Telework
How to Submit a Telework Request and Locate a Telework Agreement in TWMS

NAVAL POSTGRADUATE SCHOOL

Immediate Impact | Future Advantage | Enduring Leadership
Before an employee can submit a TWMS telework request, please ensure:

• The employee has been added to the supervisor’s “team” in MyBiz+ (instructions [here](#))
  – Current supervisor information can be found in TWMS (“immediate supervisor”) or MyBiz+. Note, information entered in MyBiz+ will flow to TWMS.

• The position is coded as telework eligible
  – Current position telework eligibility can be found in TWMS (“DCPDS Position Telework Eligible”) or MyBiz+ (“Position” tile).

• The employee’s telework eligibility has been determined by the supervisor in MyBiz+ (instructions [here](#))
  – Current employee telework eligibility can be found in TWMS (“Telework Eligible”). Note, information entered in MyBiz+ will flow to TWMS.

• The employee has completed DON Telework Training (Course Id: TWMS-OCHR-EMP1) and annual PII/Privacy training in TWMS
• Employees can verify their employee telework eligibility ("Telework Eligible") and position telework eligibility ("DCPDS Position Telework Eligible") under the “General Information” section in TWMS.

<table>
<thead>
<tr>
<th>Employee Status:</th>
<th>Active - On Board</th>
<th>Work Schedule:</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telework Eligible:</td>
<td>Employee Eligible</td>
<td>Weekly Hours:</td>
<td>40</td>
</tr>
<tr>
<td>DCPDS Position Telework Eligible:</td>
<td>YAO01 - Position Eligible</td>
<td></td>
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</tbody>
</table>

• Employees can verify their current supervisor under the “Immediate Supervisor” section in TWMS.
• Login to **TWMS**
  – Ensure immediate supervisor is listed
  – Ensure employee AND position are eligible
  – Ensure requisite training is complete

• On the left side, under “Tools/Actions” select “Telework Request”
Select “Review Terms and Conditions to Create New Telework Request” to open the DD2946 (DoD Telework Agreement).
After reviewing page 1, scroll down to page 2 to enter Terms and Conditions as required by your supervisor.
Click “I Accept the Terms and Agreement” to continue to the next step.

**Total Workforce Management Services (TWMS)**

**Telework Request**

**Terms & Agreement**

You are required to read and accept DOD Telework Terms & Agreement (below) before continuing. After you have read and accept the Terms & Agreement click the "I Accept the Terms & Agreement" button below to continue.

Terms and Agreement may take 10-20 seconds to load. Please be patient...

I agree that I have read the DOD Terms of Telework Agreements and will abide by the rules and guidelines set within. I understand that I am required to resubmit my telework request forms each year.

[Link to Terms of Telework Agreement]

**DEPARTMENT OF DEFENSE**

**TELEWORK AGREEMENT**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 113, Secretary of Defense, DOD Instruction 1506.21, Telework Policy.  
**PRINCIPAL PURPOSE:** Information is collected to individuals as participants in the DOD alternative workplace program, to manage and document the duties of participants, and to fund, evaluate and report on program activity. The records may be used by Information Technology offices to determine equipment needs, to ensure appropriate safeguards are in place to protect government information, and for assessing and managing vulnerabilities.

**DISCLOSURE:** Voluntary, however, failure to provide the requested information may result in your inability to be a participant in the telework program.

**TERMS OF TELEWORK AGREEMENT**

The terms of this agreement must be read in conjunction with the Department of Defense (DoD) telework policy, available on the DoD Telework Services’s Web Site at www.telework.gov, on the Civilian Personnel Management Service’s Web Site at www.cpms.dof.mil, and any additional guidance provided by the employing organization. Signatures certify they will abide by the agreement. DoD telework policy, and all supplemental terms established by the employing organization.

1. Work schedules and hours of duty may be modified as necessary, but are subject to local management procedures and approval and/or collective bargaining agreements. A copy of the employee’s approved work schedule should be kept on file with the signed telework agreement. In emergency situations (as indicated in Section I, Item 12 of the telework agreement), the teleworker’s work hours may be subject to change. Emergency schedules will be based on mission needs.

8. Teleworkers may be required to return to the regular workplace on scheduled telework days based on operational requirements. In situations where the employee is unable to return to the office, standard work hours, the modest shall be halted in accordance with established policies and/or collective bargaining agreements, if applicable.

9. If the employee uses government furnished equipment (GFE), the employee will use and protect the equipment in accordance with the DoD Component’s procedures. GFE will be serviced and maintained by the Government.

10. The employee agrees to comply with the terms of computer software licenses and copyright agreements, computer virus and protection requirements, and procedures.

11. No classified documents (hard copy or electronic) may be taken to, or created at, an employee’s alternative workspace. If classified telework is authorized at an approved alternative secure location, teleworkers must comply with the排序。
• Complete form (Steps 1-4)
On Step 4, Click “Click here to digitally sign and submit this request”

— This will send an email to the supervisor with a link to review the request in TWMS
• Employees
• Employees
  – Select “Agreements”
• Employees
  – Select “Telework Request” to view/print/modify the Agreement

![Screen shot of TWMS]

– Click “view/Print PDF” or “Amend” or “Cancel”
• Supervisors
  – Select “My Workforce” tab to access supervisory information including employees’ training records and telework agreements
  – Step-by-step instructions on how to utilize My Workforce are available on the HRO site and here