



FLAG VOICE #589

USCG Revised Telework and New Remote Work Programs

26 October 2022

Colleagues,

As outlined in the 2022 Commandant's Intent and the Ready Workforce 2030 Strategic Outlook, the Service must have the tools to attract, employ, and retain proven responsible, high-performing military members and civilian employees. To compete for the best talent, the Coast Guard is updating the telework policy and implementing a new remote work policy. These policies will help provide the total workforce we need to continue delivering on our critical missions, and simultaneously provide some measure of flexibility for eligible high-performing employees.

These new policies provide enhanced and more flexible workplace opportunities that are essential to securing the Coast Guard's position as an employer of choice.

- Telework:** An arrangement where civilian employees and military members on approved telework agreements work at an alternate worksite (e.g., home) but must physically report to their official (Coast Guard) worksite on a regular and recurring basis. Military members must report four times a month and civilians twice a pay period. Telework arrangements must take into consideration a member's ability to work with minimal supervision, past and current performance and productivity, organizational and communications skills, and ability to successfully accomplish duties remotely.

- Remote work:** An arrangement by which an employee is scheduled to perform work at an alternate worksite, within or outside the local commuting area of the agency worksite and is not expected to report to the agency worksite on a regular and recurring basis.

- *Military members may be evaluated for remote work opportunities in certain circumstances when approved by the first Flag Officer or Senior Executive Service (SES) in the chain of command.

Telework and remote work must support Coast Guard operations and must not adversely affect organizational missions and functions. Supervisors and commands must determine participation eligibility as outlined in the Instructions and must establish specific controls to ensure telework and remote work arrangements do not adversely affect organizational operations.

Participation in telework arrangements is at the discretion of the supervisor and not an entitlement or right of employment or military service. Denial or termination of telework should be based on participation criteria, business-related, operational needs, or both. Concerns about "preference" and "fears of fundamental fairness" are NOT acceptable reasons to deny telework or remote work agreements.

If you or your leadership team have specific questions, please do not hesitate to reach out to my Office Chief for Civilian Workforce Management, Ms. Jennifer Leung or Mr. Ron Coleman of her team, or to my Office Chief for Military Personnel Policy, CAPT Monique Roebuck.

A handwritten signature in blue ink, appearing to read "B. K. Penoyer", is written over a faint background of the signature.

RADM B. K. PENOYER
Assistant Commandant for Human Resources