



# Department of Defense DIRECTIVE

NUMBER 1035.1

September 9, 2002

Certified Current as of December 1, 2003

---

---

USD(P&R)

SUBJECT: Telework Policy for Department of Defense

- References:
- (a) Section 359 of Public Law 106-346, "Department of Transportation and Related Agencies Appropriations Act 2001," October 23, 2000
  - (b) Sections 101 and 206 of title 37, United States Code
  - (c) Under Secretary of Defense (P&R) Memorandum, "Department of Defense Telework Policy and Guide for Civilian Employees," October 22, 2001
  - (d) Title 10, United States Code
  - (e) Title 5, United States Code

## 1. PURPOSE

This Directive:

- 1.1. Establishes an overarching policy governing telework (also known as telecommuting) within the Department of Defense.
- 1.2. Assigns responsibilities for telework.
- 1.3. Establishes the supervisors' and/or commanders' authority to assign official duties (including training) that may be performed via telework.
- 1.4. Implements the provisions of reference (a) and is consistent with references (b), (c), (d), and (e).

## 2. APPLICABILITY AND SCOPE

This Directive applies to the Office of the Secretary of Defense; the Military Departments; the Chairman of the Joint Chiefs of Staff; the Combatant Commands; the Office of the Inspector General of the Department of Defense; the Defense Agencies; the DoD Field Activities; and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components").

## 3. DEFINITIONS

3.1. Defense Agencies and DoD Field Activities. Organizations specifically designated as Defense Agencies and DoD Field Activities under Section 191 of title 10 U.S.C. (reference (d)).

3.2. Telework. An arrangement that a civilian employee and/or member of the Armed Forces performs assigned official duties at an alternative worksite on either a regular and recurring, or on an ad hoc, basis (not including while on official travel).

3.3. Alternative Worksite. A place away from the traditional worksite that has been approved for the performance of assigned official duties. It may be an employee's and/or member's home, a telecenter, or other approved worksite including a facility established by State, local or county governments, or private facility.

3.4. Armed Forces. The Army, the Navy, the Air Force, the Marine Corps, and their Reserve components.

## 4. POLICY

It is DoD policy that:

4.1. The Department of Defense is committed to improving workforce efficiency while promoting quality of life for its employees and/or members.

4.2. The DoD Components shall develop, implement, and operate telework programs that are appropriate within their respective organizations.

4.3. Consistent with accomplishing their assigned missions, the DoD Components shall actively promote telework within their organizations, and make every effort to overcome artificial barriers to this program.

4.4. Telework is limited to the conduct of assigned official duties (including training).

4.5. Telework may be appropriate for supervisor and/or commander directed web-based distance and continuous learning, including educational requirements required by law or regulation. Training requested by an employee and/or member is subject to the supervisor's and/or commander's approval and must conform to the provisions of applicable regulations.

4.6. Telework is not a right and may be terminated by the supervisor and/or commander at his/her discretion, or in response to an employee's and/or member's request.

## 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense (Personnel and Readiness) shall have overall responsibility for the Department's telework policy.

5.2. The Assistant Secretary of Defense (Force Management Policy), under the Under Secretary of Defense (Personnel and Readiness) shall:

5.2.1. Develop DoD policy on civilian and military telework matters.

5.2.2. Provide policy oversight for issues relating to telework and Total Force implementation of telework policies.

5.2.3. Review guidelines for telework policies.

5.3. The Assistant Secretary of Defense (Reserve Affairs), under the Under Secretary of Defense (Personnel and Readiness), shall advise the Assistant Secretary of Defense (Force Management Policy) on Reserve component telework policies.

5.4. The Heads of the DoD Components shall administer appropriate telework programs in accordance with public law and DoD policies on telework.

6. EFFECTIVE DATE

This Directive is effective immediately.



**Paul Wolfowitz**  
**Deputy Secretary of Defense**