

For: FSA Employees

FSA State and County Office Telework and Remote Work Eligibility

Approved by: Administrator



1 Overview

A Background

Departmental Regulation (DR) **4080-811-002** (issued November 22, 2021) set forth the authority, policy, and responsibilities for managing the Telework and Remote Work Programs within USDA.

All USDA employees, regardless of tenure, grade, job series, title, or supervisory designation are presumed eligible for telework unless prohibited by other exclusionary provisions of the DR or negotiated as part of a collective bargaining agreement (CBA).

According to the DR, FSA has reviewed positions to determine eligibility for a remote work arrangement.

B Purpose

This notice:

- provides FSA-specific guidance on telework and remote work for State and County Office employees
- provides an example of the required FPAC notification template
- shall not replace operating protocols due to the COVID-19 Pandemic and States shall continue to follow operating status as directed by the Pandemic Coordinator
- does not authorize State Offices to establish state specific policy related to telework or remote work
- provides a list of Frequently Asked Questions in Exhibit 3
- supersedes 34-PM, Part 5, which will be updated in a future amendment
- obsoletes notice PM-3053.

Disposal Date	Distribution
January 1, 2023	All FSA employees; State Offices relay to County Offices

Notice PM-3056

1 Overview (Continued)

C Contact Information

For questions or additional information about this notice:

- County Offices will contact State Offices
- State Offices will contact, Ryan Lukassen, DAFO Front Office, and Amy Webbink, DAFO Personnel, Policy, and Operations Division by email to the following.
 - ryan.lukassen@usda.gov
 - amy.webbink@usda.gov.

2 Types of Telework

A Regular/Recurring Telework

Regular/Recurring Telework is established telework that occurs on a regular schedule each week as agreed upon by the employee and their supervisor. Regular/Recurring Telework is available for all eligible FSA employees as defined in paragraph 3.

B Ad Hoc/Situational Telework

Ad Hoc/Situational Telework is intermittent telework that does not follow a regular biweekly pay period schedule. Ad Hoc/Situational Telework is available for all eligible FSA employees as defined in paragraph 3.

C Unscheduled/Emergency Telework

Unscheduled telework will be considered and may be authorized or required during inclement weather, emergency situations that involve national security, extended emergencies, or other unique situations as determined by the Office of Personnel Management (OPM) or USDA.

OPM or USDA authorized officials (Local Food and Agriculture Councils) may announce emergency operating status guidance allowing for unscheduled or required telework beyond that outlined in the OPM early dismissal guidance for weather events.

Management may order employees to evacuate from their worksite and perform work from their home, or an alternative location, during inclement weather, public health crisis, or other emergency without regard to whether the employee has a telework agreement in place at the time the order to evacuate is issued. State and County Office Continuity of Operations Plan (COOP) should be followed.

2 Types of Telework (Continued)

C Unscheduled/Emergency Telework (Continued)

Employees with a telework agreement (regular/recurring or ad hoc/situational) are expected to telework or take other authorized leave (paid or unpaid), paid time off, or a combination of both, as approved by their supervisor.

Teleworkers generally are ineligible for weather and safety leave when a closure is announced, except in rare circumstances:

- Weather and safety leave may be granted to a telework-ready employee who, in the Supervisor's judgement, could not have reasonably anticipated the severe weather or other emergency condition so did not take home needed equipment or work.
- Weather and safety leave may be granted to a telework-ready employee who is prevented from safely working at the alternate site because of the severe weather or other emergency event (electrical power or broadband outage, fire, flooding or heating and cooling failures). In this case, the home or other approved telework site is also affected in such a way that work cannot be safely performed. Employees must communicate with their supervisors as soon as possible when such work disruptions occur.
- Teleworkers who are working in the office when an emergency early departure is announced generally may receive weather and safety leave for time required to commute home (excluding the period for an unpaid lunch break.) This means that telework participants must complete the remaining hours of their workday (if any) either by teleworking or taking leave (paid or unpaid) or other paid time off once they arrive home.

3 Telework Eligibility

A Overview

All FSA employees are eligible for telework unless the employee is identified as ineligible under DR 4080-811-002 based on the following criteria.

- **Performance.** An employee may be found ineligible for telework if their performance falls below fully successful. In these circumstances, supervisors are required to initiate corrective action according to DR 4040-430, Employee Performance and Awards. The employee's eligibility for telework must be reassessed every 12 months from the date the supervisor determined that the performance fell short.
- **Conduct.** An employee may be found ineligible for telework if the employee was subject to formal disciplinary action, adverse action, or was placed on a leave restriction within the previous 12 months.
- **Permanent Ineligibility.** An employee is permanently ineligible for telework if they have been formally disciplined for the following:

Notice PM-3056

3 Telework Eligibility (Continued)

A Overview (Continued)

- violation of 7 CFR 2635, Subpart G, Misuse of Position, of the Standards for Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing their official duties; or
- Absence Without Leave (AWOL).

Note: AWOL is a non-pay status that covers an absence from duty that is not approved. Any USDA employee AWOL for 5 or more days in any calendar year is permanently ineligible.

B State Office Non-Supervisory Employees

Eligible State Office non-supervisory employees may telework up to 8 days per biweekly pay period with supervisory approval.

Employees must be present in their official duty station or on official travel at least one day each week, unless they are on pre-approved leave, regardless of approved work schedule.

See **Exhibit 1** for examples of FSA Work Schedules and telework applicability.

C State Office Supervisory Employees

Eligible State Office Supervisory employees may telework up to 4 days per biweekly pay period (such as 2 days per week) with supervisory approval.

Employees must be present in their official duty station or on official travel at least 3 days each week unless they are on pre-approved leave, regardless of approved work schedule.

See **Exhibit 1** for examples of FSA Work Schedules and Telework applicability.

Exception: District Directors, who elect **not** to participate in a remote work agreement as provided in paragraph 4 may telework up to 8 days per biweekly pay period (4 days per week) with supervisory approval. However, District Directors are still expected to travel to and visit the Service Centers in their district on a regular basis. District Directors must also be in their official duty station or on official travel (visiting another office within their district) at least 1 day each week unless they are on pre-approved leave, regardless of approved work schedule.

3 Telework Eligibility (Continued)

D County Service Center Non-Supervisory Employees

Field office employees (both GS and CO) duty-stationed in County Service Centers may telework up to 4 days per biweekly pay period (2 days per week) with supervisory approval.

Employees must be present in their official duty station or on official travel at least 3 days each week unless they are on pre-approved leave, regardless of approved work schedule

See **Exhibit 1** for examples of FSA Work Schedules and Telework applicability.

Note: Lead PT's must not have a regularly scheduled telework day on the same day that the CED is regularly scheduled to be in another office.

E County Service Center Supervisory Employees

Field office employees (both GS and CO) duty-stationed in County Service Centers may telework up to 2 days per biweekly pay period (1 day per week) with supervisory approval.

Employees must be present in their official duty station or on official travel at least 4 days each week, unless they are on pre-approved leave, regardless of approved work schedule.

See **Exhibit 1** for examples of FSA Work Schedules and telework applicability.

Note: This includes Program Technicians in Charge because these are coded as supervisory positions.

F Ensuring Office Coverage

Each Supervisor is required to ensure there is adequate office coverage during each workday and during normal business hours as provided in 17-PM. FSA telework and remote work shall not affect or change office hours and availability to meet with the public. When determining adequate office coverage, supervisors shall consider the safety of employees in determining a minimum number of staff to be present in the office at all times. Local decision makers may consider the presence of other service center agency employees when evaluating the minimum number of FSA employees onsite.

Note: No County Office shall have 100 percent of staff on scheduled telework on any given workday, unless required because of COVID protocols or other extenuating circumstances.

FSA State Offices shall ensure a minimum of 25 percent of non-remote State Office staff (those with a State Office Duty Location) report to the State Office daily.

Note: Exceptions to this requirement for State Offices may be submitted to and approved by the Deputy Administrator for Field Operations.

3 Telework Eligibility (Continued)

F Ensuring Office Coverage (Continued)

Supervisors should not routinely approve leave for an employee's scheduled day to report to their official duty station. Supervisors should consider changing an employee's regularly scheduled telework day to accommodate leave and should ensure employees report to their official duty station based upon the business need.

G Temporary Changes to Approved Telework Agreements

Because of fluctuating workload, a supervisor may require an employee to temporarily change or reduce their amount of telework to address the business needs of the Agency. Management reserves the right to call employees back to the office, even on scheduled telework days, with at least a 24-hour notice. Supervisors shall provide as much notice as possible to employees when temporarily altering an employee's telework schedule.

H Telework Appeals

Appeals of the denial of an employee's request to telework are governed by **DR 4080-811-002** in conjunction with **DR 4070-771-001, Administrative Grievance System**, the applicable negotiated grievance procedure for bargaining unit employees, or 22-PM for FSA County Office employees. Employees may not grieve the content of this notice, but the application of this notice to an individual may be grieved.

I Reasonable Accommodation and Medical Telework

An employee seeking to telework or work remotely as a reasonable accommodation is required to follow the policies and procedures provided in **DR 4300-008** and **FPAC -PM 4300-001 Reasonable Accommodation Procedures**.

4 Remote Work Eligibility

A Overview

The USDA remote work policy described in **DR 4080-811-002** is intended to enhance the work-life balance for employees. The DR recognizes that employees and organizations benefit from remote work organizations, but these arrangements are subject to the agency's budget, business, and operational needs.

4 Remote Work Eligibility (Continued)

A Overview (Continued)

Remote work is an arrangement under which FSA employees are scheduled to perform their position's job duties at an approved alternate worksite, typically the employee's residence, and is not expected to report to an agency worksite on a regular or recurring basis. The employee provides their own workspace to accomplish their day-to-day activities. The size of the workspace must be adequate to allow for effective and efficient work and provide reliable telephonic and internet connectivity as well as access to all the necessary agency systems and tools needed to accomplish the work. A remote worksite must also conform to safety requirements and must acknowledge adherence to all safety protocols.

According to the DR, Agency leadership has reviewed FSA positions and determined eligibility for remote work arrangements after considering:

- job duties that can only be performed onsite and the amount of time required to complete such duties in a typical bi-weekly pay period
- the amount of time required each week to participate in other aspects of the work unit operations such as trainings, meetings, or collaboration, including collaboration with stakeholders that cannot be conducted virtually
- the type and frequency of travel associated with the position
- any requirements for accessing classified information.

An employee is permanently ineligible for a remote work arrangement if they have been formally disciplined for the following.

- Violation of 7 CFR 2635, Subpart G, Misuse of Position, of the Standards for Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing their official duties.
- Absence Without Leave (AWOL). AWOL is a non-pay status that covers an absence from duty that is not approved. Any USDA employee who is AWOL for 5 or more days in any calendar year is permanently ineligible.

Notice PM-3056

4 Remote Work Eligibility (Continued)

B FSA State and County Office Employees

The following positions have been identified as being eligible for remote work arrangements with the following limitations:

- 1101 FSA Field Assistants/Specialists (Field Reporters), only for remote work locations within 50 miles of a particular Service Center in the State
- 1101 District Directors, only for remote work locations within 50 miles of a Service Center located in their District
- existing FSA State Office Employees with a duty station outside of the State Office, only for remote work locations within 50 miles of any Service Center located within the State.

Note: District Directors with approved remote work arrangements are still expected to travel to and visit the Service Centers in their district on a regular basis.

Exceptions: Exceptions to the 50-mile limitation may be submitted and reviewed by the Deputy Administrator for Field Operations.

All other State and County Office positions are ineligible for remote work arrangements at this time.

C Requesting and Advertising Vacant FSA State and County Office Remote Positions

All FSA State Offices must maintain a minimum of 25% of all State Office Positions as on-site (non-remote positions).

FSA State Offices may request approval by the Deputy Administrator for Field Operations to advertise a vacant State Office position with a remote duty location only if the following conditions are met.

- The vacant position is a non-supervisory or a District Director position.
- The vacant position was initially advertised without incentives and no viable candidates were selected.
- The vacant position was advertised a second time nationwide with relocation and/or recruitment incentives and no selection was made or there were no qualified candidates.
- If the vacant position is for a District Director, the position must be advertised with a remote duty location within a 50-mile commuting distance to an FSA Service Center within the respective District.

4 Remote Work Eligibility (Continued)

C Requesting and Advertising Vacant FSA State and County Office Remote Positions (Continued)

- If the vacant position is any other non-supervisory State Office position, the position must be advertised with a remote duty location within a 50-mile commuting distance of an FSA Service Center within the respective State.

Exception: Exceptions to these requirements for advertising remote positions may be submitted to the Deputy Administrator for Field Operations for review and approval.

FSA has determined that the only County Office position that may be advertised with a remote duty location is the 1101 FSA Field Assistant/ Specialist (Field Reporter) position. The remote duty location must be within a 50-mile commuting distance of a particular office within the respective State. No additional County Office positions will be approved for advertisement with a remote duty location.

D Travel for Remote Workers

Remote workers are not required to report to the office on a regular and recurring basis during each pay period, but the agency may require remote workers to report to the office on an occasional basis as needed to carry out the functions of their jobs.

FSA supervisors should continue to follow Local Travel Regulations as established in the Federal Travel Regulations.

E Changes to Remote Work Agreements

Eligible FSA employees, as defined in this notice, may request to work remotely, to change an existing remote work arrangement, or to terminate their remote work arrangement. Absent urgent circumstances, or according to the terms of an applicable CBA, employee requests to change their remote work location or remote work arrangement are limited to **once every 6 months**.

The employee requesting a change must do the following.

- Discuss the request with their supervisor.

Note: Changing the employee's duty station will affect the employee in several ways. When discussing such requests with the employee, management must address other available workplace flexibilities, including but not limited to, alternative work schedules, details, leave options, etc.

- The employee then may submit a request for remote work arrangement, change to a remote work arrangement, or request termination of a remote work arrangement in writing. The request must include the proposed duty station and effective date.

4 Remote Work Eligibility (Continued)

F Remote Work Arrangement Appeals

The employee's supervisor should:

- ensure that the employee is occupying a position that has been considered remote-eligible as defined in this notice
- determine whether there is a requirement or need to further limit the geographic location of the remote duty station for the employee
- consider if the proposed creation or change of a remote work agreement negatively impacts the affected office's budget or ability to execute its mission

Requests to terminate a remote work arrangement may be denied because of the space limitations within a Mission Area, agency, or State Office worksite.

Appeals of the denial of an employee's request for a remote work arrangement are governed by **DR 4080-811-002** in conjunction with **DR 4070-771-001, Administrative Grievance System**, the applicable negotiated grievance procedure for bargaining unit employees, or 22-PM for FSA County Office employees. Employees may not file a grievance based on the content of this notice, but the application of this notice to an individual may be grieved.

5 General Provisions for Telework and Remote Work

A Physical Removal of PII from the USDA Worksite

FSA employees shall ensure that prior to the removal of PII from a USDA workplace:

- audit logging of the extraction/removal of the PII is well documented, and
- written authorization from the employee's supervisor is received

The removal of PII, regardless of its form, from the workplace or alternate worksite(s) without prior written consent is strictly prohibited. All PII must be transported according to the PII physical transport guidance provided in **Exhibit 4**.

B Dependent Care

Employees must ensure appropriate arrangements for the care of dependents while teleworking or conducting remote work. An employee may have a caregiver in the home who provides care to the dependent(s) while the employee teleworks or conducts remote work. A dependent may also be permitted in the home provided they do not require constant supervision or care (older child or adolescent) and their presence does not disrupt the employee's ability to telework effectively. However, telework is not a substitute for dependent care and employees may **not** use duty time for providing dependent care or any purpose other than official duties.

Notice PM-3056

5 General Provisions for Telework and Remote Work (Continued)

C Supplies and Equipment

All FSA employees will be equipped with one Government furnished computer, monitor, and peripherals. FSA will provide supplies and materials for both teleworkers and remote workers. All supplies and materials must be ordered through normal procurement procedures from the employee’s work unit. Employees will **not** be reimbursed for supplies and materials purchased outside of normal procurement procedure.

Telework employees will not receive a second workstation or additional monitors or peripherals for use at home. FSA will not be providing teleworkers or remote workers with individual printers or other office equipment, (desk, chair, etc.) at this time.

Any special accommodations that may be needed for equipment and supplies should be requested through the reasonable accommodation process provided in **DR 4300-008**.

D Documenting Telework and Remote Work 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- Reg Time-Telework	Core telework (regular or recurring).	USDA employees who are currently approved for core telework must code all time while teleworking to 01-01 Reg Time-Telework , 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-Reg Time -Telework-Other	Ad hoc, situational, or unscheduled telework.	USDA employees who are currently approved for ad hoc telework, must code all time while teleworking to 01-01 Telework-Other . 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.

Remote workers shall code their timesheet as normal and generally will not need to use telework transaction codes (use 01-Regular Base Pay, etc., rather than telework codes), unless approved to telework on an ad hoc or unscheduled basis.

Notice PM-3056

6 Supervisory Notification to Employees

A Required Notification to all Employees

All FSA supervisors must notify employees of their eligibility to telework and/or participate in remote work arrangements, according to the eligibility requirements of this notice, using the **FPAC notification template** (See example in Exhibit 2.)

FSA District Directors shall consult with County Committees about County Executive Director telework eligibility. County Committee determinations on CED telework **must** be documented in the County Committee Administrative Executive Minutes. District Directors may provide the official notification to CEDs on behalf of COC.

All limitations noted in subparagraph 4 B on eligible remote work arrangements (that District Directors must have a remote duty location within 50 miles of a Service Center in their District) must be included in Section II (2) of the notification.

At a minimum, all FSA employees (permanent and temporary) should be notified of eligibility for ad hoc and/or situational telework. No supervisor should restrict eligibility for ad hoc and/or situational telework unless the employee is determined ineligible based on subparagraph 3 A.

B Deadline for Notification and Response

Supervisors were required to provide their employees with a completed notification by January 28, 2022.

Employees who are eligible to participate in remote work arrangements have 30 days from receipt of the notification to decide if they wish to participate in a remote work arrangement. If an employee does not respond by completing Section IV of the notification form, signing the form, and returning it to their supervisor within 30 days, they will be deemed to have declined participation in a remote work arrangement.

Note: Employees who are **not** remote work eligible do not need to complete Section IV or return the notification.

All current employees must submit their remote work agreement or telework agreement request in **TMS** no later than February 28, 2022. See Exhibit 4 for instructions on entering requests in TMS.

Supervisors shall act on requests in TMS in a timely manner and no later than March 7, 2022, for all current employees. Supervisors must act on any requests submitted in TMS after February 28, 2022, within 5 business days. See Exhibit 5 for instructions on approving or disapproving TMS requests.

Notice PM-3056

6 Supervisory Notification to Employees

C Reporting of Remote Work Agreements

The State Office Administrative Branch must fill out all data fields in the **remote work agreement survey** for each employee in the State with an approved remote work agreement no later than March 9, 2022. The survey information will be used to process changes in duty station for remote workers.

- For each employee with an approved remote work agreement, include their last name, first name, current county, city, State and the new county, city, State of their remote location. Enter the locality pay code for the new duty location. Locality pay codes can be found at <https://dw.opm.gov/datastandards/dutystation/searchbyname>.
- Negative reports are required. The State Office shall enter “Negative Report” in the last name field (column A) and fill in the state field (column E).

Changes in duty station will be processed by BC-HRD and DAFO. State Offices **must not** process any changes in duty stations.

Examples of FSA Work Schedules and Telework Applicability

Example 1: A State Office non-supervisory employee is working a 5/4/9 schedule with the second Friday as a non-workday. They would like to telework Monday through Thursday.

This is not allowed. While State Office non-supervisory employees are authorized to telework up to 8 days per pay period, they must report to their official duty station at least 1 day each week. When an employee has a scheduled work week that is comprised of less than 5 days, they must report to the office on one of those days. The maximum number of telework days permitted would be adjusted accordingly—in this case to a maximum of 7 days per biweekly pay period.

This example similarly applies for any other work schedules comprised of fewer than 10 workdays per pay period.

Example 2: A State Office non-supervisory employee is working a maxiflex schedule with 10 workdays a pay period. They would like to telework Monday – Thursday each week, accumulate credit hours, and use credit hours earned every Friday.

This is not allowed. While supervisors may pre-approve leave on a scheduled in-office day, a supervisor must not approve routine leave utilization which circumvents the requirements for a STATE OFFICE non-supervisory employee to be in their official duty station at least one day each week.

Example 3: A State Office supervisory employee is working a 5/4/9 schedule. They would like to telework Monday and Tuesday each week.

This is not allowed. While State Office supervisory employees are authorized to telework up to 4 days per pay period, they must report to their official duty station at least 3 days each week. When an employee has a scheduled work week that is comprised of less than 5 days, they must report to the office 3 of those days. The maximum number of telework days permitted would be adjusted accordingly – in this case to a maximum of 3 days per biweekly pay period.

This example similarly applies for any other work schedules comprised of few than 10 workdays per pay period.

Example 4: A field office non-supervisory employee is working a 5/4/9 schedule. They would like to telework every day except Tuesdays.

This is not allowed. While field office non-supervisory employees are authorized to telework up to 4 days per pay period, they must report to their official duty station at least 3 days each week. When an employee has a scheduled work week that is comprised of less than 5 days, they must report to the office 3 of those days. The maximum number of telework days permitted would be adjusted accordingly-in this case to a maximum of 3 days per biweekly pay period.

This example similarly applies for any other work schedules comprised of fewer than 10 workdays per pay period.

Examples of FSA Work Schedules and Telework Applicability (Continued)

Example 5: A field office non-supervisory employee is working a maxiflex schedule with 10 workdays a pay period. They would like to telework Monday – Tuesday each week, work in their official duty station Wednesday-Thursday, accumulate credit hours, and use credit hours earned every Friday.

This is not allowed. While supervisors may pre-approve leave on a scheduled in-office day, a supervisor must not approve routine leave utilization which circumvents the requirements for a field office non-supervisory employee to be in their official duty station at least 3 days each week.

Example 6: A field office supervisory employee is working a 5/4/9 schedule. They would like to telework every Wednesday.

This is not allowed. While field office supervisory employees are authorized to telework up to 2 days per pay period, they must report to their official duty station at least 4 days each week. When an employee has a scheduled work week that is comprised of less than 5 days, they must report to the office 4 of those days. The maximum number of telework days permitted would be adjusted accordingly—in this case to a maximum of 1 day per biweekly pay period.

Note: If a field office supervisory employee is working a 4/10 schedule, they would not be eligible for regular telework as they are required to report to the office 4 days each week.

Sample FPAC Template for Supervisors' Notification for Participation in Telework and Remote Work Programs

Supervisors' Notification for Participation in Telework and Remote Work Programs

SUBJECT: Official Notification for Participation in Telework and Remote Work Programs as part of the implementation of FPAC *Return to the Physical Workplace Plan* and consistent with completed negotiations with the appropriate exclusive representative of bargaining unit employees, where applicable.

Date of Notification: _____

Employee Name: _____

Title: _____

Series/Grade: _____

Duty Station: _____

Organization: _____

Current Supervisor: _____

The Purpose of this Notification is to:

1. Notify you of management's determination of your eligibility to participate in USDA's Telework or Remote Work Program as part of USDA's *Return to the Physical Workplace Plan*, and
2. Offer you the opportunity to make decisions regarding your participation in the USDA Telework and Remote Work Programs. Your decision can be changed in the future.

I. Your Position's Eligibility for Telework is Determined as Follows:

_____ 1. Your position is eligible for telework up to 8 days per pay period.

_____ 2. Your position is eligible for telework up to _____ days per pay period.

_____ 3. Your position is eligible for situational or *ad hoc* telework.

_____ 4. Your position is not eligible for telework for the following reason(s):

a. Duties require your physical presence at the worksite on a daily basis.

Sample FPAC Template for Supervisors' Notification for Participation in Telework and Remote Work Programs (Continued)

- b. Duties require daily use of specialized equipment located only at the traditional worksite.
- c. Duties require daily handling of classified materials.
- d. Other (specify): _____

II. Your Position's Eligibility for Remote Work is Determined as Follows:

- _____ 1. Your position is eligible for remote work.
- _____ 2. Your position is eligible for remote work with the following limitations:

- _____ 3. Your position is ineligible for remote work for the following reason(s):

- a. Duties require your physical presence at the agency worksite.
- b. Duties require use of specialized equipment located only at the agency worksite.
- c. Duties require handling of classified materials.
- d. Other (specify): _____

III. Notification of Grievance Procedures

You may grieve a decision to deny a telework or a remote work arrangement (as opposed to management's eligibility determinations) either through DR 4070-771-001, *Administrative Grievance System*, November 27, 2020, or a negotiated grievance procedure available to covered bargaining unit employees.

IV. Remote Work Selection (for employees in positions that are determined to be eligible for a remote work arrangement or remote work arrangement with exceptions)

You have 30 days* from receipt of this notification to decide if you wish you to participate in the Remote Work Program at this time. If you have questions about how a remote work arrangement may impact your pay or other aspects of your employment, please contact Elizabeth Petrus, Section Chief, Workforce Policy, HRD, at Elizabeth.petrus@usda.gov. *[If a bargaining unit employee, labor agreement controls.]

If you elect to participate in the Remote Work Program, your duty station will be changed to reflect where you will be performing your official duties (for most remote workers this is the home residence).

Sample FPAC Template for Supervisors' Notification for Participation in Telework and Remote Work Programs (Continued)

If you elect not to participate in the Remote Work Program, you will be expected to return to the workplace. Your supervisor will notify you when you are expected to return to the workplace, which will be consistent with the USDA *Return to the Physical Workplace Plan and Workplace Safety Plan*.

_____ 1. I elect to participate in the Remote Work Program. I understand my duty station will be changed to reflect the location where I will perform the duties of my position and that the change in my official duty station may impact the amount of locality pay added to my base pay. I attest that I have the requisite internet connectivity to successfully perform my duties at this remote location and that it is a safe working environment. The duty station where I will perform my work is listed below:

_____ 2. I elect not to participate in the Remote Work Program at this time and will consider participating in the Telework Program. I understand that I will be expected to return to the workplace no less than 45 days from the date this notification was received, consistent with the USDA *Return to the Physical Workplace Plan and Workplace Safety Plan*.

_____ 3. I elect not to participate in either the Telework Program or the Remote Work Program at this time. I understand that I will be expected to return to the workplace no less than 45 days from the date this notification was received, consistent with the USDA *Return to the Physical Workplace Plan and Workplace Safety Plan*.

Supervisor Signature and Date

Employee Signature and Date

Sample FPAC Template for Supervisors' Notification for Participation in Telework and Remote Work Programs (Continued)

ATTACHMENT 1

BASES FOR INELIGIBILITY FOR TELEWORK AND/OR REMOTE WORK

1. You are not eligible for telework this time. The date of your telework eligibility will be reviewed on: [insert date 12 months from disqualifying event].
 - a. Your most recent performance rating, dated x, is below an acceptable level of competence and your telework directly and negatively affects your performance. Continuation of your telework arrangement will interfere with your ability to improve to and maintain an acceptable level of competence.
 - b. You received formal disciplinary or adverse action or leave restriction within the past 12 months.
2. You are permanently ineligible to participate either in the **Telework Program under the Telework Enhancement Act** *or* the **Remote Work Program** under FPAC policy due to:
 - a. You have received formal discipline or adverse action for violations of subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch [PL 111-292, December 9, 2010](#) for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties; or
 - b. You have been officially disciplined for Absence Without Leave (AWOL) for 5 days or more in any calendar year.
 - c. Your essential functions require you to have a physical presence at the agency worksite.

Frequently Asked Questions for Telework

Will there be a requirement for County Offices to maintain a certain percentage of staff in the office, similar to the State Office Requirement?

No. Due to the varying staff sizes in County Offices across the country, a minimum percentage of staff on-site in County Offices has not been established. Supervisors should ensure customer service levels are not negatively impacted by employees teleworking and office hours must be maintained. No County Office is allowed to have 100 percent of their employees teleworking on any given day.

Is a teleworking employee's pay based on their official duty location or the location of their telework established site?

All employees' locality pay is based on their official duty station. A teleworking employee's official duty location remains the same. If an employee enters into a remote work arrangement, their official duty station is changed to that remote work site (typically the employee's home).

When ensuring office coverage, are County Committee and State Committee members considered when calculating minimum number of staff to be on-site each day?

No. County Committee and State Committee members should not be considered when calculating minimum number of staff to be on-site each day.

Can a supervisor reduce the number of days of teleworking based on an employee's productivity/performance, even if the employee has not fallen below a fully successful performance level?

All employees are expected to perform their duties and responsibilities at an acceptable level of competence. Participation in telework may be changed, suspended, or terminated by management if an employee no longer meets the eligibility criteria or performance expectations.

Management will provide sufficient written notice, if possible, usually at least 45 calendar days or as otherwise required by the terms of a CBA, before changing, suspending, or terminating a telework agreement to allow the affected employee to make necessary arrangements. The notice will include the reason, effective date, and any appeals or grievance procedures available to the employee. Consent or acknowledgement via signature by the employee is not required for the modification or termination to take effect.

Once staff have completed returning to the office, will there be a process for high-risk employees to request full-time telework? Can the self-certification process remain in place?

Employees should follow established reasonable accommodation procedures provided in **FPAC -PM 4300-001 Reasonable Accommodation Procedures**.

Frequently Asked Questions for Telework (Continued)**Will there be flexibility in an employee switching a telework day with an office day?**

Example: A non-supervisory employee teleworks on Monday and Tuesday and is scheduled to be in the office Wednesday, Thursday and Friday. The employee decides to come in to meet with a producer on Tuesday. Can they now telework on Wednesday or are they still required to complete all their remaining office days that week.

If the supervisor approves and office coverage can be maintained, ad hoc/situational telework on a non-scheduled day is permissible. This may not be feasible in every situation and should not be routinely permitted.

If a holiday falls on an employee's scheduled office day, will they need to make adjustments to their office schedule to meet the required number of days in the office?

No, an employee need not adjust their office schedule unless the supervisor determines there is a business need to do so.

Frequently Asked Questions for Remote Work**If an employee elects to work remotely, will their pay change?**

If an employee is authorized to work remotely, the employee will receive the locality rate associated with the location of the remote worksite, which could be the same locality rate as the agency worksite, a higher pay locality rate, or a lower pay locality rate. Employees must be aware that their official duty station and rate of pay may change if they become a remote worker.

Are State Office employees allowed to request a change to their official duty station in order to be considered eligible for remote work?

No. State Office employees are not allowed to change their duty station to become eligible for remote work. FSA leadership determined for State Office employees that only those employees who currently have a duty location outside of the State Office are eligible for remote work. All other employees are considered ineligible.

Should the remote work notification be issued to all employees or only those employees who are identified as eligible employees within this notice?

All employees should be notified of both remote work and telework eligibility. Every employee should be provided with the FPAC notification form and both Section I and Section II should be completed for each employee.

Frequently Asked Questions for Remote Work (Continued)**What if an employee has performance or conduct issues while in a remote work arrangement?**

Poor performance or engaging in misconduct may result in suspension or termination of a remote work agreement, or management may choose to address these issues with the employee from their remote worksite location in addition to taking other appropriate action. Performance issues of remote employees will be addressed in accordance with USDA policies, regulations, and applicable CBA provisions. Absent exigent circumstances, supervisors are expected to allow the employee to continue as a remote employee while addressing performance or conduct issues. Certain conduct issues will result in permanent ineligibility for remote work. See subparagraph 4 A.

Can remote workers still be required to report to the office?

Yes. If a remote worker is approved to work remotely, they are not required to report to the office on a regular and recurring basis during each pay period. However, agencies can require employees to report to the office on an occasional basis as needed to carry out the functions of their jobs.

Does an agency have to provide office space for a remote worker?

No. Remote workers generally should not have an assigned or dedicated workspace at the agency worksite. Employees voluntarily elect if they want to work remotely and supervisors must not involuntarily place an employee in a remote work arrangement.

Exception: For new employees, a remote work site could be a condition of employment, meaning that the employee has accepted the remote work arrangement as part of the position.

Can a remote worker choose to State Office working remotely and then start reporting to an agency facility?

Some positions are required to be remote (e.g., a candidate accepted a position where working remotely is a condition of employment). Other positions may be eligible for remote work. If an employee requested and was approved to work remotely but later decided it was not a good fit and would like to return to working at the agency worksite, they would need to submit a written request and obtain approval from their supervisor. A request to change a remote work arrangement is limited to once every 6 months (absent urgent circumstances, e.g., exigent work situation or personal hardship). Supervisors must render a written decision within two pay periods. When reviewing employee requests, supervisors should consider the duties of the position, the ability to carry out the mission, costs/budget, whether there are space limitations within the agency's worksite, and the nature of the employee's exigent circumstances.

Controlled Unclassified Information - Personal Identifiable Information - Physical Transport Procedures

Instructions:

USDA processes all types of sensitive information, referred to as Controlled Unclassified Information (CUI), and it is essential that this information be properly handled and protected. Personal Identifiable Information (PII) is a form of CUI, in multiple categories of the Organizational Index Grouping, listed in the *CUI Registry*. The following steps are necessary when physically transporting digital (e.g., USB drive, memory card, laptop, DVD) or non-digital media (e.g., paper, microfilm):

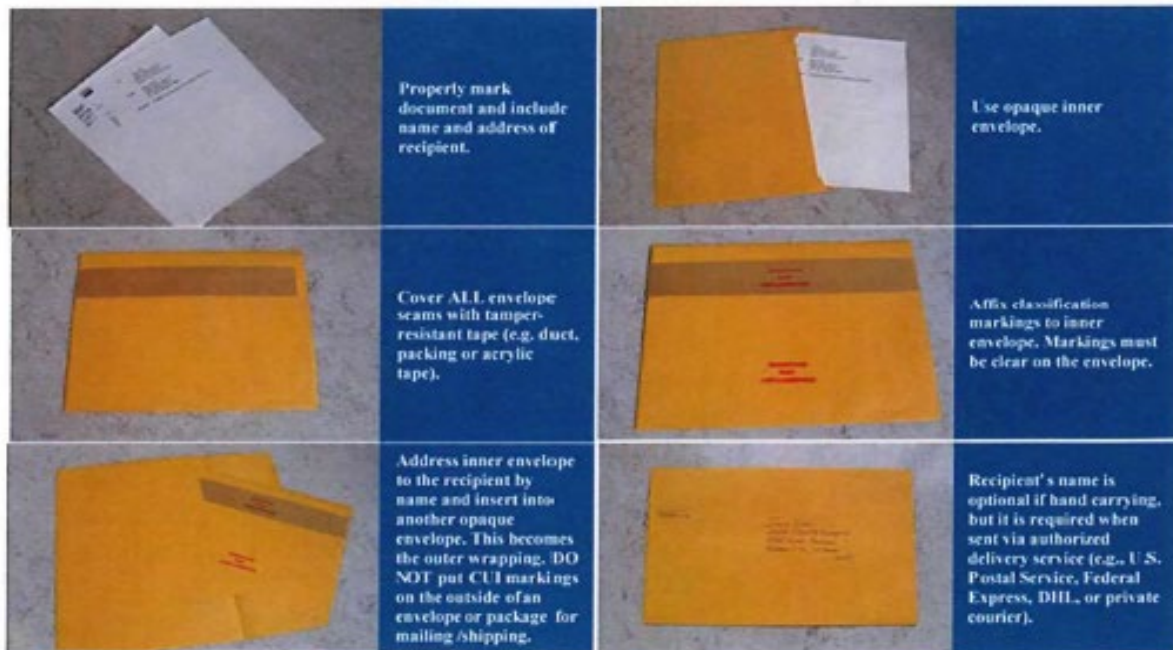
1. Encrypt digital media containing PII, using a National Institute of Standards and Technology (NIST)-approved encryption method
2. When encrypted, securely transmit the decryption key or password separately
3. Mark physical documents containing PII using the National Archives and Records Administration's Banner Format and Marking Notes
4. Double wrap digital and non-digital portable media as indicated below
5. Transport by U.S. Postal Service or another authorized delivery service using in-transit automated tracking and accountability tools where possible
6. For international transport: CUI should only be shipped abroad using the State Department diplomatic courier program when available and shall have the approval of the Agency Authorizing Official.

Portable media should be double-wrapped in an opaque package or container that is sealed sufficiently to prevent inadvertent opening and will show signs of tampering.

Portable media may be transmitted by interoffice mail or briefcase provided it is double-wrapped to afford sufficient protection against inadvertent or unauthorized access.

The steps listed on the chart, must be followed with no exceptions. If you have any questions or concerns, please contact cyber.incidents@asoc.usda.gov or 1-877-744-2968.

“Protect It Like Your Own”

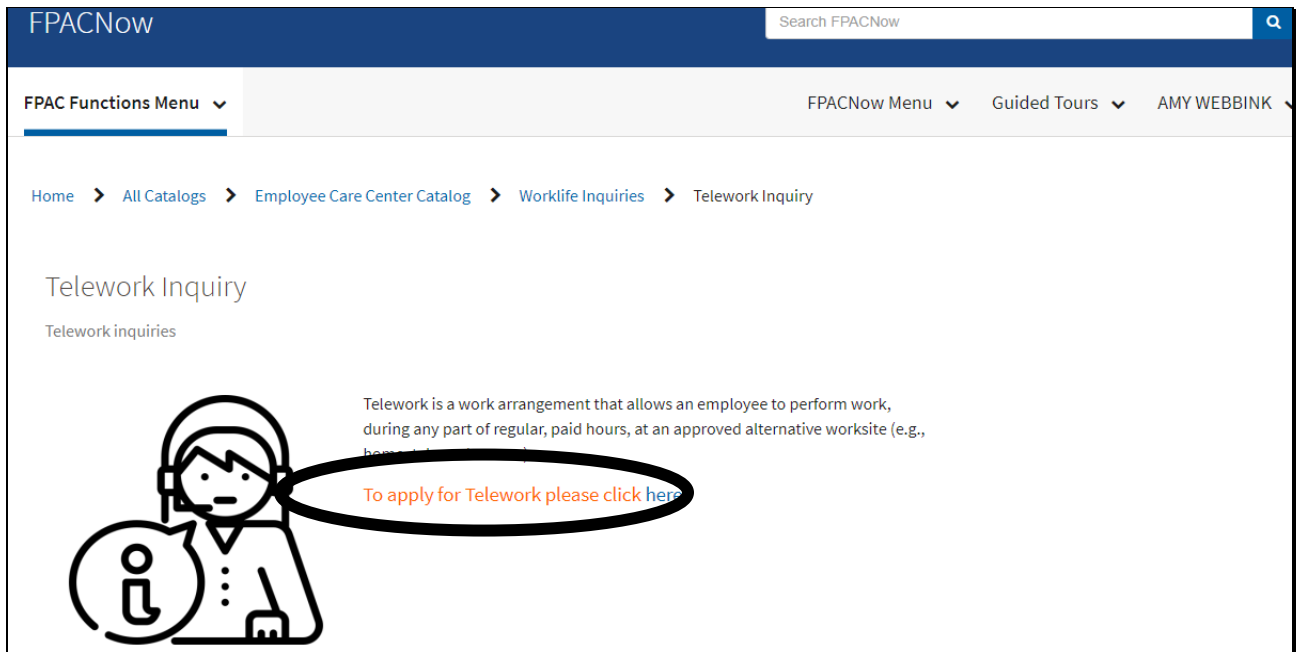


Employee Instructions

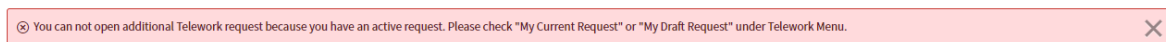
All employees **must** submit an agreement in TMS, even if they are choosing to opt out of the USDA Telework Program and are not eligible for, or have declined, Remote Work. The Telework Request form is used for new telework agreements as well as revisions to existing agreements.

To submit a new or revised agreement, go to [New Record | Telework | ServiceNow](#) (servicenowservices.com).

Alternate access option: If this is the first time creating a telework agreement in TMS, you can also create a **new** telework agreement by accessing TMS through the ECC portal (**ServiceNow Platform**), under “Telework Inquiry” and clicking on the link circled below.



This alternate option will only work for new telework agreements. If users already have an existing telework agreement in TMS, they will get the following error message and will need to either delete their existing agreement or go back and use the other link to revise thier current agreement.



See Telework Knowledge Base Article on FPACNow at https://usdafpacbc.servicenowservices.com/fpacnow?id=kb_article_view&sysparm_article=KB0022977

Employee Instructions (Continued)

After accessing TMS by one of the links above, a telework form will appear. Complete the form per the instructions below. Fields marked with an asterisk are required.

1. Agreement Type

Choose the appropriate option from the drop-down box.

- **New:** Create new agreement (can be used for remote work or telework).
- **Revision:** Revise existing agreement, with supervisor approval (for example, change from telework to remote or from remote to telework or any other changes).
- **Opt Out:** Eligible telework employee who willingly declines to participate in the Telework Program.
- **Ineligible:** ineligible for any form of Telework or Remote Work.

The screenshot shows a web form with a light blue header. The main section is titled "Agreement Type" and contains several input fields. A red asterisk is next to the "Agreement Type" label, which is followed by a dropdown menu currently showing "-- None --". Below this dropdown, a list of options is visible: "New", "Revision", "Opt out", and "Ineligible". To the right of the dropdown is the "Agreement Date" field, which is empty and has a calendar icon. Below the "Agreement Type" section is the "Employee Information" section, which includes a "First name" field and a "Mission Area/Agency (Org1)" dropdown menu currently showing "FBC".

2. Agreement Date

Enter in the current date.

Employee Instructions (Continued)

3. Employee Information

Most of the employee information will auto-populate. Check the information for accuracy and edit as needed.

The screenshot shows a form titled "Employee Information" with the following fields and values:

- First name: STACY
- Middle initial: L
- Last name: RICE
- Series: 1750
- Grade: 13
- Supervisor name: VLADIMIR JEAN-CHARLES
- Mission Area/Agency (Org1): FBC
- Region (Org2): BUSINESS SERVICES
- Organization/Division (Org3): HUMAN RESOURCES DIVISION
- Org 4: 30-WORKFORCE PROGRAMS
- Employee work schedule: -- None --
- Employee Tour of Duty: -- None -- (dropdown menu is open showing options: Standard, Compressed (5/4-9), Compressed (4/10), Flexible, Maxi - Flex, Other)

Select the appropriate Tour of Duty from the following drop-down options:

- Standard
- Compressed (5/4-9)
- Compressed (4/10)
- Flexible
- Maxi-Flex.

Select the appropriate Work Schedule from the following drop-down options:

- Full Time
- Part-Time
- Intermittent.

Employee Instructions (Continued)

4. Employee’s Continuity of Operations Plan Status

Select the applicable Employee COOP Type from the drop-down box. If unknown, consult with supervisor. Most field office employees will select N/A.

- Emergency Essential
- Mission Critical
- N/A.

The screenshot shows a form titled "Employee's Continuity of Operations Plan Status". Below the title is a field labeled "* Employee COOP type" with a dropdown menu. The dropdown menu is open, showing "N/A" as the selected option.

5. Requested Telework Category

In the Requested Telework Category drop-down box, select the telework or remote work option you are requesting.

The screenshot shows a form titled "Requested Telework Category". Below the title is a field labeled "Requested Telework Category" with a dropdown menu. The dropdown menu is open, showing the following options: "-- None --", "Regular/Recurring", "Situational/Non scheduled/Adhoc", and "Remote work". The "Requested Telework Category" field is highlighted with a red box. Below the dropdown menu is a section titled "Designated Telework Schedule" with a "Week 1" label.

A. Regular/Recurring

If requesting regular/recurring telework, select the Telework Location from the following drop-down options:

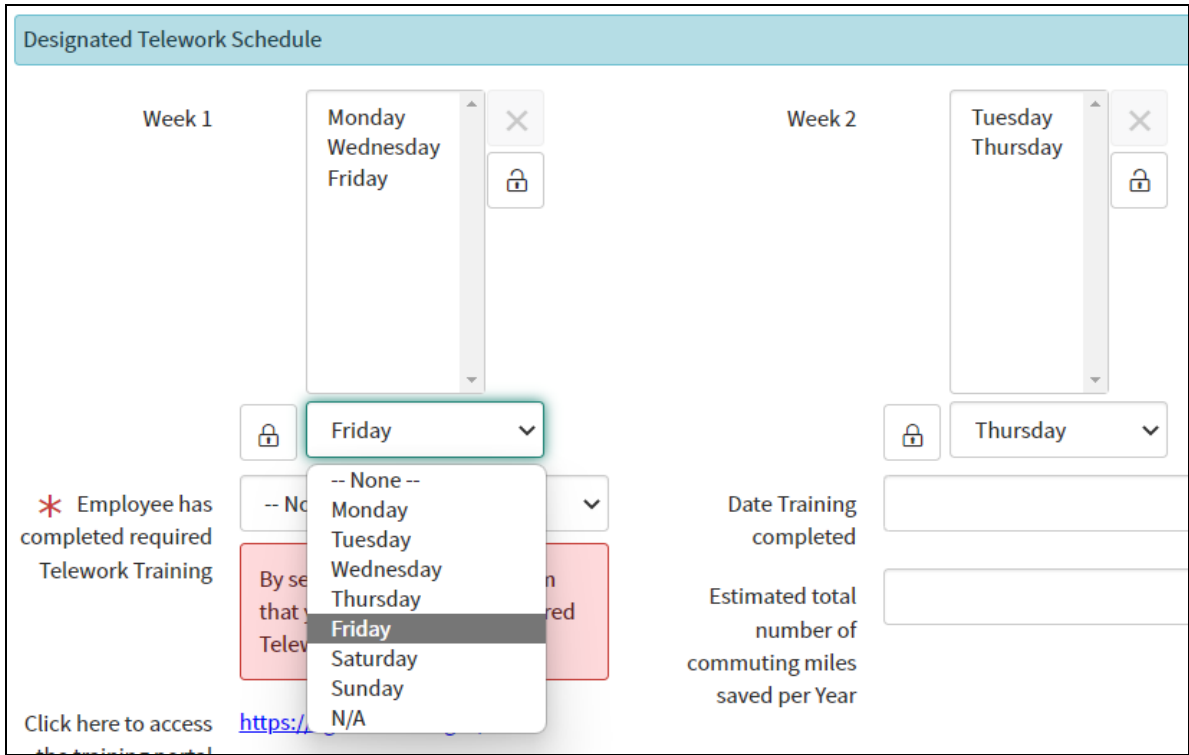
- Residence
- Satellite Office
- Telework Center.

Then complete the Designated Work Schedule fields.

Employee Instructions (Continued)

Click on the Days drop-down to add the days for each week **that you are requesting to telework.**

Note: Only select N/A if you have no dates to list for one of the weeks.



Proceed to Step 6.

B. Situational/Non-scheduled/Ad hoc

If requesting situational/non-scheduled/ad hoc telework, select the Telework Location from the following drop-down options:

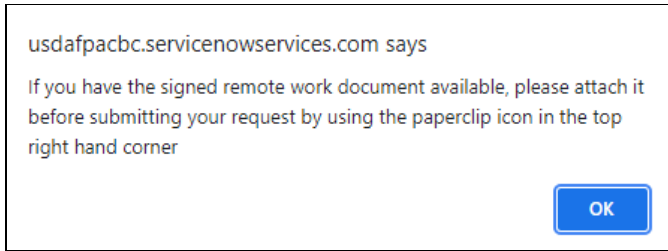
- Residence
- Satellite Office
- Telework Center.

Proceed to Step 6.

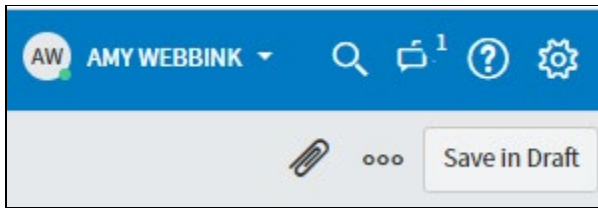
Employee Instructions (Continued)

C. Remote Work

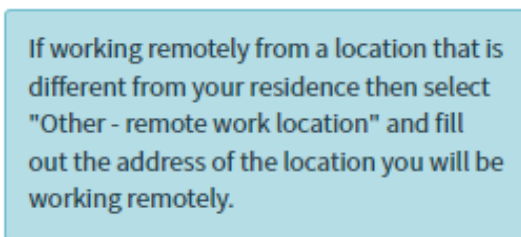
Only those employees who receive a notification that they are eligible for remote work may select this option. If requesting remote work, you will be prompted to attach your remote work document.



The paperclip icon can be found in the upper right-hand corner of your screen. After you have elected remote work in Section IV of the notification, signed the notification, and saved a copy of the notification PDF to your desktop, use this paperclip to upload your completed notification form to TMS.



Then complete the “Telework Location” field. You will receive the following notification.



The location selected from the drop-down box must match the address you have entered on your notification form. Choose one of the following options:

- Other (Remote Employees Only) – Enter the address.
- Residence.

Proceed to Step 6.

Employee Instructions (Continued)

6. Telework Training

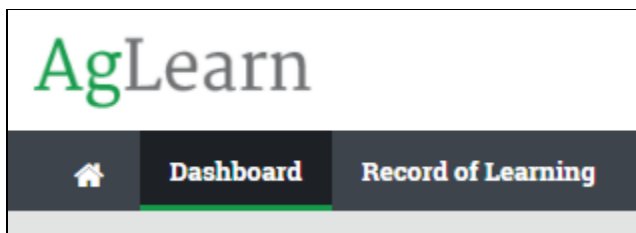
To complete the form, you must select “Yes” in the “Employee has completed required telework training” field and then complete the “Date Training Completed” field.

If you have not completed the training, click “Save in Draft.” Click on the AgLearn link and search for the course and complete the **Telework for Government Employees training** (or click directly on this link).

To return to your agreement after completing the required training, navigate to Telework > My Draft Requests.

If you have previously completed the training, you can find the date the training was completed by:

- Logging in to AgLearn
- Clicking on “Record of Learning” in the top left corner



Employee Instructions (Continued)

6. Telework Training (Continued)

- Searching your record of learning for “telework”.

Record of Learning : All Courses

COURSES PROGRAMS OTHER EVIDENCE CERTIFICATIONS

102 records shown

Access your [AgLearn Transcript](#)

▼ Search by

Course Title ⓘ contains telework

Search Clear

Any telework courses completed in NextGen AgLearn should then appear, along with the completion date.

Type	Course Title ^	Course Shortname	Plan	Course due date	Previous Completions	Course completion date	Progress
📄	Telework for Government Employees	fgov_01_a28_lc_enus_SKILLSOFT				1 Nov 2019	100%

7. Commuting Miles Information (Not applicable for remote work requests)

Complete the “Estimated total number of commuting miles saved per pay period” and “Estimated total number of commuting miles saved per year” fields.

Telework Training	By selecting "Yes", you confirm that you have taken the required Telework training	Estimated total number of commuting miles saved per Year
Estimated total number of commuting miles saved per pay period		

Employee Instructions (Continued)

8. Security and Work Equipment Checklist

Complete the Security and Work Equipment Checklist.

Select “Yes” for each for the following fields to continue.

- Employee Trained
- Locked Cabinet Provided
- Job Duties Reviewed
- Sensitivity Issues Noted.

Security and Work Equipment Checklist Section

<p>Employee Trained</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">-- None --</div> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> Has the employee been trained to recognize and handle controlled unclassified information (CUI) in a telework environment? </div>	<p>Job Duties Reviewed</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">-- None --</div> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> A review of the job duties and responsibilities has been completed. </div>
<p>Locked Cabinet Provided</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">-- None --</div> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> Has a locked file cabinet been identified/provided to secure sensitive CUI files, records, papers, or electronic media? </div>	<p>Sensitivity Issues Noted</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">-- None --</div> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> Issues related to level of sensitivity were noted from the review. </div>

9. GFE and Telework Connection Requirements

In the “Government Furnished Equipment” field, select all items from the drop-down list that apply:

- Computer
- Software
- Modem
- Cell Phone
- Printer
- N/A
- Other. If selected, add information in the Other Equipment/Comments field.

Employee Instructions (Continued)

9. GFE and Telework Connection Requirements (Continued)

In the “Telework Connection Requirements” field select the items from the drop-down list that apply. Internet connectivity is required for remote work and scheduled telework agreements.

- Telephone/Modem Line
- Direct Internet/Wireless connectivity
- N/A

Employee has been issued the following government furnished equipment (GFE) specifically for the purpose of telework.

Government Furnished Equipment: Software Modem, Modem

Other Equipment/Comments: [Empty text box]

Telework Connection Requirements: Telephone / Modem Line

10. Saving a Request in TMS

Once all required fields are complete and any required document attached, **CLICK Save in Draft.**

telework

Teletwork New record

Request Number: [Empty field] Status: Draft

Employee Name: STACY RICE

Agreement Type: New

* Agreement Date: 01/12/2022

Employee Information

First name: STACY * Mission Area/Agency (Org1): FBC

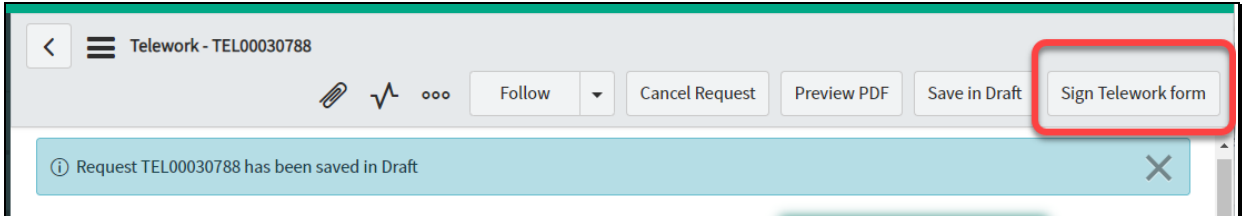
Save in Draft

Note: To return to the form, navigate to **Telework > My Draft Requests.**

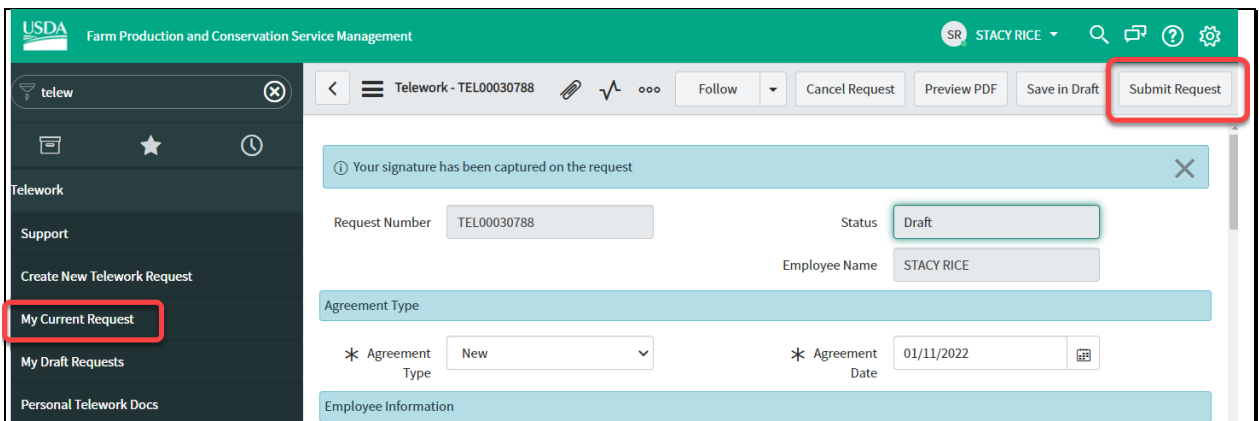
Employee Instructions (Continued)

11. Signing and Submitting Application in TMS

When the form is ready to be submitted for supervisor approval, CLICK “Sign Telework Form.”



Then CLICK “Submit Request”, to submit for supervisor’s review and approval.



Note: To view the request, navigate to **Telework > My Current Requests**. Changes **cannot be made** to the form once submitted, until a supervisor acts upon the pending request. If changes need to be made, the supervisor must return the request for changes.

Supervisor Instructions

Supervisors will receive an email notification once an agreement is ready for review and approval. Click the link to access the agreement that is pending review.

Preview Email

The following telework request has been submitted for review.

Employee Name: SHIROMI VETHAMANI
Agreement Type: New
Agreement Date: 01/10/2022
Mission Area/Agency/Staff Office (Org1): FBC
Region (Org2): BUSINESS SERVICES
Organization/Division (Org3): HUMAN RESOURCES DIVISION
Org 4: 30-WORKFORCE PROGRAMS
Employee Tour of Duty: Standard
Employee Work Schedule: Full time

Please complete details in the Supervisor Confirmation tab and then select the Approval status in the Approval tab.

Click here to view Telework Request: [TEL00030776](#)

[Unsubscribe](#) | [Notification Preferences](#)

Ref:MSG6901307

All requests pending review can also be accessed from the ServiceNow Platform.

1. Navigate to **Telework > Pending Supervisor Review**.
2. Click on the link in the **Request Number** column to open the file.

	Request Number	Employee Name	Supervisor name
<input type="checkbox"/>	TEL00001008	MORGAN TUCKER	VLADIMIR JEAN-CHARLES
<input type="checkbox"/>	TEL00001012	SHIRENE WARNER	VLADIMIR JEAN-CHARLES
<input type="checkbox"/>	TEL00001050	MARISOL RODRIGUEZ	VLADIMIR JEAN-CHARLES
<input type="checkbox"/>	TEL00001053	Velerie Eddleman	VLADIMIR JEAN-CHARLES
<input type="checkbox"/>	TEL00001063	STACY RICE	VLADIMIR JEAN-CHARLES
<input type="checkbox"/>	TEL00001078	MARTIN MULOSKI	VLADIMIR JEAN-CHARLES

Supervisor Instructions (Continued)

Scroll down to the Supervisor Approval tab in the form and complete all required fields.

Supervisor Approval* | Program Coordinator Approval | Signature Dates | Activity and Work Notes

* Telework Type: Regular

* Employee Appointment Type: -- None --

* Supervisor has completed required Telework Training: -- None --

Date Training completed: []

By selecting "Yes", you confirm that you have taken the required Telework training

Click here to access the training portal: <https://aglearn.usda.gov/>

Course name: Telework for Government Employees

Status of Approval: -- None --

Preview PDF | Return to Employee | Sign Telework form

Telework Type – Select one.

- Regular
- Reasonable Accommodation
- Settlement Agreement
- Collective Bargaining Agreement
- Remote Work – You will be prompted to confirm that the remote work document is attached.

Employee Appointment Type – Select one.

- Full-time
- Part-time
- Intermittent.

Supervisor Instructions (Continued)

Supervisor Approval *	Program Coordinator Approval	Signature Dates	Activity and Work Notes
* Telework Type Regular			* Employee Appointment Type -- None --
* Supervisor has completed required Telework Training -- None --	By selecting "Yes", you confirm that you have taken the required Telework training		Date Training completed
Click here to access the training portal https://aglearn.usda.gov/ Course name: Telework for Government Employees			
Status of Approval	-- None --		
Preview PDF	Return to Employee	Sign Telework form	

**Supervisor has completed required Telework Training – Select Yes.
Date Training Completed**

Enter the date required telework training is completed. See Exhibit 5 for instructions on locating this date in AgLearn.

To complete training, click on the **AgLearn** link and search for the training. Complete the **Telework for Government Employees training** (or click directly on this link). To return to the agreement, navigate to **Telework > Pending Supervisor Review**.

Supervisor Approval *	Program Coordinator Approval	Signature Dates	Activity and Work Notes
* Telework Type Regular			* Employee Appointment Type -- None --
* Supervisor has completed required Telework Training -- None --	By selecting "Yes", you confirm that you have taken the required Telework training		Date Training completed
Click here to access the training portal https://aglearn.usda.gov/ Course name: Telework for Government Employees			
Status of Approval	-- None --		
Preview PDF	Return to Employee	Sign Telework form	

Supervisor Instructions (Continued)

Once all required fields on the Supervisor Approval tab are complete, the **Status of Approval** field becomes available. Select one.

- Approved
- Denied
- Returned for Changes.

Important: For remote work requests, the signed remote work document must be attached before approving the request.

The screenshot shows the 'Supervisor Approval' tab of a web form. It contains several dropdown menus and text fields. A red callout box highlights a confirmation message about telework training. A blue box provides a link to the training portal and the course name. At the bottom, there are three buttons: 'Preview PDF', 'Return to Employee', and 'Sign Telework form'.

After approving the request, generate a PDF to create an attachment of the completed, signed form.

1. Click **Sign Telework Form**.
2. Click **Generate PDF** and then **Generate** to create the attachment of the completed, signed form.
3. If necessary, click the paper clip icon to attach the Remote Work document.
4. Once both forms are attached, the process is ready for program coordinator approval.

Note: Check the top of the form under Manage Attachments to confirm that both files are attached.