

**Telework Data Collection Spreadsheet**

Agencies should use this form for reporting telework information when OPM announces the following operating status under the Washington, DC, Area Dismissal and Closure Procedures: OPEN—WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK, OPEN—XX HOUR DELAYED ARRIVAL WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK , or FEDERAL OFFICES ARE CLOSED TO THE PUBLIC. The immediate Washington, DC, area includes the District of Columbia; Montgomery and Prince Georges Counties in Maryland; Arlington and Fairfax Counties, and the independent cities of Alexandria, Fairfax, and Falls Church in Virginia.

Your Agency Name:

	Total number of employees in the immediate Washington, DC, area	Number of employees that reported to work	Number of employees with a telework agreement	Number of employees that teleworked	Number of employees taking leave
All Employees					
Emergency Workers					
Non Emergency Workers					
SES, Executive Level, and Supervisors/Managers					
GS 14 and 15					
All Other					

Please provide the following information about the individual who provided this information

Last Name:

First Name:

Email Address:

Telephone Number: