



Department of Defense INSTRUCTION

NUMBER 1035.01

April 3, 2007

USD(P&R)

SUBJECT: Telework Policy

- References:**
- (a) DoD Directive 1035.1, "Telework Policy for Department of Defense," September 9, 2002 (hereby canceled)
 - (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review – Phase II," July 13, 2005
 - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R)), " October 17, 2006
 - (d) Section 359 of Public Law 106-346, "Department of Transportation and Related Agencies Appropriations Act 2001," October 23, 2000
 - (e) through (j), see Enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction:

- 1.1. Reissues Reference (a) as a DoD Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c).
- 1.2. Establishes an overarching policy governing telework within the Department of Defense as authorized by Reference (c).
- 1.3. Assigns responsibilities for telework.
- 1.4. Establishes the supervisors' and/or commanders' authority to assign official duties (including training) that may be performed via telework.
- 1.5. Implements the provisions of Reference (d); Subtitles B, C, D, section 113, and Chapter 47 of 10 United States Code (U.S.C.) (Reference (e)); sections 101 and 206 of 37 U.S.C. (Reference (f)); and is consistent with Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandum, "Department of Defense Telework Policy and Guide for Civilian Employees" (Reference (g)).

2. APPLICABILITY AND SCOPE

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

3. DEFINITIONS

3.1. Alternative Worksite. A place away from the traditional worksite that has been approved for the performance of assigned official duties. It may be an employee's and/or member's home, a telecenter, or other approved worksite including a facility established by State, local or county governments, or private concern.

3.2. Telework. An arrangement where a civilian employee and/or member of the Armed Forces performs assigned official duties at an alternative worksite on a regular and recurring or on a situational basis (not including while on official travel).

4. POLICY

It is DoD policy that:

4.1. The Department of Defense is committed to improving workforce efficiency while promoting quality of life for its employees and/or members.

4.2. The development, implementation, and active promotion of telework programs augment DoD's commitment to workforce efficiency and quality of life.

5. RESPONSIBILITIES

5.1. The USD(P&R) shall have overall responsibility for the Department's telework policy.

5.2. The Principal Deputy Under Secretary of Defense for Personnel and Readiness, PDUSD(P&R) under the USD(P&R) shall:

5.2.1. Develop DoD policy on civilian and military telework matters.

5.2.2. Provide policy oversight for issues relating to telework and Total Force implementation of telework policies.

5.2.3. Review guidelines for telework policies.

5.3. The Assistant Secretary of Defense (Reserve Affairs), under the USD(P&R), shall advise the PDUSD(P&R) on Reserve component telework policies.

5.4. The Heads of the DoD Components shall:

5.4.1. Develop, implement, and operate telework programs that are appropriate within their respective organizations in accordance with public law and DoD policies.

5.4.2. Consistent with accomplishing their assigned missions, actively promote telework within their organizations and make every effort to overcome artificial barriers to this program.

6. GUIDELINES

6.1. Telework should be used, as appropriate, to ensure continuity of operations during a national emergency or crisis.

6.2. Telework is limited to the conduct of assigned official duties (including training).

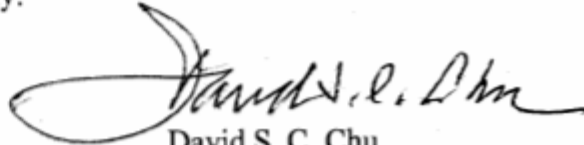
6.3. Telework may be appropriate for supervisor and/or commander directed Web-based distance and continuous learning, including educational requirements required by law or regulation. Training requested by an employee and/or member is subject to the supervisor's and/or commander's approval, as applicable, and must conform to the provisions of applicable regulations.

6.4. Telework is not a right and may be terminated at the discretion of the supervisor and/or commander, or in response to an employee's and/or member's request.

6.5. Appropriate administrative, technical, and physical safeguards shall be established, consistent with this Instruction, the guidance set forth in Reference (g), DoD Directive 8100.1 (Reference (h)), DoD Directive 8500.1 (Reference (i)), and DoD Directive 5400.11 (Reference (j)) to ensure the security and confidentiality of the records during the storage, transfer, or use of the records at authorized alternative work sites.

7. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "David S. C. Chu". The signature is fluid and cursive, with a large loop at the beginning.

David S. C. Chu
Under Secretary of Defense for
Personnel and Readiness

Enclosures - 1

E1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Subtitles B, C, D, section 113, and Chapter 47 of title 10, United States Code
- (f) Sections 101 and 206 of title 37, United States Code
- (g) Under Secretary of Defense (P&R) Memorandum, "Department of Defense Telework Policy and Guide for Civilian Employees," October 22, 2001
- (h) DoD Directive 8100.1, "Global Information Grid (GIG) Overarching Policy," September 19, 2002
- (i) DoD Directive 8500.1, "Information Assurance (IA)," October 24, 2002
- (j) DoD Directive 5400.11, "DoD Privacy Program," November 16, 2004