



United States Department of the Interior

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To: Assistant Secretaries
Bureau Directors
Bureau Deputy Directors
Human Capital Officers

From: Jennifer A. Ackerman
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Subject: Interim Guidance – Mobile Workers

The U.S. Office of Personnel Management's (OPM) "[Guide to Telework and Remote Work in the Federal Government](#)" dated November 2021 provided guidance related to mobile workers. Mobile work is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite such as a home or office. Examples of mobile work include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on Temporary Duty (TDY).

OPM's Memorandum on "[Guiding Factors for Designing Remote Work Policies and Programs](#)" dated August 7, 2024, clarified that mobile workers are not teleworkers or remote workers, even if they perform some work at their home or an alternative worksite and are not subject to policies covering telework and remote work. Accordingly, mobile workers are not included in any remote work data or Bureau remote work reporting levels.

Proper coding in the Federal Personnel and Payroll System (FPPS) is of particular importance. Consistent with 5 CFR 531.605, the official worksite is the location of an employee's position of record where the employee regularly performs their duties. If the employee's work involves recurring travel or the employee's work location varies on a recurring basis, the official worksite is the location where the work activities of the employee's position of record are based, as determined by the employing agency, subject to the requirement that the official worksite must be in a locality pay area in which the employee regularly performs work. An employee's official worksite must be documented on the employee's Notification of Personnel Action (Standard Form 50 or equivalent). In addition, mobile workers must be coded in FPPS as follows:

- Telework Mobile Worker: "Y"
 - Y (Yes, employee is a telework mobile worker)
 - N (No, employee is not a telework mobile worker)

- Telework Remote Agreement Type: “MW”
 - **MW (Mobile Work Agreement)**
 - NN (Non-Teleworker)
 - RW (Remote Work Agreement)
 - TF (Frequent Routine Telework Agreement)
 - TP (Periodic Routine Telework Agreement)
 - TS (Situational Telework Agreement)

These are the only two data elements which currently exist in FPPS that distinguish a mobile worker from teleworker or remote employee. Telework is a flexible work arrangement under which an employee performs their duties from an approved worksite other than the location from which the employee would otherwise work. In practice, telework allows employees to have regularly scheduled days when they work in their agency worksite. Remote work is a flexible work arrangement in which an employee performs work at an alternative worksite and is not expected to perform work at an agency worksite on a regular or recurring basis. Mobile workers are not teleworkers or remote workers, even if they perform some work at their home or an alternative worksite and are not subject to policies covering telework and remote work.

Mobile work is a condition of employment. Accordingly, job opportunity announcements (JOAs), offer letters and appointment SF-50s must clearly state: *“This position is designated as mobile work. Mobile work is a condition of employment and is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite.”* The offer letter and appointment SF-50 serve as the mobile work agreement for a mobile worker. Consistent with 5 CFR § 531.605(a), if the employee’s work involves recurring travel or the employee’s work location varies on a recurring basis, the official worksite is the location where the work activities of the employee’s position of record are based, subject to requirement that the official worksite must be in a locality pay area in which the employee regularly performs work. Accordingly, when advertising a mobile work position, the duty location would either be the agency worksite or an approved alternative worksite (e.g., employee’s residence) provided that the approved alternative worksite is in the locality pay area in which the employee regularly performs work. Note: This does not constitute a remote work arrangement under DOI policy since OPM clarified that mobile workers **are not** teleworkers or remote workers, even if they perform some work at their home or an alternative worksite. JOAs should include additional language clarifying that the duty location will be finalized upon selection.

Any Department employee or employee representative seeking further information concerning this guidance may contact their Servicing Human Resource Office (SHRO). SHROs may contact the Department’s Office of Human Capital concerning questions related to this guidance.