

***NATIONAL WEATHER SERVICE INSTRUCTION 1-701  
MAY 23, 2005***

***Administration and Management  
Administrative Controls, NWSPD 1-7***

***NATIONAL WEATHER SERVICE TELEWORK PROGRAM***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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**OPR:** CFO3 (B.Maynard)  
**Type of Issuance:** Routine

**Certified by:** CFO3 (N.Leivers)

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***SUMMARY OF REVISIONS:*** This directive supersedes NWSI 1-701, “NWS Telework Program,” dated June 1, 2004. Reference to National Weather Service (NWS) Flexiplace Pilot Programs is deleted since the NWS Telework Program is in full effect.

*signed by Matt Jadacki*  
Matt Jadacki  
Chief Financial Officer/Chief  
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*May 9, 2005*  
Date

<u>Table of Contents</u>	<u>Page</u>
1. Introduction .....	2
2. Telework .....	2
3. Telework Authorities .....	2
3.1 NOAA .....	2
3.2 NWS' Telework Implementation Procedures (Addendum to the NOAA Policy) .....	2
4. NWS Telework Implementation .....	3
5. NWS FMC Telework Implementation .....	3
1.0 <u>Introduction</u> . This instruction provides the NOAA Telework Policy and establishes the National Weather Service (NWS) Telework Implementation Procedures (Addendum to the NOAA Policy) as guidance for NWS Financial Management Centers (FMCs) to develop and implement a Telework Program.	
2.0 <u>Telework</u> . Telework refers to paid employment performed away from the conventional office, either at home or at an alternative office site, for an agreed-upon portion of the workweek. Telework is also known as telecommuting, flexiplace, or work at home.  Telework is a management tool – not an employee entitlement.	
3.0 <u>Telework Authorities</u> .	
3.1 <u>NOAA</u> . The National Oceanic and Atmospheric Administration (NOAA) Telework Policy, dated November 28, 2003, provides authority for NWS to implement a telework program within the provisions of the policy.	
3.2 <u>NWS Telework Implementation Procedures (Addendum to the NOAA Policy)</u> . NWS' Telework Implementation Procedures, effective March 12, 2004, are in compliance with requirements specified in the NOAA Policy and further define the parameters in which NWS FMCs may implement a telework program. The NOAA Policy and NWS Telework Implementation Procedures are available at <a href="https://bestpractices.nws.noaa.gov">https://bestpractices.nws.noaa.gov</a>	

4.0 NWS Telework Implementation. FMCs shall review the following documents before considering/implementing a telework arrangement:

- NOAA Telework Policy
- NWS Telework Implementation Procedures (Addendum to NOAA Policy)
- NOAA Orientation Module for Supervisors and Employees
- NWS Telework Implementation Briefing

These documents also serve as training tools for the FMCs and are available at <https://bestpractices.nws.noaa.gov>.

5.0 NWS FMC Telework Implementation. FMCs may develop their implementation procedures as an attachment to the NWS Telework Implementation Procedures (Addendum to the NOAA Policy) or may add information in boldface type under specific areas in the NWS Telework Implementation Procedures (Addendum to the NOAA Policy) to denote and define discretionary areas for their office.

No other NWS approvals are necessary as long as FMCs are managing the program within the parameters of the policies and procedures previously mentioned.