

Q1- What is telework?

Telework is also called Work From Anywhere (WFA). It is an arrangement between you and your supervisor that allows you to perform your NASA work at home or at an alternate worksite rather than your NASA office. Prior to teleworking, you must complete the System for Administration, Training, and Educational Resources for NASA (SATERN) or Center-specific training. You must also complete and receive approval for a Telework Agreement in the Web-based Time and Attendance Distribution System (WebTADS). For information on the mandatory training and Telework agreement, please review the answer provided under “How do I establish a Telework Agreement?”

Q2- What is the difference between telework and Work From Anywhere (WFA)?

There is no difference between telework and Work From Anywhere (WFA). It is an arrangement that allows employees to work from a location other than their office or cubicle. It helps NASA achieve its mission while giving flexibility to its employees. Employees who are on official travel, either occasional or routine travel, are not considered to be teleworking.

Q3- Are there different types of telework or different schedules available?

Your telework (Work From Anywhere (WFA)) schedule may be customized to best suit your needs and meet NASA’s mission needs. You should work with your supervisor to determine the most effective type and schedule. There are two basic schedule types:

- You may work a regular/recurring telework schedule. This means you work at least one day per pay period at an alternate worksite. There are no limitations on the number of days you can telework per pay period. You and your supervisor will determine your schedule, which will be identified on your Telework Agreement and approved by your supervisor in the Web-based Time and Attendance Distribution System (WebTADS).
- You may work a situational/ad hoc telework schedule. This means you work at an alternate worksite one time or occasionally, for less than one day per pay period.

Q4- What are the eligibility requirements for participation in telework?

NASA eligibility for participation in the Telework Program (Work From Anywhere (WFA)) includes meeting business-based criteria, including:

1. Your position does not require, on a regular and recurring basis, direct handling of classified materials.
2. You perform activities that can be conducted remotely or at an alternative worksite.
3. Your last performance rating of record was fully successful or better.
4. Your conduct has not resulted in disciplinary action within the last 12 months.

Most NASA employees are eligible to participate in the Telework Program. The following are some general criteria:

- You must have supervisor approval. Supervisors may deny a telework request when it is in the best interest of NASA (e.g., based on staffing needs).
- As with any other privileges, eligibility does not mean entitlement. Your supervisor must balance employee participation in telework with NASA's needs.
- If you are new to NASA or to your organization, your supervisor should be confident that you are familiar with NASA, your organization, and your work before approving your participation in telework.
- In addition to business-based eligibility, you must also complete mandatory System for Administration, Training, and Educational Resources for NASA (SATERN) or Center-specific telework training prior to teleworking. The title of the SATERN training is "Telework for Government Employees." (Please note that if your Center has required training, follow your Center procedures.)
- You must also complete the Telework Agreement within the Web-based Time and Attendance Distribution System (WebTADS).

Q5- How do I know if I am eligible to telework?

Please review the answer provided above under "What are the eligibility requirements for participation in telework?"

You may check your Telework Eligibility and Training Status in the Web-based Time and Attendance Distribution System (WebTADS) by doing the following:

1. Go to WebTADS at <https://webtads.nasa.gov>.
2. Click the "Leave Balances" link.
3. Under the "Telework Status" heading, determine if you are eligible and if you have completed the mandatory training. You must have both criteria before you can submit a Telework Agreement. • If you are not eligible and do not know why, you may contact your supervisor.
- If you have not completed the mandatory training, you may do so in the System for Administration, Training, and Educational Resources for NASA (SATERN). The title of the training is "Telework for Government Employees." (Please note that if your Center has required training, follow your Center procedures.)

Q6 -What are my responsibilities as a teleworker?

As a teleworker, your responsibilities include the following:

1. Requesting and receiving approval to telework (Work From Anywhere (WFA)) using the Web-based Time and Attendance Distribution System (WebTADS) Telework Agreement.
2. Adhering to the same time and attendance rules as non-teleworkers, including the procedures for adjusting work schedule, requesting leave, overtime, or compensatory time.
3. Recording your telework hours accurately and using the correct labor code on your timesheet in WebTADS. Please be sure you select the **Telework** radio button before you select your labor code to ensure you are coding your telework time properly.
4. Complying with Federal and NASA regulations and policies relating to safeguarding information and equipment.

5. Adhering to all NASA and Center policies, procedures, security requirements, and property management regulations relating to safeguarding NASA property and equipment.
6. Ensuring your alternative worksite is safe and that you follow proper safety practices.
7. Ensuring your alternative worksite has all the equipment and system access you need to do your job. Equipment may be provided by NASA, your personal equipment, or provided at an alternate Telework Center. You should ensure you obtain all system access requirements before teleworking.
8. Ensuring you are accessible and available during working hours, including communicating with your supervisor on a regular basis regarding work products done remotely.
9. Complying with NASA standards of conduct.
10. Ensuring your alternative worksite is an appropriate work environment and that personal disruptions are kept to a minimum.
11. Ensuring your family understands that any time you are teleworking should be treated no differently than if you are at your NASA Center.
12. Understanding that even if you are approved to telework on a full-time basis, you may be required to report to your official worksite (e.g., NASA Center) as needed.
13. Ensuring your performance rating is at least fully successful to continue teleworking.

Q7- What are my responsibilities as a supervisor of telework employees?

As the supervisor of a telework employee, your responsibilities include the following:

1. Completing training for supervisors or managers of teleworkers through the System for Administration, Training, and Educational Resources for NASA (SATERN) or your Center's training requirements.
2. Reading and certifying each employee's Telework Agreement according to the Supervisor Certification statement.
3. Discussing with the employee the performance level and communication expectations while in a telework status.
4. Discussing with the employee the need to ensure a safe alternative worksite and the adequate protection and security of any NASA-provided equipment and data in his/her possession.
5. Communicating with the employee on a regular basis regarding work products, meetings, etc.
6. Ensuring that employees participating in a telework arrangement shall be evaluated consistent with the Agency's regular performance management system (i.e., telework employees shall be treated the same as nontelework employees with regard to performance management and performance ratings).
7. Ensuring that employees participating in a telework arrangement shall receive the same treatment and opportunities as nontelework employees for work assignments, awards/recognition, advancement, and development opportunities.

Q8- What makes a good teleworker?

To be a successful teleworker, you must demonstrate characteristics that show your ability to effectively work away from the traditional worksite. To telework (Work From Anywhere (WFA)), you should be:

- Dependable, responsible, and conscientious.
- Able to work independently and without close supervision.
- Highly motivated.
- Able to prioritize work and manage time wisely.
- Able to consistently demonstrate an acceptable level of performance.
- Able to complete acceptable work products, just as though you were working at your Center worksite.
- Open to feedback from your supervisor on how the telework arrangement is working and able to make adjustments to ensure it is successful for you, NASA, and your customers.

In addition to your personal work characteristics, it is also important that your job duties will enable you to successfully telework. Here are a few job duties that enable a successful telework arrangement:

- Your job has few face-to-face communication requirements that can easily be handled through the use of telephone and e-mail.
- Your responsibilities involve blocks of time of writing, reading, analyzing data, planning, and coordinating.
- Your work has minimal requirements for special equipment.
- You have clearly defined tasks and work products with measurable work activities and objectives.