseling  
Contract negotiations  
Answering telephones/directing phone calls or visitors  
Management review of employee products, when such review requires employee's input  
Performance reviews  
Supervisor/employee discussion of employee appraisal/CCAS results/counselling  
Video Tele-Conferences  
Any work with Classified Data  
Work requiring special office equipment  
Team Meetings  
Review of Contractor Designs  
Monitoring of Test Programs