

MANUAL: Personnel  
Chapter Series CC--Commissioned Corps Personnel Manual  
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Chapter CC23 -- Staffing  
Subchapter CC23.5 -- Utilization  
Personnel INSTRUCTION 10 -- Use of Alternative Workplaces

CONTENTS

<u>Section</u>	<u>Subject</u>	<u>Page</u>
A.	Purpose and Scope.....	1
B.	Authority.....	2
C.	Definition .....	2
D.	Policy .....	2
E.	Procedures.....	3
F.	Privacy Act Provisions.....	4
Exhibit I.	Sample Memorandum (Alternative Workplace) Authorization.....	5
Exhibit II.	Sample Memorandum (Alternative Workplace) Authorization.....	6

Section A. Purpose and Scope

This INSTRUCTION sets forth policy concerning the voluntary use of a workplace other than a temporary or permanent duty station, to meet program needs and workplace efficiencies.

### Section B. Authority

Section 215 of the PHS Act (42 U.S.C. 216) provides authority for the administration of the Service and the Commissioned Corps. The authority for daily administration of the PHS Commissioned Corps has been delegated to the Director, Division of Commissioned Personnel (DCP).

### Section C. Definition

An alternative workplace is defined as a location other than an officer's permanent or temporary duty station at which management authorizes the officer to perform his/her official duties. This definition includes an officer's residence and a Federal Telecommuting Center (FTC). FTC's are established under agreements with the General Services Administration.

### Section D. Policy

1. Officer's Residence. Upon mutual consent of the officer and the Operating Division or Program, an officer may perform official duties at his/her residence. However, an officer's private residence cannot be an official duty station. The government is not obligated to fund expenses that may be incurred by the officer in the performance of official duties at the officer's residence, including equipment, telephone lines, secure storage, etc. Additionally, the Operating and Staff Division (OPDIV/STAFFDIV), Public Health Service, and Department of Health and Human Services assume no liability for injury that may occur to the officer or third parties, or damage to the officer's property as a result of the officer's performing official duties at his/her residence.
2. Authorization to Use Alternative Workplace. An officer may be authorized, but not required, to use an alternative workplace under one of the following circumstances:
  - a. When regularly scheduled telecommuting will add to an officer's productivity and in the case of an FTC, reduce the commuting distance for the officer. Management may authorize the use of an alternative workplace under this paragraph, not to exceed 2 days per week. Such an authorization may be granted for a period not to exceed 6 months. All authorizations shall be accomplished by memorandum as described in Section E. below. Successive authorizations may be granted with each new authorization requiring a new authorizing memorandum, signed by both parties, and processed under Section E. below.

- b. It is in the interest of the program to have the officer complete a project away from the normal duty station. The determining factors must be the interests and needs of the program. Under this paragraph, use of an alternative workplace may not exceed 14 days for a particular project, nor 30 cumulative days per calendar year for all such projects.
  - c. An officer whose work space is temporarily unavailable due to anticipated or unanticipated damage, remodeling, or repair, may use an alternative workplace during this work space disruption with management authorization.
3. Other Flexible Workplace Arrangements. Prior to the issuance of this INSTRUCTION, some commissioned officers were authorized to use alternative workplaces under provisions or arrangements other than those contained in this INSTRUCTION. Within 60 days of the date of issuance of this INSTRUCTION, all previous agreements will be terminated. All new alternative workplace arrangements and related documentation must comply with this INSTRUCTION.

#### Section E. Procedures

1. Documentation. Authorization for the use of an alternative workplace must be documented by a memorandum from the authorizing official to the officer prior to commencement of duties at the alternative workplace. (See sample memoranda in Exhibits I and II of this INSTRUCTION). A copy of this memorandum must be retained by the officer for his/her personal records.

The authorizing official must forward the original memorandum signed by both parties (authorizing official and officer) to the OPDIV/STAFFDIV/Agency/Program Commissioned Corps Liaison (CCL) within five working days. The CCL will review the memorandum for compliance with this INSTRUCTION and will forward the signed memorandum to the Office of the Director, DCP for data entry and inclusion in the officer's Official Personnel Folder.

The memorandum must include the following items:

- officer's name and PHS number,
- full address of the alternative workplace,
- duration of the authorization (not to exceed the limits specified in this instruction),
- how the officer can be contacted,

- any specific provisions for the particular assignment, and
- the specific reason for the authorization.

2. Supervisory Responsibilities. The supervisor is responsible for monitoring the officer's performance while the officer is at an alternative workplace. The supervisor must ensure that an officer working at an alternative workplace is readily accessible to management officials, coworkers and customers.

Section F. Privacy Act Provisions

Records of officers concerning alternative workplace are subject to the Privacy Act of 1974. Commissioned Corps Personnel Manual INSTRUCTION 7, Subchapter CC26.1, "Rights and Responsibilities of PHS Commissioned Officers Under the Privacy Act of 1974," of this manual, sets forth the procedures to be followed in the maintenance of these records. The applicable system of record is 09-40-0001, "Public Health Service Commissioned Corps General Personnel Records, HHS/PSC/HRS."

EXHIBIT I

Sample Memorandum

Date:  
To:                    (Officer's Name)  
Subject:            Alternative Workplace Authorization  
From:                (Authorizing Official)

This memorandum authorizes you to use the following alternative workplace for the period of May 31, 1999 to June 11, 1999. Your assigned duty hours are \_\_\_\_\_ to \_\_\_\_\_.

Officer's Residence  
 Federal Telecommuting Center

Address of Alternative Workplace:

\_\_\_\_\_ 12345 Hollow Hills Road  
\_\_\_\_\_ Bethesda, MD 20814  
Phone: \_\_\_\_\_ (301) 555-5555  
Fax: \_\_\_\_\_ (301) 555-1111  
E-Mail \_\_\_\_\_  
Pager: \_\_\_\_\_

Your assignment for this period of authorization is to complete the review of 12 Health Student Education grant applications. Per our discussion, I anticipate that this project will take you approximately 10 work days to complete. Should you complete this work prior to June 11<sup>th</sup>, you are required to report back to your assigned duty station the next business day after finishing the review. The following equipment has been issued to you for the performance of these duties. \_\_\_\_\_ . (Attach copy of property pass.)

Provisions:

Please provide a status report on your progress on Tuesdays and Thursdays.

\_\_\_\_\_  
(Authorizing Official's Name)

\_\_\_\_\_  
(Authorizing Official's Signature)

\_\_\_\_\_  
Date

I agree to work at the alternative workplace in accordance with INSTRUCTION 10, Subchapter CC23.5 of the Commissioned Corps Personnel Manual, incorporated herein by reference and as indicated in this memorandum. I understand that I may be directed to work at my regular workplace on specific occasions, such as for training and staff meetings, when required by my supervisor.

\_\_\_\_\_  
(Officer's Signature)

\_\_\_\_\_  
Date

