



Telework Preparation for DON Civilian Employees— COVID 19

Office of the Assistant Secretary of the Navy
(Manpower & Reserve Affairs)



Overview

- ❑ Supervisor responsibilities—telework preparation and documentation
- ❑ Employee information—telework opportunities
- ❑ Telework—thinking outside the box
- ❑ Review of definition for mission essential employee
- ❑ References



Supervisor Responsibilities— Telework Preparation

- ❑ Office of Personnel Management (OPM) and Department of Defense (DoD) provided guidance for agencies to maximize telework options for the Federal workforce in order to mitigate the spread of the Novel Coronavirus (COVID-19)
 - ◆ Recent DoD guidance does allow telework due to COVID-19 for purpose of childcare (i.e. school closures)—employee can telework but must charge leave when actually caring for the child
- ❑ Supervisors should:
 - ◆ Review Department of the Navy (DON) guidance and command telework guidance prior to approving telework agreements
- ❑ Sign Telework Request and Telework Agreements for eligible employees
 - ◆ Ensure employees have taken appropriate telework training
- ❑ Take steps to prepare all telework-ready employees to effectively telework and have access to necessary documentation, systems, networks, etc.
 - ◆ Know what employees will work on and maintain accountability



Supervisor Responsibilities— Telework Documentation

- ❑ Code working hour time in timekeeping system, e.g., RG in THC* box for SLDCADA
- ❑ Code “TS” for Ad Hoc Telework in the environmental hazard code (Ehz box for SLDCADA) section of the timekeeping system
- ❑ Certify time record in the normal manner, ensuring the appropriate “Code” appears in that column of the timesheet itself
 - ◆ Tangible, Accountable Products
 - Maintain regular contact with employees to understand “how-goes-it”
 - Ask for “sitreps” at the start of work with their plan for the day and when they stop with the outcomes accomplished
 - Try to have work that demonstrates outcomes –TWMS training certificates, written reports, meeting minutes, transactions completed
 - Suggestion: for non-traditional training, ask for “Top 5 things” learned in the training and how this applies to employee’s position and how to share knowledge with co-workers



Supervisor Telework Opportunities

- Performance Management—are self-assessments complete?
 - ◆ Have supervisors written their part?
 - ◆ Are awards justifications written?
 - ◆ Are position descriptions and organizational charts up to date?
- Complete supervisory trainings available online

Do not take home or access PII unless using a Government computer



Supervisor/Employee information— Telework Opportunities

- ❑ Maximizing Productivity
 - ◆ Expect connection issues—download as much productive material from office prior to telework
 - ◆ Maximize the use of government iPhones for email
 - ◆ Stay connected with supervisor regarding productivity issues
- ❑ Preferred method for maximizing telework productivity is to use a government laptop with a VPN connection
 - ◆ Make sure employee profile is loaded onto laptop and is current prior to commencing telework
 - Dock computer at approved office docking station, log-in to ensure profile is current
 - Log-in to Outlook to ensure offline files are as current as possible
 - Ensure software updates are current
 - ◆ VPN from telework location
 - VPN can be done with either a CAT V connection or Wi-Fi dongle

Do not perform CLASSIFIED work during telework



Supervisor/Employee Information— Telework Opportunities, cont.

- ❑ If employee has a government laptop, use a CAT V vice Wi-Fi connection to gain direct access to the internet
 - ◆ With a government laptop, employee may perform all normal UNCLASSIFIED work
- ❑ If employee has internet access and a CAC reader, direct access to productive material and links will be available
 - ◆ Links available
 - Outlook Web: <https://www.homeport.navy.mil/support/articles/owa-navy-links/>
 - TWMS: <https://twms.navy.mil/login.asp>
 - DCPDS: <https://compo.dcpds.cpms.osd.mil/>
 - NFAAS:
<https://navyfamily.navy.mil/cas/login?service=https%3A%2F%2Fnavyfamily.navy.mil%2F>
 - DTS: <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>
 - Foreign Clearance Guide: <https://www.fcg.pentagon.mil/fcg.cfm>
 - NMCI: <https://www.homeport.navy.mil/home/>

Do not work directly on government files on non-government computers, i.e., creating or editing an Office document directly on a non-government computer using Microsoft Office software



Supervisor/Employee Information— Telework Opportunities

- ❑ Expect limited capacity for OWA or email
- ❑ Alternative work
 - ◆ Instructions, Manuals, SOPs and Best Practices Manuals—good time to review and update these documents
 - Are they up-to-date?
 - Can they be made easier to read?
 - Can checklists be created to ensure adherence?
 - Can Fact Sheets be created for customer?
 - ◆ Is self-assessment complete?



Telework—Thinking Outside the Box

❑ With online capability

- ◆ TWMS—<https://twms.navy.mil/login.asp>
- ◆ If you have a government laptop, access the website over VPN or via direct internet connection
- ◆ With internet access and a CAC reader, accessing TWMS is possible
 - Current access has shifted to the PKI cert vice email certs. If you see a message screen to this effect, click the link at the bottom to be forwarded to the TWMS log-in
- ◆ Logging on remotely with a CAC reader, potentially able to access mandatory online training from a telework location

❑ Alternative

- ◆ Print/PDF Required Training from TWMS email pdfs or links to an email address for access at a later date
- ◆ Provide a spreadsheet of the training completed for uploading into training record



Telework—Thinking Outside the Box

- ❑ Traditional studies including computer programming & computer science as well as economics and finance, English and grammar
<https://www.khanacademy.org/>
- ❑ Consider other online free resources
<https://www.howtogeek.com/117674/the-best-websites-for-free-online-courses-certificates-degrees-and-educational-resources/>
- ❑ Includes links to MIT OpenCourseWare which offers free lecture notes, exams, and videos from classes at MIT
 - ◆ No registration is required to take advantage of these educational materials
- ❑ Other at home opportunities include Podcasts & YouTube: (available in many languages) plus for visual learners
<https://www.ted.com/talks>, and
<https://www.youtube.com/user/TEDtalksDirector> For example: The Way We Work is a TED original video series—17 videos “where leaders & thinkers offer practical wisdom and insight into how we can adapt and thrive amid changing workplace conventions”



Telework—Thinking Outside the Box

❑ No computer?

- ◆ Consider podcasts that can be reached by phone app; there are many reviews to help you pinpoint the best resources
 - <https://www.bluleadz.com/blog/18-of-the-best-business-podcasts-you-should-listen-to-in-2018>--includes a review of its recommended best business podcasts plus 2 specific episodes
 - <https://www.bluleadz.com/blog/18-of-thebest-business-podcasts-you-should-listen-to-in-2018>—you'll note a couple always make the top spots so perhaps work a consideration; again with a review so you may find one that targets your workforce needs
 - Fortune Magazine suggests: <https://fortune.com/2018/09/11/best-business-podcasts/>
- ◆ Technology Podcasts:
 - https://blog.feedspot.com/technology_podcasts/
 - <https://www.listennotes.com/best-technology-podcasts-127/>
 - <https://capella.edu/blogs/cublog/enhance-online-it-degree-with-industry-podcasts>
- ◆ Writing and Editing Podcasts:
 - https://blog.feedspot.com/grammar_podcasts/
 - https://blog.feedspot.com/writing_podcasts/
 - <https://thewritelife.com/writing-podcasts/>
- ◆ Military History
 - <https://home.bt.com/tech-gadgets/military-history-podcasts-11365049094182>



Mission Essential Personnel

- ❑ Mission essential positions are those that are needed to ensure the continued operation of mission essential functions of an activity
 - ◆ Defined in DoDI3020.42
- ❑ Mission essential employees **may** be eligible to telework—determination and assignment made at the discretion of the supervisor and chain of command
- ❑ Mission essential employees must have received advance written notification of their designation
- ❑ Mission essential employees must report for or remain at work when operations are disrupted and an explanation that dismissal or closure announcements do not apply to them unless they are instructed otherwise



References

- ❑ OPM COVIDI-19 Additional Questions and Answers dtd 07 Mar 2020
- ❑ DoD Memorandum, Travel Restrictions in Response to Coronavirus 2019, dtd 11 Mar 2020
- ❑ DoD Memorandum, Force Health Protection Guidance (supplement 4)- Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak, dtd 11 Mar 2020
- ❑ DoD Force Health Protection (Supplement 2) dtd 25 Feb 2020
- ❑ DCPAS Civilian Personnel Guidance for DoD Components in Responding to Coronavirus Disease 2019 dtd 09 Mar 2020
- ❑ DoDI6200.03 Public Health Emergency Management (PHEM) Within the DoD
- ❑ SECNAVINST 12271.1 CH-1
- ❑ ASN(M&RA) portal site:
https://portal.secnav.navy.mil/orgs/MRA/DONHR/Pages/Coronavirus_details.aspx
- ❑ ALNAV 2020, Force Health Protection Guidance for Department of Navy



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