



Note: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes Federal Aviation Administration (FAA) orders, policies, and guidance regarding a Telework Program issued under the FAA Personnel Management System.

1. **PURPOSE:** This directive establishes TSA policy and procedure regarding a *Telework Program* within the TSA. TSA supports Public Law 106-346 (FY 2001 Department of Transportation and Related Agencies Appropriations Act), Section 359, which promotes a policy under which eligible employees of the agency may telework to the maximum extent possible without diminished employee performance or mission accomplishment.
2. **SCOPE:** This directive applies to all TSA employees who meet eligibility and qualifying criteria. Federal Air Marshals, Federal Security Directors (FSDs), Deputy FSDs, members of the Transportation Security Executive Service (TSES), Transportation Security Officers (TSOs), including Lead and Supervisory TSOs, and Screening Managers, are not covered by this program.
3. **AUTHORITIES:**
 - A. Public Law 108-447, Division B, § 622
 - B. Public Law 106-346, § 359
 - C. Public Law 105-277, Title IV § 630
 - D. Public Law 104-52, § 620
 - E. Applicable TSA and U.S. Department of Homeland Security delegations of authority
 - F. [DHS MD 3070.2, Telework Directive](#)
4. **DEFINITIONS:**
 - A. Alternative Worksite: Place where official duties are performed away from the traditional worksite. An alternative worksite can be the employee's residence, a telework center, or another approved location.
 - B. Core Telework: Telework that occurs on a routine, regular, and recurring basis one or more days per workweek.
 - C. Eligibility Criteria (job related): An occupation or position is eligible for telework if, either regularly or occasionally, some or all of its duties could be performed away from the traditional worksite.
 - D. Qualifying Criteria (employee related): Requirements an employee must meet to participate in a telework arrangement.

- E. Situational Telework: Telework that occurs on an occasional, non-routine basis.
- F. Telework: An arrangement in which an employee performs official duties away from the traditional worksite.
- G. Telework Agreement: A written agreement, completed and signed by the employee and first and second level supervisors, that outlines the terms and conditions of the telework arrangement.
- H. Telework Center: A type of alternative worksite, typically a facility that houses workstations that are rented or leased providing a professional atmosphere conducive to effective job performance. Generally, a telework center is close to the employee's residence, reducing commuting time.
- I. Tour of Duty: Means the hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek. Under a flexible work schedule, tour of duty means the limits set by TSA within which an employee must complete his or her basic work requirement. Under a compressed work schedule or other fixed schedule, tour of duty is synonymous with basic work requirement.
- J. Traditional Worksite: The office or workplace where an employee would usually report for work absent a telework agreement.

5. RESPONSIBILITIES:

- A. Assistant Administrator for Human Capital is responsible:
 - (1) Establishing and managing the *Telework Program* in compliance with all applicable laws, regulations, and Executive Orders.
 - (2) Designating TSA's Telework Program Manager within the Office of Human Capital.
 - (3) Retaining the authority to modify, revise and/or cancel this directive in accordance with law/regulation, as appropriate to ensure the efficient and effective operations of the TSA workforce.
- B. TSA Telework Program Manager is responsible for program administration and guidance, policy development, and any required reports/evaluations of the telework program.
- C. Assistant Administrators are responsible for designating a Telework Coordinator to administer and oversee the implementation of telework programs within specific TSA offices.
- D. Telework Coordinators are responsible for:

- (1) Administering the *Telework Program* locally in compliance with TSA policy and program guidelines.
- (2) Providing guidance to local staff regarding the *Telework Program*.
- (3) Complying with any data maintenance, reporting and program evaluation requirements.

E. Supervisors are responsible for:

- (1) Verifying that the employee has the information and equipment necessary to perform the work independently at the alternative worksite.
- (2) Ensuring that the participating employee adheres to all applicable security provisions to protect Government/agency records (electronic and paper) from unauthorized disclosure or damage, and complying with the requirements of the Privacy Act of 1974, 5 U.S.C., § 552a, and all TSA information security policies and procedures.

F. Employees are responsible for observing the terms of the telework agreement, TSA standards of conduct, and all directives and policies, including security training requirements.

6. POLICY:

- A. It is TSA's policy to make telework available to the maximum extent possible without diminished employee performance or mission accomplishment.
- B. Telework is an additional method the agency may approve to accomplish work; therefore, participation in telework is within the discretion of management and not an employee entitlement or right.
- C. Participation in telework is voluntary.

7. PROCEDURES:

- A. Participation: Participation in the *Telework Program* must be initiated by a request from the employee and approved by the supervisor to formalize an agreement using the provisions outlined herein. Participation in the *Telework Program* is within the discretion of management and is not an employee entitlement. Participation in the *Telework Program* is subject to the following:
 - (1) Teleworking employees must adhere to the TSA directives and policies while working at an alternative worksite.
 - (2) Work schedules can parallel those in the office or be specific to the telework arrangement. The process of establishing work schedules should be sufficiently flexible to allow periodic work schedule adjustments, when appropriate, to achieve optimal scheduling to suit employee and organizational requirements. However, telework must adhere to all policies

that cover hours of work. See [HRM Letter 610-2, Interim Policy on Hours of Duty, Including Alternate Work Schedules \(AWS\) for Non-Screener Employees](#).

- (3) If an employee is directed by the supervisor to report to the traditional worksite on a scheduled telework day in a given week, the supervisor may grant a request to telework a different day.
 - (4) Except as authorized in cases of an emergency, overtime and compensatory time are not allowed for telework. See TSA MD 1100.55-5, [Premium Pay for Exempt Employees](#).
 - (5) If a holiday falls on a regularly scheduled telework workday, an alternate telework day is not authorized.
 - (6) Employees may use personal equipment to telework. If the work performed at the alternative worksite requires access to the TSA network (TSA intranet, shared drive, archived files, etc.), TSA will provide the required hardware and software to support the telework environment. TSA retains ownership and control of hardware, software, and data. Such equipment is for official use only. Repair and maintenance of TSA-owned equipment are the responsibility of TSA. Repair and maintenance of personally-owned equipment are the responsibility of the employee.
 - (7) Telework improves morale and reduces stress by giving employees more options to balance work and family demands, but it is not a substitute for dependent care. Teleworkers must make arrangements for dependent care. Employees are expected to take the appropriate leave to care for dependents. See the [TSA MD 1100-63-1, Absence and Leave](#).
- B. Eligibility: The employee must meet the qualifying and eligibility requirements to be eligible to be approved for telework.
- (1) Qualifying Criteria (employee related): Employees must meet all qualifying requirements prior to being approved for telework.
 - (a) The employee's overall performance, at a minimum, meets expectations.
 - (b) The employee has no pending disciplinary actions.
 - (2) Eligibility Criteria (job related): An occupation or position is eligible for telework if, either regularly or occasionally, some or all of its duties could be performed away from the traditional worksite. Work suitable for telework depends on job content rather than job title.
 - (3) Application Process: Employees may discuss telework opportunities with their supervisors/managers. Both parties are encouraged to work together to determine if the telework program is a viable option for completing and performing assigned job functions. To formally request participation in the telework program, the following process must be followed:

- (a) The employee submits a [TSA Form 1120, TSA Telework Request Agreement](#) to the first-line supervisor.
 - (b) The employee and the first and second level supervisors complete TSA Form 1120 covering the terms and conditions of the telework arrangement.
 - (c) The supervisor submits TSA Form 1120 whether approved or disapproved to the designated telework coordinator for data maintenance and reporting purposes. The supervisor and employee should each retain a copy.
- (4) Telework Arrangement Termination: Participation in the Telework program may be terminated by management or the employee at any time. [TSA Form 1121, Telework Request Termination](#) must be completed and provided to the Telework Coordinator. The supervisor and employee should each retain a copy.

Note: The reasons for the termination, either by management or the affected employee, are noted on TSA Form 1121. If terminated by management, prior work place arrangements must be made to support the employee's return. This will eliminate the need to displace the employee in another work area or continue the employee's working from home until such arrangements are finalized.

8. EFFECTIVE DATE AND IMPLEMENTATION: This policy is effective immediately upon signature.

APPROVAL



2/2/06

Linda M. Petersen
Acting Assistant Administrator for Human Capital

Date

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