



Defense Logistics Agency DTM

DTM 25-017
Effective: March 21, 2025

OPR: DLA Human Resources (J1), HR Policy & Accountability (J14)

SUBJECT: Defense Logistics Agency Situational Telework Program

REFERENCES: See Enclosure 1

1. PURPOSE: This Directive Type Memorandum (DTM) serves to supplement DLAI 1035.01 (reference (f)) and DLAM 1035.01 (reference (g)) and establishes policy and assigns responsibilities and procedures highlighting the Agency's changes to existing telework policy.

2. SUMMARY OF CHANGES:

a. Eliminates the use of regular and recurring telework and remote work, unless approved under a separate authority (for example Reasonable Accommodation, Settlement Agreement, Judge's Order, etc.).

b. Limits approval authority for situational telework to the following:

(1) Authorized Approving Officials (i.e. first-line supervisors, division chiefs, etc.) may approve singular case-by-case situational telework requests for up to three consecutive duty days, but no more than a total of seven days in each month.

(2) Major Subordinate Command (MSC) Commanders/Directors, J Code Directors, DLA General Counsel, and DLA Chief of Staff (CoS) may approve situational telework requests for up to 15 consecutive duty days.

(3) Major Subordinate Command (MSC) Commanders/Directors, J Code Directors, DLA General Counsel, and DLA Chief of Staff must, as appropriate, endorse situational telework requests that extend beyond 15 consecutive duty days and coordinate submissions through their

servicing DLA Human Resources Customer Account Manager for J1 Director review and approval.

c. Differentiates “telework-eligible” and “telework-ready.” See Glossary.

d. Outlines when situational telework may be approved for telework-ready employee participation.

3. APPLICABILITY: This DTM applies to all DLA organizations. Any provision in a collective bargaining agreement (CBA) that conflicts with this DTM will take priority and shall be enforced for employees covered by the CBA.

4. DEFINITIONS: See Glossary.

5. POLICY: In accordance with Office of the Under Secretary of Defense (Personnel and Readiness) memorandum, “Guidance on the Use of Situational Telework”, (Reference (h)), it is DLA Policy to authorize situational telework as appropriate to facilitate organizational success in support of mission readiness, workforce efficiency, and emergency preparedness.

6. RESPONSIBILITIES: See Enclosure 2.

7. PROCEDURES: See Enclosure 3.

8. INFORMATION REQUIREMENTS: DLA Form 1864-1867, Telework Request and Approval Form or electronic equivalent.

9. RELEASABILITY: UNLIMITED. This DTM is approved for public release. It is available on the internal DLA Issuances Website.

10. INTERNAL CONTROLS: J1 Director or Designee will regularly monitor the use of situational telework to ensure compliance with documentation, reporting and training requirements in accordance with Responsibilities and Procedures described in Enclosures 2 and 3.

11. EXPIRATION DATE: This DTM will be incorporated into a new or existing DLAI within 12-months from publication.

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Enclosure(s)

Enclosure 1 - References

Enclosure 2 - Responsibilities

Enclosure 3 - Procedures

Glossary

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ENCLOSURE 1: REFERENCES

- (a) Presidential Memorandum, “Return to In-Person Work”, January 20, 2025
- (b) Acting Director, Office of Personnel Management Memorandum, "Guidance on Presidential Memorandum Return to In-Person Work," January 22, 2025
- (c) Department of Defense Instruction 1035.01, "Telework and Remote Work," January 8, 2024
- (d) Acting Secretary of Defense Memorandum, "Implementation of Presidential Memorandum, 'Return to In-Person Work,'" January 24, 2025
- (e) Acting Director, Office of Management and Budget and Acting Director, Office of Personnel Management Memorandum, "Agency Return to Office Implementation Plans," January 27, 2025
- (f) DLAI 1035.01, Defense Logistics Agency Telework and Remote Work Programs, January 31, 2024
- (g) DLAM 1035.01, Defense Logistics Agency Telework and Remote Work Programs, February 1, 2024
- (h) Acting Under Secretary of Defense for Personnel Readiness Memorandum, “Guidance on the Use of Situational Telework”, March 4, 2025

ENCLOSURE 2: RESPONSIBILITIES

1. THE DIRECTOR, DLA HUMAN RESOURCES (J1), under the authority, direction, and control of the DLA Director, will:

a. Serve as the Senior Official for the DLA Telework program ensuring consistent implementation and application throughout the agency.

(1) Develop, implement, and operate the DLA Telework Program in accordance with law, DoD policy, and other pertinent guidance.

(2) Communicate Telework program requirements to DLA organizations.

(3) Monitor this discretionary authority to ensure uniformity across DLA.

b. Serve as the enterprise Approval Authority for situational telework requests over 15 consecutive duty days. The J1 Director may delegate this authority no lower than the J1 Deputy Director.

2. MAJOR SUBORDINATE COMMANDS (MSCs) COMMANDERS & DIRECTOR, J CODE DIRECTORS, DLA GENERAL COUNSEL, DLA CHIEF OF STAFF (CoS) will:

a. Execute telework program in accordance with DoD Return to In-Person Work mandates and this DTM.

b. Ensure telework program execution remains consistent with the accomplishment of the Agency mission.

c. Conduct an annual review of the organization's positions to revalidate telework eligibility, including reconsideration of positions previously deemed ineligible for situational telework.

d. Serve as the approval authority for situational telework requests up to 15 consecutive duty days. This authority may be delegated only to the organization's Deputy.

e. Serve as recommending official to the J1 Director for fully endorsed situational telework requests greater than 15 consecutive duty days.

f. Regularly review telework execution data provided by J1 for their organization to ensure the telework program is executed in accordance DLA's program guidelines.

3. SUPERVISORS AND MANAGERS will:

- a. Serve as the approval authority for situational telework agreements in accordance with updated Return to In-Person Work guidelines and DoD policy under reference (h).
- b. Utilize judicious discretion in authorizing situational telework for singular case-by-case situations up to three consecutive duty days, but no more than a total of seven duty days each month.
- c. Provide recommendation to leadership on situational telework requests beyond three consecutive duty days.
- d. Identify telework eligible civilian positions. Ensure documentation of telework eligibility in the position record in the Defense Civilian Personnel Data System (DCPDS).
- e. Ensure civilian employees are notified of their eligibility for situational telework.
- f. Ensure completion of training on telework procedures for telework eligible employees prior to performing situational telework work and every two years thereafter.
- g. Ensure all telework participants complete a situational telework agreement in the Eagle Telework Management (ETM) system or equivalent.
- h. Coordinate with their organization's telework coordinator and Human Resources (J1) to ensure program compliance.
- i. Ensure employee timecards are properly documented to reflect all instances of situational telework.
- j. Adhere to mandatory training requirements.
- k. Regularly review telework execution data provided by J1 for their organization to ensure telework program is executed in accordance with DLA's program guidelines.
- l. Address any abuse or misuse of situational telework.

4. EMPLOYEES will:

- a. Comply with the requirements of the DLA Telework program.
- b. Participate in approved telework training prior to entering a written situational telework agreement and every two years thereafter.
- c. Submit situational telework requests through DLA prescribed procedures.
- d. Identify appropriate alternate worksite location within DLA's prescribed recallable

distance (two hours or 100 miles one way from the agency worksite).

- e. Ensure alternate worksite complies with safety and technology requirements.
- f. Properly record/code all situational telework work time in time and attendance system.
- g. Adhere to mandatory training requirements.

5. DLA TELEWORK PROGRAM MANAGER will:

- a. Manage the DLA Telework Program.
- b. Advise and assist with implementation of the DLA Telework Program.
- c. Provide participation data as required by DoD and the Office of Personnel Management.
- d. Communicate telework policy to DLA Telework Coordinator network and Customer Account Managers.

6. ORGANIZATION TELEWORK COORDINATORS will:

- a. Work with management to support telework program, policies, and participation within the organization.
- b. Participate in regular DLA-wide Telework Coordinator meetings, act as a resident expert on telework policy and procedures, publish and distribute information to applicable activity, and coordinate administrative requirements with teleworkers.
- c. Maintain information needed for reporting purposes and gather data on participating employees.
- d. Provide general oversight of telework request process using appropriate system of record ETM.
- e. Ensure copies of telework documents, to include approvals and denials, and other historical evidence is maintained as required by DLA Records Schedule and protected in accordance with Privacy Act requirements.
- f. Ensure requests are processed within 21 calendar days IAW agency policy.

ENCLOSURE 3: PROCEDURES1. ELIGIBILITY.a. Position Suitability

(1) Telework position eligibility criteria will be applied impartially and consistently without consideration of prohibited factors such as race, color, religion, sex, national origin, age, disability, or genetic information. Job functions alone, not managerial or an employee's preference, determine telework position eligibility.

(2) Generally, positions which involve the following duties will be identified as ineligible for telework:

(a) Positions with official duties that require more than occasional handling, discussion, or processing classified information on a regular basis.

(b) Positions with official duties that require regular face-to-face contact with others via physical presence.

(c) Positions that require daily use of material or special equipment to perform the job specific duties, that cannot be moved from the Agency Worksite.

(3) Supervisors are required to document eligibility for civilian positions in accordance with Reference (g) Appendix 2.

b. Civilian Employee Eligibility.

(1) Only supervisors and managers have the authority to determine which positions are telework eligible.

(2) Supervisors and managers will consider employee performance and conduct when making eligibility determinations.

(3) Civilian employees within the Continental United States (CONUS) and Civilian employees assigned Outside the Continental United States (OCONUS) are eligible for situational telework IAW this DTM and future updated guidance.

(4) Pursuant to Section 6502 of Title 5, U.S.C., an employee is permanently barred from teleworking (including situational telework) if the employee has been officially disciplined for:

(a) Being absent without permission for more than five days in any calendar year.

(b) Viewing, downloading, or exchanging pornography, including child pornography on a government computer or while performing official Federal Government duties.

(5) Supervisors are required to document telework eligibility for civilian employees in accordance with Reference (g) Appendix 2.

2. PROGRAM GUIDELINES: Refer to Reference (g).

3. SITUATIONAL TELEWORK. Situational Telework is authorized on a limited, case by-case basis, when it serves a compelling Agency need, such as to continue mission essential functions and activities, including continuity of operations (COOP), time sensitive special projects, completion of complex tasks or job-related required web-based training *during a period when an employee would be unavoidably absent but available to work virtually*. This includes recovery from illness or an injury, tending to personal situations of short duration, or when opting for unscheduled telework when OPM or local installation operating guidance announces, "Open with an Option for Unscheduled Leave or Unscheduled Telework." Situational telework to subvert the required Agency Worksite presence is prohibited. Situational telework shall be intermittent and not authorized as a substitute for routine or recurring telework or situations in which annual or sick leave is appropriate.

4. REQUIREMENTS. An employee's participation in telework is voluntary except as required under COOP or evacuation order. Employees designated as mission-essential may be required to telework from an alternate worksite such as their home or a telework center during an emergency. Approval to telework will be based on management's determination that an alternate worksite supports the mission of the agency and does not diminish either employee performance or Agency operations. Supervisors must notify employees of their eligibility to telework. Management may disapprove or terminate an alternate worksite arrangement if it is not compatible with or does not contribute to the Agency's mission or for any other legitimate business reason. Supervisors must assess the potential challenges that may result from an alternate worksite arrangement to ensure there is not a negative impact to mission or employee performance. Supervisors shall regularly monitor telework utilization to ensure adherence to DLA's program guidelines.

5. REQUEST PROCEDURES.

a. Civilian Employees

(1) Must complete DLA telework training to participate in the DLA Telework Program.

(2) Must initiate a situational telework agreement in ETM or equivalent and complete the self-certification home safety checklist. An approved situational telework agreement is required prior to participation in the DLA Telework Program.

(3) Supervisors will review the situational telework agreement in ETM or equivalent, certify the home safety checklist, and complete the supervisor checklist. Supervisor approval is required before an employee is permitted to participate in the DLA Telework Program.

(4) Telework agreements will be reviewed by employees and supervisors at least every two years, when the terms of the agreement change or when a new supervisor is assigned.

b. Approval Levels

(1) Situational telework should be approved using judicious discretion on a case-by-case basis. Situational telework shall not be approved to subvert the required onsite presence. J1 will monitor this discretionary authority to ensure uniformity across the agency. Situational Telework requests may be approved at the following levels:

(a) Supervisors: Approval authority for singular duty days up to three consecutive duty days, but no more than seven duty days each month.

(b) MSC Commander/Directors, J Code Directors, DLA General Counsel, and DLA CoS: Approval authority up to 15 consecutive duty days.

(c) J1 Director: Approval authority for any request over 15 consecutive duty days. The J1 Director may delegate this authority no lower than the J1 Deputy Director.

c. Management Controls. Management and Organizational Telework Coordinators will monitor the program for compliance and uniformity using ETM or equivalent. Management will regularly review data for excessive utilization of situational telework and adjust program parameters accordingly.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

A listing of abbreviations and acronyms is mandatory for issuances over two pages.

DLA	Defense Logistics Agency
DoD	Department of Defense
DTM	Directive Type Memorandum
ETM	Eagle Telework Management
OPM	Office of Personnel Management

PART II. DEFINITIONS

Situational Telework. An approved telework arrangement that is not a part of an ongoing schedule and occurs occasionally. It is episodic, intermittent, unscheduled, or ad hoc telework.

Telework. The act of performing all or a portion of work functions at an approved alternative worksite. Telework does not include work arrangements that are full-time mobile (e.g., the worksite changes frequently due to the nature of the job)

Telework-eligible employee: an employee who meets both position and person eligibility requirements for telework.

Telework-ready employee: a telework-eligible employee who has: (a) a current, approved telework agreement, (b) the equipment and connectivity necessary to perform assigned duties, (c) sufficient work available to remain productive, and (d) completed required telework training.