



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
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INSPECTOR GENERAL INSTRUCTION 1400.620

TELEWORK PROGRAM

FOREWORD

This Instruction sets forth the policies, procedures, responsibilities, and forms for the Department of Defense Office of Inspector General Telework Program.

The office of primary responsibility for this Instruction is the Human Capital Advisory Services Directorate. Exceptions to the policies and procedures prescribed in the Instruction are not authorized without prior written approval of the Director, Human Capital Advisory Services Directorate. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

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TELEWORK PROGRAM

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CHAPTER 1 GENERAL

- A. Purpose.** This Instruction establishes policies, assigns responsibilities, and prescribes procedures for the Department of Defense Office of Inspector General (DoD OIG) Telework Program as prescribed by references (a), (b), and (c).
- B. Cancellation.** This Instruction supersedes IGDR 1400.620, *Telework Program*, December 20, 2001.
- C. References.** See Appendix A.
- D. Definitions.** See Appendix B.
- E. Acronyms.** See Appendix C.
- F. Applicability.** This Instruction applies to the Office of Inspector General and the Department of Defense Inspector General Components, hereafter referred to collectively as the OIG Components; to civilian employees of the OIG in the senior executive, competitive, and excepted services paid from appropriated funds. This Instruction does not apply to members of the Armed Forces assigned to the OIG.
- G. Policy.** It is OIG policy that:
1. The telework program is a flexible management tool 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 telework.
 5. Positions shall not be excluded as eligible for telework on the basis of occupation, series, pay band, or supervisory status.
 6. The maximum number of employees who exhibit characteristics suitable for telework and occupy positions identified as suitable for telework shall be permitted to work at an alternative worksite.
 7. Teleworking may be made available as an accommodation for employees with disabilities and/or transitory impairments.

8. Matters regarding security and information technology shall be handled in compliance with reference (c) and this Instruction.

9. The telework program shall be utilized to support the OIG's Continuity of Operations (COOP) Program, reference (d), to ensure the OIG functions smoothly in times of emergency, disasters, or inclement weather.

10. Employees who perform duties in support of COOP from an alternative worksite shall have a current telework agreement on file.

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

12. Telework shall not be used as a substitute for dependent care (e.g., childcare, elderly care). Teleworkers shall maintain appropriate dependent care arrangements when the home is the alternative worksite. Management may request documentation from the teleworker to substantiate a caregiver is providing on-site or off-site care during the teleworker's scheduled workday.

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

14. Employees who have not completed the OIG mandatory annual ethics, security awareness, and information assurance training are not eligible to telework until all such training is current.

15. Employees whose demonstrated performance is less than Level 3 (valued performer) shall not be approved for telework.

16. Employees whose conduct has resulted in formal disciplinary action are not eligible to telework within 12 months from the date of the disciplinary action taken.

17. The authority to identify positions and employees eligible for telework shall be vested in the lowest practicable supervisory level.

18. Telework shall not commence until after an IG Form 84-2, *Telework Agreement*, Appendix E, is approved by the Telework Program Coordinator and all necessary arrangements completed by the employee and his/her supervisor.

19. A telework agreement need not be in place before an employee is directed to work from home (or an alternative worksite mutually agreeable to the OIG and the employee) when it is declared a "safe haven" during a pandemic health crisis.

21. A teleworker may elect to work an alternative work schedule with prior supervisory approval.

22. Time spent in a teleworking status shall be accounted for in the same manner as if the teleworker reported for duty at his/her traditional worksite.

23. Overtime provisions that apply to employees working at a traditional worksite apply to teleworkers.

24. The teleworker's official worksite shall be used for such purposes as determining special salary rates, locality pay adjustments, travel and leave entitlements.

25. Teleworkers continue to be bound by the DoD standards of conduct in accordance with (IAW) reference (e) and are responsible for carrying out the DoD missions while working at an alternative worksite.

26. A telework agreement may be terminated by the teleworker or the supervisor after giving the other a minimum two week advance written notice.

27. A telework agreement or arrangement shall be terminated by management, if a teleworker's performance does not meet the prescribed expectations, teleworker's conduct results in a formal disciplinary action, or the telework agreement or arrangement fails to meet organizational needs.

28. Management may require teleworkers to report to the traditional worksite on scheduled telework days when necessary to meet operational requirements.

29. The OIG and the DoD assume no responsibility for any operating costs, maintenance, or any other cost whatsoever associated with a teleworker using his/her personal equipment while performing official duties or using his/her personal residence as an alternative worksite.

30. The Government is not liable for damages to the teleworker's personal or real property while the teleworker is working at an approved alternative worksite, except to the extent the Government is liable found in references (f) and (g).

31. By participating in the Telework Program, a teleworker 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.

32. Where it is determined by the Designated Approving Authority (DAA) that Government equipment shall be provided to a teleworker, excess property shall be the first source of supply before consideration of the purchase of new equipment. Government furnished equipment shall be issued and accounted for IAW reference (h).

H. Responsibilities

1. The **Inspector General** shall:

a. Administer the Telework Program IAW references (a), (b), and (c).

b. Develop OIG guidelines on telework necessary to implement the DoD Telework Policy.

c. Ensure fair and consistent application of this policy and compliance with references (a), (b), and (c).

d. Designate the OIG Telework Program Coordinator to administer and oversee the Telework Program.

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

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

b. Ensure the Telework Program is administered IAW this Instruction.

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

d. Designate a Telework Coordinator to act as the liaison between the Component and the Telework Program Coordinator on teleworking matters.

3. The **Director, Human Capital Advisory Services** shall serve as the proponent of the Telework Program.

4. The **Assistant Director for Human Capital Advisory Services (Workforce Relations Division)** shall:

a. Serve as the Telework Program Coordinator. This responsibility may be further delegated to a Workforce Relations Division Human Resources Specialist.

b. Administer the Telework Program.

c. Provide telework guidance and training to Components.

d. Review all Telework Agreements for compliance with this Instruction, and approve conforming agreements.

e. Confer with OIG management to identify and address barriers to telework.

f. Consolidate and submit data and information on the Telework Program IAW reporting requirements.

g. Serve as the liaison between the OIG and the DoD or other agencies on teleworking matters.

6. **Supervisors** shall:

a. Determine 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 Instruction.

b. 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, telework arrangement checkout checklist, and notices terminating telework arrangements.

c. Assess employee's suitability to telework within 45 calendar days of his/her assignment to his/her duty position by using IG Form 84-1, *Checklist for Determining Eligibility for Telework*, Appendix D.

d. Use the IG Form 84-1 to assess employee's suitability to telework within 45 calendar days of being newly assigned or reassigned to a supervisory position.

e. Maintain a sound working knowledge of policies, regulations, and procedures governing telework.

f. Apply the provisions of this Instruction in a fair and equitable manner.

g. Inform employees of telework program requirements and procedures.

h. Establish clear performance management expectations that are results oriented. Monitor teleworker performance generally in the same way traditional worksite performance is monitored.

i. Include teleworkers in office activities (e.g., staff meetings, office celebrations) so that they feel part of the work group.

j. Consider teleworkers equally with non-teleworkers in selection for assignments performance reviews, awards, training, or any other employee/employer matters.

k. Ensure employee adherence to all provisions of this Instruction.

l. Conduct reviews of approved telework agreements at least once every 18 months to ensure they are current. Document certification of the review on page 6 of IG Form 84-2 and return to the Telework Program Coordinator through the Component Telework Coordinator.

7. Employees approved to telework shall:

- a. Adhere to the terms and conditions of their approved telework agreement.
- b. Contribute to the identification of performance management expectations with the supervisor.
- c. Plan their telework days to be as productive as possible.

8. Component Telework Coordinator shall:

- a. Collaborate with the Telework Program Coordinator to address OIG telework issues and concerns.
- b. Review telework agreement requests for compliance with this Instruction.
- c. Provide telework data as requested from the Telework Program Coordinator.

CHAPTER 2 THE TELEWORK AGREEMENT

A. Types of Telework. Two types of telework arrangements are available, "Regular" and "Situational," based on the recognition that organizational and employee needs may vary considerably, and should be considered on a case-by-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.

1. Regular

a. Reasons for regular telework arrangements include the recruitment and retention of high quality employees, improved employee morale, and a better balance of work and personal lives. Other reasons are reductions in commuting related stress and costs, improvements in access or as a reasonable accommodation for disabled employees, and reductions in office space and associated costs.

b. Teleworkers shall be available to work at the traditional worksite on telework days on an occasional basis, if necessitated by work requirements. Conversely, requests by the teleworker to change his/her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

c. Regular 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).

2. Situational

a. Situational telework provides an ideal arrangement for employees who, at infrequent times, have to work on projects or assignments that require intense concentration. Such work assignments 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. Situational 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 situational telework.

b. Situational telework provides an ideal arrangement during potential emergency situations or as an integral part of the COOP.

c. Situational telework includes teleworking for less than one day per biweekly pay period or arrangements where a permanent telework schedule cannot be established.

d. Approval for situational telework does not convey eligibility for regular telework.

B. Telework Agreement

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

2. The employee and his/her supervisor shall complete an IG Form 84-2, and other prescribed documents and submit them to and receive approval from, the Telework Program Coordinator before commencement of telework.

C. Implementing the Telework Agreement

1. Managers, supervisors, and employees shall become familiar with the policies, procedures, parameters, and requirements of the Telework Program found in this Instruction. They are encouraged to regularly visit the interagency telework website at (<http://www.telework.gov>) sponsored by the OPM and the General Services Administration (GSA) for current information on telework for Federal employees.

2. The duties, responsibilities, and tasks of encumbered civilian positions and the work performance and conduct characteristics of the incumbents shall be analyzed to determine eligibility for telework, consistent with the policies and criteria found in this Instruction. The IG Form 84-1 is provided for documenting such reviews.

3. The reason(s) for determining an employee ineligible for teleworking on a regular basis shall be documented on the IG Form 84-1.

4. Where the characteristics of the position and the characteristics of the incumbent are suitable for teleworking at least one day per biweekly pay period, the supervisor shall offer the employee an opportunity, in writing, to participate in the program and maintain a record of the offer and the employee's response. The IG Form 84-5, *Offer of Telework Memorandum*, Appendix H, shall be used to document the written offer.

5. Where an employee believes he/she occupies a position suitable for telework and he/she possesses the characteristics to be a successful candidate for telework, he/she should request from his/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.

6. Guidelines shall 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 teleworkers.

7. Adequate office coverage shall 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.

8. An IG Form 84-2 shall be completed by the candidate and his/her supervisor and approved by the Telework Program Coordinator before the employee begins to telework. The following completed OIG forms shall accompany the telework agreement:

- a. IG Form 84-1, *Checklist for Determining Eligibility for Telework*, Appendix D;
- b. IG Form 84-3, *Safety and Security Checklist for Home-Based Telework*, Appendix F; and
- c. IG Form 84-4, *Telework Arrangement Checkout Checklist*, Appendix G.

The purpose of IG Form 84-4 is to ensure that the employee is properly oriented to the policies and procedures of the Telework Program and to document government equipment provided to the employee for teleworking. The IG Form 84-5 is also included when an employee is determined by the supervisor to be suitable for teleworking for at least one day per biweekly pay period. **Note:** The Telework Program Coordinator shall approve the telework agreement before the employee can request information technology equipment for teleworking through the On-Line Requirements Document.

9. An employee selected to telework only in support of the COOP operations shall receive approval from the Telework Program Coordinator before he/she begins to telework. The following IG Forms shall be completed and submitted to the program coordinator for approval: IG Forms 84-1, 84-2, 84-3, and 84-4.

10. Permanent modifications made to the telework agreement shall be reflected by execution of the appropriate documents.

- a. When only changes or additions in duty requirements are made, IG Forms 84-1, 84-2, and 84-4 are required.
- b. A change in supervision requires a new telework request package (i.e., IG Forms 84-1, 84-2, 84-3, and 84-4). The IG Form 84-5 is also required when there is an agreement to telework for at least one day per biweekly pay period.
- c. A change only in the alternative worksite requires IG Form 84-3.

- d. A change only in the telework work schedule requires IG Form 84-2.
- e. A supervisor initiated change in the type of telework agreement (i.e., “regular” to “situational” or “situational” to “regular”) requires a new telework request package. The IG Form 84-5 is also required when the new telework agreement is for a regular telework.
- f. Teleworker initiated change only to convert from “regular” to “situational” telework requires IG Forms 84-2 and 84-5.

D. Denying/Terminating the Telework Agreement

1. Management may deny (disapprove) a telework agreement if the position or incumbent are determined to be unsuitable for teleworking.
2. Both management and the teleworker can terminate a telework agreement upon advance written notice to the other as prescribed in this Instruction. However, cancellation of the teleworker’s participation for cause may be immediate and does not require advance written notice. Normally, a regular telework agreement should not be terminated sooner than 90 days after it begins. The 90-day time period provides teleworkers and supervisors a reasonable period to determine the impact of the telework agreement. The 90-day period is not necessary for situational telework agreements.
3. When an employee initiated telework agreement request is denied or an agreement is terminated by management, the reasons shall be documented on IG Form 84-6, *Notice of Telework Agreement Denial/Termination*, Appendix I, and given to the employee. The written notice shall include information about why the agreement was denied or terminated. Denial or termination decisions shall be based on business needs, performance or conduct. A copy of the written notice shall be forwarded to the Telework Program Coordinator through the Component Telework Coordinator.
4. The denial or termination shall include information about when the employee might reapply, and what actions the employee should take to improve his chance of approval.
5. When a teleworker terminates the telework agreement, he/she shall document the reason(s) in writing on IG Form 84-6 and give a copy to his/her supervisor. The supervisor shall forward a copy of the written notice to the Telework Program Coordinator through the Component Telework Coordinator.

CHAPTER 3 TELEWORK ELIGIBILITY

A. Determining Eligibility for Telework

1. The eligible teleworkforce consists of those encumbered civilian positions, which, based on the characteristics of the position and the incumbent, are suitable for teleworking.

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 shall 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 employee'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 suitable for telework is an employee whose demonstrated personal characteristics are well-suited to telework, as determined by the supervisor, including as a minimum:

- (1) demonstrated dependability and the ability to handle responsibility;
- (2) a proven record of high personal motivation;
- (3) the ability to establish priorities and manage time; and
- (4) a proven or expected minimum performance rating of level.

Telework is not suitable for employees who need to be in the office to learn the organization, who requires extensive on-the-job training, or who need close supervision. 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.

2. An employee whose job includes working with unclassified, sensitive data may be able to telecommute. However, there shall 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.

3. An employee who would otherwise be ineligible to telework due to his/her duty position requirements and/or work performance characteristics may be selected to telework only in support of COOP.

B. Positions Suitable for Telework. Positions 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's intent and OIG policy that positions shall not be excluded as eligible on the basis of occupation, pay schedule, pay band, or supervisory status.

C. Tasks and Functions Generally Suited for Telework. These tasks and functions 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. Some jobs/tasks are more easily teleworked than others. However, with some advance planning and re-scheduling many jobs can be adapted to teleworking.

D. Positions Not Generally Suited for Telework. Those positions involving tasks that are not suitable to be performed away from the traditional worksite, including tasks that:

1. require the employee to have daily face-to-face contact with the supervisor, colleagues, clients, or the general public to perform his/her job effectively, that cannot otherwise be achieved via e-mail, telephone, telefax, or similar electronic means;
2. require daily access to classified information; or
3. are part of trainee or entry level positions.

E. Probationary Status Employees. Employees in this status generally would not be suitable 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. However, employee's eligibility shall be determined by supervisory assessment of position and employee characteristics.

Note: Refer to IG Form 84-1 for more information on the criteria for determining eligibility for telework. The checklist is designed to help analyze the teleworking success potential for an encumbered civilian position. The checklist should be completed as objectively as possible.

CHAPTER 4 PERSONNEL POLICIES AND PROCEDURES

A. Official Worksite

1. Entitlement to locality-based comparability payment, special salary rates, travel allowances, and relocation expenses is based on the employee's official worksite associated with the employee's position of record, reference (i).

2. If a teleworker is not scheduled to report at least twice each biweekly pay period on a regular and recurring basis to the traditional worksite, the telework site is the official worksite and the teleworker is entitled to the locality rate designated for the telework site. Exception: This does not apply in temporary situations that would prevent a teleworker from commuting to the traditional worksite (e.g., employee recovery from an injury or medical condition, pandemic health crisis).

3. Reference (j), provides guidance on documenting official worksite 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/her duties.

B. Hours of Duty. The existing rules on hours of duty apply to teleworkers. Management determines teleworker work schedules consistent with the requirements of the work group. A teleworker may work an alternative work schedule with prior supervisory approval. A teleworker who teleworks on a regular basis must have his/her work schedule documented on his/her IG Form 84-2. The teleworker is required to be available to traditional worksite personnel, customers, and his/her supervisor during the established telework schedule, unless he/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 teleworkers.

D. Overtime and Credit Hours. The existing rules on overtime and credit hours apply to teleworkers. Supervisors should ensure that teleworkers work overtime only when ordered and advanced approval is given. Supervisors should also ensure that teleworkers work credit hours only with advance approval. Telework privileges should be cancelled for those teleworkers who continue to work unapproved overtime and/or credit hours.

E. Certification and Control of Time and Attendance

1. Supervisors shall report time and attendance to ensure that teleworkers 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 teleworker's scheduled work time at an alternative worksite to determine the reasonableness of the work output for the time spent at an alternative worksite or to verify a teleworker's time spent working at an alternative worksite.

2. The teleworker, following standard OIG practice and procedures, shall record time and attendance daily. The time in a duty status at the alternative worksite during the teleworker's scheduled duty hours shall be recorded on his/her time and attendance as follows: "TW" ("Regular telework"), "TS" ("Situational" telework), and "TM" ("Medical" telework). The "TM" designation may only be used for telework approved to assist employees with transitory impairments or approved IAW reference (k).

3. The normal time and attendance codes (e.g., annual leave, credit hours, overtime) shall be recorded on the teleworker's time and attendance when:

a. teleworker does not perform work at his/her alternative worksite during his/her tour of duty hours; and

b. teleworker performs work at his/her alternative worksite during other than his/her tour of duty hours (with the required advance approval).

F. Teleworking for Medical Reasons

1. Employees recovering from transitory impairments and are medically unable to return to work at the traditional worksite may request to use telework arrangements to aid his/her return to work at the traditional worksite as soon as possible.

2. If an employee requests to work from an alternative worksite due to a temporary health problem, which renders him/her unable to commute to or perform work from the traditional worksite, he/she shall provide medical documentation from an appropriate health care provider. The medical certification shall include the reason(s) why the employee is unable to work from the traditional worksite, anticipated duration of the recovery period and prognosis for return to the traditional worksite. It shall also specify the type of duties the employee is able to perform and list any/all limitations (e.g., whether rest breaks are needed, maximum number of consecutive work hours, special equipment needed, etc.).

3. Unless granted as a permanent reasonable accommodation under reference (k), all telework requests for medical reasons may only be approved for transitory impairments.

4. In all circumstances it is management's decision as to whether the employee's proposed telework arrangement is acceptable in meeting the needs of the organization.

G. Position Descriptions and Job Objectives. Telework shall seldom require major changes in position descriptions, but may affect factors such as supervisory controls or work environment. Job objectives for teleworkers should be results oriented and describe the quantity and/or quality of expected work products and the method of evaluation. Generally, supervisors shall use the same measures for evaluating the performance of teleworkers and employees who perform similar tasks at the traditional worksite.

H. Special Considerations for Home-Based Telework. Employees considered for home-based telework shall identify a specific work or office area in the home and complete an IG Form 84-3 as to that area's suitability for the performance of official OIG business. The employee shall agree to site visits during official duty hours, with advance notice from OIG management, and maintain the home work area in a safe and secure manner or risk having his/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. **Note:** With the exception of GSA telework centers, the IG Form 84-3 shall also be used to assess the suitability of other alternative worksites.

I. Workers' Compensation. Teleworkers are covered by the Federal Employees' Compensation Act (FECA) and may qualify for payment for on-the-job injury or occupational illness. Teleworkers must report work related injuries to their supervisors, as soon as practicable.

J. Assistive Technology. The Computer/Electronic Accommodations Program (CAP) <http://www.tricare.mil/cap/> provides assistive technology accommodations, devices, and services to persons with permanent 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 shall purchase equipment for teleworkers with permanent 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 shall be returned to the teleworker's traditional worksite upon termination of the telework arrangement.

K. Emergency Dismissal or Closing

1. In recognition of the growing importance of maintaining the continuity of Government operations, both the OPM and DoD encourage the use of teleworking if Federal agencies close. Understanding the need to remain operational, OIG employees who are teleworking on the day of an emergency agency closure are required to continue working from their alternative worksite if the closure occurs on their telework day. In addition, teleworkers may be designated as either "emergency" or "mission critical emergency" employees, reference (I).

2. Employees teleworking on the day a delayed arrival and/or early dismissal policy is announced shall begin and end their work shift as regularly scheduled. Management may approve changes in the telework schedule due to individual circumstances.

3. If a situation arises at the teleworker's alternative worksite that results in the teleworker being unable to continue working (e.g., power failure, teleworker facing a personal hardship, duties are such that he/she cannot continue to work without contact with traditional worksite), 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 official 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 who are not affected would not be excused from duty.

4. Employees working at telework centers in the Washington, DC metropolitan area could be affected by the same emergency situations, which could cause disruptions in the operations of the telework centers. Therefore, employees working at telework centers affected by the Washington, DC metropolitan area emergency situations shall follow reference (l).

5. If the employee knows in advance of a situation that would preclude working from the alternative worksite, a change in work schedule, leave, or work at the employee's traditional worksite shall be scheduled.

L. Continuity of Operations Program

1. In the event that OIG facilities become uninhabitable or there is a warning of imminent threat that necessitates the evacuation of the OIG offices, OIG personnel shall be notified IAW reference (d) where and when to report for duty.

2. When so advised by Management, employee may be expected to telework during a pandemic and/or when the traditional worksite is closed due to emergency situations (e.g., snow emergencies, floods, tornadoes, hurricanes, etc). If employee is unable to work due to illness or dependent care responsibilities, the employee shall cover the absence with approved paid or unpaid leave.

M. Employee Redress. If an employee disputes the decision not to approve a telework agreement for him/her or to terminate his/her telework agreement, he/she may submit a grievance under the administrative grievance procedure found in reference (m).

CHAPTER 5 TELEWORK INFORMATION SECURITY AND EQUIPMENT

A. Telework Information Security Policy. Regarding security and equipment issues, it is the policy of the DoD, reference (c), and the OIG that teleworker's 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.

1. No classified documents (hard copy or electronic) may be taken by teleworkers to alternative worksites.
2. 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.
3. All files, records, papers, or machine readable materials created while teleworking are the property of the OIG. As such, they shall be given to the OIG upon request by the OIG or when the telework arrangement terminates.
4. 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 shall be used to protect the security and confidentiality of such records.
5. 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.
6. Any teleworker who shall be working with Privacy Act materials shall be briefed on the proper handling of Privacy Act material.
7. Personally identifiable information shall be encrypted if transmitted via e-mail.
8. All unclassified sensitive information, including Privacy Act and For Official Use Only (FOUO) data, and non-sensitive unclassified data shall be transported from the traditional worksite to the alternative worksite in a secure container (e.g., briefcase with lock).
9. All unclassified sensitive information shall be properly marked and protected from unauthorized viewing. At a minimum, such materials shall be placed in a storage facility (e.g., a secure file cabinet) during the teleworker's non-work hours.

B. Telework Equipment Policy. These considerations shall be read in conjunction with the OIG policy on security for telework as noted in this Instruction.

1. Government furnished computer equipment and software with appropriate security measures are required for any telework arrangement of 1 day per biweekly pay period or more that involves sensitive unclassified data, including Privacy Act or FOUO data.

2. Government property that is furnished to teleworkers shall be issued and properly accounted for IAW references (h), (n) and (o).

3. Teleworkers shall 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. Where teleworkers telework for less than one 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 shall delete the files as soon as they are no longer required and verify in writing that he/she has deleted all files containing DoD information from personally owned computer hard drives.

5. Teleworkers may be approved by the 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 and neither shall DoD remote access software be installed in personally owned computers. The teleworker is responsible for the installation, repair, and maintenance of all personal equipment. In addition, teleworkers are responsible to maintain the currency of proprietary anti-virus software on their home computers. The DoD-wide licenses for both Norton and McAfee anti-virus software include free copies for use on home personal computers. Contact the Technical Support Center for the anti-virus software.

6. Providing and/or installing Government furnished equipment at alternative worksites is a matter for determination by the DAA. The OIG shall be responsible for the service and maintenance of Government provided equipment. The DoD remote access software may be installed onto Government furnished computers to enable access to DoD systems and networks. The teleworker is responsible for regularly updating virus checking files on Government furnished computers. The teleworker is responsible for notifying his/her supervisor immediately if Government furnished equipment fails to operate properly or is damaged.

a. If the teleworker encounters hardware or software problems while performing home-based telework, he/she should contact the Technical Support Center for assistance IAW reference (n). If the Technical Support Center 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 telework center, he/she should first seek assistance from the site. If the telework center is unable to resolve the problem, the teleworker should then contact the Technical Support Center for assistance.

b. A report of survey shall be completed if Government furnished equipment is damaged.

7. Government furnished equipment shall be used only for official duties, and family members and friends of teleworkers are not authorized to use any Government furnished equipment. If Government furnished equipment is unsecured and consequently damaged by non-employees (e.g., dependents of the teleworker), teleworkers 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.

8. The teleworker shall return all Government furnished equipment and materials to the traditional worksite at the conclusion of the teleworking arrangement or at the request of a management official.

CHAPTER 6 ALTERNATIVE WORKSITE

A. Home-Based

1. Home-based (or work-at-home) telework means an approved arrangement whereby an employee performs his/her official duties in a specified work or office area of his/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 IG Forms 84-2 and 84-3.
- 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 during scheduled duty hours.

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. Teleworkers shall not use duty time for any purpose other than official duties. Dependent care arrangements shall be made so as not to interfere with the work and personal disruptions such as non-business telephone calls and visitors shall be kept to a minimum. The teleworker and family should understand that the home office or work area is just that, a space set aside for the teleworker to work.

5. The teleworker is responsible for the installation, repair, and maintenance of all personal equipment. Therefore, OIG assumes no responsibility for any operating costs associated with a teleworker using his/her personal equipment and residence as an alternative worksite. This includes home maintenance, insurance, installation, repair and maintenance of personal equipment, and utilities (e.g., heat, electricity, water).

6. The Government is not liable for damages to the employee's personal or real property while the employee is working at home, except to the extent the Government is liable under references (f) and (g).

7. Before commencing telework at home, an employee shall receive approval from the supervisor and the Telework Program Coordinator.

8. An employee approved for telework may perform home-based telework at the home of another OIG 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 shall be performed and both teleworkers shall attach a copy of the host teleworker's IG Form 84-3 to their telework agreement.

B. General Services Administration Sponsored Telework Centers

1. The DoD provides a limited central fund to underwrite the expenses associated with use of the GSA telework centers in the Washington, DC metropolitan area. 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 telework center. Employees work at telework centers primarily because the centers are closer to their homes than the traditional worksite.

2. Advantages of working at a telework center are:

- a. On-site technical support and full resources.
- b. The supervisor may prefer the structure of a telework center for his/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.

C. General Services Administration Telework Center Registration

1. After approval of a regular telework request, employee contacts the director of the appropriate telework center (i.e., the center closest to the employee's home that is closer than his/her traditional worksite) to discuss available space and start date. When selecting a start date, the employee should allow no less than 10 work days from the date he/she registers for a telework center to the receipt of approval from DoD.
2. The employee registers through the Telework On-Line Billing System (TOLBS) <https://tolbs.pbs.gsa.gov/tolbs/> to apply for the telework center chosen. When registering, select the "DOD" option for "Affiliation Type" block.
3. The employee completes the on-line Telework Facility Reimbursement Sheet (TFRS) and forwards to the supervisor.
4. The supervisor contacts the Telework Program Coordinator to receive funds certifier information. The supervisor, after completing his/her portion of the TFRS, submits it to the Telework Program Coordinator, who in-turn, provides required information and submits to the DoD funds certifier.
5. Upon receipt of approval from the DoD, employee may begin teleworking from the telework center; however, not earlier than his/her approved start date.

**APPENDIX A
REFERENCES**

- a. Section 359 of Public Law 106-346, *Department of Transportation and Related Agencies Appropriations Act 2001*, October 23, 2000
- b. DoD Instruction 1035.01, *Telework Policy*, April 3, 2007
- c. DoD Telework Policy and Guide, October 22, 2001
- d. IGDINST 3020.26, *Continuity of Operations (COOP) Program*, September 27, 2007
- e. DoD 5500.7-R, *Joint Ethics Regulation*, current version
- f. DoD Directive 5515.10, *Settlement and Payment of Claims Under the Military Personnel and Civilian Employees' Claims Act of 1964*, October 31, 2006
- g. Title 28 United States Code, *Judiciary and Judicial Procedure*, January 8, 2008
- h. IGDINST 4140.1, *Property Management Program*, January 3, 2007
- i. Title 5 CFR, *Administrative Personnel*, Part 531, January 1, 2009
- j. *The Guide to Processing Personnel Actions*, current version
- k. IGDINST 1440.2, *Procedures for Providing Reasonable Accommodation for Individuals with Disabilities*, March 20, 2006
- l. OPM, *Washington, D.C., Area Dismissal or Closure Procedures*, current version
- m. IGDINST 1400.5, *Administrative Grievance Policy and Procedures*, May 23, 2006
- n. IGDINST 7920.51, *Resolving User Problems*, May 3, 2007
- o. IGDINST 7920.5, *Small Computer Use*, May 3, 2007

APPENDIX B DEFINITIONS

1. **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 telework center, or other approved worksite including a facility established by state, local, or county governments or private sector organizations for use by teleworkers.
2. **Continuity of Operations (COOP) Program.** A plan which permits the continuation of OIG mission-essential functions in the event of natural disasters and/or declared emergencies. It enables the OIG to draw upon functional subject matter experts and mission support personnel in time of crisis or displacement.
3. **Day.** Calendar day.
4. **Designated Approving Authority (DAA).** The official appointed by the Inspector General who has the authority to accept the security safeguards prescribed for an information system. The DAA is the Director, Information Systems Directorate.
5. **Emergency Teleworker.** A teleworker who is required to continue to work at his/her alternative worksite during all emergency situations when the agency is closed. The designation of emergency teleworkers may vary according to the particular nature of the exigency.
6. **Home-Based Telework.** An approved arrangement whereby an employee performs his/her official duties in a specified work or office area of his/her home that is suitable for the performance of official Government business.
7. **Mission Critical Emergency Teleworker.** A teleworker who is expected to remain in contact with the agency at all times during any closure situation and who may be called on to work at his/her alternative worksite during emergencies dealing with national security, extended emergencies or other unique situations.
8. **Official Worksite.** Generally, the official worksite found on the employee's most recent Standard Form 50, *Notification of Personnel Action*. See 5 Code of Federal Regulations, Section 531.605, for exceptions.
9. **OIG Component Head.** The Deputy Inspectors General, Assistant Inspectors General, General Counsel, and Directors who report directly to the Principal Deputy Inspector General or Inspector General.
10. **Regular Telework.** An approved arrangement where eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.
11. **Safe Haven.** An alternative location (mutually agreeable to the agency and employee) designated as a worksite to perform official duties during a pandemic health crisis.

12. **Situational Telework.** An approved arrangement performed on an occasional non-routine basis, less than one day per biweekly pay period or where a permanent work schedule cannot be established.

13. **Telework.** Any arrangement where an employee performs officially assigned duties at home or at an alternative worksite (not including while on official travel or locations where typical field or headquarters work is performed).

14. **Telework Agreement.** A written agreement, completed and signed by an employee and the authorized management official(s) that outlines the terms and conditions of the telework arrangement.

15. **Telework Center.** Is a General Services Administration (GSA) facility or GSA approved facility with workstations and other office facilities and services that are used by employees from more than one organization.

16. **Traditional Worksite.** The location where an employee would work absent an alternative worksite agreement.

17. **Transitory Impairment.** A medical impairment with an actual or expected duration of six months or less.

**APPENDIX C
ACRONYMS**

CAP	Computer/Electronic Accommodations Program
DAA	Designated Approving Authority
DoD	Department of Defense
FECA	Federal Employees' Compensation Act
FOUO	For Official Use Only
GSA	General Services Administration
IAW	In Accordance With
OIG	Office of Inspector General
TFRS	Telework Facility Reimbursement Sheet
TM	Telework Medical
TOLBS	Telework On-Line Billing System
TS	Telework Situational
TW	Telework Regular

**APPENDIX D
IG FORM 84-1, DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL
CHECKLIST FOR DETERMINING ELIGIBILITY FOR TELEWORK**

DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL CHECKLIST FOR DETERMINING ELIGIBILITY FOR TELEWORK			
DoD OIG Component and Subcomponent:			
NSPS Pay Schedule/Occupation Code/Pay Band:			
Incumbent:			
1. Is this employee serving a probationary period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Does this employee occupy a trainee or intern position?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 DoD OIG Telework Program.)</i>			
3. What is this employee's current performance rating? If no current rating, what is current level of performance? _____			
4. Does this employee work with classified information on a daily basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. Will employee be working with Privacy Act (PA) material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, was the employee briefed on the proper handling of PA material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6. Is this employee current on mandatory annual training on:	Yes/Date	No	
Ethics? _____	<input type="checkbox"/>	<input type="checkbox"/>	
Security Awareness? _____	<input type="checkbox"/>	<input type="checkbox"/>	
Information Assurance? _____	<input type="checkbox"/>	<input type="checkbox"/>	
<i>(Note: An employee is not eligible to telework if his or her performance rating is less than level 3 (valued performer), if he or she must work with classified information on a daily basis, or if he or she has not completed the annual DoD OIG mandatory training on Ethics and Security Awareness and Information Assurance.)</i>			
7. Evaluate the following work characteristics of the employee's position.			
Work Characteristic(s)	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 your responses were primarily in the medium to high columns, this position is more likely suitable for teleworking.)</i>			
Work Characteristic(s)	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 your responses were primarily in the low to medium columns, this position is more likely suitable for teleworking.)</i>			

APPENDIX D (cont'd)

8. Evaluate the employee's work style and performance characteristics.			
Incumbent Characteristic(s)	Low	Medium	High
Need for supervision / frequent feedback			
Level of job knowledge			
Experience on current assignment			
Level of organizing and planning skills			
Self-discipline regarding work			
Reliability concerning work hours			
Level of productivity			
Quality of work product			
Computer literacy			
Flexibility			
<i>(Note: If your responses were primarily in the medium to high columns, this employee is more likely to be a good teleworker.)</i>			
9. When reviewing the following job characteristics, identify those that would have an adverse impact on the employee's ability to telework on a regular basis (i.e., at least one day per biweekly pay period).			
Job Characteristic(s)	Select all that apply		
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			
Above job characteristics will not adversely impact the employee's ability to telework on a regular basis			
10. Is this employee eligible to telework on a regular basis? <input type="checkbox"/> Yes <i>(If yes, complete IG form 84-5)</i> <input type="checkbox"/> No If no and the reason(s) is not identified in items 8 or 9, then state reason(s):			
11. If the response to item 10 is "No", is the employee eligible to telework on a situational basis? <input type="checkbox"/> Yes <input type="checkbox"/> No			
12. What is the telework schedule for this employee? <input type="checkbox"/> One day a week <input type="checkbox"/> Once a month <input type="checkbox"/> Two days a week <input type="checkbox"/> One day per biweekly pay period <input type="checkbox"/> Other <i>[specify]</i> _____			
<i>(Note: An employee identified as eligible and elected to be a telework program participant must sign and submit to the DoD OIG Telework Program Coordinator, a DoD OIG Telework Agreement (IG Form 84-2) and a DoD OIG Telework Arrangement Checkout Checklist (IG Form 84-4). Work-at-home teleworkers must complete, sign, and submit a DoD OIG Safety and Security Checklist for Home-Based Telework (IG Form 84-3) along with the Telework Agreement. GSA-sponsored telework center teleworkers must complete and submit a Telecommuting Facility Reimbursement Information Sheet by registering in the Telework On-Line Billing System.) Coordinator must approve agreement before telework can begin.</i>			
Date:	Supervisor's Signature:		
Supervisor's Typed or Printed Name:		Supervisor's Typed or Printed Title:	
Date:	Employee's Signature:		

**APPENDIX E
IG FORM 84-2, DEPARTMENT OF DEFENSE
OFFICE OF INSPECTOR GENERAL TELEWORK AGREEMENT**

<p>DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL TELEWORK AGREEMENT</p> <p><i>(Please read Privacy Act Statement on back before completing this form.)</i></p>	
EMPLOYEE NAME:	OIG COMPONENT:
SUBCOMPONENT:	POSITION TITLE:
NSPS PAY SCHEDULE/OCCUPATION CODE/PAY BAND:	
<p>Voluntary Participation</p> <p>The Employee voluntarily agrees to work at the DoD OIG 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 DoD OIG management may approve to accomplish agency work.</p> <p>Salary and Benefits</p> <p>A telework arrangement is not a basis for changing the Employee's salary or benefits.</p> <p>Official Worksite</p> <p>The Employee's official worksite 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, Notification of Personnel Action. The address and telephone number of the Employee's official worksite are <i>[fill in complete address and telephone and fax numbers, including area code]</i>:</p> <hr/> <p>Alternative Worksite</p> <p>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>:</p> <hr/> <p>Official Duties</p> <p>Unless otherwise instructed, the Employee agrees to perform official duties only at the official worksite 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.</p> <p>Work Assignments/Performance</p> <p>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 job objectives 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.</p> <p>The Employee agrees to continue to demonstrate performance at the level 3 (valued performer) or higher level.</p> <p>Time and Attendance</p> <p>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 worksite. Time in a duty status at the alternative worksite during the Employee's scheduled duty hours shall be recorded on his or her time and attendance as follows: "TW" (Telework Regular), "TS" (Telework Situational), and "TM" (Telework Medical).</p>	

APPENDIX E (cont'd)

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 and Credit Hours

The Employee agrees to work overtime when ordered and approved by the appropriate management official in advance. The Employee also agrees to work credit hours only with advance approval from the appropriate management official. The Employee understands that working overtime and/or credit hours contrary to the above requirements may result in termination of the telework agreement or 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 telework (i.e., work at an alternative worksite at least 1 day each week), 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 DoD OIG 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 DoD OIG. The Employee may be required to transport such equipment and/or software to 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 a DoD OIG official or upon termination of the telework agreement or 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-supplied 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 IGDINST 4140.1, *Property Management Program*.

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

Supplies

If the Employee is teleworking 4 or more days a week on a regular basis, the DoD OIG agrees to provide the Employee all necessary office supplies required for teleworking and to issue the Employee the equipment necessary to handle official business-related long distance telephone calls, or reimburse the Employee for same (e.g., Government calling card, cell phone, Blackberry, etc.).

APPENDIX E (cont'd)

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 DoD OIG 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 a DoD OIG Safety and Security Checklist for Home-Based Telework prior to beginning telework.

If the Employee approved alternative worksite is a General Services Administration sponsored telework center, the Employee must complete a Telecommuting Facility Reimbursement Information Sheet by registering in the Telework On-Line Billing System. The Employee cannot begin teleworking at a telework center until after the requisite approvals (including funding) are received.

Worksite Visits

The Employee agrees to permit the agency's representative visit the alternative 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 DoD OIG 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 in a timely manner. 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]*. *(Required if teleworking on a regular basis only)*

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 DoD OIG 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 DoD OIG 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.

APPENDIX E (cont'd)

A permanent modification of the telework arrangement must be reflected by execution of the appropriate documentation.

Termination of the Telework Agreement

The telework arrangement described in this Telework Agreement can be terminated by either the Employee or the DoD OIG, by giving advance written notice. If the Employee elects to withdraw from the DoD OIG Telework Program, he or she is expected to give sufficient notice (normally 2 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 DoD OIG management time to arrange a work station. The DoD OIG shall terminate this Telework Agreement if the Employee's performance does not meet prescribed expectations, the telework arrangement fails to meet organizational needs, or employee receives formal disciplinary or adverse action due to conduct.

Other Action

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

Regular Telework Schedule (must be completed for regular telework agreements)

DAY	ALTERNATIVE WORKSITE SCHEDULE		WORK SCHEDULE			DUTY HOURS <i>(specify hours of work and lunch break)</i>
			STANDARD	ALTERNATIVE		
	1st Week	2nd Week	(08:00-4:30)	FWS	CWS	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Type of Telework

- Regular (i.e., work at an alternative worksite at least 1 day per biweekly pay period)
- Situational (i.e., work at an alternative worksite less than 1 day per week, or an occasional, irregular, or one-time basis)

Completed mandatory training requirements:

Ethics (specify date)	Security Awareness (specify date)	Information Assurance (specify date)
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When so advised by Management, employee may be expected to telework during a pandemic and/or when the traditional worksite is closed due to emergency situations (e.g., snow emergencies, floods, tornadoes, hurricanes, etc). If employee is unable to work due to illness or dependent care responsibilities, the employee shall cover the absence with approved paid or unpaid leave.

Signatures

Date	Employee's Signature	Employee's Typed or Printed Name
Date	Supervisor's Signature	Supervisor's Typed or Printed Name
Supervisor's Title		Supervisor's Phone Number (including area code)

APPENDIX E (cont'd)

Approval and Effective Date	
This Telework Agreement meets the requirements of the DoD OIG Telework Program and is approved.	
The telework arrangement covered by this Agreement shall begin on or after: _____	
The arrangement covered by this Agreement shall end on or before: _____	
The telework arrangement covered by this Agreement shall be reviewed for currency and certified no-later-than _____ (Use page 6 to certify currency).	
Date	DoD OIG Telework Program Coordinator's Typed or Printed Name
DoD OIG Telework Program Coordinator's Signature	
I voluntarily request to terminate this telework agreement.	
Date	Employee's Signature
PRIVACY ACT STATEMENT	
<p>Participation in this program is voluntary, however, solicitation of this information is authorized by Public Law 106-346, Section 359 of October 23, 2000, which directs each executive agency to establish a policy under which eligible employees of the agency may participate in teleworking to the maximum extent possible. The primary use of this information is for management to approve and document your teleworking arrangements. Additional disclosures of the information may be to the Office of Personnel Management when information is required for evaluation of the teleworking program; the Department of Labor when processing a work-related injury claim; to Federal, State or local law enforcement agency where there is an indication of a violation or potential violation of a civil or criminal law, rule or regulation; or to another agency or court when the Federal Government is party to a suit. Providing the information is voluntary, but failure to do so will result in disapproval of your request to participate in the telework program.</p>	

APPENDIX E (cont'd)

TELEWORK AGREEMENT CERTIFICATION		
1. EMPLOYEE NAME:		2. OIG COMPONENT:
3. SUBCOMPONENT:		4. POSITION TITLE:
4. NSPS PAY SCHEDULE/OCCUPATIONAL CODE/PAY BAND:		5. APPROVAL DATE OF CURRENT AGREEMENT:
7. Completed mandatory annual training:		
Ethics (specify date)	Security Awareness (specify date)	Information Assurance (specify date)
This agreement was discussed with the employee and remains current. All permanent modifications to this agreement are supported by the execution of the appropriate forms as required by IGDINST 1400.620, OIG Telework Program.		
Date	Employee's Signature	Employee's Typed or Printed Name
Date	Supervisor's Signature	Supervisor's Typed or Printed Name
Supervisor's Title		Supervisor's Phone Number
To be completed by the OIG Telework Coordinator:		
Next certification is due no-later-than _____.		
Date	DoD OIG Telework Coordinator's Typed or Printed Name	
DoD OIG Telework Coordinator's Signature		
<p>FORWARD THIS PAGE TO THE WORKFORCE RELATIONS DIVISION</p>		

APPENDIX F
IG FORM 84-3, DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL
SAFETY AND SECURITY CHECKLIST FOR HOME-BASED TELEWORK

<p>DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL SAFETY AND SECURITY CHECKLIST FOR HOME-BASED TELEWORK</p> <p align="center"><i>(Please read Privacy Act Statement on back before completing this form.)</i></p>		
EMPLOYEE NAME:		OIG COMPONENT:
SUBCOMPONENT:		POSITION TITLE:
NSPS PAY SCHEDULE/OCCUPATION CODE/PAY BAND:		
At-Home Alternative Workplace		
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 DoD OIG Telework Program and has requested to telework at the work or office area identified above and on the accompanying DoD OIG Telework Agreement. Before beginning telework, the Employee must complete this DoD OIG Safety and Security Checklist for Home-Based Telework and submit it to his/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 items identified below.</p>		
Workplace Environment		
	Yes	No
1.		Is the space free of asbestos-containing materials?
2.		If asbestos-containing material is present, is it undamaged and in good condition?
3.		Is the space free of indoor air quality problems?
4.		Is the space free of noise hazards (in excess of 85 decibels)?
5.		Is there a potable (drinkable) water supply?
6.		Is adequate ventilation present for the desired occupancy?
7.		Are all stairs with four or more steps equipped with handrails?
8.		Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?
9.		Do circuit breakers clearly indicate if they are in the open or closed position?
10.		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.		Does the home's electrical system permit the grounding of electrical equipment?
12.		Does the electrical service conform to appropriate local building codes?
13.		Are aisles, doorways, and corners free of obstructions to permit visibility and movement?
14.		Are file cabinets and storage containers arranged so that drawers and doors do not open into walkways?
15.		Do chairs have any loose casters (wheels)?

APPENDIX F (cont'd)

	Yes	No			
16.			Are the rungs and legs of the chairs sturdy?		
17.			Are the phone lines, electrical cords, and extension wires secured under furniture or alongside a baseboard?		
18.			Is the office space neat, clean, and free of excessive amounts of combustibles?		
19.			Are floor surfaces clean, dry, level, and free of worn seams?		
20.			Are carpets well secured to the floor and free of frayed or worn seams?		
21.			Is there sufficient light for reading?		
Computer Workstation (if applicable) <i>(note: Workstation is the area where the computer (i.e., desktop or laptop) will be used)</i> <i>For information on proper ergonomic workstation setup go to www.tricare.mil/cap/Ergo_Guide/index.htm</i>					
22.			Is your chair adjustable?		
23.			Do you know how to adjust your chair?		
24.			Is your back adequately supported by a backrest?		
25.			Are your feet on the floor or fully supported by a footrest?		
26.			Do you have enough leg room at your desk?		
27.			Are you satisfied with the placement of your visual display terminal (VDT) and keyboard?		
28.			Is the VDT screen free from noticeable glare?		
29.			Is the top of the VDT screen at eye level?		
30.			Is it easy to read text on your screen?		
31.			When keying, are your forearms close to being parallel to the floor?		
32.			When keying, are your wrists fairly straight (in-line with your forearms)?		
33.			While not keying, is there space to rest your arms?		
Physical Security					
34.			Do all exterior doors and windows have adequate locking devices?		
35.			Is there a file cabinet or other suitable container available in which to secure Government documents?		
Hardware Security					
36.			Is the VDT screen positioned so that unauthorized persons cannot view the screen?		
37.			Are adequate environmental controls in place to safeguard equipment from extreme temperatures and humidity?		
Data Security					
38.			Can others gain unauthorized access to the computer from other systems (e.g., via the Internet, dial-up)?		
39.			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:		Supervisor's Signature:		Supervisor's Printed Name:	
Supervisor's Ph.:			Date:		Employee's Signature:

APPENDIX F (cont'd)

PRIVACY ACT STATEMENT

Participation in this program is voluntary, however, solicitation of this information is authorized by Public Law 106-346, Section 359 of October 23, 2000, which directs each executive agency to establish a policy under which eligible employees of the agency may participate in teleworking to the maximum extent possible. The primary use of this information is for management to approve and document your teleworking arrangements. Additional disclosures of the information may be to the Office of Personnel Management when information is required for evaluation of the teleworking program; the Department of Labor when processing a work-related injury claim; to Federal, State or local law enforcement agency where there is an indication of a violation or potential violation of a civil or criminal law, rule or regulation; or to another agency or court when the Federal Government is party to a suit. Providing the information is voluntary, but failure to do so will result in disapproval of your request to participate in the telework program.

**APPENDIX G
IG FORM 84-4, DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL
TELEWORK ARRANGEMENT CHECKOUT CHECKLIST**

DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL TELEWORK ARRANGEMENT CHECKOUT CHECKLIST			
EMPLOYEE NAME:		OIG COMPONENT:	
SUBCOMPONENT:		POSITION TITLE:	
NSPS PAY SCHEDULE/OCCUPATION CODE/PAY BAND:			
Purpose of Checklist			
The following checklist is designed to ensure that employee is properly oriented to the policies and procedures of the DoD OIG Telework Program. Signify the completion of each activity by answering in the space provided.			
Paperwork			
	Yes	No	
1.			Employee has received and read a copy of IGDINST 1400.620, <i>DoD OIG Telework Policy</i> .
2.			Employee has completed and received approval from the DoD OIG Telework Program Coordinator on a DoD OIG Telework Agreement, IG Form 84-2. <i>(Note: To be completed by the OIG Telework Program Coordinator)</i>
3.			If an alternative workplace is not a GSA sponsored telework center, Employee has completed a DoD OIG Safety and Security Checklist for Home-Based Telework, IG Form 84-3.
4.			If an alternative workplace is at a GSA sponsored telework center, Employee has completed and received all approvals on a Telecommuting Facility Reimbursement Information Sheet after registering in the Telework On-Line Billing System.
Property Furnished by the DoD OIG [check as applicable]:			
	Yes	No	
5.			Computer
6.			Printer
7.			Other <i>[Identify]</i> :
Policies and Procedures			
	Yes	No	
8.			Policies and procedures for the use and care of Government-furnished property have been explained.
9.			Policies and procedures covering the safeguarding of Government property have been explained.
10.			Policies and procedures concerning the use and safeguarding of sensitive, unclassified data have been explained.
11.			Procedures and requirements for reporting accidents have been explained.
12.			Procedures and requirements for reporting damage to Government-furnished equipment have been explained.
13.			Performance expectations have been explained.
14.			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.

APPENDIX G (cont'd)

Termination of the Telework Agreement		
	Yes	No
15.		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.
16.		Employee understands his or her telework agreement shall be terminated if he or she performs at a less than level 3 (valued performer), the agreement does not meet organizational needs, or employee receives formal disciplinary or adverse action due to conduct.
17.		Employee understands he or she may terminate his or her telework agreement by so notifying his or her supervisor in writing in advance (normally 2 weeks). Employee may be required to continue to telework for a reasonable period (not to exceed 30 days) until agreements are made for his or her return to the traditional worksite.
Points of Contact		
	Yes	No
18.		Employee understands he or she may contact his or her supervisor, or the DoD OIG Telework Program Coordinator, with questions on policies or procedures related to the DoD OIG Telework Program.
Signatures		
Employee's Signature:		
Date:	Employee's Typed or Printed Name:	
Supervisor's Signature:		
Date:	Supervisor's Typed or Printed Name:	
Supervisor's Phone Number:		Supervisor's Title:

APPENDIX H
IG FORM 84-5, OFFER OF REGULAR TELEWORK MEMORANDUM
OFFER OF REGULAR TELEWORK
MEMORANDUM

DATE: _____
FROM: _____
TO: _____
SUBJECT: Offer of Regular Telework Under the Department of Defense Office of Inspector General (DoD OIG) Telework Program

References:

- a. Section 359 of Public Law 106-346, which requires executive agencies to establish policies under which eligible employees may participate in teleworking to the maximum extent possible, without diminished employee performance.
- b. Memorandum, Under Secretary of Defense (Personnel and Readiness), dated October 22, 2001, subject: Department of Defense Telework Policy and Guide, which transmitted the new policy on telework for civilian employees of the Department of Defense and a guide to be used by the Defense components in establishing their telework programs; and
- c. IGDINST 1400.620, Telework Program

In accordance with the above references, the duties and work activities of your position and your personal work style and level of performance have been reviewed. It has been determined that based on all applicable, available information, you are eligible to participate in the DoD OIG, Telework Program at least one day per biweekly pay period. Accordingly, you are hereby offered the opportunity to telework on a regular basis at an alternative workplace (i.e., at workstation at a General Services Administration sponsored Telework Center, or some other site approved for conducting DoD OIG, official business, that is closer than your traditional office to your home or at a dedicated area within your home). If you decide to accept this offer, you may begin teleworking as soon as you are notified of the requisite approvals and that required administrative processing is complete.

Participation in the DoD OIG, Telework Program is voluntary. It is not an employee right. It is a flexibility that DoD OIG management can use to allow eligible employees to better balance their work and personal lives. Time and energy spent commuting to the traditional worksite are reduced and can be used in other productive ways.

Please indicate your interest in participating in the DoD OIG, Telework Program on a regular basis, as specified above, by completing page two and returning it to me no later than two weeks after your receipt of this memorandum. If you are not interested in teleworking on a regular basis, please indicate your acceptance/declination of teleworking on a situational basis. I am available to discuss this opportunity with you.

Reset Form

APPENDIX H (cont'd)

OFFER OF REGULAR TELEWORK
MEMORANDUM

DATE: _____
FROM: _____
TO: _____
SUBJECT: Offer of Regular Telework Under the DoD OIG Telework Program

Reference is made to your memorandum dated _____ subject as above, which advised me of my eligibility for and offered me the opportunity to telework in my current position on a regular basis.

My response to the offer is (*employee initial next to the appropriate decision line(s) below*):

I accept the referenced offer to participate in the DoD OIG, Telework Program on a regular basis. My decision is voluntary. I have completed, signed, dated, and attached a DoD OIG, Telework Program Agreement. If I have proposed to telework at a designated area in my home, I have also completed, signed, dated, and attached a DoD OIG, Safety Checklist for Home-Based Telework. If I proposed to work in a telework center, I will complete a Telecommuting Facility Reimbursement Information sheet by registering in the Telework On-Line Billing System.

I decline the referenced offer to participate in the DoD OIG, Telework Program on a regular basis. My decision is voluntary. I understand that the aforementioned offer was made based on the current characteristics of my position, work style, and performance; and that if I wish to telework in the future, these factors will be re-evaluated and I may not be eligible to participate in the program.

I accept the offer to telework on a situational basis.

I decline the offer to telework on a situational basis.

Date

Employee's Signature

Employee's Typed or Printed Name

Reset Form

**APPENDIX I
IG FORM 84-6, NOTICE OF TELEWORK AGREEMENT DENIAL/TERMINATION
DoD OIG TELEWORK PROGRAM**

NOTICE OF TELEWORK AGREEMENT DENIAL/TERMINATION DoD OIG TELEWORK PROGRAM	
COMPONENT:	PAY SCHEDULE/OCCUPATIONAL CODE/PAY BAND:
WHEN TELEWORK AGREEMENT IS DENIED OR TERMINATED, FILL IN THE APPLICABLE INFORMATION BELOW.	
DENIAL/TERMINATION DATE:	<input type="checkbox"/> EMPLOYEE-INITIATED <input type="checkbox"/> MANAGEMENT-INITIATED
REASON(S) FOR DENIAL/TERMINATION (If management-initiated, it must be based on business needs, performance or conduct):	
WHAT ACTIONS SHOULD THE EMPLOYEE TAKE TO IMPROVE HIS/HER CHANCE OF APPROVAL AND WHEN MIGHT HE/SHE REAPPLY:	
SUPERVISOR'S NAME (Please print):	TITLE:
SUPERVISOR' SIGNATURE:	DATE:
EMPLOYEE'S NAME (Please print):	TITLE:
EMPLOYEE'S SIGNATURE:	DATE:
SEND A COPY TO WORKFORCE RELATIONS DIVISION	

IG FORM 84-6, MAR 09 (IGDINST 1400.620)