



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY  
REFER TO

JUN 10 2011

MEMORANDUM FOR DLA EMPLOYEES

SUBJECT: Telework Eligibility

The Telework Enhancement Act of 2010 was signed into law on December 9, 2010. The Act outlines Federal agency responsibilities regarding telework policies, employee eligibility and participation, program implementation, and reporting.

The Department of Defense (DOD) policy on telework (DOD Instruction 1035.01) requires that telework be actively promoted and implemented throughout the Department to support our commitment to workforce efficiency, emergency preparedness, and quality of life. The Defense Logistics Agency (DLA) is committed to authorizing telework for as many positions and employees as possible without jeopardizing mission readiness.

Employees may be eligible for telework if their position duties and their individual performance and conduct meet the criteria required by the DOD and DLA telework instructions and, for bargaining unit employees, applicable Collective Bargaining Agreements.

Telework is not an employee right, but rather a flexibility that is subject to supervisory approval. Decisions on position and employee eligibility are made by supervisors and chains of command. The DLA Telework Program Instruction requires commands to review position eligibility each year with first line supervisors responsible for keeping employees informed if changes occur. Employee requests to participate in telework are submitted to their supervisors using forms and procedures specified in the DLA instruction and guidelines posted at <http://www.hr.dla.mil/resources/employment/current/telework.asp>.

Employees who are eligible to participate in telework and their supervisors must complete telework training before signing a telework agreement. For this requirement, DLA uses Office of Personnel Management web-based training. Courses for supervisors and employees are available at: [http://www.telework.gov/Tools\\_and\\_Resources/Training/index.aspx](http://www.telework.gov/Tools_and_Resources/Training/index.aspx).

The Telework Enhancement Act also identifies two categories of employees who are not eligible to telework under any circumstances: 1) an employee who "has been officially disciplined for being absent without permission for more than 5 days in any calendar year", and 2) an employee who "has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for reviewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties" [Public Law 111-292, 6502(a)(2)(A)(B)].

DLA has a network of Telework Coordinators to provide advice and assistance in each organization. They are the frontline points of contact for further information.

Points of contacts for this action are Ms. Trish McMinn, DLA Human Resources Policy, (703) 767-0603, DSN 427-0603 or email at [patricia.mcminn@dla.mil](mailto:patricia.mcminn@dla.mil) and Ms. Teri Eriksen, DLA Human Resources Policy, (714) 746-6496 (cell) or email at [teri.eriksen@dla.mil](mailto:teri.eriksen@dla.mil).

A handwritten signature in black ink, appearing to read "Brad Bunn", is positioned above the printed name.

BRAD BUNN  
Director  
DLA Human Resources