NAVMC 11671 (10-09) (EF)
FOUO - Privact sensitive when filled in

REQUEST FOR APPROVAL OF AD HOC TELEWORK ARRANGEMENT

Complete this form to request telework on an Ad Hoc basis. Ad Hoc telework is defined as telework that is performed on an occasional, one time, or irregular basis and is usually driven by the situation (e.g., one time project that requires intense concentration).

1. NAME OF EMPLOYEE:

TITLE/SERIES/GRADE:

ORGANIZATION:

2. IDENTIFY DATE(S) YOU WISH TO TELEWORK:

3. BRIEFLY DESCRIBE WHAT YOU EXPECT TO ACCOMPLISH WHILE IN A TELEWORK STATUS:

4. TELEWORK LOCATION (IF LOCATION IS IN THE HOME, BE SPECIFIC IN IDENTIFYING THE AREA OF THE HOME WHERE OFFICIAL BUSINESS WILL BE PERFORMED:

ADDRESS:

PHONE NUMBER:

FAX (IF AVAILABLE):

E-MAIL (IF AVAILABLE):

SIGNATURE OF EMPLOYEE:

DATE:

SUPERVISORY APPROVAL: ☐ APPROVED ☐ DISAPPROVED

IF DISAPPROVED, STATE REASONS:

FOR OFFICIAL USE ONLY

Reset Form

ADOBE DESIGNER 8.0