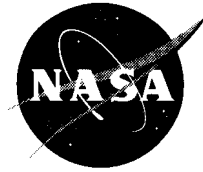


National Aeronautics and  
Space Administration  
**Headquarters**  
Washington, DC 20546-0001



January 9, 2006

Reply to Attn of Human Resources Management Division

TO: NASA Headquarters Employees  
FROM: Assistant Administrator for Infrastructure and Administration  
SUBJECT: Telework Initiative

Telework (also known as flexiplace, telecommuting, work-at-home) has emerged over the last decade in Federal employment both on an informal basis and as a result of specific agency programs. There are many good reasons for telework arrangements including the recruitment and retention of high-quality employees; improved employee morale and a better balance of work and personal lives; reductions in commuting related stress and costs; reasonable accommodation for disabled employees; the need for convalescence from a short-term injury or illness; periods when the work office is not usable (e.g., during office renovation); or assignment to a special project.

#### General Information

NASA offers two types of telework arrangements, "core" and "episodic". Core telework means an approved work schedule where eligible employees regularly work at least 1 day per week at an alternate worksite. Episodic telework means approved telework performed at an alternate worksite on an occasional, one-time, or irregular basis (telework of less than 1 day per week is considered episodic). The intent in offering two types of telework is to provide supervisors, managers, and employees with maximum flexibility to establish an arrangement that is responsive to their particular situation.

There are a number of requirements that must be met before an employee can participate in a telework arrangement. First, the supervisor must determine that the employee's work can be performed from an alternate worksite and that the employee can perform this work satisfactorily from the alternate worksite. Second, interested employees must contact their immediate supervisor to discuss their interest and eligibility for this program. Third, if the supervisor determines that an interested employee is eligible, telework will be afforded to the employee and a telework agreement is completed.

#### Tracking Telework

The Office of Human Capital Management recently announced a system enhancement to the NASA-wide WebTADS system. Beginning December 27, 2005, supervisors may identify and

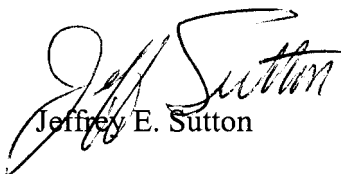
certify the eligibility of a position for telework, capture hours, and designate whether the telework is core or episodic. Supervisors should begin coding WebTADS on the “leave balance” page (utilizing one of the options listed below) of the employee’s timesheet to designate those positions/incumbents that are eligible for telework.

1. If an interested employee is determined to meet the statutory eligibility requirement, then that employee must be placed on one of the “core” telework schedules shown in the drop down menu. All employees currently serving under a telework agreement must have their WebTADS account changed to annotate their core telework arrangement.
2. If the employee is not interested in or not eligible for one of the core schedules and they are interested in episodic telework, then the employee may be annotated in WebTADS as eligible for “episodic” telework.
3. If an employee is not interested in or not eligible for any type of telework, no action is required on the part of the supervisor. The WebTADS system defaults to “ineligible”.

Additionally, employees shall be informed that they must record their telework hours separately from the hours worked at their official duty location. This is accomplished in the same manner as choosing any other hour type in which to record hours worked. However, the telework options will not be available to the employee unless the supervisor establishes an approved telework arrangement in WebTADS for the employee.

Not later than March 1, 2006, supervisors must inform employees throughout their organizational unit regarding telework and fully consider and determine the eligibility of all interested employees. If an employee is deemed eligible, supervisors must initiate action to establish a telework arrangement for the employee in accordance with the NASA Headquarters telecommuting guidance. Our current NASA Headquarters telecommuting guidance can be found at [www.hq.nasa.gov/office/codec/sop.html](http://www.hq.nasa.gov/office/codec/sop.html).

We recognize that this endeavor will take a lot of effort and cooperation to ensure an accurate accounting of teleworking employees. If you have any questions or need additional information regarding the telework guidance, the Human Resources Management Division’s point-of-contact is Laura Farrior. She may be reached by telephone at 358-4754 or by email at [laura.m.farrior@nasa.gov](mailto:laura.m.farrior@nasa.gov). To receive guidance on the WebTADS system, you may contact the BASO Help Desk at 358-4367 or contact Pam Fetters, Headquarters Business Management Division at 358-0867 or by email at [pfetters@nasa.gov](mailto:pfetters@nasa.gov).



Jeffrey E. Sutton