

DRMS-D 1422.3

DRMS-OH

31 Oct 96

FLEXIPLACE

A. REFERENCE. DRMS/DLSC-R 1422.2, Flexiplace, January 11, 1990, (hereby cancelled).

B. PURPOSE. Supersedes reference. This directive provides policy and assigns responsibilities for the Flexiplace program.

C. APPLICABILITY AND SCOPE. This directive is applicable to employees of the Defense Reutilization and Marketing Service (DRMS) and Defense Logistics Services Center (DLSC).

D. DEFINITION. Flexiplace is an arrangement, agreed to by management and an employee, which allows an employee to work at home or an alternative work site during a temporary period when the employee is unable to report to his or her normal duty station due to illness or injury.

E. POLICY.

1. Participation in the Flexiplace program is voluntary.

2. Each flexiplace arrangement must be temporary in nature. (No more than 120 days per single arrangement, and no more than 180 days in a 12-month period).

3. The flexiplace program must be based on workload and on the ability of the employee's immediate supervisor to ensure that the quality and quantity of work assigned to the employee is measurable. Work should be measured against established quality and quantity norms to provide a reasonable check on work hours reported.

4. Time and attendance certification is imperative.

5. Employee must have a condition which prevents working at his/her normal duty station, but allows for work at home.

F. RESPONSIBILITIES.

1. Heads of Offices/Directorates will:

a. Approve/disapprove flexiplace requests based on the recommendation of the DRMS Human Resources Division (DRMS-OH).

b. Certify that the work was accomplished.

2. Supervisors will:

a. Review the employee's request for the flexiplace program.

b. Notify the employee of the decision, and the reason why, if the request was disapproved.

c. If approving an employee's request:

(1) Clearly define the work to be accomplished.

(2) Clearly define managerial controls, to include what auditable records will be kept on the work completed, how work hours will be reported, and who will

verify the work accomplished.

d. Submit requests to the director/office chief for approval.

3. Employees who desire to participate in the flexiplace program will submit written requests to work at home on a temporary basis. The request must include a doctor's statement giving:

a. The nature of the incapacity which prevents reporting to his/her duty station.

b. The approximate duration of the incapacitation.

c. The type of duties that could be accomplished at home.

4. The DRMS Human Resources Division (DRMS-OH) will:

a. Make recommendations to approve/disapprove requests for flexiplace.

b. Maintain this directive in a current status and review it annually.

G. EFFECTIVE DATE AND IMPLEMENTATION. (Reserved for future use.)

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

BY ORDER OF THE COMMANDER:

DOUGLAS W. YOUNG
LCDR, SC, USNR
Executive Officer