

# USCG Remote Work Program Training

CG-122  
November 2022



Assistant Commandant  
for Human Resources



# Training Objectives

- Define remote work vs. telework.
- Benefits of remote work.
- Remote work eligibility.
- Address general program requirements.
- Review remote work program approval process.
- Tips for successful remote work.
- Understanding reasons to deny or terminate a remote work agreement.
- Review resources available to provide the USCG workforce with more information on telework/remote work.



# Background

## 2010 Telework Enhancement Act (P.L. 111-92)

- Established agency requirements e.g., create a telework policy, determine eligibility, notify employees of eligibility, use of written telework agreements/training etc.

## OPM 2021 Guide –Telework/Remote Work

- OPM recommends agencies develop a separate policy and written agreement from existing telework policy.

## Previous policy: Telework COMDTINST 5330.4 (2014)

- Does not address remote work as now defined by OPM.
- Allows for full-time telework.
- Applies to both military and civilian workforces.



# Definitions

- **New OPM guidance: 2021 Guide to Telework and Remote Work in the Federal Government**
  - **Teleworkers**: Employees with written telework agreements perform work at an alternate worksite but must report to agency worksite at least two days a pay period on a regular and recurring basis.
  - **Remote Workers**: Employees with written remote work agreements, perform work at an alternate worksite but do not regularly report to work at an agency worksite two days a pay period. The alternate worksite can be within or outside the local commuting area of an agency worksite.



# Benefits of Remote Work

- Retention of highly talented employees who must move outside of the agency's geographic location for personal reasons (e.g., military spouses, those who must care for a relative who lives elsewhere).
- Recruitment of employees from outside the agency's geographic location with specialized skills, who may not want or be able to relocate for personal reasons.
- Agency cost savings related to transit subsidy benefits, locality pay, real property, and other facility expenses, paired with employee cost savings related to commuting and local cost of living expenses.
- Increased employee productivity and engagement, and greater ability to support continuity of operations.
- More attractive job opportunities for individuals with mobility-related or other qualifying disabilities.



# Who is covered?

- Civilian Employees who meet the eligibility requirements outlined in the new Remote Work Program [COMDTINST 5330.11](#).
- Military Members may be eligible for remote work in certain circumstances when approved by the first Flag Officer or Senior Executive Service (SES) member in the chain of command and meet eligibility requirements.



# Remote Work Eligibility

- Supervisors identify the appropriate positions considering:
  - Are there portable work activities remote workers can perform effectively away from the regular worksite?
  - Are there quantifiable or project-oriented assignments or job tasks?
  - Is the work unclassified work for which security, including sensitive, non-classified and Privacy Act concerns, is adequate (work involving classified data or information that shall take place only in a government office where adequate controls exists to protect the data)?
  - Is technology required for off-site work (when necessary) available?



# Remote Work Eligibility (continued)

## Civilian Employees:

- A “Meets” or “Achieved Expectations” summary rating for current and the previous year’s performance appraisals (not applicable for new hires).
- Agrees to comply with remote work requirements.
- Demonstrates the knowledge, skills and ability to successfully work remotely.

## Military Members:

- Military members that do not have any mark below a four (4) or an unsatisfactory conduct mark in the last three years.
- The member’s agreement to comply with remote work requirements.
- Demonstrates the knowledge, skills and ability to successfully work remotely.
- Must still comply with administrative requirements such as Body Composition Screenings, Drug Testing/Urinalysis, etc.



# Not eligible under any circumstances

**Civilian employees may not participate in remote work if any of the following apply:**

- They have been formally disciplined for being absent without leave (AWOL) for more than five (5) working days in any calendar year;
- They have been formally disciplined for viewing, downloading, or exchanging inappropriate content on a Federal Government computer or while performing official Federal Government duties or any other inappropriate use of government property; or
- They have an unacceptable decline in performance/conduct during the rating period.
  - Examples of a decline in performance/conduct include placement on a performance improvement plan, letter of restriction or reprimand, or greater disciplinary action, within the last year.

# General Program Requirements

**Remote Work Options.** All work is performed remotely, the alternate worksite is considered the official worksite, within or outside the local commuting area, and the employee is not expected to report to the Coast Guard worksite on a regular and recurring basis. Employees will receive locality pay based on their official worksite. Command leadership, or their designees, are delegated the authority to approve local (e.g., within 50 miles of a USCG work location) and long-distance (e.g., beyond 50 miles from a USCG work location) remote work agreements.

**Temporary Remote Work** (up to one (1) year): May be a short-term solution for an employee with a significant need to work within or outside of the geographic area of the Coast Guard worksite.

**Long-term Remote Work:** A long-term remote work agreement does not have an established end date.



# General Program Requirements (continued)

- Employees are required to report to their alternate worksite in accordance with their established work schedule regardless of the employee's residence of record or where the employee resides.
- Employees' locality or other compensation-based payments are effective on the pay period after the date the supervisor approves the SF-52 Request for Personnel Action, Change in Duty Station, and is processed by the Civilian Human Resources Office.
- Employees working remotely are subject to the same performance expectations as employees working from their USCG worksite, or other remote work location.
- Employees who voluntarily request a change to the remote work agreement (including a personal request to change their residence of record or a change in official worksite) are not eligible for relocation expenses, retained pay or other incentives.
- For purposes of temporary duty travel (TDY), required local travel, travel time as hours of work, travel expenses and travel time, etc., are based on the employee's documented official duty station and official worksite.



# General Program Requirements (continued)

- Employees required to relocate in accordance with a management-directed reassignment may be entitled to relocation expenses or incentives in accordance with the Federal Travel Regulations and Coast Guard policies.
- Employees who work remotely are not entitled to additional compensation or expenses to cover internet service provider fees, office space, office furniture, or general office supplies.
- There is no prohibition from unit providing monitors to remote workers/teleworkers. The telework Instruction says the USCG has no obligation to provide equipment. It is left up to the units to determine what government furnished IT resources to provide to their remote and teleworkers.
- A remote working arrangement is not a substitute for ongoing dependent care but may facilitate dependent care during non-work hours. Remote workers must make other arrangements for dependent care in accordance with applicable work scheduling and leave policies.
- Remote workers, teleworkers, and on-site workers are treated the same for purposes of: (1) periodic job performance appraisals; (2) training, recognition, reassignments, promotions, reductions in grade, retention, and removal; (3) work requirements; and (4) other acts involving managerial discretion.
- Commands reserve the right to require employees to work from a USCG or government worksite based on operational needs.
- All bargaining obligations have been completed. Supervisors of AFGE bargaining unit employees must contact CG-124 prior to approving a remote work agreement to ensure the provisions of the MOU are followed.



# Impacts on Pay and Benefits

## Will the employee's benefits be affected?

- Employee's should contact their HR Specialist in CG-123 to understand the impact, if any, on their Federal Employee Health Benefits.

## Will the employee's locality pay change?

- Determine if the remote location will be in a new locality pay area. A change in locality pay area could result in more or less\* pay depending on the location. If employees need assistance determining what the locality pay would be for the new remote work location, they should consult their servicing HR Specialists in CG-123.

## State Income Tax change?

\*Retained pay will not result from movement from a higher locality pay are to a lower locality pay area.



# Remote Work Agreements

- Remote Work Agreement (Form CG-12630) signed by the supervisor and employee/member:
  - Requires completion of training (if not previously completed):
    - Supervisors: Telework Fundamentals - Manager Training
    - Employees: Telework for Government Employees
  - Requires completion of the Supervisor Checklist (Form CG-12630C) and Safety and Security checklist (Form CG-12630D).
  - Specifies the employee's work schedule, official duty station and official worksite.
  - Specifies requirements/acknowledgements the employee and supervisor must certify by signature.
  - Acknowledges the remote worksite is the official worksite.
  - Denials must be documented and sent to CG-122 at the following link: [SMB-COMDT-USCG-RemoteWork@ucsg.mil](mailto:SMB-COMDT-USCG-RemoteWork@ucsg.mil)



# Approval Process/Considerations

- **Steps to Apply for the Remote Work Program**
- **Review the guidance**
  - Familiarize yourself with the Remote Work Program, COMDTINST 5330.11.
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- **If you are considering applying for remote work, consider the possible effects on your benefits and pay:**
  - Will your benefits be affected?
  - Contact a Human Resources Benefits specialists to understand the impact, if any, on your Federal Employee Health Benefits.
- Will your locality pay change?
  - Determine if you will be in a new locality pay area. Look up what your locality pay area would be if your residence becomes your official duty station using this duty station locator.
  - Next, determine what your locality pay would be for your remote work location (your residence) by viewing the pay tables for each locality pay area.
- State Taxes

# **Employee's Role in the Approval Process**

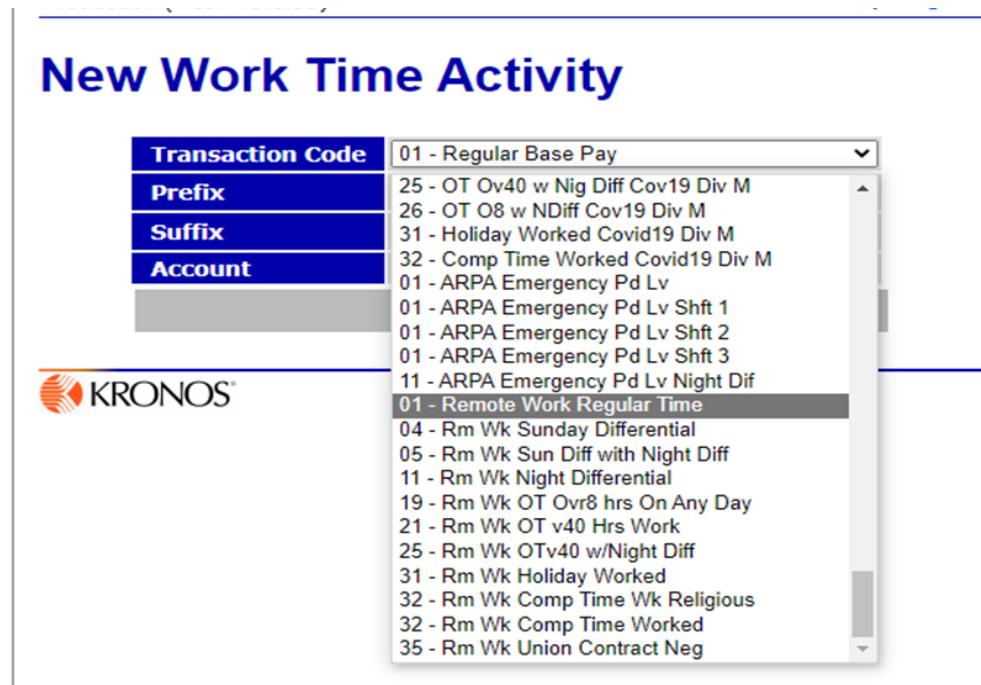
- **Meet with supervisor**
  - Discuss eligibility for remote work, work schedule, and other considerations.
- **Complete the Telework for Government Employees training**
  - If not previously completed, employees must complete the [Telework for Government Employees training in LMS](#).
  - Proof (date) of training completion must be documented in the remote work agreement.
- **Complete and submit the Remote Work Agreement (CG-12630) to their Supervisor for review/approval.**

# Final Approval Process for Civilian Employees

- **Supervisors will review and approve or disapprove the request with explanation.**
  - If approved, the supervisor will submit a personnel action, SF-52 in FedHR to the Civilian Human Resources Office for processing the SF-50 – “*Change in Duty Station*” (if the employee’s remote work location remains within the locality pay area) or “*General Adjustment*” (if the employee is remote work location is outside the locality pay area). The effective date of the personnel action will be the pay period following the final approval and submission of the FedHR case to CG-123 for processing.
  - If the remote work request is disapproved (with explanation), please send it to CG-122 at [SMB-COMDT-USCG-RemoteWork@ucsg.mil](mailto:SMB-COMDT-USCG-RemoteWork@ucsg.mil).

# Time and Attendance Coding

- **Time and Attendance (civilian employees):**
  - Once the remote work request is approved and the action is processed, employees must be sure to record remote work in the time and attendance system using the Remote Work Regular Time transaction code.
  - Remote Work - Code 01- for the duration of their remote work participation.



# Time and Attendance Coding

Below is an example of documenting remote work in webTA:

Production (webTA 3.8.35)

## T&A Data

Name:	Default USCG										Pay Period:	10 : May 8, 2022 to May 22, 2022						
Time Card Type:	Regular										Leave Year:							
Transaction	Pfx	Sfx	Account	May				May										
				8	9	10	11	12	13	14	15	16	17	18	19	20	21	
	S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	Total	

**Work Time**

Remote Work	(NFC Stored Account)	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00
New	Work Time Total	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00

**Leave and Other Time**

New	(No Leave and Other Time transactions)													
	Daily Total	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00

**Dollar Transactions**

Transaction	Account Description	Dollar Amt
(No Dollar Transactions)		
New	Total	

**Remarks**

Update Save/Return Validate Cancel

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# Employee tips for successful remote work

- Familiarize yourself with the telework and remote work policy.
- Adhere to all DHS and Coast Guard policies.
- Stay connected with customers and your co-workers by fully using technology e.g., using cameras turned on when calling.
- While use of personally owned IT equipment is permissible, use of Coast Guard furnished equipment is preferred. Remote workers will be subject to the Coast Guard IT policies.
- Be professional. It is important to provide a professional environment and attire/appearance when working from an alternate worksite.
- Be transparent. Use shared calendars, email out-of-office messages, and MS Teams etc. to inform your team members and customers of your work status.
- Be responsive to internal and external customers.
- Be prepared. Be sure to have extra projects or assignments on hand that could be completed if technology is not available (offline or off network tasks).



# Employee tips for successful remote work (continued)

- Keep your mind sharp, your desire for personal growth strong, and your career opportunities open through online learning and training programs.
- Establish intentional breaks — Set aside time to get away, exercise, or go outdoors during your lunch break; stand up and stretch.
- Leave and Work Scheduling Flexibilities. An employee must follow USCG policy for requesting leave and work schedule changes when working remotely or teleworking.
- Record remote time accurately each pay period to support participation reports needed for leadership and DHS.
- Whether working remotely or working in the office, employees are held accountable for their performance and conduct. Employees should remember that workplace policies and performance expectations are the same regardless of the employee's location.
- Remote workers must keep Government property and information safe, secure, and separated from their personal property and information.
- Communicate effectively.



# Employee Voluntary Termination of Remote Work Agreements

- An employee may request to terminate a remote work agreement by providing a written notice to their supervisor.
- Supervisors will consider the request on a case-by-case basis. For a remote worker, an approved termination request would require a return to the USCG worksite within 60-calendar days for long-distance remote work arrangements or 14-calendar days for local remote work arrangements. The employee should coordinate the details of their return to the USCG worksite with their supervisor.
- A remote work agreement will be terminated immediately upon the employee's transfer to a new position within USCG or reassignment to a similar position in a different office, division, or work group within USCG.
- A new agreement may be established with the new supervisor provided the provisions of the job announcement allow for it and the position is identified as remote work eligible.



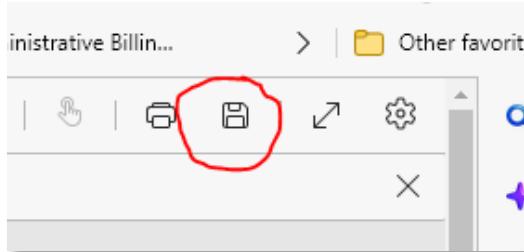
# Termination of Remote Work Agreements

- **Other reasons a remote work agreement may be terminated:**
  - Misconduct
  - Performance declines.
  - Participation adversely impacts organizational needs or mission accomplishment.
  - Failure to adhere to remote work requirements outlined in the signed agreement.
  - The need for regular and recurring in-office interaction between customer/co-workers arises.
  - Other adverse work-related reasons.

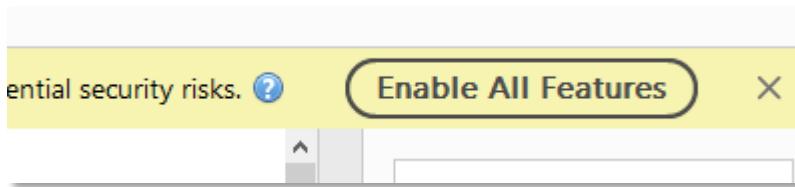


# Remote Work Forms Tips

1. If you see "Please wait..." when you try to open the form, click on the disc icon to save the form to a location of your choice. Open the form from the saved location.



2. If you still see "Please wait..." after opening the form from the saved location (in Adobe Acrobat Reader or Pro), click on the "Enable All Features" button.



3. **ALWAYS** download the form to a location of your choice, then open the form from that location.
4. Use the Microsoft Edge browser as much as possible instead of Chrome.



# Telework/Remote Work Resources

- **Public Law 11-292: Telework Enhancement Act of 2010**
- **Telework.gov**
- **OPM: 2021 Guide to Telework and Remote Work in the Federal Government**
- **DHS Directive 123-05: Telework Directive**
  - DHS Instruction 123-05-001, Telework Program
- **DHS Compensation Guidance – CG-2-2021: Remote Work**
- **COMDTINST 5330.4 (series): Coast Guard Telework Program**
- **COMDTINST 5330.11: Coast Guard Remote Work Program**
- **USCG Telework [website](#)**
- **USCG Remote Work [website](#)**
- **USCG Telework IT [website](#)**



# Telework/Remote Work Resources (continued)

- **Training resources:**
  - USCG Learning Management System ([LMS](#)):
    - Telework for Government Employees (502807)
    - Telework Fundamentals - Manager Training (502808)
  - Additional resources on LMS [Skillport](#) portal
    - Search “Telework”
- **Remote Work and Telework Point of Contact:**
  - [SMB-COMDT-USCG-RemoteWork@ucsg.mil](mailto:SMB-COMDT-USCG-RemoteWork@ucsg.mil)
  - [CGTelework@uscg.mil](mailto:CGTelework@uscg.mil)
  - [Servicing CG-123/124 HR Specialists](mailto:Servicing CG-123/124 HR Specialists) (for civilian employee questions)
  - [HQSPolicyandStandards@uscg.mil](mailto:HQSPolicyandStandards@uscg.mil) (for military personnel questions)



**This concludes our session.**

**Additional Questions may be directed to:**

**[SMB-COMDT-USCG-RemoteWork@ucsg.mil](mailto:SMB-COMDT-USCG-RemoteWork@ucsg.mil)**

