



ADS Chapter 405

Telework and Remote Work Program

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ADS 405 – Telework and Remote Work Program

405.1 OVERVIEW

Effective Date: 07/25/2023

This chapter establishes USAID's Telework and Remote Work Program, which the Agency implements, in accordance with the [Telework Enhancement Act \(the Act\)](#) and subsequent U.S. Office of Personnel Management (OPM) guidance. All USAID Operating Units (OUs) must ensure compliance with the directives and required procedures of this chapter and labor relations obligations. All USAID Overseas Missions and Offices must establish telework policies for personnel at post, adhering to the guidance of the Chief of Mission (COM).

This chapter applies to U.S. Direct Hire (USDH), Civil Service (CS), and Foreign Service (FS) employees assigned to a position in the United States. Employees assigned to an overseas post must follow the relevant post-specific telework policy.

This ADS chapter **does not** apply to Personal Services Contractors (PSCs) or Institutional Support Contractors (ISCs).

- a. Telework and Remote Work Program options for U.S.-based U.S. PSCs (USPSCs), and certain overseas USPSCs and Third Country National (TCN) PSCs (TCNPSCs) not subject to the Local Compensation Plan (LCP), are governed by [ADS 309man, Telework and Remote Work Policy for Personal Service Contracts with Individuals \(PSCs\)](#).
- b. Telework and Remote Work Program options for Cooperating Country National PSCs (CCNPSCs) and TCNPSCs subject to the LCP are governed by the applicable LCP and Mission policy, based on local labor law and other considerations.
- c. Telework and Remote Work Program options for ISCs are governed by the specific personnel policies and procedures of their employer, the institutional contractor, which is their employer.

405.2 PRIMARY RESPONSIBILITIES

Effective Date: 07/25/2023

- a. The **Office of Human Capital and Talent Management (HCTM), Chief Human Capital Officer (CHCO)**, is responsible for:
 1. Overseeing policy development of and implementing the Agency's Telework and Remote Work Program;
 2. Advising Agency leadership on the administration of the Telework and Remote Work Program;

3. Designating an employee within HCTM as the Agency's Telework Managing Officer (TMO);
4. Overseeing the collection and reporting of telework and remote work data, in response to reporting requirements from OPM and other government organizations;
5. Establishing and providing guidance on determining telework or remote work position designations;
6. Ensuring that the head of each Bureau and Independent Office (B/IO), i.e., Assistant Administrator for Bureaus and Office Director for Independent Offices, or designees, designate positions within their B/IO for telework and remote work eligibility;
7. Validating B/IO position designation submissions as telework and remote work eligible; and
8. Requiring all staff who are authorized to participate in the Telework and Remote Work Program to complete [USAID's Telework and Remote Work Program Agreement](#).

b. The Office of Human Capital and Talent Management, Telework Managing Officer (TMO), is responsible for:

1. Serving as an advisor for Agency leadership regarding the Telework and Remote Work Program;
2. Providing B/IOs, Missions, supervisors, employees, and the Telework Coordinator with technical assistance and advisory services for the Telework and Remote Work Program;
3. Serving as the Agency's primary point of contact (POC) for telework and remote work matters;
4. Developing and interpreting USAID's Telework and Remote Work Program policies and standards;
5. Developing goals and metrics to assess the Telework and Remote Work Program's progress toward objectives;
6. Providing oversight of the Telework and Remote Work Program agreement, and ensuring that the agreement collects the required data and that the approval process meets USAID's policies and standards;
7. Reviewing remote work request for outside the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality pay area and Domestic Employee Teleworking Overseas (DETO) have the required documentation;

8. Coordinating the collection and reporting of Telework and Remote Work Program data to OPM and other agencies, as needed;
9. Ensuring all employees who are authorized to participate in the Telework and Remote Work Program and their supervisors have access to and complete the required training;
10. Providing Telework and Remote Work Program data to the Office of Civil Rights (OCR), as requested, for purposes of mandatory federal reporting and the proactive prevention of discrimination and harassment; and
11. Providing coordination on Telework and Remote Work Program issues, in response to Agency and national emergencies.

c. The Office of Human Capital and Talent Management, Center for Performance Excellence, Management, (HCTM/CPE) is responsible for:

1. Ensuring Senior Executive Service (SES), Senior Level (SL), and Scientific and Professional (ST) vacancy announcements contain accurate information, regarding eligibility of positions for the Telework and Remote Work Program; and
2. Ensuring new and existing SES, SL, ST, and Administratively Determined (AD) political appointee position descriptions (PDs) are annotated with the appropriate Telework and Remote Work Program designation.

d. The Office of Human Capital and Talent Management, Human Capital Services Center, (HCTM/HCSC) is responsible for:

1. Ensuring General Schedule (GS) vacancy announcements contain accurate information, regarding the position's designation as Telework and Remote Work Program eligible;
2. Ensuring new and existing position descriptions are annotated with the appropriate Telework and Remote Work Program position designation;
3. Ensuring requests for change of duty stations personnel actions (SF 52/50) are timely processed for approved remote work arrangements and DETO requests; and
4. Supporting OCR's Reasonable Accommodation Program and facilitating accommodations that are approved for telework or remote work.

e. The Director, Office of Human Capital and Talent Management, Foreign Service Center (HCTM/FSC) is responsible for:

1. Ensuring narratives for FS and Senior Foreign Service (SFS) positions on bid lists indicate the eligibility for or designation of the Telework and Remote Work Program;
2. Ensuring Foreign Service Limited (FSL) vacancy announcements contain accurate information regarding Telework and Remote Work Program eligibility;
3. Reviewing and approving remote work requests (outside the Washington-Baltimore- Arlington, DC-MD-VA-WV-PA locality pay area), and DETO request packages for domestic FS, SFS, and FSL employees;
4. Reviewing and approving special consideration requests for teleworking away from post for more than 90 consecutive calendar days for FS, FSL, and SFS employees;
5. Facilitating the accurate processing of FS remote work and DETO approvals;
6. Supporting OCR's Reasonable Accommodation Program and serving as the decision maker for accommodation requests for FS employees who are seeking telework in the United States for more than 90 consecutive calendar days or remote work, via the Exceptions Committee; and
7. Serving as the Deciding Official for the Foreign Service Exceptions Committee for temporary telework requests for more than 90 consecutive calendar days in the United States for FS and SFS overseas-based employees and for remote work arrangements for FS employees on the Complement.

f. The Office of Human Capital and Talent Management, Foreign Service Center's Exceptions Committee is responsible for:

1. Reviewing and making recommendations to the FSC Director, regarding FS and SFS overseas-based staff's temporary telework requests for more than 90 consecutive calendar days in the United States; and
2. Reviewing and making recommendations to the FSC Director, regarding FS and SFS officers on complement assignments remote work eligibility.

g. The Office of the General Counsel, Ethics and Administration Division (GC/EA) is responsible for:

1. Providing legal advice on all aspects of this ADS chapter;
2. Conducting anti-nepotism reviews of Telework and Remote Work Program requests when Agency employees request to work in the same overseas location as their family member who is also a federal employee; and

3. Coordinating with the Department of State (State), Bureau of Global Talent Management (GTM), on DETO arrangements involving a relative employed by the Department.

h. The **Office of Security (SEC)** is responsible for:

1. Reviewing DETO and overseas telework requests;
2. Briefing employees on abiding by requisite policies and regulations to safeguard national security information, which includes a prohibition from handling classified information outside of designated government restricted areas; and
3. Conducting applicable investigations, such as security clearance and facility access (HSPD-12) investigations, which are required in order to gain access to the USAID network and/or information systems.

i. The **Office of Civil Rights (OCR)** is responsible for:

1. Administering the Reasonable Accommodation program, including requests from staff for the Telework and Remote Work Program, as a reasonable accommodation, pursuant to [ADS 111, Procedures for Providing Reasonable Accommodation](#), and all applicable federal laws, regulations, and guidelines;
2. Providing conflict resolution, advice, and guidance to management and the workforce to ensure equal opportunity in the Telework and Remote Work Program request process;
3. Annually reviewing Telework and Remote Work workforce demographic data, as part of the Management Directive 715 reporting process to the Equal Employment Opportunity (EEO) Commission; and
4. Establishing and implementing action plans, when needed, to eliminate identified barriers to equal enjoyment of Telework and Remote Work Program benefits and to remedy any discrimination on the basis of an EEO protected class in the application of the Telework and Remote Work Program's policies and procedures.

j. **Bureau Assistant Administrators and Independent Office Directors** (or designees) in USAID/Washington (USAID/W) are responsible for:

1. Ensuring the evaluation and/or re-evaluation of position designations, based on changing business requirements and needs;
2. Promoting and ensuring equity in the application of telework and remote work position designations;

3. Ensuring their B/IO supervisors and managers are held accountable for implementing the Telework and Remote Work Program, in accordance with this policy and applicable B/IO implementing procedures;
4. Ensuring all B/IO staff have an approved and current Telework and Remote Work Program agreement in the [USAID automated system](#), prior to starting to work at the alternative work location;
5. Ensuring consistency in the application of Telework and Remote program laws and policies, and implementation and use of the Telework and Remote Work Program;
6. Reviewing and determining approval of Telework and Remote Work Program requests for staff reporting directly to them;
7. Approving remote work requests outside the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality pay area, DETO requests, or special consideration telework arrangements of more than 90 consecutive calendar days, per 12-month period;
8. Reviewing and approving all legally required work-related costs associated with remote work and DETO arrangements (e.g., temporary duty travel (TDY), International Cooperative Administrative Support Services (ICASS), etc.);
9. Completing all required Telework and Remote Work Program training; and
10. Ensuring the maintenance of B/IOs' operational readiness to oversee onsite health, safety, emergency management, and continuity of operations for all personnel using the Telework and Remote Work Program for distributive operations and establishing responsive accountability protocols, based on telework and remote work designations.

k. Bureau and Independent Office (B/IO) Administrative Management Services (AMS) Staff are responsible for:

1. Serving as Telework Coordinators for respective B/IOs and points of initial contact for Telework and Remote Work Program inquiries;
2. Appointing alternate/back-up Telework Coordinators, if needed;
3. Coordinating and tracking all Telework and Remote Work Program agreements within their respective B/IOs;
4. Supporting OCR's Reasonable Accommodation Program and facilitating necessary procurements/accommodations that are approved for telework or remote work;
5. Designating and maintaining temporary "hoteling" workspace for Telework and Remote Work Program participants who do not have a permanent workspace;

6. Reviewing an employee's request for remote work outside the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality pay area, which includes domestic and DETO requests;
7. Supporting OCR's Reasonable Accommodation Program and facilitating necessary procurements/accommodations that are approved for telework; and
8. Performing logistics, space and administrative management services that are related to Telework and Remote Work Program and DETOs; including identifying and documenting ICASS costs for DETO arrangements, and requesting and ensuring COM approval is received on DETO requests, via the electronic country clearance (eCC) or the [National Security Decision Directive 38 \(NSDD-38\) system](#), prior to employees teleworking overseas.

I. Supervisors are responsible for:

1. Completing the mandatory Telework and Remote Work Program training for supervisors and ensuring employees complete their mandatory Telework and Remote Work Program training prior to approving requests and entering into a Telework and Remote Work Program arrangement (see section **405.3.5**);
2. Adhering to the Agency's Diversity, Equity, Inclusion, and Accessibility (DEIA) principles when reviewing telework/remote work requests;
3. Reviewing and approving employee Telework and Remote Work Program agreements in the [USAID automated system](#);
4. Ensuring the benefits and costs to USAID are assessed when reviewing and approving remote work and DETO requests;
5. Ensuring the consistent application and implementation of the Telework and Remote Work Program policies and procedures;
6. Setting and communicating Telework and Remote Work Program expectations to employees (e.g., participation in meetings, work to be performed and delivered, deadlines, signing in and out; work schedules, leave, etc.);
7. Evaluating the impact the Telework and Remote Work Program arrangements have on the work unit's performance and functionality;
8. Monitoring the Telework and Remote Work Program arrangement's impact on employee performance and mission requirements of the B/IO, overseas Mission, or Agency;

9. Disapproving or terminating Telework and Remote Work Program arrangements, if employee performance is not meeting performance objectives;
10. Providing employees with appropriate notice before terminating or modifying a Telework and Remote Work Program Agreement (see section **405.3.7.1**);
11. Ensuring employees accurately record time spent in a Telework and Remote Work Program status in the time and attendance system;
12. Serving as a Deciding Official on disability accommodation requests related to telework and remote work, in consultation with OCR and after engaging in the interactive process (see [ADS 111.3.1.3](#)); and
13. Adjudicating temporary full-time telework arrangements that are 90 consecutive calendar days or less, per 12-month period.

m. Mission Directors or Principal Officers in USAID Overseas Missions and Offices (or designees) are responsible for:

1. Ensuring that a Mission Order on Telework is developed, implemented, and contains required policies and procedures, to include delays while on travel, for all Mission staff;
2. Developing and implementing telework and DETO arrangements, in close consultation with the COM, the USAID Assistant Administrator (or designee) for the regional Bureau, Regional Security Officer (RSO), Bureau for Management's Office of the Chief Information Officer (M/CIO), the AMS, and HCTM;
3. Reviewing and approving telework requests for in-country telework or for temporary full-time telework in the United States of 90 consecutive calendar days or less to accommodate medical evacuations (MEDEVACs) or other emergency situations; and
4. Ensuring employees complete all required telework training prior to approving or entering into a telework or remote work agreement.

n. The Bureau for Management, Office of the Chief Information Officer (M/CIO) is responsible for:

1. Developing strategies and providing guidance for enterprise information technology capabilities and data security required to support Telework and Remote Work Programs;
2. Overseeing the evaluation of new and emerging technologies that facilitate Telework and Remote Work Programs and approving them for Agency-wide use, as appropriate;

3. Coordinating with relevant offices on inventories of available government furnished equipment (GFE) and other necessary equipment for staff use in the Telework and Remote Work Program;
4. Establishing criteria and guidelines for using and protecting GFE when accessing USAID's information systems and networks to perform work under the Telework and Remote Work Programs; and
5. Approving overseas telework GFE requests.

o. The **Bureau for Management, Office of Management Services (M/MS)** is responsible for:

1. Issuing Agency Notices on USAID's operating status in each instance of an early departure, emergency closure, delayed arrival, or the option for unscheduled leave or unscheduled telework when such status change is based on a continuity of operations, emergency, or safety incident in domestic facilities;
2. Developing policy and guidance for the designation of workspace within domestic facilities; and
3. Developing policy and guidance for the commuter benefits programs ([ADS 515, Transit Benefits \(SmartBenefits®\) Program](#)).

p. The **Bureau for Management, Office of Management Services (M/MS) Continuity of Operations (COOP) Coordinator** is responsible for ensuring telework and remote work are incorporated into COOP plans, policy, and procedures to ensure USAID's essential functions during any type of threat or disruption from an approved worksite continues (see [ADS 531, Continuity of Operations \(COOP\) Program](#)).

q. The **Bureau for Management, Office of Management Services Occupant Emergency Coordinator (OEC)** is responsible for ensuring a process for evacuation and accountability is in place for all occupants, including telework and remote workers, and ensuring managers, supervisors, and others, as appropriate, understand their responsibilities for the safety of any visitors in the work area if the Occupant Emergency Plan (OEP) is activated (see [ADS 524, Emergency Management](#)).

r. The **Bureau for Management, Office of Management Policy, Budget, and Performance, Budget Division (M/MPBP/BUD)** is responsible for:

1. Reviewing resource implications associated with the Telework and Remote Work Program (Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality pay area) or DETO requests;

2. Ensuring salary and benefits (S&B), Operating Expense (OE), and Operating Year Budget (OYB) will fund the resource implications of remote work (i.e., outside the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality pay area); and
3. Reviewing remote work (outside the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality pay area) and DETO requests for budget concerns.

s. Mission Executive Officers (EXO) are responsible for:

1. Serving as the Mission Telework Coordinator and point of initial contact for telework and remote work inquiries;
2. Appointing an alternate/back-up Telework Coordinator, if needed;
3. Coordinating and tracking all telework and remote work agreements within their respective Mission;
4. Ensuring supervisors are aware of the telework and remote work requirements;
5. Coordinating with relevant offices and maintaining inventories of available GFE and other necessary equipment for staff use in the Telework and Remote Work Program;
6. Reporting Telework and Remote Work Program data and information to the TMO and CHCO, as needed;
7. Serving as the Mission liaison with the U.S. Embassy on the development and implementation of post-specific telework policies;
8. Leading the development, implementation, and distribution of a Mission Order on Telework, based on Agency and post-specific policy and guidance;
9. Coordinating with AMS to ensure COM approval is received on DETO requests via either the eCC or [NSDD-38 system](#), prior to employees beginning DETOs at their posts;
10. Providing support, as needed, to facilitate approved DETO arrangements;
11. Adhering to established Telework and Remote Work Program policy and required procedures;
12. Reviewing and clearing on an employee's telework request that is recommended by employee supervisors, whether for in-country telework or for temporary telework of 90 consecutive calendar days or less; and

13. Supporting OCR's Reasonable Accommodation Program and facilitating necessary procurements/accommodations that are approved for telework or remote work.

t. **Telework and Remote Work participants** are responsible for:

1. Completing all required training, prior to entering into a Telework and Remote Work Program arrangement;
2. Ensuring a Telework or Remote Work Agreement is approved by all required approvers, prior to beginning the telework or remote work arrangement;
3. Adhering to established Telework and Remote Work Program policy and required procedures;
4. Complying with office procedures and protocols, including:
 - Complying with supervisory expectations regarding Telework and Remote Work Program expectations, i.e., availability and accessibility to customers, coworkers, and supervisors; and
 - Adhering to office specific telework and remote work standard operating procedure requirements, as established (e.g., customer service, timeframe for returning calls, messages, and email communication, staff meeting attendance and work schedule).
5. Accurately coding time worked in a Telework and Remote Work Program status in the time and attendance system;
6. Reporting to the official USAID worksite, when requested by the supervisor or B/IO leadership;
7. Ensuring the Telework and Remote Work Program arrangement does not negatively impact their work or the work of other team members;
8. Ensuring the duty station is correctly annotated on the Notification of Personnel Action;
9. Ensuring their alternative worksite has the appropriate resources available to support a Telework and Remote Work Program and meets established safety and data security criteria, as outlined in the Telework and Remote Work Program agreement;
10. Adhering to USAID's rules and regulations (e.g., Agency Rules of Behavior for Users and Acceptable Use Policy for IT Resources) regarding the use of GFE and records management; and

11. Reviewing/updating their Telework and Remote Work Program agreement annually, or as necessary.

405.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 07/25/2023

This section establishes the policy and procedures for USAID's Telework and Remote Work Program. These procedures are applicable to Telework and Remote Work Program arrangements for USDH employees.

In implementing a Telework and Remote Work Program, in compliance with the [Act](#) and OPM guidelines, USAID:

- a. Establishes policy under which eligible employees are authorized to telework and remote work;
- b. Supports a flexible and agile workforce that is better able to respond to local and national emergencies and events;
- c. Highlights its core values and principles of EEO and DEIA; and
- d. Promotes greater use of the Telework and Remote Work Program during emergency situations, including national emergencies, severe weather conditions, climate change-related emergencies, or other circumstances that disrupt or prevent employees from commuting or reporting to work.

405.3.1 General Provisions

Effective Date: 07/25/2023

Participation in the USAID Telework and Remote Work Program is voluntary and approved on a case-by-case basis by the employee's supervisor. Employees electing not to participate in the USAID Telework and Remote Work Program are required to submit a telework agreement that indicates their election to "opt-out" of the program.

Management may modify or terminate a Telework and Remote Work Agreement for business needs, performance, or an employee's failure to comply with policy directives and required procedures and protocols. The following standard provisions apply to USAID's Telework and Remote Work Program:

- a. Supervisors implement a Telework and Remote Work Program while taking into account the needs and work of the organization to maximize productivity and performance;
- b. B/IO leadership may use telework and remote work as a recruitment and retention tool and are required to identify a position's Telework and Remote Work Program eligibility in vacancy announcements;

- c. All employees are encouraged to have, at a minimum, a situational telework agreement in place. This allows employees to have the flexibility to telework when there are emergencies, such as a national emergency, inclement weather, climate change-related emergencies, or other unforeseen contingencies that prevent the employee from commuting to the official USAID worksite;
- d. USAID uses the [USAID automated system](#) to record and track all Telework and Remote Work Program arrangements. Telework and Remote Work Agreements remain in effect, up to one year from the date indicated on the approved agreement, although lesser periods may be approved. A revised/new Telework and Remote Work Agreement may be required when there is a change in work requirements, supervisor (on more than a temporary basis), or transfer/reassignment to a new position, B/IO, or overseas Mission;
- e. All employees are required to complete the mandatory online [OPM web-based telework training](#) for employees and managers, as applicable;
- f. Employees may be ordered to telework or remote work if the employee is a member of the B/IO's COOP, a pandemic has been declared, or other national and/or local emergency situation occurs. Those employees with assigned duties under the Agency COOP Program must be prepared to work at an alternative worksite, at any time, during an emergency event or a situation that results in a disruption to normal office operations, to ensure the continuation of Agency essential business operations;
- g. Employees in telework-eligible or remote work-eligible positions, who wish to opt-out of the Telework and Remote Work Program, must indicate this on a Telework and Remote Work Agreement. Note: Employees who opt-out of all telework will not have the option to telework in the event of an emergency or in the event of an OPM operating status notification of "unscheduled telework" or "unscheduled leave." The employee will be required to report to the office or submit a Leave Request for the day (see [ADS 480, Leave](#)). When an employee notifies the supervisor that they do not want to participate in the Telework and Remote Work Program, regardless of the position designation, the supervisor and the employee should contact the AMS to identify an onsite workspace and perform any logistics coordination requirements.
- h. An employee's participation in the Telework and Remote Work Program may be limited based on the duties encompassed by the position or other aspects of the work environment specific to the position duties. Although many types of positions have work requirements that can be accomplished at an alternative worksite, not all positions are conducive to telework and remote work. The position duties are a primary factor in determining if a position is suitable for telework and remote work;
- i. All employees, regardless of telework and remote work status and alternative worksite, may be called into the official USAID worksite, if their presence is required. Normally, an employee is notified of such a change in advance, but sometimes

advance notice is not possible in certain unforeseen circumstances or emergencies. The expectation is that the employee is required to report to the onsite official USAID worksite, when requested, even if that day is a scheduled telework or remote work day;

- j. A Telework and Remote Work Program is not a substitute for dependent care. Employees are not authorized to telework or remote work with the intent of or for the sole purpose of meeting their dependent care or personal responsibilities while performing official duties;
- k. Employee participation in the Telework and Remote Work Program is subject to all workplace requirements, such as time and attendance, performance and conduct, random drug testing, etc.;
- l. Employees seeking to telework or remote work, due to a disability or medical condition, should contact the Office of Civil Rights, Disability Employment Division, Reasonable Accommodation (OCR/DE/RA) at **reasonableaccommodations@usaid.gov** for guidance; and
- m. Participants in regular/recurring telework and remote work should follow the policy and procedures outlined in [ADS 515, Transit Benefits \(SmartBenefits®\) Program](#) regarding public transit benefits.

405.3.2 Types of Telework

Effective Date: 07/25/2023

Telework is a work flexibility arrangement in which an employee performs the duties of their position from an approved alternative worksite (e.g., home or other location) other than the official USAID worksite. The three types of telework arrangements are:

- 1. Regular/Recurring:** An alternative work arrangement in which telework occurs from an approved alternative worksite, as part of a pre-approved ongoing, regular/recurring basis, for an approved number of days during each pay period.
- 2. Situational/Unscheduled:** An alternative work arrangement in which telework occurs from an approved alternative worksite (e.g. home or other location) on an irregular, unscheduled, or case-by-case basis; and the hours worked are not part of a previously approved, ongoing, and regular telework schedule.
- 3. Temporary Full-Time Situational Telework:** When an employee may be temporarily unable to report to the official USAID worksite as scheduled, the supervisor may approve a temporary telework arrangement that allows the employee to telework full-time from the alternative work location. The temporary arrangement should be used only in cases where the employee is expected to return to a regular telework schedule and report to the official USAID worksite in the near future. Supervisors should consult with HCTM for further guidance.

Temporary full-time situational telework requests for employees may be considered on a case-by-case basis. There are two types of temporary full-time telework requests:

- a. Requests for up to 90 consecutive calendar days; and
- b. Requests for more than 90 consecutive calendar days and up to one year.

Temporary telework arrangements for up to 90 consecutive calendar days do not require a change in duty station. However, the employee is required to record all telework days in addition to their scheduled telework days as “situational” telework when reporting their time and attendance for the pay period.

Temporary telework arrangements for more than 90 consecutive calendar days require a change in duty station for the period of approved temporary telework. The employee is required to submit a “Remote Work ” agreement in the [USAID automated system](#) to cover the period of time the employee is teleworking full time.

405.3.3 Remote Work

Effective Date: 07/25/2023

Remote work is an arrangement in which an employee, under a written remote work agreement, is scheduled to perform their work at an alternative worksite and is not expected to perform work at an Agency worksite on a regular and recurring basis.

405.3.3.1 Domestic Remote Work

Effective Date: 07/25/2023

Domestic remote work is remote work that occurs at an approved location within the United States or its territories. Remote work arrangements are for domestically assigned USDH employees that occupy positions designated as remote work-eligible. A remote work arrangement is one in which:

- a. The employee is performing assigned official duties and other authorized activities at an approved alternative worksite, typically the employee’s residence, within or outside of the local commuting area of the official USAID worksite;
- b. The position’s duties do not require the employee to physically report to the USAID worksite on a regular or recurring basis;
- c. The arrangement is subject to budget, business, and operational needs of the B/IO and USAID;
- d. The arrangement is subject to a cost-benefit analysis, whereby the benefits and costs to the Agency are considered when determining approval; and

- e. The employee is eligible for appropriate travel reimbursement for days they travel to the official USAID worksite (see section **405.3.19**).

405.3.3.2 Overseas Remote Work

Effective Date: 07/25/2023

A B/IO head or Mission Director may approve a remote work arrangement for a USDH employee's alternative worksite to be located overseas, in accordance with USAID, State, and COM policy and guidance. In certain circumstances, if the employee is sponsored by a Department of Defense (DOD) member, DOD policy applies. Such requests are reviewed on a case-by-case basis, given the unique and varied local conditions that exist from post to post. The following factors, among others, may affect the acceptability of certain telework arrangements abroad: security concerns, the inviolability, or lack thereof, of the remote worker's personal residence, possessions, cost, passport/visa type, and the location and proximity of the alternative worksite to the USAID or U.S. embassy facility in the assigned post.

405.3.3.3 Domestic Employee Teleworking Overseas (DETO)

Effective Date: 07/25/2023

A DETO is an alternative work arrangement in which an USDH, assigned to a domestic position, works remotely from an overseas location for a limited period of time. There are two different types of DETO work arrangements:

- 1. Sponsored:** A USAID USDH employee who is on the government issued permanent change of station (PCS) orders of their sponsoring spouse or domestic partner assigned overseas.
- 2. Independent:** A USAID USDH employee assigned to a domestic position and not on government issued PCS orders, who is teleworking from an overseas location for a limited period of time.

Domestic employees are prohibited from working from an alternative worksite (location) outside of the United States (even on a temporary basis) without official approval from USAID and the State COM of the country in which the employee wishes to telework from. COM approval must be documented via ECC (less than one year) or approved NSDD38 (more than one year). Positions with duties or responsibilities that report on or play any role in matters pertaining to the country or Mission in which the DETO duty station is located are not eligible for DETO arrangements.

Employees with approved DETO arrangements are not part of a U.S. embassy's staffing pattern, detailed to the overseas location, or considered part of the post's regular staffing complement. The employee remains on the B/IO staffing pattern, even though the duty station will be changed to reflect the overseas alternative worksite for the duration of the DETO arrangement.

For FS employees, the time spent teleworking overseas on a DETO is not creditable toward meeting the number of years of overseas assignment service required for promotion or tenure in the FS. DETO time is creditable toward the total service time required for tenure and promotion. Time spent on the DETO is considered overseas service in regards to the limitations on continuous overseas and domestic service as prescribed in the Act (see [ADS 463, Foreign Service and Senior Foreign Service Promotion Eligibility Requirements and Procedures](#), and [ADS 414mad, The Tenure Policy and Process for Foreign Service Career Candidates](#)).

405.3.3.4 Telework Away From Post

Effective Date: 07/25/2023

There are situations that may call for domestic situational telework while away from post for USDH employees, such as MEDEVACs, Emergency Visitation Travel, being delayed while on travel (e.g., when a travel delay prevents immediate return from the United States at the conclusion of rest and recuperation [R&R] trip). Mission Directors have discretion on whether to allow domestic situational telework up to 90 consecutive calendar days in these and similar circumstances and are encouraged to consider these scenarios in their Post specific policies. The HCTM/FSC Director must approve domestic situational telework beyond 90 consecutive calendar days.

The Director, HCTM/FSC will review requests to telework from a country other than the United States on a case-by-case basis and will rarely be approved. Employees seeking telework from a country other than the United States due to personal medical reasons, including pregnancy, should first contact OCR Reasonable Accommodations (reasonableaccommodations@usaid.gov).

405.3.4 Telework and Remote Work Program Eligibility Requirements

Effective Date: 07/25/2023

Participation in the Telework and Remote Work Program is optional and is open to all eligible FS and CS employees, regardless of race, color, religion, sex, including pregnancy, gender identity, sexual orientation, or transgender status, national origin, age, physical or mental disability, genetic information, political affiliation, parental status, marital status, and veteran status, and without regard to prior participation in protected activity.

405.3.4.1 Employee Eligibility

Effective Date: 07/25/2023

In order for an employee to be eligible to enter into a Telework or Remote Work Agreement, the employee must:

- a. Occupy a position designated as telework or remote work eligible;
- b. Have not been officially disciplined for being absent without permission for more than five days in any calendar year;

- c. Have not been officially disciplined for violations of [5 CFR Part 2635](#), for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties; or
- d. For Foreign Service Officers (FSOs), have attained tenure.

405.3.4.2 Position Eligibility

Effective Date: 07/25/2023

HCTM/HCSC/C (Classification Division) and HCTM/FSS (Foreign Service Staffing) must coordinate with supervisors to determine telework/remote eligibility, based on the duties and responsibilities of the position. Positions may be ineligible for telework or remote work if the official duties of the position require in-person/onsite presence at the USAID worksite on a regular/recurring basis, to include, but not limited to the following reasons:

- a. Direct handling of secure or sensitive information, including Personally Identifiable Information (PII) or classified national security information, that is not authorized for transmission, discussion, or storing at an alternative worksite;
- b. Tasks that require use of specialized equipment;
- c. Frequent face-to-face contact with other internal and/or external customers, supervisors, or trainers; and
- d. Activities that cannot be handled at an alternative worksite.

HCTM has designated all positions occupied by officers assigned to an FS complement as telework eligible. No positions are designated as eligible for remote work due to the requirement for frequent in-person contact with supervisors, instructors, coaches, and others for those on the various complements. FSOs who wish to be considered for remote telework may submit a request with justification to the FS Exceptions Committee. Untenured FSOs are not permitted to remote work while on the complement.

405.3.5 Training

Effective Date: 07/25/2023

The Telework Enhancement [Act](#) requires USAID to provide and require completion of interactive telework training for eligible employees, prior to entering into a Telework and Remote Work Program agreement. All employees are required to receive and complete OPM's [Telework Fundamentals - Employee Training](#) annually. All managers are required to complete OPM's [Telework Fundamentals - Manager Training](#) annually. Management may provide and require additional and subsequent training to support employees entering Telework and Remote Work Agreements.

405.3.6 Agreements

Effective Date: 07/25/2023

Employees must have an approved Telework or Remote Work Agreement in the USAID [automated system](#), prior to participation in the Telework and Remote Work Program. Agreements are approved for up to one year.

405.3.6.1 Telework Agreements

Effective Date: 07/25/2023

Employees, who occupy telework-eligible positions and wish to telework, must have an approved Telework Agreement in the USAID [automated system](#) prior to participation in the Telework and Remote Work Program. Agreements are approved for up to one year.

405.3.6.2 Remote Work Agreements

Effective Date: 07/25/2023

Employees, who occupy domestic remote-eligible positions and wish to work remotely, are required to seek Bureau Assistant Administrator or Independent Office Director (or designee) approval for a remote work arrangement. In most cases, the remote work duty location will be the employee's home residence. If an employee wishes to change the alternative worksite, (i.e., they are planning to move to a new location) they must submit a new request.

Once the Bureau Assistant Administrator or Independent Office Director (or designee) has approved the request, the employee is required to submit the remote work agreement in the USAID [automated system](#). USAID employees are strictly prohibited from beginning any remote work arrangement before the Remote Work Agreement is approved in the USAID [automated system](#). Employees are required to renew their Remote Work Agreements annually.

405.3.6.3 Situational Telework Agreements

Effective Date: 07/25/2023

Employees who telework irregularly or on a case-by-case basis are required to have a Situational Telework Agreement approved in the USAID [automated system](#). A temporary telework arrangement that is expected to last more than 90 consecutive calendar days requires a change in duty location. Therefore, the employee is required to submit a Remote Work Agreement in the USAID [automated system](#). Once the employee has returned to their originally approved work arrangement, the employee should update their telework agreement in the USAID [automated system](#).

405.3.7 Renewals

Effective Date: 07/25/2023

Employees must submit requests to renew their Telework or Remote Work Agreements annually or upon supervisor's request. Upon receipt of the employee's request, the supervisor must review the request.

405.3.8 Denials, Terminations, and Appeals

Effective Date: 07/25/2023

The supervisor determines whether to deny or terminate the telework or remote work requests. Under certain circumstances, an employee may appeal a denial or termination decision.

405.3.8.1 Denials, Modifications, and Terminations

Effective Date: 07/25/2023

Supervisors should base the decision to deny, modify, or terminate an employee's telework and remote work arrangement on business needs, in accordance with the requirements of the Act and this policy. Supervisors must provide the decision to deny, modify, or terminate an employee's telework or remote work arrangement in writing. When terminating or modifying a telework agreement, a supervisor must provide the employee with written notice of their decision at least 14 calendar days in advance of its implementation, barring operational need. When terminating a Remote Work Agreement, supervisors must provide the employee with written notice of their decision at least 30 calendar days in advance of its implementation, barring operational need.

Employees may request to terminate or modify their telework and remote work arrangements at any time by providing their supervisor with written notice of their decision at least 14 calendar days in advance of the change. Employees should copy their AMS on any written notification to the supervisor to facilitate workspace planning and other logistical issues that arise. If office space is unavailable, termination or modification of the telework agreement may be delayed until the appropriate physical work arrangements are made available. The employee is required to submit a new Agreement in the USAID [automated system](#).

405.3.8.2 Appeals

Effective Date: 07/25/2023

Employees may appeal Agency decisions to deny, terminate, or modify their telework agreements through the Agency's grievance or complaints processes. For additional information related to grievances and complaints, please refer to [ADS 486, Grievances - Foreign Service](#), [ADS 490, Agency Administrative Grievance Procedure](#), the [USAID-AFGE Collective Bargaining Agreement](#), [ADS 110, Equal Employment Opportunity Program](#), and [ADS 114, Anti-Harassment Program](#), as appropriate.

405.3.9 Hours of Duty

Effective Date: 07/25/2023

Employees participating in the Telework and Remote Work Program must maintain hours of duty that are consistent with the Agency's policy on work schedules and hours of duty in USAID/W and in USAID Missions. The administrative work week for USAID Missions varies, according to local customs. Management determines the employee's work schedule, consistent with the work requirements and operational office needs (see [ADS](#)

[479, Hours of Duty](#)). Mission staff must follow the normal business hours at post, unless other hours have been agreed to by the employee, supervisor, and Mission Director.

405.3.10 Pay, Compensation, and Allowances

Effective Date: 07/25/2023

Domestic Assignment Salary: All USDH employees' salaries are based on the duty location annotated on their SF 50, Block 39. Employees on approved Remote Work Agreements, or temporary telework arrangements in excess of 90 consecutive calendar days, outside the Washington- Baltimore-Arlington, DC-MD-VA- WV-PA locality pay area, must ensure their duty location is accurate upon beginning to work at the remote worksite. Employees with a duty location that has a lower locality pay than the Washington- Baltimore-Arlington area, must be indebted to the Federal Government for overpayment of locality pay if the duty location is not changed in a timely manner.

Overseas (DETO) Salary: An employee on a DETO agreement must be paid locality pay in an amount that is equal to the lesser of:

- a. The amount of a locality-based comparability payment that the employee would have been, had the official duty station of the employee not been changed to reflect an overseas location under the DETO agreement; or
- b. The amount of a locality-based comparability payment that the employee would be paid if the employee were an eligible member of the FS.

Premium Pay: All USDH employees, regardless of telework or remote work status, are not authorized to work overtime or to receive premium pay without supervisor's prior approval in the time and attendance system (see [ADS 472, Premium Compensation](#)).

Allowances: The Department of State Standardized Regulations (DSSR) govern allowances and benefits available to U.S. Government civilians in foreign areas. Under [DSSR 031.8](#), DETOs are not eligible for any allowance benefits or payments in their own right. Any eligibility for allowance benefits or payments is only derived from the sponsoring employee, without exception.

405.3.11 Worker's Compensation

Effective Date: 07/25/2023

Employees working in a telework or remote work status are covered by the [Federal Employees Compensation Act](#) when injured or suffering from work-related illnesses while conducting official government business at the official or alternative worksite. The Agency's potential exposure to liability is restricted to the designated alternative worksite. Employees may qualify for payment for continuation of pay or worker's compensation for an on-the-job injury or occupational illness that occurs at the agreed upon official or alternative worksite and during designated work hours (see [ADS 442, The Workers' Compensation Program](#)).

When injured while working at an alternative worksite, employees must follow the same procedures used at the official worksite. The injured employee must notify their supervisor immediately and submit a ticket to the USAID [automated system](#), requesting HCTM/HCSC's Employee Services and Benefits (ESB) Division's assistance with opening a Worker's Compensation Claim.

405.3.12 Leave

Effective Date: 07/25/2023

Employees are required to follow the policy and procedures outlined in [ADS 480, Leave Program](#).

405.3.13 Time and Attendance

Effective Date: 07/25/2023

Employees and supervisors are responsible for accurate time and attendance reporting, as described in [ADS 626, Payroll and Time and Attendance Transactions](#). Employees in a telework or remote work status must record their work hours in the automated time and attendance system, as follows:

- a. 01-Regular Duty (*time at the USAID official worksite*)
- b. 01-Telework-Situational/Unscheduled
- c. 01-Telework-Regular/Recurring
- d. 01-Remote Work
- e. 01-DETO

When an employee is authorized to do temporary telework in addition to their approved telework agreement, the time for those days should be recorded as 01-Telework-Situational/Unscheduled. Employees and their supervisors agree to the work schedule for recurring telework days, which may be a routine schedule or vary, based on the duties and responsibilities.

405.3.14 Government Furnished Equipment (GFE)

Effective Date: 07/25/2023

M/CIO, on behalf of USAID, is responsible for providing a government-furnished laptop computer and, when requested, mobile devices to employees with telework and remote work arrangements (see [ADS 549, Telecommunications Management](#) for information on mobile devices). Employees who are issued government-furnished laptops that work in **unrestricted space** may take their laptops to approved alternative worksites, upon their B/IO approval. Government-furnished network enterprise laptops (GF-NEL) issued in restricted space must always be connected to an Agency network and secured to a desk. These devices must not be removed from the designated restricted space. OUs may

request approval to purchase a second device for use by a designated user for use in their alternative worksite (see [ADS 547, Property Management of Information Technology \(IT\)](#), [ADS 552, Cyber Security for National Security Information \(NSI\) Systems](#), and [ADS 568, National Security Information Program](#)).

Under specific circumstances, the Agency is obligated to provide some assistive technology and devices for an employee's use while in a telework and remote work status as a reasonable accommodation. These determinations are made on a case-by-case basis, as part of the reasonable accommodation approval process (see [ADS 111, Procedures for Providing Reasonable Accommodation](#)).

405.3.15 Alternative Worksite Workspace

Effective Date: 07/25/2023

Telework and Remote Work Program employees should designate a specific workspace at their alternative worksite for use in performance of their duties. Telework or remote work participants are required to self-certify that their alternative worksite meets the required safety requirements, as part of the [Telework/Remote Work Agreement](#).

The Agency is not responsible for any other incidental costs (e.g., residential utilities, internet fees, insurance, home maintenance, or furniture) associated with the use of the employee's residence, unless otherwise approved, as part of a reasonable accommodation. Employees who participate in the Telework and Remote Work Program may be asked to engage in "hoteling" or sharing office space when they are present at the official worksite.

405.3.16 Security and Safeguarding of Government Information

Effective Date: 07/25/2023

Employees are prohibited, under any circumstances, from taking any classified information from the USAID worksite to an alternative worksite. In addition, electronic data files with Sensitive but Unclassified (SBU) information that contain PII must not be transferred outside the Agency's network. Similarly, SBU data must not be transferred outside of .gov or .mil networks.

At USAID, security policies are enforced at the same rigorous level when employees telework or remote work, as when they are at the Agency worksite. Employees must comply with current standards for remote operations while performing their official duties from their alternative worksites. All employees are required to keep USG property and information safe, secure, and separated from their personal property and information (see [ADS 545](#), [ADS 545mbd, Rules of Behavior for Users](#), and [ADS 568, National Security Information Program](#)).

Unless circumstances prohibit it, Virtual Private Networks (VPNs) should be used when conducting official government business.

Refer to [ADS 502, USAID Records Management Program](#) for more information.

405.3.17 Agency Continuity of Operations (COOP) Plan

Effective Date: 07/25/2023

The Telework and Remote Work Program is an integral part of the Agency's emergency planning. During any period of time when USAID is operating under a COOP activation or deployment, the COOP plan supersedes this policy and the provisions of the Telework and Remote Work Agreement.

In emergency or crisis situations, certain employees with mission-critical or emergency essential duties and those that are designated as Emergency Relocation Group (ERG) members may be required to telework in the case of a COOP event. All ERG members are required to have at least an approved situational telework agreement. This requirement cannot be waived. In the event of an emergency situation, regardless of weather conditions or any other public announcements of dismissal or suspension of activities, ERG members must adhere to the procedures, as outlined in the COOP Plan. Additional information on the Agency's COOP Plan can be found in [ADS 531, Continuity of Operations\(COOP\) Program](#).

405.3.18 Government-wide Dismissal and Closure Procedures

Effective Date: 07/25/2023

Agency Notices issued as an Executive Message provide guidance to domestic employees on USAID's operating status in each instance of an early departure, emergency closure, delayed arrival, or the option for unscheduled leave or unscheduled telework, in response to a COOP or emergency incident. In these and other situations that affect the Agency's operating status, USAID follows OPM's guidelines and any guidance issued by or at the request of M/MS.

During inclement weather or an emergency incident when telework is made available, employees with approved Telework or Remote Work Agreements are expected to work their scheduled hours at their alternative or official worksite. Employees on approved Telework and Remote Work Agreements are not eligible for Weather and Safety Leave (WSL), in accordance with [5 CFR 630.1605](#), unless there are extenuating circumstances that prevent them from working from their alternative or official worksites.

405.3.19 Travel, Transportation, and Relocation Cost

Effective Date: 07/25/2023

Employees approved to telework are eligible for the Agency's transit benefits and subsidized parking programs, per [ADS 514, Parking Administration Program](#) and [ADS 515, Transit Benefits \(SmartBenefits®\) Program](#). Employees who have been approved to remote work may be required to travel to the USAID worksite, and the B/IO is responsible for the travel costs that are associated with having the employee travel to the USAID worksite. Remote workers in the local commuting area must file a [SF 1164](#) for reimbursement for authorized travel costs, following their respective B/IOs internal

guidelines and process for budgeting and vouchering of costs. Employees traveling from outside the local commuting area require a travel authorization. Employees should refer to [ADS 522, Performance of Temporary Duty Travel in the United States and Abroad](#) for additional information.

Relocation Cost. USAID incurs no relocation expenses relating to an employee voluntarily relocating while employed at USAID, upon approval of a remote work arrangement. Employees, who voluntarily relocated after receiving approval for a remote work arrangement, are responsible for all costs to relocate back to the commuting area, if the employee’s position designation changes to require their presence in the office on a regular basis, such as a change from remote work eligible to telework eligible.

Although employees on an approved Remote Work Agreement generally are not expected to report in-person/onsite at the official worksite, the supervisor can require the presence of a remote work employee at the official worksite in certain situations and with reasonable notice to the employee. In the event that a remote worker is expected to report to a different official or Agency worksite, the B/IO is responsible for the employee’s travel expenses.

405.3.20 Teleworking While in TDY Status

Effective Date: 07/25/2023

Telework or remote work arrangements are suspended when the employee is scheduled for TDY or official training that requires in-person attendance. Employees on official TDY to an overseas post may only telework at the TDY worksite when authorized by the Mission Director, in consultation with COM, generally in response to a continuity of operations, emergency, or safety incident at post.

405.3.21 Reasonable Accommodation

Effective Date: 07/25/2023

Aside from the terms and conditions of telework and remote work noted in this chapter, telework and remote work may be provided as a reasonable accommodation that enables an eligible employee with a disability to perform the essential functions of their position. The Office of Civil Rights, Disability Employment Division, Reasonable Accommodation (OCR/DE/RA) Program works with Agency management to ensure determinations for the Telework and Remote Work Program arrangements, as an accommodation for disability, are made in accordance with the provisions of the [Rehabilitation Act of 1973](#), [The Americans with Disabilities Act Amendments Act of 2008](#), [29 CFR 1630](#), and [ADS 111, Procedures for Providing Reasonable Accommodation](#).

For further guidance on the use of telework or remote work arrangements as a form of reasonable accommodation, see the [OCR Disability Resource Center](#) and [EEOC’s Fact Sheet “Work at Home/Telework as a Reasonable Accommodation.”](#)

405.3.22 Records Management

Effective Date: 07/25/2023

Telework and Remote Work Program employees working from an approved alternative worksite have the same responsibility for managing USAID records, as if they are working at the USAID worksite. Electronic records must be preserved and managed, in accordance with the requirements of [ADS 502, The USAID Records Management Program](#).

405.4 MANDATORY REFERENCES

405.4.1 External Mandatory References

Effective Date: 07/25/2023

- a. [3 FAM 1612, Declaration of a Domestic Partner](#)
- b. [5 CFR 531.605, Determining an employee's official worksite](#)
- c. [5 CFR 630.1605, Telework and emergency employees](#)
- d. [5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch](#)
- e. [5 U.S.C. 2105, Employee](#)
- f. [5 U.S.C. 6502, Executive agencies telework requirement](#)
- g. [29 CFR 1630, Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act](#)
- h. [EEOC's Fact Sheet, Work At Home/Telework as a Reasonable Accommodation](#)
- i. [EEOC Management Directive 715, Federal Agency Annual EEO Program Status Report](#)
- j. [Federal Employees' Compensation Act](#)
- k. [Rehabilitation Act of 1973](#)
- l. [Requirements for Executive Branch Employees Teleworking in Foreign Locations](#)
- m. [Telework Enhancement Act](#)
- n. [The Americans with Disabilities Act Amendments Act of 2008](#)

405.4.2 Internal Mandatory References

Effective Date: 07/25/2023

- a. [ADS 109, Ethics and Standards of Conduct](#)
- b. [ADS 110, Equal Employment Opportunity Program](#)
- c. [ADS 111, Procedures for Providing Reasonable Accommodation](#)
- d. [ADS 309, Personal Services Contracts with Individuals](#)
- e. [ADS 309man, Telework and Remote Work Policy for Personal Services Contracts with Individuals \(PSCs\)](#)
- f. [ADS 442, Workers' Compensation Program](#)
- g. [ADS 463, Foreign Service and Senior Foreign Service Promotion Eligibility Requirements and Procedures](#)
- h. [ADS 472, Premium Compensation](#)
- i. [ADS 479, Hours of Duty](#)
- j. [ADS 480, Leave](#)
- k. [ADS 486, Grievances - Foreign Service](#)
- l. [ADS 490, Agency Administrative Grievance Procedure](#)
- m. [ADS 502, The USAID Records Management Program](#)
- n. [ADS 514, Parking Administration Program](#)
- o. [ADS 515, Transit Benefits \(SmartBenefits[®]\) Program](#)
- p. [ADS 522, Performance of Temporary Duty Travel in the United States and Abroad](#)
- q. [ADS 524, Emergency Management](#)
- r. [ADS 531, Continuity of Operations \(COOP\) Program](#)
- s. [ADS 545, Information Systems Security](#)
- t. [ADS 545mbd, Rules of Behavior for Users](#)

- u. [ADS 547, Property Management of Information Technology \(IT\)](#)
- v. [ADS 549, Telecommunications Management](#)
- w. [ADS 552, Cyber Security for National Security Information \(NSI\) Systems](#)
- x. [ADS 568, National Security Information Program](#)

405.5 ADDITIONAL HELP
Effective Date: 07/25/2023

- a. [Office of Civil Rights Disability Resource Center](#)
- b. [Office of Personnel Management Virtual Telework Fundamentals Training Courses](#)
- c. [Office of Workers' Compensation Programs \(OWCP\) forms](#)

405.6 DEFINITIONS
Effective Date: 07/25/2023

See the [Glossary of ADS Terms](#) for all ADS terms and definitions.

Alternative Worksite

A location, other than the official worksite of the employee's position of record, that has been approved for the performance of assigned official duties, as designated on the telework or remote work agreement. It may be an employee's home or other approved worksite that is conducive to performing the official duties. (**Chapter 405**)

Climate-Change Related Emergencies

Acute weather events that prevent access to the worksite or disrupt operations, including intense storms, frequent heavy precipitation, heat waves, drought, extreme flooding, and higher sea levels. (**Chapter 405**)

Continuity of Operations Plan (COOP)

An effort within individual organizations to ensure they can continue to perform their essential functions during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies. (**Chapter 405** and [531](#))

Disability

A physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment. (**Chapter [111](#)** and **405**)

Disciplinary Action

Actions including, but not limited to, reprimand, suspension, demotion, and removal. (Chapters [109](#), [405](#), [485](#), [487](#))

Domestic Employee Teleworking Overseas (DETO)

A USAID U.S. direct-hire employee assigned to a domestic position and teleworking from an overseas location for a limited period of time. A DETO can be sponsored or independent. (Chapter [405](#))

Domestic Employee Teleworking Overseas (DETO) Agreement

An official agreement documenting the terms and conditions of the DETO arrangement. (Chapter [405](#))

Domestic Partner

An individual who has met all of the criteria listed in, and who is declared to be, a domestic partner of an employee, in accordance with [3 FAM 1612](#). (Chapter [405](#))

Emergency Relocation Group (ERG)

Staff assigned responsibility to continue essential functions from an alternative site in the event that their primary operating facilities are threatened or have been incapacitated by an incident. (Chapter [405](#) and [531](#))

Hoteling

An arrangement in which employees are not assigned permanent, dedicated office space at a USAID location, but rather are provided office space by reservation, on an as-needed basis. (Chapter [405](#))

Independent DETO

A USAID U.S. direct hire employee assigned to a domestic position and not on the permanent change of station (PCS) orders of a sponsoring spouse or domestic partner, who is teleworking from an overseas location for a limited period of time. (Chapter [405](#))

Locality Commuting Area

Commuting area means the geographic area surrounding a work site that encompasses the localities where people live and reasonably can be expected to travel back and forth daily to work, as established by the employing agency based on the generally held expectations of the local community. (Chapter [405](#))

Occupant Emergency Program

An emergency response program that establishes procedures for safeguarding lives and property during emergencies in a particular facility. (Chapter [405](#) and [524](#))

Official Worksite

For purposes of pay and travel, the official worksite is the location of the employee's main reporting office, as long as the employee is regularly scheduled to report physically at least twice each pay period on a regular and recurring basis. Otherwise, the official worksite is

the location of the telework site (for example, the location of the employee's home or other alternative worksite) (**Chapter 405**)

Officially Disciplined

Any disciplinary action that results in the placement of a document in the employee's electronic Official Personnel Folder (eOPF) (e.g., written reprimand, suspension, removal). (**Chapter 405** and [487](#))

Overseas Alternative Worksite:

Also referred to as the overseas duty station. The approved overseas location, which is usually the overseas residence (home), is the site from which the employee will remotely perform the duties of their domestic position through telework via the DETO arrangement. (**Chapter 405**)

Overseas Remote Work

An alternative work arrangement in which an employee works remotely, under a DETO arrangement, from an approved location outside of the United States. (**Chapter 405**)

Position of Record

The official location of the position, as defined by grade, occupational series, appointment type, and any other position-related condition, that determined coverage under the classification system. (**Chapter 405**)

Reasonable Accommodation

Any change in the work environment or application process that enables a person with a disability to enjoy equal employment opportunities. (**Chapter 405** and [111](#))

Regular/Recurring Telework

An alternative work arrangement in which telework occurs from an approved alternative worksite, as part of a pre-approved ongoing, regular/recurring basis for an approved number of days each pay period. (**Chapter 405**)

Relative

A "relative" is a husband, wife, domestic partner as defined in [3 FAM 1600](#), father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister. (See [3 FAM 8323](#).) (**Chapter 405**)

Remote Work

An alternative work arrangement in which a domestically assigned employee performs the duties of their position of record from an approved alternative worksite on a regular and recurring basis. A remote worker's alternative worksite may be within or outside the local commuting area of the employee's position of record. Some remote work arrangements may have pay-impacting implications. (**Chapter 405**)

Situational Telework

An alternative work arrangement in which telework occurs from an approved alternative worksite on an irregular, unscheduled, or case-by-case basis; and the hours worked were not part of a previously approved, ongoing, and regular telework schedule. (**Chapter 405**)

Sponsored DETO

A USAID U.S. direct hire employee who is on the permanent change of station (PCS) orders of their sponsoring spouse or domestic partner assigned overseas. (**Chapter 405**)

Sponsoring Employee

A Civil or Foreign Service employee who is or will be assigned under PCS orders (i.e., not TDY authorization) to a U.S. Mission abroad under Chief of Mission authority; or a U.S. Government, Department of Defense or uniformed service member who is or will be assigned (not TDY) to a military base or U.S. Mission abroad. (**Chapter 405**)

Spouse

A partner in any legally recognized marriage, regardless of the employee's state of residency. The term spouse does not include unmarried domestic partners, unless they meet the requirements of being spouses in a common-law marriage in states where such marriages are recognized. (**Chapter 405** and [481](#))

Supervisor

An employee that is responsible for the direction of subordinates within their organization unit and whose supervisory responsibilities meet at least the minimum requirements for coverage under the General Schedule Supervisory Guide. Those directed may be subordinate Federal Civil Service employees; assigned military employees; non-federal workers; unpaid volunteers; student trainees; or others. Supervisors serve as coaches that empower staff to accomplish work. Traditional supervisory duties include evaluating employee performance; selecting or participating with considerable weight in the selection of subordinate employees; reviewing and approving leave requests; hearing and resolving complaints and grievances; and effecting disciplinary measures. (**Chapters [113](#), [405](#), [413](#), [462](#), [508](#)**)

Telework

A workplace flexibility arrangement in which an employee performs the duties and responsibilities of the position of record, and other authorized activities, from an approved alternative worksite other than the location from which the employee would otherwise work. (**Chapter 405**)

Telework and Remote Work Program Agreement

A mandatory written agreement that outlines the terms and conditions of the Telework and Remote Work Program arrangement, as approved by the supervisor. (**Chapter 405**)

Telework and Remote Work Program-Eligible Position

A position determined by the Bureau Assistant Administrator and Independent Office (B/IO) Director (or designee) in USAID/Washington (USAID/W) with input and advice from

supervisors. B/IO heads consider the nature of the work or tasks performed and assess whether permitting Telework and Remote Work Program would diminish the ability of the employee in that position to perform successfully or negatively impact the mission.
(Chapter 405)

Unscheduled Telework

An alternative work arrangement in which telework occurs from an approved alternative worksite on an unscheduled basis, in response to a national emergency, inclement weather, climate change-related emergencies, or other unforeseen contingencies.
(Chapter 405)

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