

MPG 3000.1

REVISION A

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MARSHALL PROCEDURES AND GUIDELINES

CD01

MSFC FLEXIPLACE PROGRAM

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PREFACE

P.1 PURPOSE

This Marshall Procedures and Guidelines (MPG) sets forth required procedures for implementation of a Marshall Space Flight Center (MSFC) Flexiplace Program in accordance with MPD 3000.1.

P.2 APPLICABILITY

This guidance will apply to all participants in the MSFC Flexiplace Program.

P.3 AUTHORITY

- a. National Telecommuting Initiative Action Plan, dated January 1996
- b. NASA Personnel Bulletin 96-21-JL, dated April 11, 1996
- c. MPD 3000.1, "MSFC Flexiplace Program"

P.4 APPLICABLE DOCUMENTS

MPD 3000.1, "MSFC Flexiplace Program"

P.5 REFERENCES

- a. Federal Employees Compensation Act
- b. NPG 1441.1, "NASA Records Retention Schedules"
- c. MWI 4200.1, "Equipment Control"

P.6 CANCELLATION

MPG 3000.1 dated April 3, 1998

Original Signed by
Carolyn S. Griner for

A. G. Stephenson
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Flexiplace. The abbreviated name for the Federal Flexible Workplace Program. This program provides employees the opportunity to work all or part of the workweek at an alternative location away from the main worksite. The alternative worksite is the employee's home or a community-based telecenter.

1.2 Flexiplace Options

1.2.1 Regular. Long-term work arrangements wherein the employee performs assigned duties during the pre-established tour of duty (e.g., 7:00 - 3:30, 8:00 - 4:30). Except in unusual circumstances and when approved by the supervisor, participants will report to the official duty station at least one day a week.

1.2.2 Episodic. Recognizing that some projects may be amenable to being performed at home rather than in an office setting, Flexiplace arrangements may be available for a short duration, not to exceed 30 calendar days, to complete all or discrete portions of a project.

1.2.3 Medical. Employees with certain illnesses or disability may be eligible to work at home on a full- or part-time basis.

2. RESPONSIBILITIES

2.1 The Director, Customer and Employee Relations Directorate, is responsible for administering, monitoring, and making necessary modifications to the Flexiplace Program.

2.2 The Program Coordinator will:

2.2.1 Provide program orientation,

2.2.2 Maintain original copies of the MSFC Flexiplace Application and Agreement (MSFC 4292) and MSFC Flexiplace Safety Awareness (MSFC 4292-1) forms, and

2.2.3 Prepare and maintain program status reports.

2.3 Supervisors and employees will adhere to the procedural requirements of this Directive.

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3. PROCEDURE

3.1 Employee Participation

The Flexiplace Program is targeted to employees whose positions lend themselves to being performed away from the official duty station. Participation is voluntary and requires management approval.

3.2 Eligibility Requirements

Approval for participation will be determined on a case-by-case basis. The nature of the work must be suitable for Flexiplace. For example, it must be portable and able to be performed effectively outside of the office without causing undue expense or disruption to the organization. Tasks should be easily quantifiable, measurable, or primarily project-oriented (e.g., reading, processing tasks, writing proposals, computer-oriented tasks).

3.2.1 Regular Option

3.2.1.1 The employee must have at least 1 year of permanent experience with MSFC and have demonstrated the ability to work independently, be a self starter, be well organized, be highly disciplined, be conscientious, and need little supervision.

3.2.1.2 The employee's most recent performance appraisal rating of record must be "Meets Expectations."

3.2.1.3 The employee must complete, sign, and abide by the MSFC Flexiplace Application and Agreement, complete the MSFC Flexiplace Safety Awareness form, and attend an orientation provided by the Program Coordinator prior to program participation.

3.2.1.4 The employee must provide, at his/her own expense, an alternate work location with adequate space, access to a telephone, and without undue interruption (e.g., baby-sitting).

3.2.1.5 Approval is required from the immediate supervisor with concurrence of the directorate/office head.

3.2.1.6 The following positions are excluded from Regular Option participation: SES, managerial, supervisory, team leader, trainee, personnel specialist, EEO specialist, security specialist, clerical, and temporary/term.

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3.2.2. Episodic Option

Requirements are the same as for Regular Option, except:

3.2.2.1 The nature of the work will be:

- a. A project of short duration not to exceed 30 calendar days.
- b. Of an infrequent or occasional nature (as opposed to regular and recurring).

3.2.2.2 No positions are excluded.

3.2.2.3 Approval of the first-level supervisor with the concurrence of the second-level supervisor, e.g., group leader or higher.

NOTE: Employees with frequent external/internal client contact may find Episodic Flexiplace participation their only viable option.

3.2.3 Medical Option

Requirements are the same as Regular Option, except:

3.2.3.1 The employee has a health condition which limits his/her mobility or ability to perform at the regular workplace.

3.2.3.2 Medical documentation is required to support the request and may be required to retain the Flexiplace status. The medical documentation should include the expected length of the medical condition.

3.2.3.3 No positions are excluded.

3.2.3.4 Approval of the first-level supervisor with concurrence of the second-level supervisor is required for medical conditions of 30 calendar days or less. Approval of the directorate/office head is required when the medical condition exceeds 30 calendar days.

3.3 Time and Attendance Issues

3.3.1 Hours of Duty

Flexiplace is a change in work location only; time and attendance

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rules remain the same.

3.3.2 Administrative Leave, Dismissals, Emergency Closings

The principles governing administrative leave, dismissals, and closings remain unchanged. The ability to conduct work (and the nature of the impediments), whether at home or at the office, determine when an employee may be excused from duty. A Flexiplace participant may sometimes, but not always, be affected by an emergency requiring the regular office to close. For example, on a "snow day" a Flexiplace employee will not be excused from work unless he or she cannot perform work because the regular office is closed. When an emergency, i.e., power failure, affects only the alternative worksite for a major portion of the workday, the employee may be required to report to the regular office, take approved annual leave, leave-without-pay, or receive an authorized excused absence.

3.3.3 Overtime/Compensatory Time

Employees are responsible for obtaining advance approval to work in excess of their normal hours of duty.

3.4 Position and Performance Issues

Position descriptions will remain unchanged. Supervisors will assess performance standards to determine whether changes, if any, are required.

3.5 Records Management

Official records removed for Flexiplace assignments remain the property of MSFC and any records generated from Flexiplace assignments become the property of MSFC. Removal of Government records from the official duty station requires prior coordination with the supervisor. The removal of Privacy Act and other sensitive information (e.g., International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR)) for Flexiplace assignments requires supervisory approval. Off-site access to classified data is not permitted. Information that is sensitive or subject to the Privacy Act should be identified as such, and employees counseled on proper use and safeguarding of the documents. Special care must be given to sensitive information accessible on computer equipment. Information should be accessible only by use of effective passwords that are changed frequently. Sensitive information stored on personal computers must be unretrievable prior to servicing the equipment. Note: Information "removed" using

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software deletion commands ('remove,' 'erase,' or 'delete') may indicate that information has been deleted but in certain situations may still be retrievable.

3.6 Workers Compensation

Employees must complete the "MSFC Flexiplace Safety Awareness" form (MSFC 4292-1) which identifies significant safety standards prior to entering the Flexiplace Work Program. Any standard to which the employee is unable to certify must be identified. Flexiplace employees are covered by the Federal Employees Compensation Act. On-the-job injuries must be brought to the immediate attention of the supervisor and are subject to investigation.

3.7 Pay Issues

3.7.1 Pay Rate

Flexiplace does not affect pay rate.

3.7.2 Premium Pay

The normal rules apply.

3.8 Facilities Issues

3.8.1 MSFC Office Space

MSFC office space may not be maintained for regular or extended medical Flexiplace employees.

3.8.2 Home Office Space

Employees shall have a designated work area for performance of Flexiplace duties.

3.8.3 Home Utility Expenses

Incremental home utility costs associated with working at home will not be paid by MSFC.

3.8.4 Miscellaneous Expenses

Costs associated with the printing/copying of work-related materials, fax charges, express mail, etc., will not be reimbursed by MSFC. These tasks should be performed at the duty station using MSFC equipment, services, and materials.

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3.8.5 Worksite Inspection

Inspections of the employee's flexiplace may be conducted during the employee's normal working hours.

3.9 Telecommunications and Equipment

3.9.1 Telephone

MSFC will provide telephone credit cards or will reimburse an employee working under an approved Flexiplace Agreement for business-related long distance and toll phone calls on their personal phone. Employees will be required to certify that all usage of such services is for official government business.

3.10 Agency-owned Equipment

Equipment tracked in the NASA Equipment Management System (NEMS) may be used by employees in their private residence provided the equipment is available and is used only for official business. Strict adherence to regulations concerning the safeguarding and removal of all equipment is essential. MSFC Form 4241, "Employee Equipment Loan Agreement," must be completed and approved by the appropriate supervisor(s) and the Supply and Equipment Management Officer (SEMO) before property is removed from the official duty station. A mobile property pass, MSFC Form 4373, will be issued for each piece of equipment approved for loan. Agency-owned computer equipment must be returned to the Center for servicing by Center authorized technicians. Issues regarding damaged or loss equipment are handled through the Survey Report process outlined in MWI 4200.1, "Equipment Control."

3.11 Tax Considerations

Employees who believe they may be entitled to tax deductions based on home office or work space, depreciation of employee-owned personal computers and related equipment, etc., should consult their personal tax advisor or the Internal Revenue Service for information on tax laws and interpretations. This is a matter strictly between the employee and the Internal Revenue Service.

4. RECORDS

The MSFC Flexiplace Application and Agreement and MSFC Flexiplace Safety Awareness forms will be maintained by the Human Resources

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Department and destroyed upon completion of the Flexiplace assignment in accordance with NPG 1441.1, Schedule 3/60/A.

5. FLOW DIAGRAM

None

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CHAPTER 1

APPLICATION PROCESS AND PROCEDURES

1.1 Application

Employees interested in participation in the Flexiplace Program may apply by completing the MSFC Flexiplace Application and Agreement and the MSFC Flexiplace Safety Awareness forms, and obtaining appropriate approval as outlined in Section 3.2 of this Directive. All Flexiplace participants and their supervisor shall attend an orientation prior to entering the program.

1.2 Re-application/Certification

Re-application and/or certification are required to: (a) extend Regular Option participation beyond 52 weeks; or (b) extend Medical Option participation. A new doctor's certification will be required when the existing medical condition lasts longer than the original estimated time of recovery. A new application and doctor's certification are required for new medical conditions and when the medical condition exceeds 52 weeks.

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CHAPTER 2

TERMINATION, POSITION CHANGE, AND TEMPORARY SCHEDULE ADJUSTMENTS

2.1 Termination

Flexiplace arrangements may be terminated by the employee or his/her supervisor at any time upon sufficient notice to ensure management and employees adequate time to plan for reverting back to a regular work environment and schedule. Reasons for withdrawing or terminating employee participation may include: no longer able to fulfill the agreement, no longer benefits the organization or employee, employee transfers or is reassigned to a different position, or loss of interest in the program. A performance appraisal of "Fails to Meet Expectations" automatically terminates employee's participation.

2.2 Position Change

Re-application for program participants will be required when:
(a) the Flexiplace employee is reassigned or promoted to a different position; or (b) the supervisor of a Flexiplace employee changes.

2.3 Temporary Schedule Adjustments

Management may alter, with advance notification, the employee's established work schedule or location to accommodate peak workload demands or other official purposes.