



**INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-2884**

December 20, 2001

INSPECTOR GENERAL REGULATION 1400.620

OFFICE OF THE INSPECTOR GENERAL, DEPARTMENT OF DEFENSE TELEWORK PROGRAM

FOREWORD

This Regulation sets forth the policies, procedures, responsibilities, and forms for the Office of the Inspector General, Department of Defense (OIG, DoD), Telework Program.

The OIG, DoD, recognizes circumstances where it is mutually beneficial for employees to perform work at sites other than the traditional office or at locations other than where typical field or headquarters work is performed. Such circumstances include, but are not limited to, accommodation of special needs or disabilities, energy or environmental conservation, savings in commuting costs, the need for an uninterrupted work environment, cost or space savings, or better geographic coverage for the agency mission. Employees and their supervisors may make telework arrangements for purposes of promoting the efficiency of the Government and fostering a family-friendly OIG, DoD. While telework is not intended to be a substitute for family care, it may enhance the quality of family life through savings in commuting time. The telework program is not an entitlement, but rather an individualized structured program with a formal written agreement. The participant's work has to be portable in some respect to be compatible with the program. Participation in the telework program has to maintain at least the same level of agency effectiveness and customer satisfaction. Telework must be voluntary and consistent with mission accomplishment and customer satisfaction and without diminished employee performance.

The Director for Personnel and Security, Office of Administration and Information Management (OA&IM), is the proponent of this Regulation. Requests for clarification of policy or recommended changes should be sent through appropriate channels to the Personnel and Security Directorate, OA&IM, Attention: Assistant Director for Workforce Relations and Development, 400 Army Navy Drive, Suite 125, Arlington, Virginia 22202-4704.

Exceptions to the policies and procedures prescribed in this Regulation are not authorized without the prior written approval of the Director for Personnel and Security. Issuance of supplements to this Regulation is prohibited unless specifically approved by the Director for Personnel and Security and issued by the Director, OA&IM.

FOR THE INSPECTOR GENERAL:


Joel L. Leson
Director
Office of Administration
and Information Management

OIG, DoD, TELEWORK PROGRAM

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- A. Purpose.** This Regulation establishes policies, assigns responsibilities, and prescribes procedures for the OIG, DoD, Telework Program.
- B. References.** See Appendix A.
- C. Cancellation.** This Regulation cancels IGDR 1400.620, *Flexiplace Program*, January 1998.
- D. Applicability and Scope.** This Regulation:
1. Applies to civilian employees of the OIG, DoD, in the competitive and excepted services paid from appropriated funds.
 2. Does not apply to members of the Armed Forces assigned to the OIG, DoD.
- E. Definitions.** The terms defined in this Regulation are at Appendix B.
- F. Policy.** It is OIG, DoD, policy that:
1. The telework program is a flexibility for use by management in accomplishing the agency's work and not an employee right.
 2. Participation in the program is voluntary and subject to management approval.
 3. Identification of eligible positions for telework shall be based on a review of the characteristics of encumbered positions and the work style and performance level of the incumbents.
 4. The maximum number of positions shall be identified as eligible for regular and recurring telework.
 5. Positions shall not be excluded as eligible for telework on the basis of occupation, series, grade, or supervisory status.
 6. The maximum number of employees who exhibit characteristics suitable for telework and occupy positions identified as eligible for telework shall be permitted to work at an alternative worksite.
 7. Consistent with DoD security and information technology policies:
 - a. No classified material (hard copy or electronic) may be taken by teleworkers to alternative worksites. Similarly, no source selection sensitive information or contractor proprietary information may be taken by teleworkers to alternative worksites without the prior written consent of the contractor.
 - b. Government-furnished computer equipment, software, and communications, with appropriate security measures, are required for any regular and recurring telework arrangement that involves sensitive unclassified data, including Privacy Act or For Official Use Only (FOUO) data.
 - c. Where employees telework on an ad hoc basis, privately owned computers can be used to work on limited amounts of sensitive unclassified material, on the condition that the teleworker must delete the files as soon as they are no longer required and confirm in writing to his or her supervisor that all files containing DoD information have been deleted from personally owned computer hard drives.
 - d. Employees who telework may use their privately owned computers and equipment for work on non-sensitive, unclassified data, consistent with DoD policy.

- e. Privately owned computers may not access DoD systems or networks remotely.
- f. The DoD remote access software may not be installed in privately owned computers.
- g. The teleworker is responsible for the installation, repair, and maintenance of all personal equipment.
- h. Providing and/or installing Government-furnished equipment at alternative worksites is the determination of the OIG, DoD, Designated Approving Authority (DAA). The OIG, DoD, is not required to provide equipment at alternative worksites.

i. The OIG, DoD, is responsible for the service and maintenance of Government-furnished equipment. The employee is responsible for notifying his or her supervisor immediately if Government-furnished equipment fails to operate properly or is damaged.

(1) If the teleworker encounters hardware or software problems while performing home-based telework, he or she should contact the OIG, DoD, Help Desk for assistance in accordance with reference a. If the Help Desk is unable to resolve the problem remotely, the teleworker is responsible for transporting the equipment to the traditional worksite. If the teleworker experiences hardware or software problems at a telecenter, he or she should first seek assistance from the site. If the telecenter is unable to resolve the problem, the teleworker should then contact the OIG, DoD, Help Desk for assistance.

(2) A report of survey must be completed if Government-furnished equipment is damaged.

j. DoD remote access software may be installed on Government-furnished computers to enable access to DoD systems and networks.

k. Government-furnished property shall be used only for official duties. Family members and friends of teleworkers are not authorized to use any Government-furnished equipment, software, or other property. If Government-furnished equipment is unsecured and consequently damaged by non-employees (e.g., dependents of the employee), employees may be held liable for the repair or replacement of the equipment, software, etc., to the same extent they are held liable when Government-furnished equipment is damaged due to their negligence.

l. The teleworker must return all Government-furnished property to the OIG, DoD, immediately upon request by a management official or upon termination of the teleworking arrangement.

m. Teleworkers are responsible for the security of all official information and protection of any Government-furnished equipment and property, including regularly updating virus checking files on Government-furnished computers and installing and regularly updating virus checking software on privately owned computers used to perform official Government work.

8. Telework is appropriate for supervisory-approved web-based distance and continuous learning.

9. Telework shall not be used to replace arrangements for dependent (child, elder, spouse, or other) care.

10. Employees serving a probationary period, or as a trainee or intern, generally are not eligible to participate in the OIG, DoD, Telework Program.

11. Employees who have not completed OIG, DoD, mandatory annual ethics, security, and computer security training are not eligible to telework until all such training is current.
12. Employees whose demonstrated performance is less than fully successful, or equivalent, shall not be approved for telework.
13. The authority to identify positions and employees eligible for telework shall be vested in the lowest practicable supervisory level.
14. Telework shall not commence until after an OIG, DoD, Telework Agreement (Appendix C) is approved by the OIG, DoD, Telework Program Coordinator and all necessary arrangements completed by the employee and his or her supervisor, including execution of the OIG, DoD, Telework Arrangement Checkout Checklist (Appendix D).
15. A teleworker may elect to work an alternative work schedule with prior supervisory approval.
16. Time spent in a teleworking status shall be accounted for in the same manner as if the employee reported for duty at his or her traditional worksite.
 - a. The time that a teleworker actually performs work at his or her alternative worksite during his or her tour of duty hours shall be recorded on the teleworker's time log and coded in the Defense Civilian Pay System (DCPS) as "LX" on an interim basis until the Defense Finance and Accounting Service establishes a time and attendance code specific to telework.
 - b. The time that a teleworker does not perform work at his or her alternative worksite during his or her tour of duty hours, and the time that a teleworker performs work at his or her alternative worksite during other than his or her tour of duty hours (with the required advance approval), shall be recorded on the teleworker's time log and in DCPS using the normal time and attendance codes (e.g., annual leave, credit hours, overtime).
17. Overtime provisions that apply to employees working at a traditional worksite apply to employees who telework.
18. The teleworker's official duty station shall be used for such purposes as determining special salary rates, locality pay adjustments, travel and leave entitlements.
19. Teleworking employees are covered by the Federal Employees' Compensation Act when injured or suffering from occupational diseases resulting from actually performing official Government business.
20. Employees continue to be bound by the DoD standards of conduct and responsible for carrying out the DoD missions while working at an alternative worksite.
21. A telework arrangement may be terminated by the teleworker or the supervisor after giving the other advance written notice.
22. A telework arrangement shall be terminated by the OIG, DoD, if a teleworker's performance does not meet the prescribed standards or the telework arrangement fails to meet organizational needs.
23. The OIG, DoD, and DoD assume no responsibility for any operating costs, maintenance, or any other cost whatsoever associated with an employee using his or her personal equipment while performing official duties or using his or her personal residence as an alternative worksite.

24. The Government is not liable for damages to the employee's personal or real property while the employee is working at an approved alternative worksite, except to the extent the Government is liable under the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

25. By participating in the OIG, DoD, Telework Program, an employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and implementing regulations.

26. Where it is determined by the OIG, DoD, Designated Approving Authority that Government equipment will be provided to a teleworker, excess property will be the first source of supply before consideration of the purchase of new equipment. Government-furnished equipment shall be issued and accounted for in accordance with references b and c.

G. Responsibilities

1. The **Inspector General, DoD**, shall:

a. Administer the OIG, DoD, Telework Program in accordance with references d and e and applicable DoD regulations.

b. Designate the OIG, DoD, Telework Program Coordinator to administer and oversee the OIG, DoD, Telework Program.

c. Develop OIG, DoD, guidelines on telework necessary to implement reference e.

2. The **OIG Component Heads** shall:

a. Actively promote an increase in the number of regular and recurring teleworkers by encouraging and supporting participation in the OIG, DoD, Telework Program to the maximum extent possible, and making every effort to overcome barriers to this Program.

b. Ensure that no less than 25 percent of employees eligible to telework on a regular and recurring basis are offered telework in fiscal year 2001 (as extended by reference e) and that no less than an additional 25 percent are permitted to telework in each of the succeeding 3 fiscal years, thus permitting every eligible OIG, DoD, employee the opportunity to telework by the end of fiscal year 2004.

c. Ensure that the OIG, DoD, Telework Program is administered in accordance with this Regulation.

d. Maintain records of determinations of eligibility for telework, offers and responses to offers to telework, telework agreements, safety and security checklists for home-based telework, and notices terminating telework arrangements.

e. Provide such data and information concerning telework to the OIG, DoD, Telework Program Coordinator as may be required by the DoD, the Office of Personnel Management (OPM), or other authority.

3. The **Director for Personnel and Security, OA&IM**, shall serve as the proponent of the OIG, DoD, Telework Program.

4. The **Assistant Director for Workforce Relations and Development, Personnel and Security Directorate (PSD), OA&IM**, shall serve as the OIG, DoD, Telework Program Coordinator.

5. The **OIG, DoD, Telework Program Coordinator** shall:

- a. Provide guidance to, and conduct training for, the OIG components on telework.
- b. Review all OIG, DoD, Telework Agreements for compliance with references d and e and this Regulation, and approve conforming agreements.
- c. Consolidate and submit data and information on the OIG, DoD, Telework Program in response to reporting requirements.
- d. Serve as the liaison between the OIG, DoD, and the DoD or other agencies on teleworking matters.

6. **Supervisors** shall:

- a. Normally have the authority to make determinations on eligibility for telework based on a review of the characteristics of the position and its incumbent, consistent with the requirements and criteria found in this Regulation.
- b. Maintain a sound working knowledge of policies, regulations, and procedures governing telework.
- c. Apply the provisions of this Regulation in a fair and equitable manner.
- d. Inform employees of telework program requirements and procedures.
- e. Monitor employee performance generally in the same way traditional worksite performance is monitored. Optimally, performance should be monitored on a results-oriented basis.
- f. Include teleworkers in office activities (e.g., staff meetings, office celebrations) so that they feel part of the work group.
- g. Consider teleworkers equally with non-participants in selection for assignments, performance reviews, awards, training, or any other employee/employer matters.

7. **Employees approved to telework** shall:

- a. Follow the policies and procedures in this Regulation.
- b. Adhere to the terms and conditions of their approved telework agreement.

H. Procedures. The procedures, parameters, and requirements for telework are in Appendices C through H.

I. OIG Component Supplementation. The OIG components may not supplement the provisions of this Regulation.

J. Effective Date. This Regulation is effective immediately.

**APPENDIX A
REFERENCES**

- a. IGDINST 7920.51, *Resolving End User Problems*, May 23, 2000
- b. IGDINST 4140.1, *Property Management Program*, Marcy 29, 2001
- c. IGDM 4140.1, *Property Management Program*, March 29, 2001
- d. Section 359 of Public Law 106-346
- e. Memorandum for Heads of Defense Components, Under Secretary of Defense (Personnel and Readiness), subject: Department of Defense (DoD) Telework Policy and Guide, October 22, 2001
- f. IGDINST 1400.5, *Administrative Grievance Policy and Procedures*, June 7, 1991

APPENDIX B DEFINITIONS

1. **Ad Hoc Telework.** Approved telework performed less than 1 day per biweekly pay period or on an occasional, one-time, or irregular basis.
2. **Alternative Worksite.** A place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's home, a telecenter, or other approved worksite including a facility established by state, local, or county governments or private sector organizations for use by teleworkers.
3. **Day.** Calendar day.
4. **Home-Based Telework.** An approved arrangement whereby an employee performs his or her official duties in a specified work or office area of his or her home that is suitable for the performance of official Government business.
5. **Official Duty Station.** The duty station found on the employee's most recent Standard Form 50, *Notification of Personnel Action*.
6. **OIG Component Head.** The Deputy Inspector General, Assistant Inspectors General, and the OIG Directors who report directly to the Deputy Inspector General or Inspector General.
7. **Regular and Recurring Telework.** An approved work schedule where eligible employees regularly work at least 1 day per biweekly pay period at an alternative worksite.
8. **Telecenter.** A General Services Administration (GSA) telecenter.
9. **Telework.** Any arrangement in which an employee performs officially assigned duties at an alternative worksite on either a regular and recurring, or on an ad hoc, basis (not including official travel duty stations or locations where typical field or headquarters work is performed).
10. **Telework Agreement.** A written agreement, completed and signed by an employee and his or her supervisor(s), that outlines the terms and conditions of the telework arrangement.
11. **Traditional Worksite.** The location where an employee would work absent a telework arrangement.

**APPENDIX C
OIG, DOD, TELEWORK AGREEMENT**

OIG, DOD TELEWORK AGREEMENT	
EMPLOYEE NAME: _____	
OIG COMPONENT: _____	SUBCOMPONENT: _____
POSITION TITLE: _____	SERIES AND GRADE: _____
Voluntary Participation	
The Employee voluntarily agrees to work at the OIG, DoD, approved alternative worksite indicated below and to follow all applicable policies and procedures. The Employee recognizes that the telework arrangement is not an Employee right but an additional tool OIG, DoD, management may approve to accomplish agency work.	
Salary and Benefits	
A telework arrangement is not a basis for changing the Employee's salary or benefits.	
Official Duty Station	
The Employee's official duty station for such purposes as determining special salary rates, locality pay adjustments, and travel is that found on his or her most recent Standard Form 50, <i>Notification of Personnel Action</i> . The address and telephone number of the Employee's official duty station are <i>fill in complete address and telephone and fax numbers, including area code</i> : _____	
Alternative Worksite	
The Employee's alternative worksite is <i>fill in complete address and telephone and fax numbers, including area code; if home-based, also identify in detail the designated area of the home where telework will be performed</i> : _____	
Official Duties	
Unless otherwise instructed, the Employee agrees to perform official duties only at the official duty station or at the alternative worksite identified above. The Employee agrees not to conduct personal business while in official duty status, including but not limited to dependent (child or elder) care and home repairs or maintenance.	
Work Assignments / Performance	
The Employee and Supervisor agree to exercise good communications skills and to work cooperatively. The Employee is required to complete all assigned work, consistent with the approach adopted for all other Employees in the work group, according to recognized and/or established policies, procedures, and guides, and according to the critical elements and performance standards for his or her position. The Employee agrees to meet with the Supervisor to receive assignments and to review completed work as necessary or appropriate, and/or to provide regular reports if required by the Supervisor. The Supervisor will monitor and evaluate the Employee's productivity and performance on criteria and milestones determined by the Supervisor.	
The Employee agrees to continue to demonstrate performance at the fully successful or higher level.	
Time and Attendance	
Time spent in a teleworking status must be accounted for and reported in the same manner as if the Employee reported for duty at his or her official duty station.	
Time in a duty status at the alternative worksite during the Employee's scheduled duty hours shall be recorded on his or her time log and in the Defense Civilian Pay System (DCPS) as "LX," pending the establishment by the Defense Finance and Accounting Service of a time and attendance code specific to telework.	
Leave	

The Employee agrees to follow established office procedures, regulations, and law for requesting and obtaining approval of leave and credit hours, the latter if applicable.

Overtime

The Employee agrees to work overtime only when ordered and approved by the appropriate management official in advance and understands that working overtime without such approval may result in termination of the telework arrangement and/or other appropriate action.

Security

The Employee is responsible for the security of all official data, protection of any Government-furnished equipment and property, and carrying out the mission of the Department of Defense at the alternative worksite.

The Employee agrees to follow all existing security policies and procedures, protect Government records from unauthorized disclosure or damage, and comply with the provisions of the Privacy Act of 1974, Public Law 93-679, codified at section 552a, title 5, United States Code. Such records and files remain the property of the Government and should be retained separately from personal files.

No classified material (hard or electronic copy) may be taken to the Employee's alternative worksite.

No source selection sensitive information or contractor proprietary information may be taken to the Employee's alternative worksite without the prior written consent of the contractor.

For regular and recurring telework (i.e., work at an alternative worksite at least one day each biweekly pay period), sensitive unclassified material, including Privacy Act and For Official Use Only data, may be used only on Government-furnished equipment.

Where the Employee has been approved by the OIG, DoD, Designated Approving Authority to use his or her personal computer(s) and equipment for telework on non-sensitive unclassified material, remote access software shall not be loaded into the Employee's personal computer(s).

The Employee is responsible for regularly updating virus checking files on Government-furnished computers and installing and regularly updating virus checking software on privately owned computers used to perform official Government work.

Equipment

If the Government provides equipment and/or software at the alternative worksite, the Employee agrees to protect such equipment and/or software in accordance with applicable policy and procedures. Government-furnished equipment will be installed, serviced, and maintained by the OIG, DoD. The Employee may be required to bring such equipment and/or software into the traditional worksite for maintenance. Government-provided software and data files will be checked for viruses. The Employee shall return Government-supplied equipment and/or software immediately upon request by an OIG, DoD, official or upon termination of the telework arrangement. Government-furnished equipment and/or software must be used only for the performance of official duties. Family members and friends of the Employee are not authorized to use any Government-furnished equipment and/or software. The Employee has no expectation of privacy when using Government-supplied equipment and/or software. Government-furnished equipment must be issued and accounted for in accordance with IGDIINST and IGDM 4140.1, *Property Management Program*.

The Employee is responsible for the installation, repair, and maintenance of all personal equipment.

Supplies

The OIG, DoD, agrees to provide the Employee all necessary office supplies required for telework and to issue the Employee a Government calling card to be used for all official business-related long distance telephone calls, or reimburse the Employee for same.

Liability

The Employee understands that the Government shall not be 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.

Alternative Worksite Expenses

The Employee understands that the Government will not be responsible for any operating costs, home maintenance, or any other cost whatsoever (e.g., utilities, insurance) associated with the Employee using his or her personal residence as an alternative worksite. By participating in the OIG, DoD, Telework Program, the Employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and implementing regulations.

Work Area

If the Employee's approved alternative worksite is home-based, the Employee agrees to provide a work or office area that is adequate for the performance of official duties. The Employee whose alternative worksite is a designated area in his or her home must complete and attach an OIG, DoD, Safety and Security Checklist for Home-Based Telework prior to beginning telework.

If the Employee's approved alternative worksite is a General Services Administration sponsored telecenter, the Employee must complete and attach a Telecommuting Facility Reimbursement Information Sheet. The Employee cannot begin teleworking at a telecenter until after the requisite approvals (including funding) are received.

Worksite Visits

The Employee agrees to permit the Government to visit the home worksite during his or her normal working hours. The purposes of such visits are to install, repair, or maintain Government-furnished equipment and to ensure conformance with the terms and conditions of this Telework Agreement. The OIG, DoD, may terminate this Agreement if the worksite is unsafe for the performance of official duties or if the Employee refuses to allow worksite visits as described.

Injury Compensation

The Employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses resulting from actually performing official Government business. Under home telework arrangements, the Government's potential exposure to liability is restricted to the one area in the home designated as the official work or office area. 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 and submit any required forms timely. The supervisor agrees to investigate any such claims as soon as possible.

Standards of Conduct

The Employee acknowledges that he or she continues to be bound by the Department of Defense Standards of Conduct while working at an alternative worksite and using Government-furnished equipment.

Mileage Savings

The Employee estimates that the telework arrangement will result in a reduction of approximately _____ miles traveled in commuting _____ weekly or _____ biweekly (check one).

Modification of the Telework Arrangement

The Employee agrees to be available to work at his or her traditional worksite (or some other official location as directed by OIG, DoD, management) on days when he or she would otherwise be in a telework status, if necessitated by work requirements. Examples include, but are not limited to, attending meetings or training and reporting to a designated location on a designated date at a designated time for drug testing if the Employee occupies a testing designated position under the OIG, DoD, Drugfree Workplace Program.

Requests by the Employee to change his or her scheduled telework day(s) in a particular pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

A permanent modification of the telework arrangement must be reflected by execution and approval of a new OIG, DoD, Telework Agreement, IG Form 85.

Termination of the Telework Arrangement

The telework arrangement described in this Telework Agreement can be terminated by either the Employee or the OIG, DoD, by giving advance written notice. If the Employee elects to withdraw from the OIG, DoD, Telework Program, he or she is expected to give sufficient notice (normally two weeks) so that arrangements can be made to accommodate his or her return to the traditional worksite. The Employee may be required to continue working at the alternative worksite for a reasonable period (not to exceed 30 days) to allow OIG, DoD, management time to arrange a work station. The OIG, DoD, shall terminate this Telework Agreement if the Employee's performance does not meet prescribed standards or the telework arrangement fails to meet organizational needs.

Other Action

Nothing in this Agreement precludes the OIG, DoD, from taking any appropriate disciplinary, adverse, or other appropriate administrative action against the Employee if he or she fails to comply with the provisions of this Agreement.

Telework Schedule

DAY	WORKSITE				WORK SCHEDULE			DUTY HOURS <i>(specify hours of work and lunch break)</i>
	OFFICE		ALTERNATE		STANDARD	ALTERNATIVE		
	1st	2nd	1st	2nd	(8:00-4:30)	FWS	CWS	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Type of Telework

- _____ Regular and recurring (i.e., work at an alternative worksite at least one day per biweekly pay period)
- _____ Ad hoc (i.e., work at an alternative worksite less than one day per biweekly pay period, or on an occasional, irregular, or one-time basis)

Signatures

Date Employee's Signature Above the Line
Employee's Typed or Printed Name Below the Line

Date Supervisor's Signature Above the Line
Supervisor's Typed or Printed Name and Title Below the Line
Supervisor's Phone Number (including area code)

Attachment *[Line out the one that is not attached.]*
 OIG, DoD, Safety and Security Checklist for Home-Based Telework
 Telecommuting Facility Reimbursement Information Sheet (for GSA Telecenters)

Approval and Effective Date

This Telework Agreement meets the requirements of the OIG, DoD, Telework Program and is approved.

The telework arrangement covered by this Agreement shall begin on or after: _____

If this Agreement covers ad hoc telework, the telework arrangement covered by this Agreement shall end on or before: _____

Date

OIG Telework Program Coordinator's Typed or Printed Name
OIG, DoD, Telework Program Coordinator

**APPENDIX D
OIG, DOD, TELEWORK ARRANGEMENT CHECKOUT CHECKLIST**

OIG, DoD TELEWORK ARRANGEMENT CHECKOUT CHECKLIST	
EMPLOYEE NAME: _____	
OIG COMPONENT: _____	SUBCOMPONENT: _____
POSITION TITLE: _____	SERIES AND GRADE: _____
Purpose of Checklist	
The following checklist is designed to ensure that the employee is properly oriented to the policies and procedures of the OIG, DoD, Telework Program. Signify the completion of each activity by answering in the space provided.	
Paperwork	
1. <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee has received and read a copy of IGDR 1400.620, <i>OIG, DoD, Telework Policy</i> .
2. <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee has completed, and received approval from the OIG, DoD, Telework Program Coordinator of, an OIG, DoD, Telework Agreement, IG Form 85.
3. <input type="checkbox"/> Yes <input type="checkbox"/> No	If the alternative worksite is home-based, Employee has completed an OIG, DoD, Safety and Security Checklist for Home-Based Telework, IG Form 86.
4. <input type="checkbox"/> Yes <input type="checkbox"/> No	If the alternative worksite is at a telecenter, employee has completed, and received all approvals of, a Telecommuting Facility Reimbursement Information Sheet.
5. <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee has completed a property pass for all Government-furnished property.
Property Furnished by the OIG, DoD (check as applicable):	
6. <input type="checkbox"/> Yes <input type="checkbox"/> No	Computer
7. <input type="checkbox"/> Yes <input type="checkbox"/> No	Modem
8. <input type="checkbox"/> Yes <input type="checkbox"/> No	Printer
9. <input type="checkbox"/> Yes <input type="checkbox"/> No	Software
10. <input type="checkbox"/> Yes <input type="checkbox"/> No	Other (identify): _____

Policies and Procedures	
11. <input type="checkbox"/> Yes <input type="checkbox"/> No	Policies and procedures for the use and care of Government-furnished property have been explained.
12. <input type="checkbox"/> Yes <input type="checkbox"/> No	Policies and procedures covering the safeguarding of Government property have been explained.
13. <input type="checkbox"/> Yes <input type="checkbox"/> No	Policies and procedures concerning the use and safeguarding of sensitive, unclassified data have been explained.
14. <input type="checkbox"/> Yes <input type="checkbox"/> No	Procedures and requirements for reporting accidents have been explained.
15. <input type="checkbox"/> Yes <input type="checkbox"/> No	Procedures and requirements for reporting damage to Government-furnished equipment have been explained.
16. <input type="checkbox"/> Yes <input type="checkbox"/> No	Performance expectations have been explained.

17. Yes No Policies and procedures governing work schedule, time and attendance recording, overtime and other premium pay (as applicable), leave, early dismissal and closure have been discussed.

Termination of the Telework Arrangement

18. Yes No Employee understands he or she must adhere to the terms and conditions of his or her telework agreement, or his or her telework arrangement may be terminated.

19. Yes No Employee understands his or her telework arrangement shall be terminated if he or she performs at a less than fully successful level or the arrangement does not meet organizational needs.

20. Yes No Employee understands he or she may terminate his or her telework arrangement by so notifying his or her supervisor in writing in advance (normally two weeks). Employee may be required to continue to telework for a reasonable period (not to exceed 30 days) until arrangements are made for his or her return to the traditional worksite.

Points of Contact

21. Yes No Employee understands he or she may contact his or her supervisor at the phone number below, or the OIG, DoD, Telework Program Coordinator at 703-602-4523 (DSN 332-4523), with questions on policies or procedures related to the OIG, DoD, Telework Program.

Signatures

Date

Employee's Signature Above the Line
Employee's Typed or Printed Name Below the Line

Date

Supervisor's Signature Above the Line
Supervisor's Typed or Printed Name and Title Below the Line
Supervisor's Phone Number (including area code)

DISTRIBUTION:
 Original - OIG, DoD, Telework Program Coordinator
 Copies - Employee and Supervisor

APPENDIX E PROCEDURES, PARAMETERS, AND REQUIREMENTS

1. Types of Telework. Two types of telework arrangements are available, "regular and recurring" and "ad hoc," based on the recognition that organizational and employee needs may vary considerably, and should be considered on a case basis. Some situations require occasional or infrequent arrangements while others are more conducive to longer periods or regularly scheduled arrangements. The intent in offering two types of arrangements is to provide supervisors, managers, and employees maximum flexibility to establish an arrangement that is responsive to their particular situation. It is DoD policy that regular and recurring telework of at least 1 day per biweekly pay period should receive most support and approval from managers and supervisors.

a. **Regular and Recurring**

(1) Reasons for regular and recurring telework arrangements include the recruitment and retention of high-quality employees, improved employee morale and a better balance of work and personal lives, reductions in commuting related stress and costs, improvements in access or as a reasonable accommodation for disabled employees, reductions in office space and associated costs, the need for convalescence from a short-term injury or illness, periods when the traditional worksite is not usable (e.g., during office renovation), or assignment to a special project.

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

(3) Regular and recurring telework may include "full-time" telework (i.e., performing all official duties at an approved alternative worksite), including telework from geographic locations outside of the commuting area to the traditional worksite (within the Continental United States or overseas).

b. **Ad Hoc**

(1) Ad hoc telework provides an ideal arrangement for employees who, at infrequent times, have to work on projects or assignments that require intense concentration. Work assignments in this situation may include a specific project or report, such as drafting a local directive, preparing a brief or arguments, preparing an organization's budget submissions, reviewing grant proposals, or preparing audit or investigation reports. Such situations may occur throughout the year or be a one-time event. Ad hoc telework may also cover short-term assignments, e.g., for employees recovering from injury or illness. Supervisor approved web-based distance and continuous learning are excellent examples of ad hoc telework.

(2) Approval for ad hoc telework does not convey eligibility for regular and recurring telework, nor does it meet the express intent of references d. and e.

2. **Alternative Worksites**

a. **Home-Based**

(1) Home-based (or work-at-home) telework means an approved arrangement whereby an employee performs his or her official duties in a specified work or office area of his or her home that is suitable for the performance of official Government business.

(2) In general, an appropriate office or work area for home-based telework should:

(a) Consist of a specific room, or part of one, defined on the OIG, DoD, Telework Agreement and the OIG, DoD, Safety and Security Checklist for Home-Based Telework.

(b) Be accessible by telephone during scheduled hours of work, unless the teleworker is on approved leave, credit hours, compensatory time off, or time off as an award.

(c) Provide reasonable security for any Government-furnished property, documents, supplies, or other resources.

(d) Comply with applicable local building codes.

(e) Provide a hazard-free, safe work environment.

(3) Advantages of teleworking from home include:

(a) Savings in time and reduced stress by avoiding the commute to the traditional worksite, resulting in more and higher quality time with family and a healthier lifestyle.

(b) Savings in commuting costs.

(c) Convenience.

(d) Familiar environment.

(e) Enabling work at peak productivity times.

(4) The opportunity to telework at home is offered with the understanding that it is the teleworker's responsibility to ensure that a proper work environment is maintained. Dependent care arrangements must be made so as not to interfere with the work. Personal disruptions such as non-business telephone calls and visitors must be kept to a minimum. The employee and family should understand that the home office or work area is just that, a space set aside for the employee to work. Family responsibilities must not interfere with work time at home.

(5) Home-based telework may increase an employee's home utility costs. The OIG, DoD, assumes no responsibility for a participating employee's expenses related to heating, electricity, water, space usage, etc. The rationale is that balanced against these increases are potential savings to the employee resulting from reduced commuting, parking, meals, and clothing expenses. Potential costs and savings cannot be viewed in isolation from each other.

(6) Before commencing telework at home, an employee must complete, submit, and obtain approval of an OIG, DoD, Telework Agreement and an OIG, DoD, Safety and Security Checklist for Home-Based Telework (Appendix F).

(7) An employee approved for telework may perform home-based telework at the home of another OIG, DoD, teleworker provided that the host teleworker voluntarily agrees that another teleworker may telework from the host's designated and approved home telework area and the work or office area of the host teleworker's home designated and approved for telework is suitable to accommodate an additional teleworker(s). In this instance, the telework agreement of both teleworkers shall identify the specific area of the host teleworker's home where the work will be performed and both (all) teleworkers will attach a copy of the host teleworker's Safety and Security Checklist for Home-Based Telework to their telework agreement.

b. **GSA-Sponsored Telecenter Workstations**

(1) The DoD provides a limited central fund to underwrite the expenses associated with use of the GSA telecenters in the Washington, D.C., metropolitan region. The central fund is managed by the Defense Civilian Personnel Management Service and covers all costs (within allotted funds) associated with renting space, including equipment and utilities, at a telecenter. Employees work at telecenters primarily because the centers are closer to their homes than the traditional worksite.

(2) Advantages of working at a telecenter are:

- (a) On-site technical support and full resources.
- (b) The supervisor may prefer the structure of a telecenter for his or her employees and use this as a first step towards home-based telework.
- (c) Some employees' homes are not conducive to home-based telework.
- (d) Provides a professional environment.
- (e) Maintains a clear delineation between home and work life.

(3) After eligibility for telework is determined, the employee should contact the director of the appropriate telecenter (i.e., the center closest to the employee's home that is closer to home than his or her traditional worksite) to ensure space is available, obtain the current cost, and make a reservation. The employee and his or her supervisor complete the top of the Telecommuting Facility Reimbursement Information Sheet (TFRIS) (available from the OIG, DoD, Telework Program Coordinator) and forward it and the completed OIG, DoD, Telework Agreement to the OIG, DoD, Telework Program Coordinator. The Coordinator will fax the completed TFRIS to the central DoD approving office. The form is routed through the appropriate funding office for approval and then to GSA. A copy is returned to the employee through the OIG, DoD, Telework Program Coordinator and the OIG component administrative point of contact. The employee must provide a copy of the approved TFRIS to the telecenter director. A new form is required for all changes in telecenter work schedules. Upon termination of the telework arrangement, the employee must secure the signature of the telecenter director and provide a copy of the signed form to the OIG, DoD, Telework Program Coordinator, who will provide it to the appropriate funding office.

(4) The foregoing steps and approvals must be accomplished before an employee commences telework at a GSA-sponsored telecenter.

3. Security Considerations. These considerations must be read in conjunction with the OIG, DoD, policy on security for telework.

a. All files, records, papers, or machine-readable materials created while teleworking are the property of the OIG, DoD. As such they must be given to the OIG, DoD, upon request by the OIG, DoD, or when the telework arrangement terminates.

b. Records subject to the Privacy Act may not be disclosed to anyone except those authorized access as a requirement of their official responsibilities. Appropriate physical, administrative, and technical safeguards must be used to protect the security and confidentiality of such records.

c. Only copies, not originals, of Privacy Act documents may be permitted to be taken out of the traditional worksite and then only on a temporary basis and not permanently stored outside of the traditional worksite.

- d. Any teleworker who will be working on Privacy Act materials must receive appropriate Privacy Act training.
- e. All unclassified sensitive information will be properly marked and protected from unauthorized viewing. At a minimum, such materials will be placed in a folder and stored out of sight during the telecommuter's non-work hours.
- f. No classified material (hard copy or electronic) may be taken by teleworkers to alternative worksites. Similarly, no source selection sensitive information or contractor proprietary information may be taken by teleworkers to alternative worksites without the prior written consent of the contractor.
- g. Government-furnished property that is furnished to teleworkers must be issued and properly accounted for in accordance with references b and c.
- h. Teleworkers must regularly update virus-checking files on Government-furnished computers and install and regularly update virus checking software on privately owned computers used to perform official Government work.

4. Personnel Policies and Procedures

- a. **Official Duty Station.** A teleworking employee's official duty station generally continues to be the traditional worksite, not the alternative worksite. The OPM *Guide to Processing Personnel Actions* provides guidance on documenting duty station changes and should be followed if it is determined that the location on an employee's current Standard Form 50, *Notification of Personnel Action*, is not where the employee normally performs his or her duties. Entitlement to locality-based comparability payment, special salary rates, travel allowances, and relocation expenses is based on the official duty station.
- b. **Hours of Duty.** The existing rules on hours of duty apply to teleworking employees. Management determines employee work schedules consistent with the requirements of the work group. A teleworker may work an alternative work schedule with prior supervisory approval. The teleworker's work schedule is documented in his or her OIG, DoD, Telework Agreement. The teleworker is required to be available to traditional worksite personnel, customers, and his or her supervisor during the established telework schedule, unless he or she is on approved leave, credit hours, compensatory time off, or time off as an award.
- c. **Pay and Leave.** Existing rules on pay and leave administration apply to teleworking employees.
- d. **Overtime.** The existing rules on overtime under title 5, United States Code, and the Fair Labor Standards Act apply to teleworking employees. Supervisors should ensure that teleworkers work overtime only with advance approval and should cancel the telework privileges of employees who continue to work unapproved overtime.
- e. **Certification and Control of Time and Attendance.** Supervisors must report time and attendance to ensure that teleworking employees are paid only for work performed and that absences from scheduled tours of duty are accounted for. Supervisors may make occasional telephone calls or visits during the employee's scheduled work time at an alternative worksite, determine the reasonableness of the work output for the time spent at an alternative worksite, etc. The employee, following standard OIG, DoD, practice and procedures, will record time and attendance daily. Time spent in telework status during the regular daily tour of duty will be entered in the DCPS as "LX," pending establishment by the Defense Finance and Accounting Service of a new, distinct code for telework.

f. **Position Descriptions and Performance Standards.** Telework will seldom require major changes in position descriptions, but may affect factors such as supervisory controls or work environment. Performance standards for teleworkers should be results-oriented and describe the quantity and quality of expected work products and the method of evaluation. Generally, supervisors will use the same measures for evaluating the performance of teleworking employees and employees who perform similar tasks at the traditional worksite.

g. **Special Considerations for Home-Based Telework.** Employees considered for home-based telework must identify a specific work or office area in the home and complete an OIG, DoD, Safety and Security Checklist for Home-Based Telework as to that area's suitability for the performance of official OIG, DoD, business. The employee must agree to site visits during official duty hours, with advance notice from OIG, DoD, management, and maintain the home work area in a safe and secure manner, or risk having his or her telework arrangement terminated. Use of an employee's home and personally owned computer and other equipment for telework is voluntary on the employee's part.

h. **Workers' Compensation.** Teleworking employees are covered by the Federal Employees' Compensation Act and may qualify for payment for on-the-job injury or occupational illness.

i. **Assistive Technology.** The Computer/Electronic Accommodations Program (CAP) provides assistive technology accommodations, devices, and services to persons with disabilities at the DoD and other Federal agencies at no cost to the requesting organization. The CAP's mission is to ensure people with disabilities have equal access to the information environment and opportunities in the DoD and throughout the Federal Government. The CAP will purchase equipment for telework employees with disabilities to use in their homes or at other alternative worksite locations. Items available include computer hardware and software and telephone equipment. Such equipment and software remain the property of the Government and must be returned to the employee's traditional worksite upon termination of the telework arrangement.

j. **Emergency Dismissal or Closing**

(1) Emergency dismissal or closing procedures for employees (including those teleworking from an alternative worksite) in Federal executive agencies located inside the Washington, D.C., Capital Beltway are prescribed by the (OPM on an annual basis. These procedures apply not only in adverse weather conditions (e.g., snow emergencies, severe icing conditions, floods, earthquakes, and hurricanes), but also in all kinds of emergency situations (including air pollution, disruption of power and/or water, and interruption of public transportation).

(2) The OPM's current policy in situations where it deems Federal agencies to be "closed" is that employees not designated as "emergency employees" (including teleworking employees at alternative worksites) are excused from duty without loss of pay or charge to leave. Consistent with this policy, it is DoD policy that DoD teleworkers whose traditional worksite is inside the Washington, D.C., Capital Beltway will observe the same closure procedures as employees at the traditional worksite. For DoD employees located outside the Washington, D.C., Capital Beltway that are affected by emergency situations or closings, supervisors should determine action on a case-by-case basis.

(3) If a situation arises at the employee's alternative worksite that results in the employee being unable to continue working (e.g., power failure), the supervisor should determine action on a case-by-case basis. Depending on the particular circumstances, supervisors may grant the teleworker excused absence, offer the teleworker the option to take leave or use compensatory time off or credit hours (if applicable), or require the teleworker to report for work at the traditional worksite. If a similar occurrence (not covered by OPM emergency dismissal procedures) causes employees at the traditional worksite to be unable to continue working (e.g., part of a large organization is dismissed due to a lack of heat or cooling), employees who are teleworking would not be affected and would not need to be excused from duty.

(4) If the teleworker knows in advance of a situation that would preclude working at the alternative worksite, a change in work schedule, leave, or work at the teleworker's traditional worksite must be scheduled.

k. **Employee Redress.** If an employee disputes the decision not to approve him or her for telework, or to terminate his or her telework arrangement, he or she may submit a grievance under the administrative grievance procedure found in reference f.

5. Steps to Implementing Telework Arrangements

a. Managers, supervisors, and employees must become familiar with the policies, procedures, parameters, and requirements of the OIG, DoD, Telework Program found in this Regulation. They are encouraged to regularly visit the interagency telework website (<http://www.telework.gov>) sponsored by the Office of Personnel Management and the General Services Administration for current information on telework for Federal employees.

b. The duties, responsibilities, and tasks of encumbered civilian positions and the work performance and conduct characteristics of the incumbents must be analyzed to determine eligibility for telework, consistent with the policies and criteria found in this Regulation. The OIG, DoD, Quick Guide to Determining Eligibility for Telework and the OIG, DoD, Checklist for Determining Eligibility for Telework are provided at Appendices G and H, respectively, for such reviews.

c. Where the characteristics of the position and the characteristics of the incumbent are suitable for telework, the supervisor must offer the employee an opportunity in writing to participate in the program and maintain a record of the offer and the employee's response.

d. Where an employee believes he or she occupies a position suitable for telework and he or she possesses the characteristics to be a successful candidate for telework, he or she should request from his or her supervisor the opportunity to participate in the program. The determination on eligibility to participate in the telework program is normally that of the employee's first level supervisor and is based on the supervisor's review of the characteristics of the position and the incumbent.

e. Guidelines must be established to minimize the adverse impact on non-teleworking staff members. Telework should not place a burden on staff remaining at the traditional worksite. An equitable distribution of workload should be maintained and methods instituted to ensure that office employees do not have to handle the work of employees away from the traditional worksite. Adequate office coverage must be maintained, which may require that teleworkers work at alternative worksites on different days or that teleworkers may be required to work at the traditional worksite on a day scheduled for an alternative worksite if the needs of the office so require.

f. An OIG, DoD, Telework Agreement must be completed by the candidate and his or her supervisor and approved by the OIG, DoD, Telework Program Coordinator before the employee begins to telework. A completed OIG, DoD, Safety and Security Checklist for Home-Based Telework (signed by the employee and his or her supervisor) or a completed TFRIS must be submitted with the agreement.

g. Following approval of the telework agreement by the OIG, DoD, Telework Program Coordinator, the supervisor and employee conclude all necessary arrangements for implementation of the telework arrangement. This may entail arranging for the loan and installation of Government-furnished equipment (e.g., a computer and software).

h. After the supervisor and employee complete all necessary arrangements for the telework, and as the last step before the employee commences telework, the supervisor and employee must complete an OIG, DoD, Telework Arrangement Checkout Checklist and send the original copy of the completed form to the OIG, DoD, Telework Program Coordinator.

6. Determining Eligibility for Telework

a. It is essential to review job content, rather than job title, in determining a position's suitability for telework. The duties of the position must be such that they can be effectively and efficiently performed at an alternative worksite. Supervisors should consider the characteristics of the work to be performed, the arrangement's impact on other staff, impact on internal and external customer service, the candidate's work history, and the supervisor's level of effectiveness in managing by results rather than by day-to-day observation of the employee.

b. An employee eligible for telework should be an exceptionally competent and productive employee. He or she should have a history of reliable and responsible discharge of work duties and attendance, ability to establish priorities and manage time, and a proven record of personal motivation. A past record of discipline or leave abuse does not in itself disqualify someone from participation in the telework program, but it can and should be considered in determining employee eligibility for the program.

c. An employee whose job includes working with unclassified, sensitive data may be able to telecommute. However, there will be some limitations on the types of work an employee can perform at the alternative worksite or when an employee may be allowed to telework.

d. Refer to Appendix G, "OIG, DoD, Quick Guide to Determining Eligibility for Telework," and Appendix H, "OIG, DoD, Checklist for Determining Eligibility for Telework," for more information on eligibility criteria and identifying positions and employees for telework.

7. OIG, DoD, Telework Agreement

a. The telework agreement prescribes the alternative worksite and telework schedule, and addresses the terms and conditions of the telework arrangement. All information in the agreement must be current, complete, and accurate.

b. The employee and his or her supervisor must complete an OIG, DoD, Telework Agreement (including either an OIG, DoD, Safety and Security Checklist for Home-Based Telework or a TFRIS for telecenter-based telework, as applicable), submit it to, and receive approval from, the OIG, DoD, Telework Program Coordinator before commencement of telework.

(1) The OIG, DoD, Safety and Security Checklist for Home-Based Telework is designed for the employee to assess the overall safety and security of the designated home work or office area for the performance of official Government business. By completing the checklist, the employee is certifying the condition of the designated home work or office area. The employee is responsible for informing his or her supervisor of any significant change in any of the items identified on the checklist.

(2) The TFRIS is designed to secure the required approvals and DoD funding to allow an employee to telework at a GSA-sponsored telecenter. Blank TFRIS forms are available from the OIG, DoD, Telework Program Coordinator.

c. Both the OIG, DoD, and the employee can terminate a telework arrangement upon advance written notice to the other as prescribed in this Regulation. Normally, a regular and recurring telework arrangement should not be terminated sooner than 90 days after it begins. The 90-day time period provides employees and supervisors a reasonable period to determine the impact of the telework arrangement. The 90-day period is not necessary for ad hoc telework arrangements. A copy of the termination notice must be provided to the OIG, DoD, Telework Program Coordinator.

8. OIG, DoD, Telework Arrangement Checkout Checklist

a. Completion of this checklist by the supervisor and employee is the last step before the employee commences telework. The purpose of the checklist is to ensure that the employee is properly oriented to the policies and procedures of the OIG, DoD, Telework Program.

b. The original of the completed form must be provided to the OIG, DoD, Telework Program Coordinator.

**APPENDIX F
OIG, DOD, SAFETY AND SECURITY CHECKLIST FOR HOME-BASED TELEWORK**

OIG, DoD SAFETY AND SECURITY CHECKLIST FOR HOME-BASED TELEWORK	
EMPLOYEE NAME: _____	
OIG COMPONENT: _____	SUBCOMPONENT: _____
POSITION TITLE: _____	SERIES AND GRADE: _____
At-Home Alternative Worksite	
Street Address: _____	City, State, and Zip Code: _____
Phone Number (including area code): _____	Fax Number (including area code): _____
Single Designated Work or Office Area: _____	
Purpose of Checklist	
<p>The Employee is eligible to telework under the OIG, DoD, Telework Program and has requested to telework at the work or office area identified above and on the accompanying OIG, DoD, Telework Agreement. Prior to beginning telework, the Employee must complete this OIG, DoD, Safety and Security Checklist for Home-Based Telework and submit it to his or her supervisor. The checklist is designed to assess the overall safety and security of the designated work or office area for the performance of official Government business. By completing the checklist, the Employee is certifying the condition of the designated home work or office area. The Employee is responsible for informing his or her supervisor of any significant change in any of the items identified below.</p>	
Workplace Environment	
1. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the space free of asbestos containing materials?
2. <input type="checkbox"/> Yes <input type="checkbox"/> No	If asbestos containing material is present, is it undamaged and in good condition?
3. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the space free of indoor air quality problems?
4. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the space free of noise hazards (in excess of 85 decibels)?
5. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there a potable (drinkable) water supply?
6. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is adequate ventilation present for the desired occupancy?
7. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are all stairs with four or more steps equipped with handrails?
8. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?
9. <input type="checkbox"/> Yes <input type="checkbox"/> No	Do circuit breakers clearly indicate if they are in the open or closed position?
10. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is all electrical equipment free of recognized hazards (e.g., frayed wires, bare conductors, loose wires or fixtures, exposed wires on the ceiling, walls, or floor) that would cause physical harm?
11. <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the home's electrical system permit the grounding of electrical equipment?
12. <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the electrical service conform to appropriate local building codes?
13. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are aisles, doorways, and corners free of obstructions to permit visibility and movement?
14. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are file cabinets and storage containers arranged so that drawers and doors do not open into walkways?
15. <input type="checkbox"/> Yes <input type="checkbox"/> No	Do chairs have any loose casters (wheels)?
16. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are the rungs and legs of the chairs sturdy?
17. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are the phone lines, electrical cords, and extension wires secured under furniture or alongside a baseboard?

18. Yes No Is the office space neat, clean, and free of excessive amounts of combustibles?

19. Yes No Are floor surfaces clean, dry, level, and free of worn seams?

20. Yes No Are carpets well secured to the floor and free of frayed or worn seams?

21. Yes No Is there sufficient light for reading?

Computer Workstation (if applicable)

22. Yes No Is your chair adjustable?

23. Yes No Do you know how to adjust your chair?

24. Yes No Is your back adequately supported by a backrest?

25. Yes No Are your feet on the floor or fully supported by a footrest?

26. Yes No Do you have enough leg room at your desk?

27. Yes No Are you satisfied with the placement of your visual display terminal (VDT) and keyboard?

28. Yes No Is the VDT screen free from noticeable glare?

29. Yes No Is the top of the VDT screen at eye level?

30. Yes No Is it easy to read text on your screen?

31. Yes No Do you need a document holder?

32. Yes No When keying, are your forearms close to being parallel to the floor?

33. Yes No When keying, are your wrists fairly straight (in-line with your forearms)?

34. Yes No While not keying, is there space to rest your arms?

Physical Security

35. Yes No Do all exterior doors and windows have adequate locking devices?

36. Yes No Is there a file cabinet or other suitable container available in which to place Government documents?

Hardware Security

37. Yes No Is the VDT screen positioned so that unauthorized persons cannot view the screen?

38. Yes No Are there adequate environmental controls so as to safeguard equipment from extreme temperatures and humidity?

Data Security

39. Yes No Can others gain access to the computer from other systems (e.g., via the Internet, dial-up)?

40. Yes No Are the computer and removable media (e.g., floppy disks) adequately protected from unauthorized access (e.g., by friends, relatives, roommates, housekeepers, visitors)?

Signatures



Date	<i>Supervisor's Signature and Printed Name</i> <i>Supervisor's Phone Number (w/ Area Code)</i>	Date	<i>Employee's Signature</i>
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APPENDIX G
OIG, DOD, QUICK GUIDE TO
DETERMINING ELIGIBILITY FOR TELEWORK

1. The eligible teleworkforce, as prescribed in reference e and this Regulation, consists of those encumbered civilian positions which, based on the characteristics of the position and the incumbent, are suitable for teleworking on a regular and recurring basis (i.e., at least 1 day per biweekly pay period).
2. Employee characteristics probably will not vary dramatically from the traditional office setting to an alternative worksite (i.e., a place away from the traditional worksite that has been approved for the performance of officially assigned duties and may be the employee's home, a telecenter, or other approved worksite). Some jobs/tasks are more easily teleworked than others. However, with some advance planning and re-scheduling many jobs can be adapted to teleworking.
3. Positions eligible for telework are those involving tasks and work activities that are portable, do not depend on the employee being at the traditional worksite, and are conducive to supervisory oversight at the alternative worksite. It is DoD and OIG, DoD, policy that positions shall not be excluded as eligible on the basis of occupation, series, grade, or supervisory status.
4. Tasks and functions generally suited for telework include, but are not limited to: thinking and writing; policy development; research; analysis (e.g., investigating, program analysis, policy analysis, financial analysis); report writing; telephone-intensive tasks; computer-oriented tasks (e.g., programming, data entry, word processing, web page design); or data processing.
5. Positions not generally eligible for telework are those positions involving tasks that are not suitable to be performed away from the traditional worksite, including tasks that require the employee to have daily face-to-face contact with the supervisor, colleagues, clients, or the general public to perform his or her job effectively, that cannot otherwise be achieved via e-mail, telephone, telefax, or similar electronic means; require daily access to classified information; or are part of trainee or entry level positions.
6. An employee suitable for telework is an employee whose demonstrated personal characteristics are well-suited to telework, as determined by the supervisor, including, as a minimum: demonstrated dependability and the ability to handle responsibility; a proven record of high personal motivation; the ability to prioritize work effectively and use good time management skills; and a proven or expected minimum performance rating of fully successful.
7. Probationary status employees generally would not be eligible for telework because probationary periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance and determine suitability for continued Federal employment.
8. In regard to security issues, it is DoD and OIG, DoD, policy that:
 - a. No classified documents (hard copy or electronic) may be taken by teleworkers to alternative worksites.
 - b. No source selection sensitive information or contractor proprietary information may be taken by teleworkers to alternative worksites without the prior written consent of the contractor.
 - c. Government-furnished computer equipment and software with appropriate security measures are required for any regular and recurring telework arrangement that involves sensitive unclassified data, including Privacy Act or FOUO data.
 - d. Where employees telework on an ad hoc basis (i.e., less than 1 day per biweekly pay period, or on an occasional, one-time, or irregular basis), privately owned computers can be used to work on limited

amounts of sensitive unclassified material, on the basis that the teleworker must delete the files as soon as they are no longer required and verify in writing that he or she has deleted all files containing DoD information from personally owned computer hard drives.

e. Employees who telework may be approved by the OIG, DoD, DAA to use their personal computers and equipment for work on non-sensitive, unclassified data consistent with DoD policy. Personally owned computers may not access DoD systems or networks remotely. The employee is responsible for the installation, repair, and maintenance of all personal equipment.

f. Providing and/or installing Government-furnished equipment at alternative worksites is a matter for determination by the OIG, DoD, DAA. The OIG, DoD, will be responsible for the service and maintenance of Government-provided equipment. DoD remote access software may be installed onto Government-furnished computers to enable access to DoD systems and networks.

g. Government-furnished equipment must be used only for official duties, and family members and friends of teleworkers are not authorized to use any Government-furnished equipment. The employee must return all Government-furnished equipment and materials to the traditional worksite at the conclusion of the teleworking arrangement or at the request of an OIG, DoD, management official.

h. Teleworkers are responsible for the security of all official information, protection of any Government-furnished equipment and property, and carrying out the DoD missions at the alternative worksite.

9. The OIG, DoD, Checklist for Determining Eligibility for Telework is designed to help analyze the teleworking success potential for an encumbered civilian position. The checklist should be completed as objectively as possible.

**APPENDIX H
OIG, DOD, CHECKLIST FOR DETERMINING ELIGIBILITY FOR TELEWORK**

OIG, DoD CHECKLIST FOR DETERMINING ELIGIBILITY FOR TELEWORK			
OIG, DoD, Component and Subcomponent: _____			
Position Title, Series, and Grade: _____			
Incumbent: _____			
1. Is this employee serving a probationary period?	Yes _____	No _____	
2. Does this employee occupy a trainee or intern position?	Yes _____	No _____	
<i>(Note: Generally an employee who is serving a probationary period or occupying a trainee or intern position is not eligible to participate in the OIG, DoD, Telework Program.)</i>			
3. What is this employee's current performance rating?	_____		
4. Does this employee work with classified information on a daily basis?	Yes _____	No _____	
5. Is this employee current on mandatory annual training on:	Yes/Date _____	No _____	
ethics?	_____	_____	
security?	_____	_____	
computer security?	_____	_____	
<i>(Note: An employee is not eligible to telework if his/her performance rating is less than fully successful, if he/she must work with classified information on a daily basis, or if he/she has not completed the annual OIG, DoD, mandatory training on ethics, security, and computer security.)</i>			
6. Evaluate the following work characteristics of the employee's position.			
Work Characteristic	Low	Medium	High
Clarity of goals and objectives for this position			
Ability to schedule face-to-face contact (e.g., meetings) on certain days of the week			
Degree to which communications can be accomplished using telephone, e-mail, electronic file transfer, etc.			
Ability to control work flow / schedule			
Reliability of technology to support employee when teleworking			
<i>(Note: If responses were primarily in the medium to high columns, this employee is more likely to be a good teleworker.)</i>			
Work Characteristic	Low	Medium	High
Amount of face-to-face contact required			
Amount of in-office reference materials or other resources required			
Impact on work team when employee is teleworking			
<i>(Note: If responses were primarily in the low to medium columns, this employee is more likely to be a good teleworker.)</i>			
7. Evaluate the employee's work style and performance characteristics.			
Incumbent Characteristic	Low	Medium	High
Level of job knowledge			
Experience on current assignment			
Level of organizing and planning skills			
Need for supervision / frequent feedback			
Self-discipline regarding work			
Reliability concerning work hours			
Level of productivity			
Quality of work product			
Computer literacy			
Flexibility			
<i>(Note: If responses were primarily in the medium to high columns, this employee is more likely to be a good teleworker.)</i>			

8. When reviewing job tasks of prospective teleworkers, answer the following to determine if their job will be ...suitable for teleworking.

Job Characteristic	Yes	No
Ability to set clear work objectives		
Ability to clearly define tasks for telework days		
Ability to schedule face-to-face interaction on specified days		
Ability to meet customer / colleague needs while teleworking		
Ability to limit the use of on-site resources		
Ability to control work scheduling		
Ability to benefit from quiet or uninterrupted time		

9. Is this employee an eligible telework program participant? Yes _____ No _____

If not, annotate the reason: _____

10. What is the optimum telework schedule for this employee?

- One day each biweekly pay period
- One day every other pay period
- One day a week
- One day a quarter
- Two days a week
- Other (specify): _____

(Note: An employee identified as eligible to be a telework program participant must sign and submit to the OIG, DoD, Telework Program Coordinator for approval an OIG, DoD, Telework Agreement prior to commencement of teleworking. Work-at-home teleworkers must complete, sign, and submit an OIG, DoD, Safety and Security Checklist for Home-Based Telework with their telework agreement. GSA-sponsored telecenter teleworkers must complete and submit a Telecommuting Facility Reimbursement Information Sheet with their telework agreement.)

Date

Supervisor's Signature Above the Line
Supervisor's Typed or Printed Name Below the Line
Supervisor's Typed or Printed Title