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COMDTNOTE 12300
SUBJ: TELEWORK TRAINING FOR EMPLOYEES AND MANAGERS
A. The Telework Enhancement Act of 2010, PL 111-292, 9 December 2010
B. Coast Guard Telecommuting Program, COMDTINST 12630.1 (series)
1. Ref A seeks to provide a valuable tool to meet mission objectives, enhance work life balance, and improve the continuity of operations during emergency situations. Ref B constitutes current Coast Guard telework policy guidance for active duty military and civilian employees.
2. DHS Under Secretary for Management, Rafael Borrás, stated in a 6 June 2011 memorandum to all DHS employees, the importance of maximizing the availability of telework opportunities for all DHS employees without diminishing employee performance or agency operations.
3. IAW Ref A, eligible employees and supervisors of employees, interested in establishing a telework agreement after 9 December 2010 (for both routine or situational telework) must complete: a telework agreement, a sample agreement is available at <https://cgportal.uscg.mil/CTL/1QK6FTS>, and training courses: Telework 101 for Employees, and Telework 101 for Managers, on the CG Portal Learning Management System, in the Human Resources catalog: <https://elearning.uscg.mil/catalog>. These courses, developed by the Office of Personnel Management and the General Services Administration, meet the interactive training requirements of Ref A. Training is encouraged for employees teleworking prior to 9 December 2010, and their supervisors, but is not mandatory. Additional training resources are available at <https://cgportal.uscg.mil/delivery/Satellite/Trained/Skillport>, search telework.
4. You will find current Coast Guard telework policy guidance that applies to all military and civilian employees as well as links to a list of Coast Guard telework coordinators, and other telework-related resources on the Civilian Human Resources Telework webpage: <http://www.uscg.mil/civilianhr/benefits/telework.asp>. Bargaining unit employees, and supervisors of bargaining unit employees, should also refer to any applicable negotiated bargaining agreement provisions related to telework requirements.
5. Civilian employees who telework are reminded to document their telework hours using the correct timecard transaction in WebTA. Procedures for documenting telework in WebTA are located on the Civilian HR webpage at: <https://cgportal.uscg.mil/CTL/QKBTB6>. Employees on a fixed telework schedule should update their WebTA default schedule to reduce manual data entry. Contact your default schedule to reduce manual data entry. Contact your timekeeper for more information.
6. For more information, contact your command/unit telework coordinator, <https://cgportal.uscg.mil/CTL/1CASEIF>, or Mr. Ron Coleman, HR Specialist, Office of Civilian Human Resources at ron.b.coleman@uscg.mil, (202) 475-5321.
7. Curtis B. Odom, Director of Civilian Human Resources, Leadership and Diversity, sends.
8. Internet release authorized.
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