

United States Department of Agriculture  
Marketing and Regulatory Programs  
Agricultural Marketing Service  
Animal and Plant Health Inspection Service  
Grain Inspection, Packers and Stockyards Administration

## Directive

MRP 4368.1

6/8/05

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### TELEWORK PROGRAM

#### 1. PURPOSE

This Directive establishes Marketing and Regulatory Programs (MRP) policy, procedures, and guidance for participation in the Telework program.

#### 2. REPLACEMENT HIGHLIGHTS

This Directive replaces MRP 4368.1, Flexiplace Program, dated 7/26/01.

#### 3. AUTHORITIES

- a. Memorandum for the Heads of Executive Departments and Agencies; Subject: Expanding Family-Friendly Work Arrangements in the Executive Branch, dated July 11, 1994;
- b. Public Law Number 104-52, Treasury, Postal Service, and General Government Appropriations Act of 1996;
- c. Public Law Number 106-346, Section 359, Department of Transportation Appropriations Act of 2001;
- d. Office of Personnel Management (OPM) Guide to Processing Personnel Actions, Chapter 23; and,
- e. OPM Memorandum to Executive Heads of Agencies, Subject: Establishing Telecommuting Policy, dated February 9, 2001.

#### 4. POLICY

It is MRP policy that:

- a. Telework is a management option rather than an employee benefit. Accomplishment of the agency's mission takes precedence over telework participation. Employees must be available for onsite meetings, training, and conferences as directed by the supervisor.

- b. MRP telework training is required for participating employees and their supervisors prior to employee participation in the MRP telework program.
- c. Employees must adhere to guidelines on tours of duty (beginning/ending times, core hours, meal breaks, etc.) and absence and leave.
- d. Managers and supervisors will terminate an employee's participation at any time if the employee's participation adversely affects the achievement of the organization's mission and service delivery.

## **5. COVERAGE**

Participation in the MRP telework program is limited to employees who:

- a. Are on permanent appointments or appointments of more than 1 year;
- b. Were rated at least fully successful or equivalent (e.g., 'pass') on their most recent performance appraisal;
- c. Have work assignments that are portable and can be performed effectively at a location other than their official duty station;
- d. Have completed the required MRP telework training which can be found at [http://inside.aphis.usda.gov/mrpbs/hr\\_telework.shtml](http://inside.aphis.usda.gov/mrpbs/hr_telework.shtml) and
- e. Have completed the MRP Form 210-R, Telework Agreement (and MRP Form 18-R, Work Restriction Evaluation, if applicable) which has been approved by the appropriate agency officials.

## **6. OPERATING GUIDELINES**

Operating guidelines on the telework program are contained in the Human Resources Desk Guide (HRDG), Subchapter 4368, Telework. This Directive and HRDG Subchapter 4368 are available on the following websites: [www.aphis.usda.gov/library](http://www.aphis.usda.gov/library) [http://inside.aphis.usda.gov/mrpbs/hr\\_telework.shtml](http://inside.aphis.usda.gov/mrpbs/hr_telework.shtml) and <http://www.ams.usda.gov/issuances>

## **7. INQUIRIES**

Inquiries should be directed to the designated agency telework coordinator listed in the HRDG, Subchapter 4368, Telework, Section A. Contact MRPBS, Human Resources Division, Enhancement Branch, at 301-734-6466 for MRP telework policy guidance.

/s/

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