**UNITED STATES INTERNATIONAL TRADE COMMISSION**

WASHINGTON, DC 20436

**DIRECTIVE:** 4401.0

**EFFECTIVE DATE:** 04/22/10

**EXPIRES:** Effective until superseded or rescinded.

**SUBJECT:** Telework Program

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1. **PURPOSEAND POLICY.** The purpose of the International Trade Commission's (ITC) Telework Program is to promote workplace flexibility, enhance workforce efficiency, and improve employee satisfaction. This directive describes the ITC's Telework Program and the ITC's policies and procedures associated with the implementation of the program. The ITC will have three types of telework: episodic, regular, and special circumstances arrangements (SCA). The telework program is intended to promote a policy under which eligible employees of the agency may telework to the maximum extent possible without diminished employee performance or mission accomplishment. Employees have no entitlement to this program; it is a management approved work option. The ITC delegates the management of this program to the Office of Administration. The Office of Administration will publish and revise, as needed, a Telework Program Handbook and Frequently Asked Questions, with which ITC employees will be required to comply.

2. **APPLICABILITY AND ELIGIBILITY.** The telework program will be applicable to the following employees:

a. All employees performing at the effective level or higher;
b. Employees who do not need to interact with others on a face to face basis daily;
c. Employees who do not need to handle national security classified information daily; and
d. Employees who are past the training period for their positions, have mastered office procedures, and require minimal supervision on a daily basis.

3. **EFFECT ON OTHER INTERNAL RULES.** This directive supersedes Administrative Order 01-09, March 19, 2001.

4. **REFERENCES.** Public Law 106-346, Section 359, October 23, 2000.

5. **ANNUAL REPORTING REQUIREMENTS.** The ITC is required to report annually to the Office of Personnel Management (OPM) on the use of the telework program. Before February 28 of each year, the Commission must submit its report for the previous calendar year. The report must contain:

a. A description of the frequency of telecommuting by agency employees and their grades during the previous calendar year;

b. A description of the incorporation of telework into Continuity of Operations (COOP) planning;

c. The information security policies for telework at the agency; and

d. Other information, records, reports, and data as OPM may require.

OPM will include this information in its annual report to Congress on agencies' use of the telework program.

By Order of the Chairman:

Shara L. Aranoff

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OFFICE OF PRIMARY INTEREST: **AD**