

# SUMMARY OF CHANGE

U.S. Army Acquisition Support Center (USAASC) Telework Program Policy

This major revision dated 12 May 2011—

- Announces provisions of the Telework Enhancement Act of 2010 (PL-111-292), signed into law on 9 December 2010. The intent of the Act is to expand participation in telework.
- The Act defines three requirements for participation:
  - Employee telework-eligibility is identified Department-wide and employees are notified of their eligibility 180 days from the date of enactment
  - Employees and their supervisors are trained in telework
  - All employees who are authorized to telework have a written telework agreement with their supervisor
- The USAASC Telework Program Policy appendices will be updated as follows:
  - Appendix A-References & Definitions
  - Appendix B-Department of Defense Telework Agreement (DD Form 2946)
  - Appendix C-USAASC Telework Application
  - Appendix D-Telework Assessment Tool
  - Appendix E-USAASC Telework Program Agreement
  - Appendix F-Safety Checklist
  - Appendix G-Supervisor Evaluation
- All references to HQDA Telework Agreement (HQDA Form 6) are to be replaced with the Department of Defense Telework Agreement (DD Form 2946). The DD Form 2946 is available at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2946.pdf>.



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# U.S ARMY ACQUISITION SUPPORT CENTER (USAASC)

## TELEWORK PROGRAM POLICY

### 1. Purpose:

To establish U.S. Army Acquisition Support Center (USAASC) policy and guidance under which eligible employees may participate in Telework to the maximum extent possible without diminished employee work performance or organizational mission accomplishment; increase options for Continuity of Operations (COOP) during emergency or pandemic situations; to promote USAASC as an employer of choice; to improve recruitment and retention of high-quality employees through enhancement to employees' quality of life; to enhance the Army's ability to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems; to reduce traffic congestion and decrease energy consumption and pollution emissions; and to reduce parking requirements and transportation costs, including costs associated with payment of the transit subsidy.

It is the policy of the USAASC to offer telework, also known as telecommuting, at an alternative worksite as an effective way to meet USAASC and employee needs. This policy only supplements, it does not replace the HQDA Memo 690-8 Telework Program Policy or the Department of Defense Directive, Policy and Guidance.

### 2. APPLICABILITY:

This policy applies to all USAASC civilian government employees whose annual performance evaluation does not require the employee to be on a Contribution Improvement Plan; are not in a temporary, trainee or probationary period; and have executed a telework agreement. Telework cannot be offered to all employees for various reasons including but not limited to: the duties of the position are such that they are not suitable to be performed away from the traditional worksite, the employee has demonstrated personal characteristics that are not well-suited to telework (as determined by the supervisor), or the need to meet and deal directly with other employees, customers or visitors. The application to engage in the program is at (Appendix C), and will be submitted to the supervisor for approval.

### 3. PARTICIPATION and ELIGIBILITY:

a. The USAASC Telework Program is targeted at positions that lend themselves to the performance of duties away from the traditional worksite. Work suitable for telework depends on job content, not on the job title, type of appointment, or work schedule. Telework is feasible for work that requires thinking and writing, telephone-intensive tasks, and computer-oriented tasks. Some positions, such as supervisory and entry level and trainee jobs, generally are not suitable for regular and recurring telework assignments. An employee's participation in telework is voluntary and subject to approval/disapproval by the

employee's immediate supervisor and the organization's designated approval authority. OPM and the U.S. General Services Administration (GSA) have developed an interagency telework Web site ([www.telework.gov](http://www.telework.gov)) that offers free online training for employees and supervisors. Organizations are encouraged to incorporate this training into their implementation of a telework program.

b. Eligibility Requirements.

(1) The employee's work must be suitable for telework. Approval of an employee's participation in the telework program is determined on a case-by-case basis.

(2) Some indicators that the work associated with a particular duty position is suitable for telework are:

- Job tasks are easily quantifiable or primarily project-oriented.
- Contacts with other employees and customers are predictable or minimal.
- The technology needed to perform the job at an alternative site is available.
- The security of work-related data, including sensitive unclassified data protected by the Privacy Act, can be adequately ensured.

(3) Duty positions NOT generally suitable for telework include those that:

- require the employee to have daily face-to-face contact with the supervisor, other employees, customers, or the general public in order to perform his or her job effectively;
- require the employee to have access to classified data on a daily basis;
- are entry-level or trainee positions in which the employee's routine observation by, or interaction with, the supervisor is necessary or desirable;
- are held by employees who are part-time, seasonal (summer hires), and students (Student Career Experience Program and Student Temporary Employment Program).

(4) An employee suitable for telework is one whose personal characteristics, as determined by the supervisor, include, at a minimum:

- a demonstrated dependability and the ability to handle responsibility;
- a proven record of high personal motivation;
- the ability to prioritize work effectively and to use good time management skills.

In addition, the prospective teleworker's most recent or expected performance rating is at or above Level 3 for the Contribution-based Compensation and Appraisal System (CCAS) or Successful under the Total Army Performance Evaluation System (TAPES) or equivalent.

(5) In general, probationary status employees are not permitted to participate in regular and recurring telework because probationary status periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance.

c. Assessment of Position/Employees Suitability.

(1) Positions

The supervisor must assess each position under his or her purview to assess the suitability for telework. Following the Office of Personnel Management guidelines for determining a position's suitability, a position is suitable for telework if it has the following characteristics: thinking and writing; policy development; research; analysis; report writing; telephone-intensive tasks; computer-oriented tasks; and/or data processing.

Conversely, positions with the following characteristics are not suited for telework: daily face-to-face contact with others in order to perform the job effectively; daily access to classified information; and/or trainee or entry level positions.

(1) Employees.

Assessing the suitability of an employee for telework is a difficult task. The employee needs to be motivated, a self-starter, have high ethical standards, and be an independent worker. Employee suitability is determined by the immediate supervisor. It is their responsibility to assess suitability continually throughout the rating period.

**4. PERFORMANCE MONITORING:**

(1) The performance of teleworkers is managed and monitored the same way as employees working at the traditional worksite. The supervisor must discuss with the employee any specific performance expectations associated with telework.

(2) The teleworker will complete all assigned work, consistent with the standards and guidelines in the employee's performance plan and guidance from the supervisor.

Employee Grievances. If an employee disputes the reason(s) given for not approving him or her for telework, or for terminating his or her telework agreement, the employee may use the applicable negotiated grievance procedure or the agency administrative grievance process (Headquarters, Department of the Army Administrative Grievance System), as appropriate. Information relating to grievance processes may be obtained from the Fort

Belvoir Civilian Personnel Advisory Center, Labor Management and Employee Relations Division.

Equal Employment Opportunity (EEO). An employee who believes that he or she was not approved for telework or that his or her telework agreement was terminated based on his or her race, color, religion, sex, national origin, physical or mental disability, age, or reprisal, may file a complaint of employment discrimination. Information related to EEO may be obtained from the Fort Belvoir EEO Directorate.

## 5. POLICY:

a. Telework is a management option, not an employee right. It is a privilege extended to employees as a voluntary option with the clear understanding that every job will not be appropriate for remote work. This is a voluntary program for both USAASC and the employee and may be unilaterally terminated by either party. Notification of termination of the telework agreement will be at least one pay period prior to the termination. Supervisory chain of command can require the employee to cancel or modify scheduled telework without prior notification due to mission requirements on an as needed basis.

b. Both parties must sign a DoD Telework Agreement (DD Form 2946, shown at Appendix B) prior to participation. A copy of the agreement must be offered to the employee. The telework agreement covers such items as the voluntary nature of the arrangement; the length of telework assignment; hours and days of duty for each worksite; responsibilities for timekeeping, leave approval, and requests for overtime and/or compensatory time; performance requirements; and proper use and safeguard of Government property and records. The manager should discuss requirements and expectations with the employee prior to the approval of the agreement.

c. Signature Authorities.

(1) IMO. For the purpose of this policy, IMO is defined as Information Management Officer

(2) Supervisor. For the purpose of this policy, supervisor is defined as the Branch Chief or the first level supervisor for all employees assigned to an organizational element without a Branch Chief.

(3) Ad Hoc Basis Approval Authority.

(a) Ad Hoc basis not to exceed two work days in a pay period is the Division Chief or second level supervisor in those organizational elements without a Division Chief.

(4) Routine Basis Approval Authority.

(a) Routine basis not to exceed one day per work week (two work days in a pay period) is the Division Chief.

(b) Routine basis not to exceed three work days in a pay period is the Deputy Director.

(a) Routine basis exceeding three work days in a pay period is the Director.

## **6. Telework Agreement Process**

(1) Employees who are interested in teleworking should discuss the possibility with their supervisor.

(2) All employees authorized to telework (regular or ad-hoc) will complete and sign a telework agreement before beginning to telework. An employee initiates the process by submitting the DoD Telework Agreement (DD Form 2946, shown at Appendix B) to his or her supervisor. (DD Form 2946 is available on the Civilian Personnel Management Service Web Site at [http://www.cpms.osd.mil/telework/telework\\_index.aspx](http://www.cpms.osd.mil/telework/telework_index.aspx).) The telework agreement outlines the terms and conditions of the telework arrangement, including a description of the employee's work schedule. Divisions may add additional information, as warranted. The employee and supervisor will revalidate or update the agreement every two years at a minimum or whenever documented arrangements change.

(3) The Telework Agreement includes a safety checklist. This checklist is designed to help employees survey the overall safety and adequacy of the alternative worksite and gives the organization information about the condition of the worksite. The items in the checklist are not exhaustive in nature; other conditions may require consideration in work-at-home arrangements. Employees are encouraged to obtain professional assistance with issues concerning appropriate electrical service and circuit capacity for residential worksites. The supervisor and the organization's designated approval authority will consider the information provided in the safety checklist in deciding whether to recommend and approve telework.

(4) By signing block 15 of the DD Form 2946, an employee certifies that he or she understands the content of this policy and agrees to adhere to all laws, policies, guidelines, and procedures, applicable to telework.

(5) The supervisor or the organization's designated approval authority may require the employee to complete, sign, and return to the supervisor any other form/document deemed necessary to the management of the telework program before beginning telework or at any time during the telework arrangement.

(6) Division chief must provide a copy of the approved/signed application to the Telework Program Manager, the supervisor and the employee.

## **7. TIME and ATTENDANCE:**

(1) General

Work time away from the office will vary depending upon individual arrangements between

employees and their supervisors. Supervisors and employees should mutually agree on days the employee will be in the designated office or official duty station. The frequency with which the employee will check and respond to e-mail and voice mail messages should be discussed and agreed upon prior to the employee's participation in telework.

Fixed work schedules should identify the days and times employees will work in each work setting. Work schedules should be in compliance with the USAASC Civilian Leave and Work Schedule Procedures. The time of the workday on telework will be consistent with the regularly established work schedule. Employees who work a compressed work schedule may also participate in telework.

- Employees and managers should ensure that work-at-home situations do not adversely affect customers, clients and USAASC mission goals. This policy document does not void other USAASC policies that set availability standards.
- All telework days and hours will be loaded in ATAAPS each pay period by the employee.

## (2) Leave

Annual leave, sick leave, leave without pay, or other leave options must be requested and approved in accordance with the existing USAASC Civilian Leave and Work Schedule Procedures and applicable laws and regulations.

## (3) Holidays

If a holiday falls on the employee's telework day it is at the supervisor's discretion to allow the employee to telework on another workday in the same pay period.

## (4) Certification of Time and Attendance.

Proper monitoring and certification of employee work time is essential for the successful implementation of the telework program. Employees are required to make either telephonic or email contact with their supervisor at the start and end of each day on telework. Supervisors shall report time and attendance to ensure that employees are paid only for work performed, and that absences from scheduled tours of duty are accounted for correctly. Federal policies and procedures governing certification of time and attendance require organizations with employees working at remote locations to provide reasonable assurance that they are working when scheduled.

## (5) Administrative Leave, Dismissals, Emergency Closings.

Although a variety of circumstances may affect individual situations, the principles governing administrative leave, dismissals and closings remain the same for telework participants and non-participants. However, if for any reason beyond the control of the

employee he/she cannot perform the work at the telework site (such as a power failure or natural disaster); the supervisor has the option of granting excused leave consistent with USAASC policy, or require the employee to work at the official work site. When the employee knows in advance of a situation that would preclude working at home, the employee should schedule an alternate site, time in the office or take leave.

When the Director, USAASC **closes** USAASC (as a result of an OPM or Ft. Belvoir operating status announcement) because of adverse weather conditions or emergency situations (such as the disruption of power, the interruption of public transportation, a pandemic, etc.), employees not designated as "emergency essential," including teleworkers at alternative worksites, are excused from duty without loss of pay or charge to leave.

If a situation not subject to a Director, USAASC closure decision arises at a telework employee's alternative worksite and results in the employee being unable to continue working (such as a power failure), the supervisor will determine the appropriate action on a case-by-case basis. Depending on the circumstances, supervisors may grant the teleworker an excused absence, offer the teleworker the option to take leave or use compensatory time off, or require the employee to report for work at the traditional worksite. If a similar occurrence causes employees at the traditional worksite to be unable to continue working (for example, part of the organization is dismissed because of a lack of heating or cooling), employees who are teleworking, and whose alternative worksite is not affected by the occurrence, will not be excused from duty.

## **8. FAIR LABOR STANDARDS ACT (FLSA):**

The existing rules in 5 U.S.C section 5542 and FLSA governing overtime for employees working at a traditional worksite apply to telework participants. Any overtime or compensatory time must be ordered and approved in advance by the supervisor, as stipulated in the USAASC Civilian Leave and Work Schedule Procedures.

### **(1) Injuries, Continuation of Pay and Workers' Compensation**

Telework participants are covered by the Federal Employees Compensation Act if injured in the course of being directly engaged in performing official duties of their job at the regular office or alternate duty station. The teleworker must notify his or her supervisor immediately of any accident or injury at the alternate worksite, and complete any forms required by the Department of Labor.

### **(2) Pay**

(a) Duty Station - for pay purposes, the official duty station is the employee's regular office and will not change with participation in telework.

(b) Special Salary Rates - The employee's official duty station serves as the basis for determining special salary rates, locality pay, and travel originations.

(c) Premium Pay - The normal rules apply for Sunday and holiday pay whether work is accomplished at the official duty station or the alternative worksite. Official work schedules determine employees' entitlement to premium pay.

(d) Overtime – Employees must request overtime in advance and be ordered to work overtime by the supervisor. The rules that apply to the traditional work site also apply to the alternate worksite.

## **9. FACILITIES:**

Home Office Space Telework participants working at home must have a designated workspace or workstation for performance of work. Requirements will vary depending on the nature of the work and equipment provided. Failure to maintain a safe work environment is grounds for terminating participation in the program. Participants will be required to complete a home safety/security checklist (Appendix F). Unless otherwise agreed to, the employee agrees to permit access to the home worksite by the agency representatives as required, but where practicable, a minimum of 24 hours advance notice shall be given before management may inspect the employee's home worksite. Such inspections may be conducted at periodic intervals during the employee's normal working hours to ensure proper maintenance and operation of Government-owned property, to ensure compliance with the Safety/Security Checklist, and/or for other legitimate purposes.

## **10. REIMBURSEMENT FOR EXPENSES:**

### **(1) Home Operating Expenses.**

USAASC will not pay home utility, maintenance, insurance and other costs associated with working from home. Combined savings to the employee resulting from reduced commuting, meals, clothing, etc., expenses should offset any incidental increases for home expenses.

### **(2) Telephone Service.**

USAASC will not pay for telecommunication service charges. Costs accrued for long distance voice calls (not telecommunication charges) will be paid by using an authorized telephone calling card provided by the USAASC Resource Management Division or the use of a 1-800 number, if available.

### **(3) Miscellaneous Expenses.**

Office supplies, such as paper, toner, printer ink, for government furnished equipment, for government furnished equipment etc., will be available to the teleworker for use at the alternative worksite in the same way as in the traditional workplace.

(4) Dependent Care Costs.

This program is not intended to reduce dependent care costs or serve as a substitute for child care, day care, elder care, or any other type of dependent care. Employees are to treat work hours as if they were at their official duty station giving full attention to their work duties.

(5) Tax Benefits.

An employee who uses a portion of his or her home for the benefit of the Government will be subject to current tax regulations and benefits. However, employees should consult their tax advisors or the Internal Revenue Service for information on Federal tax laws and interpretations that address their specific circumstances.

(6) Administrative Management.

A copy of all documents will be maintained by the USAASC Human Resources in a separate file from other personnel administrative files. A file will be maintained for each employee on telework. The supervisor and employee should also maintain their own file. A copy of the supervisor checklist will be completed, signed by both the supervisor and the teleworker, and maintained in the telework files.

**11. COMPUTER EQUIPMENT, SOFTWARE and SECURITY REQUIREMENTS:**

(1) USAASC will coordinate the service and maintenance of government-furnished equipment issued to their employees who telework.

(2) Government-furnished equipment (including all related equipment and network devices) are provided to a teleworker for authorized U.S. Government use only and will be accounted for by the issuing organization. Family members and friends of teleworkers are not authorized to use any government-furnished equipment.

(3) Government-furnished computer equipment, software, and communications devices, with appropriate security measures, are required for remote work with unclassified data (including controlled unclassified, for official use only (FOUO) data, and Privacy Act-protected data), when the access method involves a direct connection to the Fort Belvoir Directorate of Information Management (FB DOIM), such as through the virtual private network or remote access server. In addition, the use of government-furnished equipment must comply with the appropriate provisions of AR 25-1 (Army Knowledge Management and Information Technology) and AR 25-2 (Information Assurance). The employee must agree to comply with the terms of any computer software license and copyright agreements, as well as with any Army computer virus protection requirements and procedures.

(4) Subject to agreement by the organization's Information Management Officer, a supervisor may approve a teleworker's use of employee-owned equipment, software, and/or communications devices, with appropriate security measures, for work on unclassified data (including controlled unclassified, FOUO, and Privacy Act-protected data) provided the teleworking employee accesses and processes such data in accordance with AR 25-2, para. 4-31. The use of the Belvoir CAC enabled CITRIX secure connection is the method to be utilized to gain remote access to the Belvoir network from an employee-owned information system. With the use of CITRIX from an employee-owned system, no data is processed on the employee-owned system or transferred between the remote server and the employee-owned system. Additionally, employee-owned systems must be firewall enabled and contain antivirus and anti-malware software. Employees are responsible for the installation, use, and maintenance of all employee-owned equipment in accordance with these criteria.

(5) Whether an employee uses a government-furnished or an employee-owned computer, the common access card (CAC) will be used to enable cryptographic logon entry into information technology (IT) systems and applications that reside on DOD computer networks and systems. The CAC will also be the primary platform for implementation of public key infrastructure.

(a) Employees who do not obtain proper CAC credentials will not have access to any DOD IT systems, including their office e-mail accounts, and are not authorized to telework.

(b) Once a user sets up his or her CAC for cryptographic logon, the user is responsible for maintaining possession of his or her CAC at all times. Users will not be issued additional CACs in the event their cards are not available to access their accounts. Until a user retrieves his or her CAC, that user will not be able to access any DOD IT computer networks or systems.

(6) Telework employees will comply with all security provisions.

(7) Telework employees are responsible for protecting any government-furnished equipment and property at the alternative worksite. Employees will return all government-furnished equipment (equipment, software, and communications devices) to the organization's property book officer or designated representative on the termination of the employment relationship with USAASC, at the termination of the telework arrangement, or at the organization's request.

(8) Telework employees are responsible for safeguarding all official information and data as required by applicable law and regulation.

(9) Classified information (hardcopy or electronic) will not be removed from the traditional worksite. No classified documents (hardcopy or electronic) may be taken to, or created at, an employee's alternative worksite. FOUO and controlled unclassified information may be taken to an alternative worksite, provided the employee takes necessary precautions to protect the data consistent with Army and DOD directives, regulations, and policies.

(10) With a view to preventing the loss of any official information or data, the supervisor will determine how frequently, if at all, a telework employee must back-up copies of official information or data on network drives or removable disks.

(11) The supervisor may require the employee to send backup copies of information or data to the traditional worksite.

(12) Telework employees will apply approved safeguards to protect official information and data from unauthorized disclosure or damage and will comply with the Privacy Act of 1974 and implementing regulations.

(13) The supervisor or other representative of the employee's organization retains the right to inspect the alternative worksite to ensure that safety standards are met and government-furnished equipment is properly maintained. When the employee's alternative worksite is in the employee's home, such inspections will occur by appointment only.

(14) A telework employee remains subject to the provisions of the Joint Ethics Regulation, the general principles of Federal employment, and all other Federal and agency standards of conduct while working at the alternative worksite.

7 Encls

Appendix A – References & Definitions

Appendix B – DD Form 2946

Appendix C – USAASC Telework Application

Appendix D – Telework Assessment Tool

Appendix E – USAASC Telework Program Agreement

Appendix F – Safety Checklist

Appendix G – Supervisor Evaluation

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## **Appendix A**

### **Section I**

#### **References**

##### Related References

Public Law No. 106-346, § 359

(Available at

[http://www.telework.gov/guidance\\_and\\_legislation/telework\\_legislation/index.aspx](http://www.telework.gov/guidance_and_legislation/telework_legislation/index.aspx))

GSA Guidelines for Alternative Workplace Arrangements, 17 March 2006

(Available at [http://www.gsa.gov/graphics/ogp/AWA\\_synopsis\\_PDF\\_format.pdf](http://www.gsa.gov/graphics/ogp/AWA_synopsis_PDF_format.pdf))

Department of Defense Telework Policy and Guide, 22 October 2001

(Available at <http://www.cpms.osd.mil/telework.aspx>)

Department of Defense Instruction 1035.01 (Telework Policy), dated 21 October 2010  
(Available at <http://www.dtic.mil/whs/directives/corres/pdf/103501p.pdf>)

AR 25-1 (Army Knowledge and Information Technology)

(Available at [http://www.apd.army.mil/pdffiles/r25\\_1.pdf](http://www.apd.army.mil/pdffiles/r25_1.pdf))

AR 25-2 (Information Assurance)

(Available at [http://www.apd.army.mil/pdffiles/r25\\_2.pdf](http://www.apd.army.mil/pdffiles/r25_2.pdf))

AR 735-5 (Policies and Procedures for Property Accountability)

(Available at [http://www.apd.army.mil/pdffiles/r735\\_5.pdf](http://www.apd.army.mil/pdffiles/r735_5.pdf))

Memorandum, HQ USAASC, SFAE-HR, 19 Oct 06, subject: U.S. Army Acquisition Support Center Telework Program Policy (hereby rescinded).

## **Glossary**

### **Section II Abbreviations**

#### **AASA**

Administrative Assistant to the Secretary of the Army

#### **AR**

Army Regulation

#### **CAC**

Common Access Card

#### **COOP**

Continuity of Operations

#### **DOD**

Department of Defense

#### **EEO**

Equal Employment Opportunity

#### **FOUO**

For Official Use Only

#### **GSA**

General Services Administration

#### **HQDA**

Headquarters, Department of the Army

#### **IMO**

Information Management Officer

#### **IT**

Information Technology

#### **NSPS**

National Security Personnel System

#### **OPM**

Office of Personnel Management

#### **TAPES**

Total Army Performance Evaluation System

### **Section III Definitions**

*Ad Hoc Telework (TM)* – Approved telework performed at an alternative worksite on an occasional or irregular basis. The telework opportunity may result from a medical problem, reasonable accommodation, the need to be focused on a special project, or a situation at or near the traditional worksite, such as a mass demonstration, emergencies, a pandemic, and other hazards. (Often called “episodic” or “situational” telework.)

*Alternative worksite* - The location where the employee may perform officially assigned duties, whether it is at a home office, GSA telecommuting center, or other approved worksite. The alternative worksite may not be a barrier to the employee’s ability to perform other obligations, such as conducting official travel, attending office meetings, and communicating with colleagues and customers.

*Designated office* - The employee’s usual and customary work address at the traditional worksite, also known as the official post of duty or regular office.

*Episodic or Ad-hoc Participation* – Telework performed at an alternative worksite on an occasional, one-time, or irregular basis. Work assignments in this situation may include a specific project or report, such as drafting a local directive or policy. Ad hoc telework may also cover short-term assignment, for example, for employees recovering from injury or illness.

*Participation* - The employee will only be allowed to work at an alternate worksite one day per week (twice a pay period), with case-by-case exception made by the Director or Deputy Director, USAASC. This may be expanded in the future.

*Teleworking* - also called *Telecommuting* - The practice of working from a remote workplace, such as the home, instead of commuting to the traditional worksite.

*Teleworking Schedule (TS)* - Teleworking is a flexible deployment of staff to meet USAASC and employee needs. Telework may occur on a regular schedule (one or more set days each week) or on an episodic, ad hoc basis.

*Alternative Work Schedule* - A flexible or compressed work schedule.

*Compressed Work Schedule* - An approved fixed work schedule that allows employees to complete the 80-hour biweekly work requirement in less than 10 workdays.

*Continuity of Operations (COOP)* - Planning with the goal of improving an organization's ability to continue its mission in the face of a variety of disruptions to normal operations, including natural or man-made disasters, pandemics, and other emergency conditions. Within the scope of COOP planning are steps to provide alternate processing capabilities (where mission depends on them), as well as alternative ways and places for employees

to work. A regular telework program is a key management tool for establishing alternatives for the human component of DOD resources.

*Regular and Recurring Telework* - An approved work schedule where employees eligible to telework will work at least two days each biweekly pay period at an alternative worksite. It may also include telework from a geographic location outside the commuting area (refer to the DOD Telework Guide, paras. 2.1.1, 2.9 and 2.10).

*Telework (TW)* - An alternative work arrangement that permits employees to perform officially assigned duties at designated locations away from the traditional worksite, including their homes and other preapproved worksites. (Also referred to as telecommuting, flexiwork, and flexiplace.)

A written agreement, completed and signed by an employee and his or her supervisor and approved by the employing organization's designated approval authority, that outlines the terms and conditions of the employee's telework arrangement.

*Telework Center* - A facility established under Section 210(1) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. § 490(1)) that consists of generic workstations designed to accommodate employees from different agencies. Telework centers are equipped with telecommunications and other office equipment to facilitate communication with the traditional worksite and other places of business, and to enable employees to perform daily routine work responsibilities. Telework centers are generally located near large metropolitan areas.

*Teleworker* - An employee who, with the recommendation of his or her supervisor and with the approval of the employing organization's designated approval authority, works at locations other than the traditional worksite.

*Traditional Worksites* - The location where an employee would work in the absence of a telework arrangement.

*Work-at-Home Telework* - An approved arrangement whereby an employee performs his or her official duties in a specified work area in his or her home that is suitable for the performance of official government business.

**DEPARTMENT OF DEFENSE  
TELEWORK AGREEMENT**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 113, Secretary of Defense; DoD Instruction 1035.01, Telework Policy.

**PRINCIPAL PURPOSE(S):** Information is collected to register individuals as participants in the DoD alternative workplace program; to manage and document the duties of participants; and to fund, evaluate and report on program activity. The records may be used by Information Technology offices to determine equipment needs, to ensure appropriate safeguards are in place to protect government information, and for assessing and managing technological risks and vulnerabilities.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may result in your inability to be a participant in the telework program.

**TERMS OF TELEWORK AGREEMENT**

The terms of this agreement must be read in conjunction with Department of Defense (DoD) telework policy, available on the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives/> or on the Civilian Personnel Management Service Web Site at [www.cpmc.osd.mil](http://www.cpmc.osd.mil) and any additional guidance provided by the employing organization. Signatories certify they will abide by this agreement, DoD telework policy, and all supplemental terms established by the employing organization.

1. Work schedules and hours of duty may be modified as necessary, but are subject to local management procedures and approval and/or collective bargaining agreement requirements. A copy of the employee's approved work schedule should be kept on file with the signed telework agreement. In emergency situations (as indicated in Section I, Block 12 of the telework agreement), the teleworker's work hours may be subject to change. Emergency schedules will be set based on mission needs.
2. If the employee reports to the regular worksite at least twice per pay period, the regular worksite is the official worksite as defined in part 531.605, subpart F of title 5, Code of Federal Regulations.
3. If the employee does not report to the regular worksite at least twice each biweekly pay period, the official worksite is the location of the employee's telework site. Exceptions to the twice each biweekly pay period requirement may be made during emergencies (including a pandemic) and for short-term situations (e.g., special projects, medical accommodation).
4. All pay (to include locality pay or local market supplement), leave, and travel entitlements are based on the employee's official worksite as documented on a Notice of Personnel Action.
5. Prior to signing this Telework Agreement, the supervisor and employee will discuss:
  - a. Office procedures (e.g., procedures for reporting to duty, procedures for measuring and reviewing work, time and attendance, procedures for maintaining office communications);
  - b. Safety, technology and equipment requirements; and
  - c. Performance expectations.
6. Employee will not work in excess of the prescheduled tour of duty (e.g., overtime, holiday work, or Sunday work) unless he or she receives permission from the supervisor. By signing this form, the employee acknowledges that failure to obtain proper approval for overtime work may result in cancellation of the telework agreement and may also include appropriate disciplinary action.
7. If designated employee (as indicated in Section I, Block 12 of this agreement) is unable to work due to illness or dependent care responsibilities, the employee must take appropriate leave. Supervisors may, on a case-by-case basis, administratively excuse the designated teleworker from teleworking if circumstances, such as a power failure or weather related emergency, prevent the employee from working at the telework site. To the extent practicable, managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.
8. Teleworkers may be required to return to the regular worksite on scheduled telework days based on operational requirements. In situations where the employee is called to return to the office outside normal work hours, the recall shall be handled in accordance with established policy and/or collective bargaining agreements, if applicable.
9. If the employee uses Government-furnished equipment (GFE), the employee will use and protect the equipment in accordance with the DoD Component's procedures. GFE will be serviced and maintained by the Government.
10. The employee agrees to comply with the terms of computer software license and copyright agreements, computer virus and protection requirements and procedures.
11. **No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative worksite.** If classified telework is authorized at an approved alternative secure location, teleworkers must comply with the procedures established by DoD 5200.01-R and the DoD Component regarding such work. **For Official Use Only (FOUO) and controlled unclassified information (CUI) data may be taken to alternative worksites if necessary precautions are taken to protect the data, consistent with DoD regulations.**
12. When CUI including competition sensitive or source selection data is authorized for use at the telework location, criteria for the proper encryption and safeguarding of such information and data must be consistent with Enclosure 3, subparagraphs 3.f.(1) through (3) of DoDI 1035.01, Telework Policy. Component specific instructions must be included in the space allowed for Component specific comments or cite the appropriate Component references that contain these instructions.
13. The supervisor will determine how frequently, if at all, backup copies of data onto network drives or removable disks must be made to protect against loss of data. The supervisor may also require the employee to periodically send backup copies to the main work facility.
14. The employee may be reimbursed for authorized expenses (e.g., installation of broadband or telephone lines) incurred while conducting business for the Government, as provided by statute and implementing regulations and as articulated in this agreement. (Approved authorizations are filed with this agreement.)
15. **The employee will apply approved safeguards to protect Government records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, and codified at section 552a of title 5, United States Code.** The use of personal email accounts for transmission of Personally Identifiable information (PII) is strictly prohibited. PII may only be emailed between government email accounts and must be encrypted and digitally signed.
16. The DoD Component may inspect the home worksite, by appointment only, if the DoD Component has reason to suspect that safety standards are not being met and GFE is not being properly maintained.
17. The DoD Component will not be responsible for operating, maintenance, or any other costs (e.g., utilities) associated with the use of the employee's residence.
18. The DoD Component is not liable for damages to an employee's personal or real property while the employee is working at home, except to the extent the Government is held liable by the Federal Tort Claims Act or from claims arising under the Military Personnel and Civilian Employees Claims Act.

**TERMS OF TELEWORK AGREEMENT** *(Continued)*

19. Employees paid from appropriated funds are covered under the Federal Employee's Compensation Act if injured in the course of performing official duties while at the official alternative worksite. Employees paid from nonappropriated funds are covered under the Longshore and Harbor Workers' Compensation Act. Any accident or injury occurring at the alternative workplace must be brought to the immediate attention of the supervisors who will investigate all reports as soon as practical following notification.

20. The employee acknowledges that telework is not a substitute for dependent care.

21. The employee acknowledges that telework is a discretionary alternative workplace arrangement. The employee may be required to work at the regular worksite on scheduled telework day(s) if necessary to accomplish the mission.

22. Either the employee or the supervisor can cancel the telework agreement. When possible, advance written notice should be provided. Management will terminate the telework agreement should the employee's performance or conduct not meet the prescribed standard or the teleworking arrangement fail to meet organizational needs.

23. The employee continues to be covered by DoD Component standards of conduct while working at the alternative worksite.

24. The employee has assessed the telework location against the attached safety checklist and certifies the location meets all safety requirements.

25. DoD Component-specific conditions may be included below.

**COMPONENT-SPECIFIC TERMS AND CONDITIONS**

**DEPARTMENT OF DEFENSE  
TELEWORK AGREEMENT**

*(Read Privacy Act Statement and Terms of Agreement before completing this form.)*

**SECTION I - This document constitutes the terms of the telework agreement for:**

|  |                   |   |  |
|--|-------------------|---|--|
| <b>1. EMPLOYEE</b> <i>(Last Name, First, Middle Initial)</i>   |                   | <b>2. OFFICIAL JOB TITLE</b>  |  |
| <b>3. PAY PLAN/SERIES/GRADE/PAY BAND</b>   |                   | <b>4. ORGANIZATION</b>  |  |
| <b>5. REGULAR OFFICIAL WORKSITE</b> <i>(Street, Suite Number, City, State and ZIP Code)</i>  |                   | <b>6. ALTERNATE WORKSITE ADDRESS</b> <i>(Street, Apartment Number, City, State and ZIP Code) (May be TBD under emergency situations)</i>  |  |
| <b>7. ALTERNATE WORKSITE TELEPHONE NUMBER</b> <i>(Include Area Code)</i>   |                   | <b>8. ALTERNATE WORKSITE EMAIL ADDRESS</b> <i>(Address for official emails if different from office email address. Identification of personal email address is not required.)</i> |  |
| <b>9. TELEWORK ARRANGEMENT IMPLEMENTATION DATES</b><br><i>(Agreement should be revalidated at least once every 2 years)</i>  |                   | <b>10. TOUR OF DUTY</b> <i>(X one) (Attach copy of biweekly work schedule)</i>  |  |
| a. START (YYYYMMDD)  | b. END (YYYYMMDD) | <input type="checkbox"/> FIXED<br><input type="checkbox"/> FLEXIBLE<br><input type="checkbox"/> COMPRESSED  |  |
| <b>11. TELEWORK ARRANGEMENT</b> <i>(X one)</i><br><input type="checkbox"/> REGULAR AND RECURRING <input type="checkbox"/> SITUATIONAL<br>Regular and Recurring Telework Schedule: _____ Number of Days per Week or Pay Period<br>_____ Days of the Week (e.g., Mon, Wed, Thur)<br><br>All employees who are authorized to telework on a <b>Regular and Recurring</b> or <b>Situational</b> basis to include <b>emergency situations</b> shall have a telework agreement in place.  |                   |   |  |
| <b>12. CONTINUITY OF OPERATIONS DURING EMERGENCY SITUATIONS</b><br><br>Employee is expected to telework for the duration of an emergency pursuant to:<br>1) Component policy; 2) a pandemic; 3) when the regular worksite is closed or closed to the public due to natural or manmade emergency situations (e.g., snowstorm, hurricane, act of terrorism, etc.); or 4) when Government offices are open with the option for unscheduled telework when weather conditions make commuting hazardous, or similar circumstances compromise employee safety. Employees unable to work due to personal situations (e.g., illness or dependent care responsibilities), must take appropriate leave (e.g., annual or sick). If the worksite is closed or closed to the public, the employee may be granted administrative leave, on a case-by-case basis, when other circumstances (e.g., power failure) prevent the employee from working at the telework site. Managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities. |                   |   |  |
| <b>13. SUPERVISOR OR AUTHORIZED MANAGEMENT OFFICIAL</b> <i>(Name and Signature)</i><br><input type="checkbox"/> I also verify that I have completed approved telework training.  |                   | <b>14. DATE</b> (YYYYMMDD)  |  |
| <b>15. EMPLOYEE SIGNATURE</b> <input type="checkbox"/> I also verify that I have completed approved telework training.   |                   | <b>16. DATE</b> (YYYYMMDD)  |  |

**SECTION II - SAFETY CHECKLIST**

| SAFETY FEATURE   | (X) | YES | NO |
|--|-----|-----|----|
| 1. Temperature, ventilation, lighting, and noise levels are adequate for maintaining a home office.  |     |     |    |
| 2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.). |     |     |    |
| 3. Electrical system allows for grounding of electrical equipment (three-prong receptacles).   |     |     |    |
| 4. Office (including doorways) is free of obstructions to permit visibility and movement.  |     |     |    |
| 5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways.   |     |     |    |
| 6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.  |     |     |    |
| 7. If material containing asbestos is present, it is in good condition.  |     |     |    |
| 8. Office space is free of excessive amount of combustibles, floors are in good repair, and carpets are well secured.  |     |     |    |

I verify that this safety checklist is accurate and that my home office is a reasonably safe place to work.

|                       |                     |
|-----------------------|---------------------|
| 9. EMPLOYEE SIGNATURE | 10. DATE (YYYYMMDD) |
|-----------------------|---------------------|

**SECTION III - TECHNOLOGY/EQUIPMENT CHECKLIST**

| <b>(1)<br/>TECHNOLOGY/EQUIPMENT</b><br><i>(Indicate all that apply)</i> | <b>(2)<br/>REQUIREMENT</b><br><i>(Y or N)</i> | <b>(3)<br/>OWNERSHIP:<br/>AGENCY OR PERSONAL</b><br><i>(A or P)</i> | <b>(4)<br/>REIMBURSEMENT<br/>BY COMPONENT</b><br><i>(Y or N)</i> |
|---|---|---|--|
| <b>1. COMPUTER EQUIPMENT</b>  |   |   |  |
| a. LAPTOP   |   |   |  |
| b. DESKTOP  |   |   |  |
| c. PDA  |   |   |  |
| d. OTHER:   |   |   |  |
|   |   |   |  |
| <b>2. ACCESS</b>  |   |   |  |
| a. IPASS/VPN ACCOUNT  |   |   |  |
| b. CITRIX - WEB ACCESS  |   |   |  |
| c. OTHER:   |   |   |  |
|   |   |   |  |
| <b>3. CONNECTIVITY</b>  |   |   |  |
| a. DIAL-IN  |   |   |  |
| b. BROADBAND  |   |   |  |
| <b>4. REQUIRED ACCESS CAPABILITIES</b>                                  |   |   |  |
| a. SHARED DRIVES (e.g., H or P Drive)                                   |   |   |  |
| b. EMAIL  |   |   |  |
| c. COMPONENT INTRANET   |   |   |  |
| d. OTHER APPLICATIONS:  |   |   |  |
|   |   |   |  |
|   |   |   |  |
| <b>5. OTHER EQUIPMENT/SUPPLIES</b>                                      |   |   |  |
| a. COPIER   |   |   |  |
| b. SCANNER  |   |   |  |
| c. PRINTER  |   |   |  |
| d. FAX MACHINE  |   |   |  |
| e. CELL PHONE   |   |   |  |
| f. PAPER SUPPLIES   |   |   |  |
| g. OTHER:   |   |   |  |
|   |   |   |  |
|   |   |   |  |
| <b>6. SUPERVISOR'S SIGNATURE</b>  | <b>7. DATE (YYYYMMDD)</b>                     |   |  |
| <b>8. EMPLOYEE SIGNATURE</b>  | <b>9. DATE (YYYYMMDD)</b>                     |   |  |

**SECTION IV - NOTICE OF TELEWORK ARRANGEMENT CANCELLATION**

*(Complete this section when the telework agreement is cancelled.)*

1. CANCELLATION DATE (YYYYMMDD)

2. INITIATED BY (*X one*)

EMPLOYEE

MANAGEMENT

3. REASON(S) FOR CANCELLATION

4. GOVERNMENT-FURNISHED EQUIPMENT/PROPERTY RETURNED  
LIST PROPERTY AND DATE OF RETURN:

YES

NO

5. SUPERVISOR'S SIGNATURE

6. DATE (YYYYMMDD)

7. EMPLOYEE SIGNATURE

8. DATE (YYYYMMDD)

APPENDIX C

U.S. Army Acquisition Support Center

Application for Participation in the  
Telework Program  
And  
Privacy Act Authorization

I, \_\_\_\_\_, wish to participate in the Telework Program, offered by the U.S. Army Acquisition Support Center (USAASC). The specific telework arrangement I am requesting is set forth in the attached Telework Agreement. I understand that when I work from home or any other telecommuting location, USAASC must be able to contact me during my normal hours of work. I further understand a requirement of my participation in this program is that information relative to contacting me must be provided to my supervisor. I will access the e-mail system through use of Outlooks Web Access (OWA) or the Terminal Service Access Controller System (Army) (TSACS) as my method of use. I understand that my personal (home or portable) telephone number(s) is generally protected from public disclosure under the Privacy Act of 1974, 5 U.S.C Section 552a (1994 & Supp. 111996), amended 1997, 5 U.S.C. Section 552a (West Supp. 1998).

Telework Arrangement Requested By: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(typed name)

Position: \_\_\_\_\_

Division: \_\_\_\_\_

Date: \_\_\_\_\_

Work from:

Telework Center: \_\_\_\_\_ N/A: \_\_\_\_\_  
(Location of Telework Center)

Home: Yes \_\_\_\_\_ No \_\_\_\_\_

Miles Saved Per Telework Day: \_\_\_\_\_

Number of Days Teleworked Per Pay Period: \_\_\_\_\_

Position: \_\_\_\_\_

Division: \_\_\_\_\_

Work from:

Telework Center: \_\_\_\_\_  
(Location of Telework Center)

Home: Yes \_\_\_\_\_ No \_\_\_\_\_

Miles Saved Per Telework Day: \_\_\_\_\_

Number of Days Teleworked Per Pay Period: \_\_\_\_\_

APPENDIX D

TELEWORK ASSESSMENT TOOL

The decision to telework should be based on the ability of an employee to work in a setting that may be in his or her home or in a telework center, without immediate supervision. The Telework Assessment Tool identifies if an employee displays such characteristics and could identify areas that need to be worked on if the request to telework is denied. Both the employee and the supervisor should independently complete the assessment.

| Telework Assessment Tool  |             |               |            |           |
|---|-------------|---------------|------------|-----------|
| Please rate yourself or your employee, using the following scale:   |             |               |            |           |
| 5 (Always)  | 4 (Usually) | 3 (Sometimes) | 2 (Rarely) | 1 (Never) |
| 1. Employee works without regular supervision.  |             |               |            | _____     |
| 2. Employee independently identifies required work products.  |             |               |            | _____     |
| 3. Employee successfully plans work production schedule.  |             |               |            | _____     |
| 4. Employee communicates roadblocks to successful completion of a task or project in sufficient time to allow for alterations that improve the opportunity for success. |             |               |            | _____     |
| 5. Employee meets deadlines.  |             |               |            | _____     |
| 6. Employee is computer literate.   |             |               |            | _____     |



Location of office or work area:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**C. Official Duty Station**

The USAASC agrees that this arrangement is not a basis for changing the employee's salary or benefits. The employee's official duty station for locality pay adjustments and travel purposes is \_\_\_\_\_. The official duty station usually corresponds to that on the most recent Notification of Personnel Action (SF-50).

**D. Mileage Savings**

The employee estimates that the telework arrangement will result in a reduction of approximately \_\_\_\_\_ miles traveled in commuting per week.

**E. Days in Biweekly Pay Period Employee is Authorized Telework**

The employee is approved to work at the approved alternative worksite in accordance with the following schedule:

| DAY   | HRS/<br>WEEK | HRS/<br>PAY<br>PERIOD | DUTY HOURS (include lunch break) |
|-------|--------------|-----------------------|----------------------------------|
| Mon   | _____        | _____                 | _____                            |
| Tues  | _____        | _____                 | _____                            |
| Wed   | _____        | _____                 | _____                            |
| Thurs | _____        | _____                 | _____                            |
| Fri   | _____        | _____                 | _____                            |

**F. Changes to Telework Agreement**

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period may be accommodated by the supervisor wherever practicable, consistent with mission requirements.

### **G. Time, Attendance and Overtime**

Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

Employee agrees to follow established office procedures for requesting and obtaining approval of leave.

Employee agrees to work overtime only when ordered and approved by the Supervisor/Deputy Director in accordance with established office procedures.

### **H. Work Performance**

Unless otherwise instructed, employee agrees to perform only official duties at the approved alternative workplace. No business meetings will be conducted at the employee's home worksite. Employee agrees not to conduct personal business while in official duty status at the alternative workplace; for example, caring for dependents. Home repairs may be done only after receiving prior leave approval from the supervisor.

The employee is required to satisfactorily complete all assigned work consistent with the approach adopted for all other employees in the work group, and according to standards and objectives in the employee's contribution plan.

### **I. Standards of Conduct**

The employee acknowledges that he/she continues to be bound by the Department of Defense standard of conduct while working at the alternative worksite using Government-furnished equipment.

### **J. Security**

No classified documents (hard copy or electronic) may be taken to the employee's alternative worksite. The employee is responsible for the security of all official data, including Privacy Act and FOUO data. Privacy Act or FOUO data may only be stored on USAASC owned equipment.

### **K. Equipment**

Employee agrees to protect any Government-furnished equipment and software. Government-furnished equipment and software must only be used for official duties. Family members and friends are not authorized to use the equipment. The employee is responsible for transportation of equipment between alternate worksite and the office for any maintenance and repair or updates to the computer.

USAASC is responsible for the maintenance of all Government-furnished equipment. All Government-furnished equipment and materials must be returned to USAASC at the conclusion of teleworking arrangements or the supervisor's request.

#### **L. Work Area**

The employee agrees to provide a work area suitable for performance of official duties.

#### **M. Alternative Workplace Cost**

The employee understands that USAASC will not be responsible for any operating costs that are associated with the use of his/her home as an alternative worksite. Exceptions to this are: (1) A calling card or 1-800 number will be issued for long-distance calls. (2) If applicable, a telephone line will be provided for official use only on a case-by-case basis. The teleworker's family or friends are not authorized to use the official telephone, and non-business calls may not be made by the employee on the official telephone. (3) Office supplies, such as paper, toner, printer ink, etc., will be available to the teleworker for use at the alternative worksite in the same way as in the traditional workplace.

#### **N. Worksite Inspection**

The employee agrees to permit access to the home worksite by the agency representatives as required, but where practicable, with a minimum of 24 hours advance notice, to inspect the alternative workplace during the employee's normal working hours to ensure proper maintenance of Government-owned property and conformance with safety and security standards. Employees working at home must complete a self-certification safety/security checklist to ensure the safety/security of the employee and Government-furnished property at the alternate worksite.

#### **O. Liability**

The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act. Occupational, Safety and Health Administration rules govern Federal employee workplace safety.

#### **P. Injury Compensation**

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while directly engaged in performing the duties of their jobs. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

**Q. Termination of Telework Agreement**

The telework agreement can be terminated by either the employee or the supervisor by giving advance written notice, or automatically when the specified time period ends. Supervisor shall terminate the telework should the employee not meet the prescribed standard, or the telework arrangement fails to meet the organizational needs. Notification should be made at least one pay period in advance of the termination date.

**R. Policy**

The Department of Defense Telework Policy and Guide supplements this agreement. Employee and supervisor agree to become familiar with and adhere to both documents, copies of which are attached.

**S. Date of Commencement**

The telework arrangement covered by this Agreement will commence on \_\_\_\_\_

**T. Date of Termination, if applicable**

The telework arrangement covered by this Agreement will terminate on \_\_\_\_\_ (if known).

**Signatures:**

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date

APPENDIX F

Self-Certification Safety and Security Checklist  
for  
Home-based Teleworkers

EMPLOYEE NAME: \_\_\_\_\_

DIVISION: \_\_\_\_\_

POSITION: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY-STATE-ZIP: \_\_\_\_\_

\*HOME TELEPHONE: \_\_\_\_\_

\*CELL TELEPHONE: \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_

\*Only indicate the telephone number the office may use to contact you. If your home computer ties up your LAN line, an alternate number must be provided.

The following checklist is designed to assess the overall safety and security of the employee's alternative workplace. The employee should complete the self-certification checklist. Upon completion, the employee and his/her supervisor should both sign and date the checklist in the applicable spaces provided. The supervisor's signature does not mean the supervisor has inspected the worksite. Rather, it is to ensure the form is reviewed and a determination has been made based on the employee's self-certification that the work site is safe. A copy of the checklist should be provided to the employee, with the original maintained in the employee's file maintained by the Telework Manager.

Describe the designated work area in the alternate duty station:

A. HOME WORKPLACE ENVIRONMENT

1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance? Yes  No
2. Are all stairs with 4 or more steps equipped with handrails? Yes  No
3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service? Yes  No

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 4. Do circuit breakers clearly indicate if they are in the open or closed position?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Are fire/smoke detectors installed and in proper working order?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Do doors have security locks?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Is there an alarm/security system installed and in working order?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Do windows (especially ground level) have positive locking devices?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Do you have adequate security in your home to protect Government equipment from misuse?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. Is all electrical equipment free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. Will the building's electrical system permit the grounding of electrical equipment?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 13. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 14. Do chairs have any loose casters (wheels) and are the rungs and legs of the chairs sturdy?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 15. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 16. Is the office space neat, clean, and free of excessive amounts of combustibles?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 17. Are floor surfaces clean, dry, level, and free of worn or frayed seams?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 18. Are carpets well secured to the floor and free of frayed or worn seams?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 19. Is there enough light for reading?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**B. COMPUTER WORKSTATION**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Is your chair adjustable?                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Do you know how to adjust your chair?                        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Is your back adequately supported by a backrest?             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Are your feet on the floor or fully supported by a footrest? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Is it easy to read the text on your screen?                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Do you need/have a document holder?                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Do you have enough leg room at your desk?                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Is the computer screen free from noticeable glare?           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Is the top of the computer screen at eye level?              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. Is there space to rest the arms while not keying?           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. When keying, are your forearms close to parallel            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

with the floor?

12. Are your wrists fairly straight when keying?

Yes

No

13. Are files containing sensitive information or data able to be secured when not in use or in your possession?

Yes

No

14. Will equipment, software, and magnetic media be protected from magnets, liquids and other obvious hazards?

Yes

No

**Note:** Not all the questions need to be answered yes; however, a preponderance of answers should be affirmative before an employee can work at home. For questions that have a negative response, the supervisor will need to determine if a particular question is critical to the employee's performance of his/her job.

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

**Appendix G**  
**USAASC Semi-Annual Telework Evaluation for \_\_\_\_\_, 201\_**

SUPERVISOR'S NAME: \_\_\_\_\_  
 DIVISION: \_\_\_\_\_  
 EMPLOYEE'S NAME: \_\_\_\_\_

**Supervisor's Evaluation of Teleworker**

The first line supervisor must complete a **semi-annual** evaluation of the program. The supervisor must complete the evaluation and submit it to the USAASC Telework Manager by the 5<sup>th</sup> working day of April and October. The USAASC Telework Manager will maintain a copy for the official telework program records and will provide copies to the Telework Panel, Director, and/or Deputy Director upon request.

Please rate the following:

|   |        |           |                |     |
|---|--------|-----------|----------------|-----|
| 1. The teleworker is as productive as employees who do not telework.  | Always | Sometimes | Never          | N/A |
| 2. Compared to last year, the amount of leave the teleworker has used while participating in the telework program is:   | More   | Less      | About the same |     |
| 3. Customer support has not declined since personal contact is maintained by email and telephone.   | True   | False     |                | N/A |
| 4. Other employees in the division have not had an increase in workload caused by an employee teleworking.  | True   | False     |                | N/A |
| 5. The teleworker is assigned fewer unexpected tasks because he/she is not in the office.   | Yes    | No        |                | N/A |
| 6. The teleworker has access to computer systems needed to accomplish his/her work  | Yes    | No        |                | N/A |
| 7. When meetings are scheduled, we use teleconference capabilities in order to include the teleworker, or we try to plan meetings on non telework days.                                     | Always | Sometimes | Never          | N/A |
| 8. When meetings are required, the teleworker must come into the office.  | Always | Sometimes | Never          | N/A |
| 9. It is more/less difficult to supervise a teleworker than non-teleworking employee.<br><b>List 1-2 reasons why for any answer on a separate sheet of paper, ID'd as #9 and your name.</b> | More   | Less      | No Difference  |     |
| 10. It is more/less difficult to evaluate the work accomplished by the teleworker.<br><b>List 1-2 reasons why for either answer, ID'd as #10 and your name.</b>                             | More   | Less      | No Difference  |     |
| 11. The teleworker has appropriate time to interact with co-workers.  | Yes    | No        | No Difference  |     |

Other comments or recommendations are welcome in text format below:

Print clearly or use MSWord.