



Telework Program After BRAC

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Manpower, Personnel and Security



Vision and Mission

Defense Information Systems Agency
A Combat Support Agency

VISION:

Leaders enabling information dominance in defense of our Nation

MISSION:

DISA, a Combat Support Agency, engineers and provides Command and Control (C²) capabilities and enterprise infrastructure to continuously operate and assure a global net-centric enterprise in direct support to joint war fighters, National level leaders, and other mission and coalition partners across the full spectrum of operations.





Objectives of Telework

Defense Information Systems Agency
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- *Enabler for Continuity of Operations (COOP) during emergencies*
- *Improve employee productivity*
- Promote DISA as Employer of Choice
- Improve retention and recruitment
- Enhance DISA's efforts to employ and accommodate people with disabilities
- Reduce traffic congestion
- Decrease energy consumption and pollution emissions
- Reduce parking congestion, transportation costs and costs of transit subsidy



Another Objective!

Defense Information Systems Agency
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- Base Realignment and Closure (BRAC)
 - BRAC Announcement in 2005
 - Change in Telework Program 2008
 - Annual Employee Satisfaction Survey results in 2009
 - 2011 move to from Arlington, VA to Ft Meade, Maryland
 - Roughly 75% of the NCR workforce lived in VA
 - Telework was part of our recruitment and retention planning but not the only reason for program expansion
 - Move completed by end of Jul 2011
 - Telework program still major component of our quality of work life programs



DISA Telework Policy

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- DISA employees may telework for up to 3 days per week
 - With supervisor's approval
- Recent changes:
 - Regular teleworkers required to take laptops home daily
 - All teleworkers scheduled to telework on a day of closure are required to telework that day and other days of closure
- Written Agreement
 - Both, regular & recurring basis and ad-hoc teleworking requires a signed and approved telework agreement
 - Teleworking at home requires completion of a safety checklist
- Same hours of duty rules apply
 - Must be working during core hours
 - Overtime/compensatory time approved by supervisor in advance
 - Teleworking hours must be reported in time and attendance system

“Telework is working”

Just do it

