ONR Supplemental Telework Agreement Information

1. Last Name:

2. First Name:

3. Office Code:

4. Tour of Duty: *(Compressed, Maxiflex, Fixed, Flexible, Gliding)*

5. Position Telework Indicator Code *(See page 2 for Code/Description)*:

6. Employee Telework Eligibility Code *(See page 2 for Code/Description)*:

7. First Week's Schedule

	Telework *(Y/N)*	Work Location	Start/End Time	Total Hours
Monday	☐ Yes ☐ No			
Tuesday	☐ Yes ☐ No			
Wednesday	☐ Yes ☐ No			
Thursday	☐ Yes ☐ No			
Friday	☐ Yes ☐ No			
			Total Hours First Week	

8. Second Week's Schedule

	Telework *(Y/N)*	Work Location	Start/End Time	Total Hours
Monday	☐ Yes ☐ No			
Tuesday	☐ Yes ☐ No			
Wednesday	☐ Yes ☐ No			
Thursday	☐ Yes ☐ No			
Friday	☐ Yes ☐ No			
			Total Hours First Week	
			Total Biweekly Hours	

9. Administrative Officer Signature and Date:

10. TELEWORK INDICATOR CODES*	
a. Position Telework Indicator Code	Description
YA001	Yes. Position eligible for telework.
NE001	Not Eligible - Position requires extensive face-to-face contact w/supervisor, other employees, and clients and requires employee's physical presence. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework." Supervisor approval is required on case-by-case basis.
NE002	Not Eligible - Position requires access to material or special equipment that cannot be moved from the regular office. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework." Supervisor approval is required on case-by-case basis.
NE003	Not Eligible - Position requires daily access to classified material. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework." Supervisor approval is required on case-by-case basis.
b. Employee Telework Eligibility Code	Description
ER001	Employee eligible for regular and recurring Telework, including emergency and OPM prescribed "unscheduled Telework".
ES002	Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
EM003	Employee eligible to Telework due to medical condition.
NE100	Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
NE101	Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.
NE102	Not eligible due to employee conduct issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework." Supervisor approval is required on case-by-case basis.
NE103	Not eligible due to employee performance issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework." Supervisor approval is required on case-by-case basis.
NE104	Not eligible due to employee failure to meet performance requirement of agreement. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework." Supervisor approval is required on case-by-case basis.
NE105	Not eligible during period of trainee status. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework." Supervisor approval is required on case-by-case basis.
NE106	Not eligible - Position requires extensive face-to-face contact w/Supervisor, employees and clients, and employee's physical presence. May be eligible in emergency or OPM "unscheduled Telework." Supervisor approval required on case-by-case basis.
NE107	Not eligible - Position requires access to material or special equip that can't be moved from office. Employee may be eligible during emergency or OPM "unscheduled Telework." Supervisor approval is required on case-by-case basis.
NE108	Not eligible due to daily requirement to handle classified materials. Employee may be eligible during an emergency or for OPM "unscheduled Telework." Supervisor approval is required on case-by-case basis.

*Tables reflect the available telework indicator codes for positions in DCPDS.