



Work From Anywhere: Fact Sheet



Work is What We Do; Not Where We Go

NASA believes that work is what you do, not where you go. To support that belief, NASA is launching the Work From Anywhere campaign.

What is Work From Anywhere?

Work From Anywhere is an arrangement that allows employees to work from a location other than their office or cubicle. Our goal at NASA is to ensure that our employees are trained, equipped, and enabled to Work From Anywhere—their office, a lab, an airstrip, the space station, or their dining room table.

There are two types of Work From Anywhere arrangements – regular and situational.

- Regular – Work From Anywhere hours that occur on a regular basis (e.g., every Wednesday)
- Situational – Work From Anywhere hours that occur on a situational basis (e.g., to work on a special project or work on a lengthy/complex report)

Why Work From Anywhere?

Work From Anywhere is not a program that just benefits employees; it provides benefits to employees, NASA, and society. Examples of these benefits are:

- Increased productivity
- Work/Life balance
- Improved employee health
- Staffing flexibility
- Employee retention
- Cost savings
- Environmental preservation
- Reduced carbon footprint

Other key drivers include:

A Changing Workforce

Gen-X and Gen-Y talent expect the Federal workplace to provide the same tools and online capabilities as best-in-class private sector organizations.

Continuity of Operations

Work From Anywhere allowed the Federal Government to save \$30 million in productivity for each day the Government was closed due to the snow storms of 2010.

Environmental Sustainability

Work From Anywhere helps reduce carbon emissions by eliminating unnecessary travel and reducing the need for new construction.

Who can Work From Anywhere?

Most positions at NASA are eligible to Work From Anywhere, at least on an occasional basis. The following types of positions are ideal for the Work From Anywhere program:

- Positions with communication requirements that can be easily handled through the use of the telephone and email
- Positions that involve blocks of time spent writing, reading, analyzing data, planning, and coordinating

However, this program is not for everyone. Certain conditions must be met in order for an employee to ensure he/she is successfully able to work away from the traditional worksite.

How do I participate in Work From Anywhere?

Employees

Start by talking to your supervisor to determine if you're eligible to Work From Anywhere and which option works best for you — regular or situational. Then, honestly assess your capabilities. Can you work effectively without close supervision? Are you comfortable with the technologies needed to Work From Anywhere? Visit NASA's Work From Anywhere Program homepage at <https://hr.nasa.gov> for tools such as the "Are You a Good Candidate to Work From Anywhere?" questionnaire to help you consider what it takes to successfully work away from the traditional worksite. If you and your supervisor agree that Work From Anywhere is an effective option for you, then you and your supervisor will work together to develop a plan that ensures your experience is as productive and rewarding as possible. Be sure to familiarize yourself with NASA's Telework policy and procedures and remember to establish a telework agreement in WebTads.

Supervisors

There are numerous resources that can help supervisors implement a successful Work From Anywhere program without increasing their administrative burden. Start by becoming familiar with NASA's Telework policy and procedures. Your Center's Human Resources Office can help you apply the policy to your workgroup. Online resources and guides are also available at <https://hr.nasa.gov> to help you assess your employees' readiness and employ best practices to ensure Work From Anywhere is a successful option for you and your team.

NOTE: Employees that Work From Anywhere are still required to comply with NASA policies and regulations protecting NASA systems, networks, equipment, information, and data.

Visit the HR Portal for more information about Work From Anywhere <https://hr.nasa.gov>.