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Telework Positions and Employee Eligibility

Applicable to: Civilian

To the extent that mission requirements are not jeopardized, employees who exhibit suitable work performance and conduct and occupy eligible positions (i.e., those positions that involve portable work and are not dependent on the employee's presence at the traditional worksite) are permitted to telework to the maximum extent possible.

Positions Typically Not Eligible for Telework

Telework is not an entitlement and not all employees are eligible to telework. Although there may be circumstances when employees in these positions may be considered for telework on a situational basis, in accordance with the Telework Enhancement Act of 2010, the following employees shall not be authorized to telework:

- Employees who have been officially disciplined for being absent without permission for more than 5 days in any calendar year
- Employees who have been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal government computer or while performing Federal Government duties
- Employees performing representational duties on Official Time

Telework Program Eligibility Coding

On 4 April 2016, DoD issued a "Telework Program Eligibility Coding Changes" memorandum which revised telework eligibility codes in order to maximize participation and to make reporting more consistent. The changes to the eligibility codes for both employees and positions eliminated ambiguous language and provided supervisors with additional codes to record employees who telework remotely or do not wish to telework.

Telework Indicator (POSITION) - Identifies if the position is eligible for telework. Telework Indicator coding typically occurs when the position is built and classified by your servicing classification team. The position's telework code is reported in the Defense Civilian Personnel Data System (DCPDS) as the Telework Indicator code. The telework indicator code can be updated via a [Non Request for Personnel Action Request](#). The Telework Indicator code can also be updated by the CPS using the MyBiz+ for HR Professional tool. Instructions for updating this code are found in the [MyBiz+ for HR Professional Guide](#).

Telework Eligibility (PERSON) - Identifies whether or not an employee is eligible to perform the duties of the position from an approved offsite location. Supervisors must review the Telework Indicator code for the position prior to determining the employee's Telework Eligibility code, to

ensure the two are compatible. The supervisor is responsible for ensuring each employee's Telework Eligibility code is accurate using MyBiz+ for managers and supervisors.

TIME/ATTENDANCE MUST ALSO BE ANNOTATED: All hours worked in a telework status must be recorded in the appropriate time and attendance system i.e. *ATAAPS*, *JOCASII*, *DPMAPS-TAA*, etc. As a reference, the Telework in *ATAAPS* guide has been attached to show how to properly code telework in the Automated Time Attendance and Production System (*ATAAPS*). For individuals utilizing *JOCASSII*, *DPMAPS-TAA*, or other time and attendance systems, follow the applicable guidance to ensure telework has been coded correctly.

Related Resources

- [Defense Civilian Personnel Data System Memorandum Telework Coding Changes and Guidance](#)
- [Department of Defense Telework Eligibility Codes](#)
- [Telework in Automated Time Attendance and Production System \(*ATAAPS*\)](#)
- [MyBiz+ Telework Navigation Instructions](#)