

Telework in a Time of Crisis ...from CAPT Philip E. Old, Chief of Staff

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NPS Team,

The emergence of COVID-19 (coronavirus) provides all of us with an opportunity to think about our current level of emergency preparedness on both an individual level and an institutional level. One particular thing that crosses into both the individual realm and the institutional realm is the ability to telework. Situational Telework is an excellent disaster preparedness tool regardless of the current COVID-19 situation. Our ability to ensure continuity of NPS mission and continuity of NPS operations will hinge on the ability to work remotely in the case of a crisis or emergency; and for many, provides a degree of flexibility to continue working during a time of personal or family emergency.

I encourage all employees to have an active Situational Telework Agreement on file (in the [TWMS database](#)) if you don't already have one. Situational telework allows you, with your supervisor's approval, to work at an alternate work site on an ad hoc basis.

To do so, you will need to:

1. Complete a very modest amount of training that is required regardless of whether or not you plan to enter into a Situational Telework Agreement. The instructions for that training is found [here](#)
2. Have a CAC reader and internet access at home
3. Utilize One Drive to save documents instead of your desktop or local c: drive
4. Make sure everything works before you need it to.

Telework requests can be made by:

1. Logging into at [TWMS](#).
2. Selecting Tools/Functions under the available choices under the "Actions" heading
3. Selecting Telework Request Management
4. Clicking the link titled, "Create New Telework Request" and following the simple instructions that follow.

If coupled with other active protective measures such as avoiding touching your eyes, nose, and mouth with unwashed hands; washing your hands with soap and water for at least 20 seconds; using an alcohol-based hand sanitizer with 65% -95% alcohol; cleaning and disinfecting frequently touched objects; and steering clear of crowds and public places, telework may go a long way toward mitigating the effects of a local COVID-19 outbreak, if that eventually occurs, and will ensure our preparedness should we be challenged with a manmade or natural disaster in the future.

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