



DEPARTMENT OF VETERANS AFFAIRS
DEPUTY ASSISTANT SECRETARY FOR
HUMAN RESOURCES MANAGEMENT
WASHINGTON DC 20420
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HUMAN RESOURCES MANAGEMENT LETTER NO. 05-07-01

TELEWORK INDICATOR CODES

1. **PURPOSE:** To amend the Telework Indicator Codes to include identification of teleworkers based on national/regional emergency telework arrangements. The following guidance is provided for implementing the Telework Indicator Codes into the Personnel & Accounting Integrated Data System (PAID) which will allow the Department of Veterans Affairs (VA) to identify all teleworkers within its organizations.

2. **GUIDANCE:** Telework Indicator Codes were established for the purpose of tracking pertinent data regarding VA's Telework Program and to ensure that VA maintains an accurate accounting on the current status of employees teleworking. Telework Indicator Codes should be entered into the PAID system on all employees and updated when their telework status changes. Data should also be entered into the system for all new hires. The data identifies the total number of positions suitable for telework; number of employees eligible for telework; different type(s) of telework arrangements; and the total number of teleworkers Department-wide. Telework Indicator Codes are to be reviewed annually to verify the accuracy of the codes.

3. **PROCEDURES:**

a. Managers and supervisors are responsible for determining whether a position is suitable for telework and if the employee is eligible to participate.

b. The Telework Indicator Codes data entry into the PAID system is a one-time process. On completion, facilities will only need to provide updated information (i.e., new hires), and to indicate changes in existing workplace arrangements. The Human Resources Information Service (HRIS) will provide a WIST Bulletin for coding instructions.

c. Telework agreements must be established when an employee and supervisor have entered into a telework (workplace) arrangement.

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d. Telework Indicators include the following categories:

- A – Ad Hoc/irregular/intermittent basis (not COOP or OWCP related);
- E – Emergency Preparedness/Management with COOP, including Emergency Relocation Group (Site H);
- P – National/Regional Emergency Telework Arrangements (i.e., national or regional emergency/disaster, SARS, Pandemic, hurricane, severe weather conditions, etc.) and position is not suitable for telework except for emergency situations with a telework arrangement in place.
- R – Regular recurring basis each pay period (may be referred to as a Core Telework agreement);
- S – Situational basis (specific, short term basis, to accommodate a temporary situation except OWCP);
- W – OWCP related Telework arrangement;
- X – Position suitable, and employee eligible to Telework, but no arrangement in effect;
- Y – Position suitable, but employee is ineligible to Telework (per VA Handbook 5011, Part II, Chapter 4, Section (6)a), except in a national or regional emergency;
- Z – Position is not suitable for Telework under any conditions; and
- Blank – Initialized status – no station input processed.

Note: Under a national or regional emergency, telework would include categories A, E, P, R, S, and Y.

e. Telework Indicator Codes will enhance VA's ability to access telework statistics quickly and accurately.

f. Telework Indicator Codes will enhance implementation of the Department's Continuity of Operations Program (COOP), as it can readily reflect the number of employees who have remote capability to provide mission essential services and support during an emergency.

4. REFERENCES:

- a. VA Handbook 5011, Part II, Chapter 4, Alternative Workplace Arrangements (Telework).
- b. Office of Personnel Management Memorandum, "Alternative Workplace Arrangements (Flexiplace)," dated October 21, 1993.
- c. OPM's Guidance to Heads of Executive Department and Agencies (February 9, 2001).
- d. National Telecommuting Initiative Action Plan, (President's Management Council, January 1996).
- e. Public Law 105-277, Omnibus Appropriations Act, Title IV, § 630 (October 21, 1998).
- f. Public Law 106-346 Sec. 359, Department of Transportation and Related Agencies Appropriations, 2001 (October 23, 2000).
- g. Public Law 108-447, Division B § 622, Consolidated Appropriations Act, 2005 (December 8, 2004).
- h. 5 U.S.C. § 552a, Records maintained on individuals.

Questions concerning this document may be referred to the Office of Human Resources Management, Worklife and Benefits Service (058) and Human Resources Information Service (054). The Worklife staff can be contacted at <http://vaww1.va.gov/ohrm/WorkLife/Contacts.htm> and the Human Resources Information Service (HRIS) (056), at WIST-PAIDContacts@va.gov.


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