Frequently Asked Questions

MLC/IHA Telework

Q1. If I have a need to direct a MLC/IHA employee to perform telework, what are the procedures?

A1. * The employee will complete telework training in TWMS.

* Supervisor completes TWMS Telework Training for Supervisors

* Telework Agreement and Safety Checklist will be completed. (Supervisor maintains a copy)

* Submit the Telework Eligibility spreadsheet to mcipac_chro_infosys@usmc.mil. (CHRO maintains report)

* Coordinate with G-6 for U.S. government-furnished compatible computer.

* Submit Telework timesheets to CHRO JN Employment Unit.

Q2. Can MLC/IHA employee deny management directed telework?

A2. No, but it is management's responsibility to determine the safety of the employee, and whether or not there are any obstacles that may prevent teleworking.

Q3. What if MLC/IHA employee does not have Wi-Fi capability at home?

A3. Employee may report to work, work at an alternate location with Wi-Fi capability or management may assign them work/training which does not require Internet access.

Q4. What if the government issued computer crashes?

A4. Contact G-6 (098-970-6165) for assistance and contact the supervisor to notify the problem.

Q5. Do we need to be on the computer the whole 8 hours at home?

A5. No but telework means you are working at an alternate site for regular hours you normally work.

Q6. How do I know an employee is really working at home?

A6. Some supervisors express concerns that when their employees are teleworking, they will not be able to monitor that employee's work effort. But when approached correctly, supervisors discover they are better able to monitor the work by shifting the focus from how much work the employee looks like he/she is accomplishing to how much he/she actually is accomplishing. By focusing on the work product

instead of the work activity, many supervisors find they are better able to communicate clear expectations to their employees. The resulting agreement on job expectations often leads to increase in employee productivity and job satisfaction.

Q7. Can management suspend or terminate telework agreement?

A7. Yes. If an employee does not comply with the terms of the written agreement and/or if the performance of the employee falls below a certain standard (usually fully successful). Telework denial or termination decisions should be based on the operational needs of the organization and/or performance in accordance with the requirements of telework policy.

Q8. Does an employee have a right to telework?

A8. No. Telework is not a universal employee benefit or an employee right.

Q9. Can management deny my request to telework?

A9. Yes. Denials should be based on the requirements of operational needs.

Q10: Are business phone calls from the home reimbursable?

A10. Management should provide government cellular phone to those employee who conducts business via phone. (Contacting local vendors, facilities, etc,.).

Q11. Do I need to be eligible to be reach by phone during teleworking?

A11. Expectation concerning maintaining communication with the office/supervisor should be discussed between the employee and supervisor prior to teleworking.

Q12. Employee was sick and having symptoms like COVID-19 and was placed on Sick Leave, but was recovering on third day and didn't get any medical clarification. Can he return to work?

A12. Please contact below installation medical representatives to get clarification.

Butler (Okinawa) : Preventative Medicine USNH, Phone# 090-6861-5230 (24hr hotline)

Fuji: HM1 Newell and Lt Card., USNH Yokosuka, Phone# (DSN): 315-243-9301 (COMM): 046-816-9301.

Q13. Can annual leave that employees requested to care for their child due to COVID-19 related school closure be changed to Admin Leave?

A13. Yes, upon request by the employees who have used leave on or after March 2020 until the commencement of the scheduled spring recess of the child's school.

Admin leave is authorized based on a self-certified statement from the employees that: (1) the employee is responsible for a child whose school is closed (limited to children at 12 years of age or younger or others who need special care, e.g., disability), and (2) all other options have been explored and no other care is available for the child.

Q14: Will the admin leave apply for DODEA school closure as well?

A14: No. It is for closure of Japanese schools only.

Q15: If an MLC/IHA employee traveled to the mainland Japan, does he/she needs to be stay on Admin Leave for 14 days before returning to work?

A15: No. The employee is not subject to Restriction of Movement for travel within Japan.

Q16: What if an MLC/IHA employee traveled to the United States or CDC Designated Level 2 and 3 foreign countries?

A16: Employee will go into 14 days of Restriction of Movement (ROM) and are not allowed on installations if they:

a. Have traveled to/through the United States(since 13 March), or other nations(since 1 March), or
b. Have had close physical contact with someone who traveled to the United States(since 13 March), or other nations(since 1 March) or
c. Have had close physical contact with someone who has been identified as a PUI for COVID19
d. Have had close physical contact with someone who has been diagnosed with COVID19

Q17: My employee's spouse just returned from Hawaii(US). Will the employee be subject to ROM?

A17: Yes. 14-day ROM starts from the date when the employee's spouse returned from Hawaii(US) and applies to b. above.