

Technical Operations Teleworking and Social Distancing Guidelines

The expectation is that all employees will telework to the maximum extent.

Staff the Tier 1 Facilities and the OCC's with a single management presence. The remainder of management should telework, reporting to the facility as operationally necessary.

Managers at Tier 2 and 3 Facilities should telework, and only report to the facility as operationally necessary.

Telework agreements should be completed and approved consistent with the CBA and HRPM. For specialists, telework agreements will be designated as Situational.

Telework location can be designated as the employee's residence or other approved location. The telework location must be within the same local commuting area consistent with the employees SF-50 duty location.

Employees may use any combination of an FAA issued administrative/MDT laptop, FRAC, FAA issued iPhone to telework in addition to home office technology.

While teleworking, employees may be required to return to the official duty location or other FAA facility/worksites, based on operational requirements.

If an employee is required to commute to a FAA worksite during the employees' established official duty time on a telework day, the time required to commute from the telework location to the worksite counts as duty time.

No change to existing Government Owned Vehicle (GOV)/GSA policy is authorized. Employees may not take a GOV to their personal residence.

Consider positioning GOVs at secure alternate/remote FAA or other government facilities/worksites. Consider locations in the vicinity of the specialist's telework location. If able limit the sharing of GOVs.

Consider utilizing idle GOVs from other organizations.

Allow specialists to report to alternate FAA facilities (VOR, ARSR, RCAG, etc), instead of the ATCT, TRACON, ARTCC, CERAP. Minimize the number of employees reporting to any location.

With management approval, employees are authorized to utilize their Privately Owned Vehicle (POV) to drive from their telework location to FAA facilities/worksites. Employees can be reimbursed in accordance with FAA Travel Policy.

Facilities with Watch Standers:

Reduce staffing levels to minimal operational coverage in the facility. All additional staffing will be in a teleworking posture, and in a ready state prepared to respond to recall during their normally scheduled shift.

Eliminate the overlap of shifts, and in-person handoffs between shifts, and consider minimizing the number of shifts to maintain the same coverage.

Crew Assignments on the basic watch schedules shall include fixed, non-rotating shifts, which will ensure limited social interaction between peers. Employees may not swap crews, or shifts, as this will allow for maximum social distancing.

Consider a Technical Operations presence in lieu of a full complement of disciplines on duty, with the remaining disciplines in a telework status prepared for an immediate response.