

# MS 632 Situational Telework Procedures

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## 1.0 Purpose

The purpose of this document is to provide consolidated procedural guidance to MS 632 *Situational Telework*.

## 2.0 Definitions

- (a) **HR Liaison Role:** Functions as the primary point of contact between departmental teams and the Office of Human Resources (OHR). This role is responsible for coordinating all human resource activities within their office and maintaining regular contact with OHR specialists to ensure accurate human resources information flows to managers and staff.
- (b) **Staffing Pattern:** Staffing Patterns are comprehensive sources of detailed information on all positions within each office/sub-office, serving as a valuable tool to inform agency

leadership and office-level decision-making. These are updated bi-weekly to reflect current employee organizational assignments, supervisory relationships, and other position data.

- (c) **Standard Form 50 (SF-50)**: Also known as the **Official Notification of Personnel Action**, serves, among other things, as written documentation of personnel actions that affect an employee's position or pay.

### 3.0 Overseas Implementation

Eligibility for Situational Telework for Peace Corps employees assigned overseas is based on the following factors:

- (a) Situational Telework overseas may be approved on a limited basis, consistent with [3 FAM 2362.3 Special Considerations for Telework Abroad](#). Peace Corps direct hire employees are assigned overseas to support volunteers, manage operations, and implement Peace Corps programs and are expected to be present and available in Peace Corps offices.
- (b) The decision to establish a Situational Telework policy falls under the authority of the Chief of Mission (COM). Situational Telework at Post can only be considered if an Embassy policy has been established. Many posts do not have Situational Telework policies, and in those cases, the Peace Corps office should consult with the Embassy Management Officer.

### 4.0 Criteria

In considering a Situational Telework request, the supervisor must consider whether the following criteria will be satisfied:

- (a) Ensure that the employee's request for Situational Telework does not diminish employee performance or agency operations;
- (b) The nature of the work to be performed, the technologies needed to do the work, and the employee's job responsibilities allow for effective or enhanced performance away from the Official Duty Station;
- (c) There is no need for the employee to access classified national security information;
- (d) Sensitive data protection measures can be adhered to by the employee in accordance with Peace Corps policies and procedures; and
- (e) The employee's past performance and conduct demonstrate the ability to accomplish work assignments on a timely basis without continuous, direct supervision.

### 5.0 Establishing a Situational Telework Agreement

The Peace Corps has adopted an online agreement system to replace the traditional paper form. This agreement system provides a centralized submission hub with automated workflows that trigger appropriate actions, notifications, and approvals throughout the process. It is integrated

with the Staffing Pattern tool to automatically import critical information, including organizational details, position data, supervisory, and HR Liaison assignments. All Situational Telework agreements must be formally submitted through the online agreement system.\*

The resulting written Situational Telework agreement:

- (a) Is required for employee participation in Situational Telework except in rare circumstances where the agency may require an employee to work from an alternate worksite without a telework agreement (such as for a period during which the agency is operating under a continuity of operations plan) *See MS 402 Continuity of Operations and Occupant Emergency Plan Programs;*
- (b) Must be established between the supervisor and the employee authorized for Situational Telework;
- (c) Must accurately reflect the physical address of the employees' Situational Telework Worksite
- (d) Must accurately reflect the employees' position of record and Official Duty Station as shown on their most recent SF-50.

\*Note: New employees will generally gain access after their first pay period.

## **6.0 Approval of Situational Telework Requests**

Once a Situational Telework agreement is in place, supervisors must evaluate Situational Telework requests to ensure the request is an acceptable situation for approval of Situational Telework, as outlined in Section 5.1 of MS 632 *Situational Telework*. Supervisors are responsible for ensuring that Situational Telework requests are not routine or recurring. *See MS 633 Regular Telework and Mobile Work.*

## **7.0 Certification of a Situational Telework Agreement**

The certification of a Situational Telework agreement ensures position details are accurately reflected and recorded. Upon receiving the manager's request to certify the approved Situational Telework agreement, the HR Liaison must verify that all information accurately reflects the employee's current organizational details, including position information, supervisory assignment, Situational Telework Worksite (e.g., change of home of residence address), and Official Duty Station.\*

Corrections should be made before certification. Failure to capture corrections before certification may trigger a system-generated termination of the Situational Telework agreement when bi-weekly changes to the employees' personnel records are applied to the Staffing Pattern (see section 13.0 "System Generated Termination of Agreement" for more details).

\*Note: If the employee enters an Official Duty Station in the Situational Telework agreement that differs from the Official Duty Station recorded on their SF-50, the system will automatically generate a personnel action request to update their Official Duty Station on their SF-50. Please note that changes in an Official Duty Station may result in a salary adjustment.

## **8.0 Safety Certification**

A Situational Telework Worksite, normally an employee's home, requires adequate workspace, light, telephone service, power, and temperature control. Employees are responsible for ensuring that their Situational Telework Worksite complies with the safety guidelines provided in the electronic agreement tool.

Management retains the right to inspect the Situational Telework Worksite and may deny an employee the opportunity to initiate or continue a Situational Telework agreement if the Situational Telework Worksite is found to be unsafe. Safety inspections will be by appointment only and will be preceded by a minimum 24-hour notice. Managers must confer with the OHR before initiating any inspection of a Situational Telework Worksite.

## **9.0 Training**

All supervisors managing employees engaging in Situational Telework are required to complete the necessary Telework training. Trainings can be found on the agency's learning platform.

## **10.0 Situational Telework During Closures of Official Worksite**

Situational Telework enables a greater number of federal employees to work during weather and safety events or other emergency situations. **Federal Closure Due to Inclement Weather or Emergency Dismissals**

- (a) When federal offices are closed due to inclement weather or unanticipated emergencies, Situational Telework-ready employees who regularly report in-person to a federal facility are required to engage in Situational Telework or take unscheduled leave.
- (b) If an employee is on official travel (TDY) on a workday when the federal facility to which they regularly report is closed, the employee is expected to continue working, unless the nature of the emergency prevents the employee from working from the TDY location.
- (c) If a federal facility to which the employee reports is closed during an employee's day off, the employee is not entitled to an additional "in lieu of" day off.
- (d) If, in the agency's judgment, the employee could not reasonably have anticipated unforeseen conditions and thus was unable to prepare for Situational Telework or otherwise unable to perform productive work, the agency may exercise its discretion to grant the employee weather and safety leave. While the agency and OPM will, as soon as practicable, provide notifications of potential federal office closures due to inclement weather, it is also the

responsibility of the employee to monitor weather and other forecasts as well as OPM status updates on OPM's website or application regarding federal office closures.

### **11.2 Early or Immediate Departure**

When OPM announces an early or immediate departure after the workday has begun, employees approved for Situational Telework are permitted to depart the federal worksite early to continue work at their Situational Telework Worksite. Employees will only be provided weather and safety leave for time spent commuting between the federal worksite and the employee's approved Situational Telework Worksite. The employee is expected to Situationally Telework, take leave (or other time off), or a combination of both for the remainder of the employee's working hours as permitted by the employee's supervisor.

### **11.3 Delayed Arrival**

When OPM announces a delayed arrival, employees are permitted to arrive at the federal facility following the parameters of the announcement. Employees will be entitled to weather and safety leave for the period of the delayed arrival. Alternatively, employees may request to perform unscheduled Situational Telework, take unscheduled leave (or other time off), or a combination of both as permitted by the employees supervisor and agency policies and procedures.

### **11.0 System Generated Termination of Agreement**

All employees must reapply for Situational Telework when changing their position, Situational Telework Worksite, or if they need to make other changes to their agreement.

Agreements will automatically terminate when:

- (a) The employee establishes a new Situational Telework agreement that requires supervisory approval.\*
- (b) An SF-50 is processed that changes the employee's position of record or Official Duty Station. If an employee wishes to continue to be Situational Telework eligible, they must establish a new Situational Telework agreement.

\*Note: An employee may have only one active Situational Telework agreement on file in the online agreement system at a time.

### **12.0 Employee-Directed Termination of Agreement**

At any time, an employee may terminate their own Situational Telework agreement via the online agreement tool.

### **13.0 Supervisor-Directed Termination of Agreement**

An employee's supervisor may terminate an employee's Situational Telework agreement for the following reasons including without limitation:

- (a) The Situational Telework agreement is no longer in the best interest of the Peace Corps;
- (b) Performance standards are not being met after progressive performance management measures have been taken;
- (c) An employee has been officially disciplined or has had other documented conduct issues;
- (d) Safety conditions of the Situational Telework Worksite do not permit effective Telework after reasonable attempts to resolve these conditions;
- (e) A reassignment has caused changes in work conditions; or
- (f) The employee does not comply with the terms outlined in their Situational Telework agreement.

#### **14.0 Notification of Termination**

An employee's supervisor will provide the employee a notice of the termination of a Situational Telework agreement 10 business days prior to the effective date of the termination of the agreement. The notification shall include the justification for the termination of the Situational Telework agreement. Employees may not submit a formal grievance regarding a decision by their supervisor to terminate a Situational Telework agreement. This prohibition of a grievance shall not prevent employees from pursuing redress through any other rights they retain. Such rights include, but may not be limited to, those rights afforded by equal employment opportunity laws and regulations, whistleblower protections, and prohibitions against prohibited personnel practices.