

Alternative Tasks for Civil Servants in Mandatory Telework Conditions

NASA is currently operating under a mandatory telework environment. Some Centers have restricted access provisions in place, while others are closed to all but minimal staff to protect life and critical infrastructure. For Civil Servants whose current assignments can only be performed on-site and are now being asked to telework, we have identified value-added work below that can be completed while offsite.

Suggested Tasks	Examples
Document processes	<ul style="list-style-type: none"> ▪ This could be formal – update process and procedure documents. Examples: <ul style="list-style-type: none"> ○ Review governing documents for Hardware Manufacturing ○ Review AS9100 and ISO9001 documents ○ Review operator and technical documentation ○ Document workflows and propose process improvements ▪ This could be informal - Every person has a story that includes their background, education, and work experience. We have tools that could capture this orally as well as written. ▪ Capture thoughts on process improvements. ▪ Update emergency plans.
Training	<ul style="list-style-type: none"> ▪ Complete all required training in SATERN. ▪ Self-assign additional training that may be useful. ▪ Go beyond required training. ▪ Look for free on-line classes in your field. Use the time to update your knowledge of the state-of-the-art in your field. ▪ Use the free research sites to learn more about research outside of your field. ▪ Collectively explore on-line collaborative tools for things like model-based engineering. ▪ Think beyond training and online tools that enhance your technical skills. Look for training and literature on communicating in a technical environment, team leadership, conflict resolution, etc.
Other	<ul style="list-style-type: none"> ▪ Create succession plans for your work area. ▪ Active mentoring of junior employees. Schedule an hour to talk a couple of times each week. ▪ Think about possible enhancements/changes to work flow. ▪ Clean up and organize our electronic records accessible remotely. ▪ Update organization web sites (if able to do so). If not, identify outdated info on organization web sites and prepare updated content to be ready to post upon normal operations. ▪ Participate in standing, status and update meetings.

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	<ul style="list-style-type: none">▪ Tag up with supervisor on what they are working on to maintain their skills.▪ Conduct design work.▪ Create new drawings and drawing update.▪ Write papers and technical reports. Perform more extensive literature searches to ensure the quality of the research.▪ Assess quality of data, identifying areas/gaps for correction and implement changes if possible.▪ Capture lessons learning and update Knowledge Management processes.
Managing People	<ul style="list-style-type: none">▪ Work on performance assessment write-ups (employees could do that as well).▪ Think about award write-ups for staff – prepare those for future use.
Innovation Time	<ul style="list-style-type: none">▪ Start a virtual book club – lots of great books on innovation – choose ones that are available on Skill Soft. Discuss how we implement.▪ Innovation Challenges - Target areas where new ideas are needed or problems that we need to solve – ask employees to work on them in virtual groups and report back.