

NAVAIRWARCENACDIV INSTRUCTION 12700.1A

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: FLEXIPLACE PROGRAM

Encl: (1) [Flexiplace Program Work Agreement](#)
(2) [Flexiplace Program Participant Application](#)
(3) [Work-At-Home Safety Checklist](#)

1. Purpose. To establish procedures and responsibilities for participation in the Flexiplace Program. This program will allow Naval Air Warfare Center Aircraft Division (NAVAIR-WARCENACDIV) civilian employees to work at home or at an existing General Services Administration (GSA) sponsored telecommuting center for a period not to exceed eight work days in a two pay period time frame.

2. Cancellation. NAVAIRWARCENACDIVINST 12700.1.

3. Scope. The Flexiplace Program applies to civilian employees of the NAVAIRWARCEN-ACDIV.

4. Background

a. Flexiplace is an innovative tool that provides civilian employees with the opportunity to perform their assigned duties at their residence or telecommuting center during an agreed upon portion of their workweek. Flexiplace Programs have been established in industry and offer the potential for increased productivity and improvements in employee morale, motivation, job satisfaction, and retention. Flexiplace provides a means of responding to the rapidly changing factors impacting today's workforce - demographic, societal, and technological. Flexiplace is proving to be effective in reducing employee turnover and absenteeism, improving management techniques, and responding to sociological and environmental issues.

b. It is anticipated that, in many cases, the use of Flexiplace will be informal or episodic. This type of program is temporary in nature, requires little or no costs, and has been in use in some agencies for several years. These informal arrangements require supervisory approval, but no written agreement between employees and their supervisors is required. However, it is recommended that the formal Flexiplace Program serve as a reference to provide guidance for episodic agreements. When employees wish to participate in formal programs, the application and agreement must be in writing.

5. Policy

a. Participation in the Flexiplace Program by both managers and employees is voluntary and must benefit both the organization and the employee. Participants may withdraw from the program at any time with sufficient notice to allow all parties involved to transition back to the established work site.

b. Co-worker and customer input will be used to assess the program. All employee participants and their supervisors must attend a mandatory training session before beginning participation. A Flexiplace work agreement as provided in enclosure (1) must be completed by both the employee and the immediate supervisor.

c. Participation in the NAVAIRWARCENACDIV Flexiplace Program is not a right. The supervisor is responsible for deciding if a position is one that is appropriate for off-site work and for examining both the content of the work and the performance of the employee. The employee's level of supervision required and the nature of duties assigned must be conducive to alternate worksites.

d. An employee's off-site work must not adversely affect the performance of other employees. Flexiplace must not put a burden on staff remaining in the office. An equitable distribution of workload must be maintained, and methods must be instituted to ensure that office employees do not have to handle the Flexiplace employee's work. The overall interests of the office must take precedence over working off-site on a regular off-site day if a conflict arises.

e. Within the parameters of governing laws, rules, regulations, and budget constraints, the supervisor will provide equipment and equipment support necessary for the employee to complete the work assignments.

f. If a supervisor can demonstrate the Flexiplace arrangement is not working out, he/she has the right to end participation of an employee in the program. A supervisor may end an employee's participation in the program when the employee's performance declines, conduct becomes a problem, or if the program fails to benefit organizational needs.

g. Recall: Employees participating in Flexiplace Programs must be accessible and available for recall to their regular offices for a variety of reasons. Employees may be called back for emergencies or new work assignments. A recall is not a termination of the Flexiplace arrangement.

6. Action/Responsibility

a. The Director, Human Resources Office (HRO), will appoint a Flexiplace Program Manager who will be responsible for:

(1) Publishing information concerning the program to all employees.

(2) Ensuring all participating supervisors and employees are aware of their responsibilities to accurately measure/report performance and time/attendance.

(3) Ensuring sufficient training is developed and provided to participants.

(4) Ensuring evaluation methods are established and provided to participants.

b. Supervisors/Managers will:

(1) Communicate with employees and Team Leaders concerning the Flexiplace Program.

(2) Select participants.

(3) Assign appropriate work to be performed.

(4) Establish and communicate performance measurement criteria.

(5) Provide HRO with a signed copy of enclosure (1), the Flexiplace Program Work Agreement.

c. Command Evaluation and Control will:

(1) Investigate any allegations of fraud, waste, and abuse associated with the Flexiplace program.

(2) Participate as a member of any committees formed to study the Flexiplace Program.

d. Participating employees will:

(1) Complete work assignments.

(2) Observe agreed upon hours of work. Keep a daily log of actual hours worked.

(3) Observe all policies concerning the requesting of leave.

- (4) Use any Government equipment for official use only.

7. Guidelines

a. Selection Criteria. The supervisor and the employee must carefully examine the work requirements prior to considering the Flexiplace Program. Most jobs require a certain amount of time in the office. A Flexiplace agreement must include a portion of the work performed at the alternate worksite and a portion of the work performed at the traditional worksite. The supervisor and employee must agree on a process for transferring work from the alternate worksite to the regular duty station to ensure increased efficiency.

(1) Characteristics of Suitable Work

- (a) Work assignments are portable and can be performed effectively outside of the office.
- (b) Work assignments are easily quantifiable or primarily program oriented.
- (c) Work products are not routinely time sensitive requiring immediate turnaround.
- (d) Work assignments which lend themselves to Flexiplace consist of reading/processing tasks, preparing instructions, reviewing and commenting on drafts, etc.
- (e) No supervisory duties or responsibilities.
- (f) Contact with other employees and customers is predictable.
- (g) Classified data is not involved.
- (h) Work assignments do not require constant “face-to-face” contact with co-workers, other employees, or customers.
- (i) Has customer endorsement.
- (j) Jobs that require the worker to perform a hands-on service for others, such as mail room service, supply delivery, reproduction, printing, etc., are clearly not adaptable to Flexiplace.

(2) Employee Characteristics

- (a) Employee has demonstrated self-starter characteristics, can function independently, and has demonstrated dependability.
- (b) The employee is highly motivated.
- (c) The employee can deal with isolation.
- (d) The employee has demonstrated excellent time management skills, self discipline, and organization skills.
- (e) The employee's overall performance evaluations are equivalent to fully satisfactory or higher.
- (f) The employee has clearly defined performance standards for the telecommuting duties.
- (g) The employee has all the knowledge needed to work at an alternate worksite.
- (h) The employee has demonstrated that they can work unsupervised and does not require continuous input from others.
- (i) The employee has demonstrated a full understanding of the operations of the organization.
- (j) Employee has a process for reporting work accomplishments and output measurements for estimating work products.
- (k) If the work requires computer applications, the employee must demonstrate sufficient computer literacy skills.
- (l) Integrated Program Team (IPT) members must have IPT leader endorsement.
- (m) No relevant disciplinary actions within the last year.

(3) Supervisor Characteristics

- (a) The supervisor should be a proponent of the program.
- (b) The supervisor should be willing to work through any problems or obstacles that may occur.

NAVAIRWARCENACDIVINST 12700.1A

(c) The supervisor should be comfortable with evaluating work performance by measuring specific performance output as demonstrated by documented results and without direct observation.

(d) The supervisor must be an effective communicator and must be able to define clearly specific objective tasks and performance expectations.

(e) The supervisor must have a process for frequent review of individual performance which will allow him/her to evaluate if the program is effective in serving customer requirements.

(f) The supervisor should be capable of holding employees to work place "rules."

(g) The supervisor must understand that use of Flexiplace working arrangements is no reason to ignore regulations for security of the U.S. Government, contractor proprietary, or other sensitive information. (See paragraph 6k below.)

b. Work Agreements. Each employee must sign a work agreement (enclosure (1)) which will be used to establish the voluntary nature of the arrangement, length of Flexiplace assignment; hours of duty, leave approval procedures, timekeeping procedures, overtime/compensatory time procedures, performance criteria, ownership and care of property, standards of conduct, etc. The work agreement constitutes an agreement by the employee to adhere to applicable guidelines and policies.

c. Work Schedules. Work away from the office will vary depending upon the individual arrangements between employees and their supervisors and the availability of the alternate worksites. However, each work agreement should allow no more than a maximum of eight alternate worksite days in a two-pay-period timeframe. Employees and supervisors should work to develop a schedule that will ensure that the employee is available as needed during the week for face-to-face meetings, access to facilities, etc. Successful programs have shown employees need to spend at least part of the week in the office to minimize isolation and communication problems, facilitate integration of the employee with those in the office, and to ease supervisor's adjustment. Flexiplace work schedules must identify the days and times the employees will work in each work setting. Work schedules can parallel those in the office or be structured to meet the needs of participating employees and their supervisors. The process of establishing work schedules permits adjustments periodically to achieve an optimal schedule suiting

employee and organizational requirements. To ensure ongoing communication, developing set

times during the day for telephone conversations between the employee and the supervisor may be helpful.

d. Official Duty Station. Under the Flexiplace Program, the employee's office location is the official duty station.

e. Home Office Space. Participating employees who work at home must have an area in a room or separate room in their residence which is sufficient to perform their official duties. Employees must have a telephone to facilitate communication with their supervisor and fellow employees or customers. Participating employees must make Government-furnished equipment available for repair, inspection, etc., with reasonable notice (e.g., minimum of 24 hours notice).

f. Home Utility Expenses. The Flexiplace Program does not provide for the payment of any portion of an employee's utility expenses or for their rent or mortgage expenses. An employee working at home can be reimbursed for authorized long distance calls.

g. Federal Income Taxes. An employee working at home under the Flexiplace Program does not usually qualify for a Federal income tax deduction for home office or equipment.

h. Injuries, Continuation of Pay, and Worker's Compensation. Employee's working at home in an approved Flexiplace Program arrangement can qualify for continuation of pay or workers compensation for on-the-job injury or occupational illness. Reports of injury must be promptly reported by the employee.

i. Fair Labor Standards Act and Overtime. Payment is authorized for any overtime that is officially ordered and approved in advance or any overtime that a supervisor suffers or permits his/her employees to work. Suffered and permitted means any work performed for the benefit of the Command, whether ordered or not, provided the supervisor knows or had reason to believe that the work was being performed and had a chance to stop it. Employees who continue to work in excess of the hours approved by management should be removed from the Flexiplace Program.

j. Child and Dependent Care. Employees and their supervisors may make Flexiplace arrangements for purposes of promoting the efficiency of the government and fostering family-friendly policies. However, the Flexiplace Program is not designed as a solution to child or dependent care requirements. Employees who volunteer solely for this reason may not be selected for participation in this program.

k. Privacy Act, Sensitive, or Classified Data. Decisions regarding the proper use and handling of sensitive data, as well as records subject to the Privacy Act, are delegated to individual supervisors who permit employees to work at alternate work sites. Off-site access to sensi-

NAVAIRWARCENACDIVINST 12700.1A

tive data may be permitted provided Automated Data Processing (ADP) and security officials certify the adequacy of the security for such access. Classified material may not be removed from the official worksite to the alternate worksites. Records subject to the Privacy Act and sensitive non-classified data should not be disclosed to anyone except to those who are authorized access to such information in order to perform their duties. When records subject to the Privacy Act are maintained or used by employees working at remote locations, installations should revise the appropriate record system notices to indicate that the alternate worksite is authorized.

8. Review. This instruction will be reviewed annually for changes and deletions.

J. W. DYER

Distribution:
List I