

OFFICE OF MANAGEMENT

Use of Alternative Workplaces (AWP) for Commissioned Corps Officers

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PURPOSE

- This MAPP describes policies and procedures governing the use of alternative workplaces (AWP) for Commissioned Corps Officers in the Center for Drug Evaluation and Research (CDER).
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BACKGROUND

- The AWP program has been established to allow Commissioned Officers to perform work away from their official duty station on a long-term or short-term basis.
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REFERENCE

- Office of Commissioned Corps Operations (OCCO), Commissioned Corps Personnel Manual (CCPM) 23.5, Instruction 10 — Use of Alternative Workplaces
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DEFINITIONS

- **Long-term basis:** Officers who work at home for more than 2 consecutive workweeks or 30 cumulative days per calendar year.
 - **Short-term basis:** Officers who work at home no more than 2 days per week.
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POLICY

- The policy of CDER is to support Commissioned Corps Officers who wish to participate in the use of alternative workplaces.
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- Officer participation in AWP is voluntary and may be terminated at any time, either at the request of the officer or at the decision of management. All periods of participation in the AWP, on a long-term or short-term basis, must be approved in advance.
 - Officers participating in AWP are not exempted from attending meetings at the official duty station, even when such meetings are scheduled on the officer's day to work at the alternative workplace. Failure to attend such meetings may result in the termination of the officer's participation in the program.
 - The work schedule approved for an officer participating in AWP must be observed. Duty time may not be used for purposes other than official work. Although participation in AWP may provide an officer more time to accomplish family responsibilities, AWP is not to be used by the officer to care for young children or other dependents during the agreed upon scheduled hours of work.
 - Supervisors must ensure that officers working at an alternative site are readily accessible to management officials, co-workers, and customers.
 - No work schedule that includes a break of more than 1 hour may be established for an officer participating in AWP.
 - All pertinent time and attendance, leave, and pay regulations must be observed by the officers and managers when an officer participates in AWP.
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RESPONSIBILITIES

- The authorizing official (immediate supervisor) must prepare a memorandum to the officer before commencement of duties at the alternative workplace (see Attachment — Sample Memorandum).
 - The officer must sign the memorandum in concurrence.
 - The memorandum must be signed by the second level supervisor, no lower than Division Director.
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PROCEDURES

- The original memorandum, complete with all required signatures, must be sent to the Center's Commissioned Corps Liaison.
- Once the memorandum has been reviewed by the Center liaison, a copy will be made for the officer's file, logged into a database, and forwarded to the FDA Commissioned Corps Liaison.
- The FDA Commissioned Corps Liaison will deliver the memorandum to OCCO for filing in the officers Official Personnel File (OPF).

EFFECTIVE DATE

This MAPP is effective upon date of publication.

Attachment
Sample Memorandum

Date:
To: (Insert Officer's Rank, Name, PHS #)
Through: CDER Commissioned Corps Liaison
Through: FDA Commissioned Corps Liaison
Subject: Alternative Workplace Authorization
From: (Insert Name of Authorizing Official — Immediate Supervisor)

This memorandum authorizes you to use the following alternative workplace for the period of January 1, 2007 to June 30, 2007, not to exceed 6 months. Your assigned duty hours are 7:00 a.m to 3:30 p.m. You are authorized to use the alternative site 1 day per week, not to exceed a maximum of 2 days per week.

X Officer's Residence

Address of Alternative Workplace:

12345 Hollow Hills Road
Bethesda, MD 20814

Phone: (301) 555-5555
Fax: (301) 555-5555
E-mail: doe.john@fda.hhs.gov
Cell Phone: (301) 555-5555

Your assignment for this period of authorization is to complete. Per our discussion, I anticipate that this project will take you approximately to complete. Should you complete this work prior to June 30, 2007, you are required to report back to your assigned duty station the next business day after finishing the assignment. The following equipment has been issued to you for the performance of these duties: (Attached is a copy of the property pass.)

Provisions:

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

(Authorizing Official's Name)

(Office/Division Director Name)

(Authorizing Official's Signature & Date)

(Office/Division Director'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)