



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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MILLINGTON, TN 38055-0000

BUPERSINST 12300.2B
BUPERS-05
7 May 2022

BUPERS INSTRUCTION 12300.2B

From: Chief of Naval Personnel

Subj: TELEWORK AND REMOTE WORK PROGRAM

Ref: (a) 5 U.S.C. §6501 - §6506
(b) DoD Instruction 1035.01 of 4 April 2012 Telework Policy
(c) SECNAVINST 12271.1 Department of the Navy Telework Policy

1. Purpose. To implement the Bureau of Naval Personnel (BUPERS) Telework and Remote Work Program. References (a), (b), and (c) establish a policy under which eligible employees may participate in teleworking to the maximum extent possible without diminished employee performance. Major revisions to this instruction include inserting a definition of remote work, adding a new remote work agreement form - NAVPERS 12300/25 Bureau of Naval Personnel Remote Work Agreement, and inclusion of remote language where it differentiated with telework language.
2. Cancellation. BUPERSINST 12300.2A.
3. Scope and Applicability. This instruction is applicable to BUPERS commands and subordinate activities.
4. Policy. BUPERS claimancy policy:
 - a. Each position and employee will be reviewed by his or her supervisor for telework eligibility, notified of this determination, and the determination will be recorded in the appropriate systems.
 - b. Eligible employees identified as occupying eligible positions will be allowed to telework, if they so request, at the frequency deemed appropriate, and with the supervisor's approval.
Note: Employee participation in telework is voluntary.
 - c. Employees may be approved to telework or remote work, and allowed to work an alternative work schedule simultaneously.
 - d. Supervisors may approve "ad hoc"/situational telework.

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e. NAVPERS 12300/25 must be approved by the Assistant Deputy Chief of Naval Personnel/Deputy Commander, Navy Personnel Command (ADCNP/DCNPC) or the appropriate management officials with a written delegation. Supervisors and managers do not have the authority to approve NAVPERS 12300/25.

f. All employees in a remote work setting must receive their pay (to include locality pay or local market supplement), leave, and travel entitlements based on the employee's official worksite (remote) as documented on their SF-50 Notification of Personnel Action.

g. Prior to commencement of telework or remote work, employees must complete DD 2946 Department of Defense Telework Agreement or NAVPERS 12300/25 (as applicable). At a minimum, all agreements must address the location and requirements of the alternative worksite, work schedule, security of official information, protection of Government-furnished equipment, applicable standards of conduct, liability and injury compensation, and Government access to the alternative worksite.

h. Management reserves the right to require telework employees to report to the traditional worksite on scheduled telework days based on operational requirements. Management has the right to end participation in the program should an employee's performance not meet the prescribed standard or their continued participation fails to benefit organizational needs. Either the employee or the supervisor may terminate the telework arrangement. Supervisors must justify (in writing) the basis for the denial or termination of telework on page 4 of the DD 2946. All terminations of remote work agreements are required to be processed via BUPERS Total Force Human Resources Office (BUPERS-05).

i. Employees who are approved for telework or remote work are required to satisfactorily complete all assigned work per standards and guidelines in the employee's performance plan. Time spent in a teleworking or remote work status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

j. Overtime provisions that apply to employees working at a traditional worksite apply to employees who telework or remote work. Employees may work overtime only when ordered and approved in advance by the supervisor and the appropriate controller.

k. All employees and supervisors are required to complete Department of the Navy (DON) telework training prior to entering into a telework or remote work agreement. Training completion is to be documented in the Total Workforce Management System (TWMS).

l. Employees who are interested in telework may complete DD 2946 for approval and route to the appropriate supervisor in TWMS. Those interested in remote work must complete and sign NAVPERS 12300/25. No telework or remote work may commence until appropriate approvals are obtained.

m. Employees are covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business.

n. Telework or remote work does not include any part of work done while on official travel or mobile work, that is, work characterized by routine and regular travel to customer or other worksites instead of a single agency worksite (e.g., site audits, inspections, investigations, and property management).

5. Discussion. Telework and remote work have emerged in Federal Government employment on an informal basis and pursuant to specific Department of Defense (DoD) policies and regulations. Reference (a) amplifies the importance of telework across all Federal agencies. DON remains committed to maximizing participation in telework to the extent that mission is not disrupted or jeopardized.

6. Definitions

a. Telework – A voluntary work arrangement where an employee or Service member, under a written telework agreement (DD 2946), performs assigned official duties and other authorized activities during any part of regular, paid hours at an approved alternative worksite (e.g., home, telework center) on a regular and recurring or a situational basis.

b. Remote Work – An arrangement in which an employee, under a written remote work agreement (NAVPERS 12300/25), is scheduled to perform duties at an alternative worksite and is not expected to perform duties at an agency worksite on a regular and recurring basis. A remote worker's official worksite is normally outside the local commuting area of the agency worksite.

7. Objective. Telework and remote work are legitimate methods for managers and their employees to achieve work requirements. The objectives of this program are to:

- a. Promote BUPERS as an employer of choice,
- b. Improve the retention and recruitment of high-quality employees who can exceed work requirements, and
- c. Enhance BUPERS efforts to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems, who might otherwise have to retire on disability.

8. Responsibilities

a. BUPERS-05

- (1) Serves as the focal point of the BUPERS telework and remote Work Program,
- (2) Provides and interprets DON and DoD policies on telework and remote work,

(3) Oversees and coordinates BUPERS implementation and administration of the Telework and Remote Work Program,

(4) Prepares consolidated reports for DON and DoD on participation rates in the BUPERS Telework and Remote Work Program and other data annually and, as required,

(5) Updates and revises this policy based on further guidance/direction from DoD or DON, and

(6) Ensures managers are aware of telework as a reasonable accommodation, providing potential for employment opportunities for people who may not otherwise be able to access or perform in a traditional work environment due to a disability.

b. Commanders, COs, and, OICs

(1) Designate a Telework and Remote Work Program coordinator for the command,

(2) Implement the BUPERS claimancy Telework and Remote Work Program per this policy and references (a), (b) and (c),

(3) Report positions eligible to participate in the telework program,

(4) Report updates or changes to employee's NAVPERS 12300/25, and

(5) Maintain oversight and accountability of employees participating in the Telework and Remote Work Program.

c. Supervisors and Managers

(1) Maintain records of employees participating in the Telework and Remote Work Program, and ensure the necessary coding is completed in the appropriate system to ensure tracking of data,

(2) Determine employees suitable by including those who have:

(a) Presented a telework or remote work agreement for approval,

(b) Demonstrated dependability and the ability to handle responsibility, and proven record of self-motivation,

(c) Exhibited the ability to prioritize work effectively and utilize good time management skills,

(d) Agreed to protect Government records from unauthorized disclosure or damage and comply with requirements of 5 U.S.C. §552a Privacy Act of 1974, and

(e) No dependent care obligations that would conflict with work at home.

(3) Ensure all employees teleworking or remote working complete the applicable DON telework training and complete either the telework agreement (DD 2946) or remote work Agreement (NAVPERS 12300/25), and

(4) Ensure all employees remote work requests are routed to BUPERS-05 for vetting and approval. Supervisors and managers cannot approve remote work agreements. All remote work agreements must be approved by ADCNP/DCNPC, or the appropriate management officials with a written delegation prior to implementation.

9. Labor Relations Obligations. Any bargaining obligations must be fulfilled prior to implementation. BUPERS-05 is available to provide guidance and assistance.

10. Action. Provisions of this policy are effective immediately. Addressees must ensure adherence to program and reporting requirements. Questions may be directed to the BUPERS FAQ e-mail at: MILL_BUPERS-05_FAQ@navy.mil.

11. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

12. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

13. Forms

a. DD 2946 Department of Defense Telework Agreement is available at: <https://www.esd.whs.mil/DD/DoD-Issuances/>.

b. NAVPERS 12300/25 Bureau of Naval Personnel Remote Work Agreement is available at: <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.



A. HOLSEY
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site: <https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/>.