**Telework Program**



On 29 January 2014, CG-1 issued Commandant Instruction 5330.4, Coast Guard Telework Program. The revised Instruction replaces COMDTINST 12630.1 and represents the collaborative efforts of a multi-programmatic; DCMS chartered Telework Working Group created to review the program.

Use of the telework program is available to military members, civilian employees and reservists. Telework is a program which allows participants to perform their duties from an alternate worksite. A robust telework program can benefit a Coast Guard organization by providing enhanced emergency preparedness, workforce efficiency, and work-life balance, and cost savings. Telework also plays a vital role in recruiting and retaining the best and brightest workers and maximizing their effectiveness. The new Instruction also includes: a new telework agreement form ([CG-5330](http://www.uscg.mil/forms/cg/CG_5330.pdf)), a sample Administrative Remarks (CG-3307) form for use by reservists, as well as checklists for teleworkers to self-certify the safety and security of the alternate worksite.

**What’s new?**

Several key changes include:

* mandatory training for teleworkers and their supervisors
* clarifying official worksite requirements for civilians and military members
* defining telework time and attendance requirements
* aligning telework with continuity of operations plans
* improving information for reservists and active duty military members
* supplementing guidance on information technology equipment and services
* updating inclement weather guidance
* procedures for denial or termination of telework agreements

**What does this mean to supervisors, employees and members?**

* This Instruction does not apply to bargaining unit employees covered by a negotiated agreement that includes telework provisions. Supervisors of civilian employees should contact their servicing Employee/Labor Relations Specialist to discuss labor-management obligations for bargaining unit employees.
* Prior to entering into a telework agreement, civilian employees/military members and their supervisors must complete mandatory training and certify completion of training on the telework agreement, CG Form 5330. Reserve military members must document their training on CG Form 3307. The training courses, **Telework 101 for Employees** (502807) and **Telework 101 for Managers (502808)**, are available in the CG Learning Management System, in the *Human Resources* catalog at the following link: <https://elearning.uscg.mil/catalog/?id=8>.
* Civilian employees who do not report to the regular worksite location at least twice per biweekly pay period must have their official duty stations changed to the telework location (exceptions apply in certain temporary situations). Questions about the impact of a change to an employee’s official duty station should be directed to your servicing Human Resources Specialist or Command Staff Advisor. Telework days, whether on an occasional or regular, recurring basis, must be recorded in webTA, including situations where the official duty stations have been changed.
* During emergency situations when the office is closed, or a delayed arrival or early dismissal is announced, telework-ready employees (e.g. those on an approved telework agreement) are expected to work their regularly scheduled tour of duty, request unscheduled leave or a combination of both. Excused absences may be granted by supervisors on a case-by-case basis when situations at telework locations prevent employees/members from teleworking.
* Telework agreements must be reviewed on an annual basis and updated whenever supervision or work requirement changes. Non-bargaining unit teleworkers must complete a new agreement within 90 day of the new Instruction (no later than 29 April 2014). Non-bargaining unit employees on legacy agreements are expected to follow the new telework policies and procedures.
* Denial or termination of telework agreements for civilian employees must be documented on the telework agreement and reported to Commandant (CG-1212), identifying the reason for the denial or termination. Submission of denials and terminations must be sent to [cgtelework@uscg.mil](mailto:cgtelework@uscg.mil).

Additional information can be found on the Civilian Human Resources Telework webpage: [www.uscg.mil/civilianhr/benefits/telework.asp](http://www.uscg.mil/civilianhr/benefits/telework.asp). The webpage contains links to the Instruction and the telework agreement form as well as a list of FAQs, training, and other resources. Questions may be directed to your servicing Human Resources Specialist, Command Staff Advisor or [cgtelework@uscg.mil](mailto:cgtelework@uscg.mil).