

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

Notice PM-2943

**For:** FSA Supervisors and Managers

**2015 Annual Telework Eligibility Notification**

**Approved by:** Acting Associate Administrator for Operations and Management



**1 Providing Telework Notification**

**A Background**

According to the Departmental Regulation (DR) 4080-81-002, USDA Telework Program, each year USDA agencies are to ensure that all employees have been notified of or are aware of their eligibility or ineligibility to participate in telework.

USDA/FSA fully supports and promotes the use of telework, up to the maximum extent appropriate, for and by eligible employees. The USDA/FSA Telework Program is designed to fully implement the Telework Enhancement Act of 2010 and enhance work/life balance for employees.

**B Purpose**

This notice provides guidance to supervisors and managers on communicating telework eligibility or ineligibility determination to employees under their supervisory authority.

**C Action**

All FSA supervisors and managers must provide **only** the following categories of employees with a completed telework eligibility/ineligibility notification letter no later than July 20, 2015, using Exhibit 1 at

<http://fsaintranet.sc.egov.usda.gov/dps/services/downloadhandler.ashx?fileid=13623>.

- all **new** employees eligible for telework who are **not** under a current Telework Agreement
- all employees eligible for telework who are **not** under a current Telework Agreement
- all County and General Schedule employees in Service Centers or County Offices who are eligible for ad hoc telework.

**Note:** An approved and active Telework Agreement documented in the Telework Management System (TMS) will suffice as an eligibility notification for any Federal FSA employee who is currently participating in telework.

Disposal Date	Distribution
February 1, 2016	All FSA Supervisors and Managers; State Offices relay to County Offices

## 2 Providing Telework Notification (Continued)

### D Suitability for Telework

Supervisors and managers are reminded that an employee suitable for telework is one who has demonstrated personal characteristics that are well suited to telework, as determined by the supervisor, according to DR 4080-81-002.

All USDA/FSA employees, regardless of tenure, grade, job series, title, or supervisory designation are presumed eligible for telework.

1. **Positions** may be identified as ineligible for telework, based only on the following criteria.
  - a. Position duties require physical presence on a daily basis and do not include any portable or administrative work that can be accomplished from an alternative office or location.
  - b. Position duties require access to specialized equipment on a daily basis, located at the traditional worksite, and do not include any portable or administrative work that can be accomplished from an alternative office or location.
  - c. Position duties require access to the handling of classified materials on a daily basis and do not include any portable or administrative work that can be accomplished from an alternative office or location.
2. **Employees** may be identified as ineligible for telework based on the following criteria.
  - a. Performance: An employee is ineligible for telework if they received a less than fully successful performance rating within the past 12 months and may remain ineligible for up to 12 months from the date of the documented performance rating.
  - b. Conduct: An employee is ineligible for telework due to conduct issues resulting in official, formal disciplinary action, as filed in the employee's Official Personnel File (OPF) as a matter of personnel record, and may remain ineligible for up to 12 months from the date that the discipline was effectuated.
3. **Permanent Ineligibility**: An employee is permanently ineligible for telework if they have been formally disciplined for either of the following:
  - a. violations of Standards for Ethical Conduct for Employees of the Executive Branch, subpart G, for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties
  - b. being absent without permission for 5 or more days in any calendar year.

## 2 Providing Telework Notification (Continued)

### E Documenting Telework in WebTA

Supervisors and managers shall ensure that employees accurately track their telework participation in WebTA when coding their time and attendance according to this table.

Transaction Code	Utilization	Explanation
01-01 Reg Time-Telework	Core telework (regular or recurring)	USDA employees who are currently approved for core telework must code all time while teleworking to <b>01-01 Reg Time-Telework</b> , even when their normally scheduled core telework “day” is switched or substituted. All full-time teleworkers must also code their normal duty hours worked using this code.
01-01 Telework-Other	Ad hoc, situational (unscheduled telework)	USDA employees who are currently approved for ad hoc telework, must code all time while teleworking to <b>01-01 Telework-Other</b> . Core teleworkers who are authorized for unscheduled telework or additional instances of ad hoc telework on days when they are not already scheduled to do so per their Telework Agreement must code their time to this code.

### F Contact Information

For questions or additional information regarding this notice or the telework program contact Yolanda Provost, FSA Telework Program Manager, by either of the following:

- e-mail to [yolanda.provost@wdc.usda.gov](mailto:yolanda.provost@wdc.usda.gov)
- telephone at 202-205-9282.

## Eligibility and Official Notification for Participation in USDA's Telework Program

Supervisors and managers must send this notice to employees identified in subparagraph 1 C.



**SUBJECT:** Eligibility and Official Notification for participation in USDA's Telework Program

**FROM:** [Insert Supervisor's Full Name and Title]

**TO:** [Insert Employee's Full Name]

In accordance with Departmental Regulation, 4080-811-002, USDA Telework Program, the purpose of this memorandum is to provide you with a notification and determination of your [eligibility/ineligibility] to participate in USDA's Telework Program. To ensure a consistent, objective eligibility determination procedure, your [eligibility/ineligibility] has been determined based on the following USDA Telework Program policy criteria:

### **I. Position Eligibility**

- ☐ 1. Your position is eligible for telework and you may be approved to participate either on a Core or Ad/Hoc basis, as determined by an agreement between the supervisor and employee.
- ☐ 2. Your position is not eligible for telework because of the following reason(s):
- ☐ a. Duties require your physical presence at the worksite on a daily basis.
  - ☐ b. Duties require daily use of specialized equipment located only at the traditional worksite.
  - ☐ c. Duties require daily handling of classified materials.
  - ☐ d. Other (MUST specify): \_\_\_\_\_

### **II. Employee Suitability**

- ☐ 1. You are suitable for telework, because your current level of performance is Fully Successful or better; you have had no formal, disciplinary or adverse action within the past 12 months.
- ☐ 2. You are not suitable for telework due to the following reason(s):
- ☐ a. Your most recent performance rating is less than Fully Successful.
  - ☐ b. You received a formal disciplinary or adverse action or leave restriction within the past 12 months. Informal disciplinary or adverse actions, no matter of the duration or whether included in the official OPF, cannot be a factor for determination of ineligibility.
  - ☐ c. You have received formal disciplinary or adverse action for viewing, downloading, or exchanging pornography, including child pornography, from a government computer or while performing official Federal Government duties.
  - ☐ d. You have been officially disciplined for being absent without permission (AWOL) for 5 days or more in any calendar year.

### **III. Apply for Telework**

If you are eligible for telework, as indicated above, and you wish to telework, please work with your supervisor and complete an electronic Telework application in the TMS (Telework Management System) for submission. The TMS application can be found at <https://wdcprod81.sc.egov.usda.gov/Tms/login.aspx>