

Telework Request Process

- 1) Employee completes required training: Telework Fundamentals - Employee Training located at <https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/employee-course/index.htm>
- 2) Supervisor completes required training: Telework Fundamentals – Manager Training located at <https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/managers-course/index.htm>
- 3) Complete DD Form 2946 - In Section 11 of this form, you will indicate whether this is a "Regular and Recurring" agreement (i.e. Employee will telework every Monday), or a "Situational" agreement to include emergency situations. If you are looking at Telework only for the COVID-19 plan, it will be "Situational" and we've attached. Some positions are not eligible for Telework or only eligible for Situational telework. Supervisors can go to the Report tab in DCPDS and run a Telework report to determine if their employees are eligible. Due to the COVID-19 situation, we have additional flexibilities for employees not normally eligible. Attached is a template for an Ad Hoc telework agreement for the COVID-19 situation with trainings that could be done at home. Supervisors should tailor this to include other tasks for these employees as well, such as updating SOP's, Shop policies, reviewing T O's etc. For those with regular or situational telework agreements in place beyond the COVID-19 situation, when the employee is utilizing the telework, the Supervisor needs to ensure they have a plan to account for the time spent teleworking.
- 4) Employees should validate their technological capability to Telework (i.e. check laptop's connectivity to VPN from home, etc).
- 5) Send DD Form 2946 to Ms. Deb Burling and Ms. Denise Anderson.
- 6) When coding telework time in ATAAPS, ensure employee uses the appropriate code: TM=Telework Medical; TS=Telework Ad Hoc/Situational; TW=Telework Regular

There is also a limited exception to policy from OPM and DoD allowing employees to telework during an emergency with a child or other persons requiring care or supervision present at home. Employees must still account for work and non-work hours during his or her tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent).