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NAVAL AIR SYSTEMS COMMAND  
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IN REPLY REFER TO

NAVAIRINST 12700.2, CH-1  
AIR 7.3.1  
9 Jul 04

NAVAIR INSTRUCTION 12700.2 CHANGE TRANSMITTAL 1

From: Commander, Naval Air Systems Command

Subj: TELEWORK PROGRAM

Encl: (1) NAVAIR 12700/1 (Rev. 6-04)  
(2) NAVAIR 12700/3 (Rev. 6-04)

1. Purpose. To transmit pen changes to the basic instruction and revised enclosures (2) and (4).

2. Action

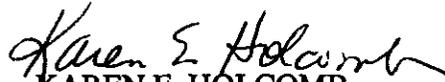
a. Page 4, insert a new subparagraph 7.e: "Telework shall not commence until the Telework Agreement, enclosure (2), is properly completed, signed and approved; and the telework coordinator determines that the Telework Agreement is in compliance with this instruction and so notifies the employee and supervisor in writing." Renumber the remaining subparagraphs as 7.f through 7.i.

b. Page 4, subparagraph 7.f, after the sentence: "Where an employee's duty station will change, enclosure (4) shall be completed" insert the following sentence: "As this Telework Agreement is for the convenience and benefit of the requesting employee, Permanent Change-of-Station (PCS) benefits and expenses are not authorized."

c. Page 6, add subparagraph 8.d.(5) to read, "Upon receipt of a Telework Agreement, within three working days, determine whether the Telework Agreement is in compliance with this Instruction and notify the requesting employee and supervisor, in writing, of that determination."

d. Remove enclosure (2) of the basic instruction and insert enclosure (1) to this transmittal.

e. Remove enclosure (4) of the basic instruction and insert enclosure (2) to this transmittal.

  
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Assistant Commander for  
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