EMAIL FORM

12610
Competency/Serial Number:

Date:

TELEWORK AGREEMENT

REQUEST TYPE

☐ Ad hoc (Requires one signature for approval) ☐ Regular/Recurring (Requires two signatures for approval)

EMPLOYEE INFORMATION

NAME (Last, First, MI)	TITLE	SERIES	PAY BAND

LEVEL/GRADE	COMPETENCY	SUPERVISOR NAME (Last, First, MI)	TELEPHONE

TELEWORK SCHEDULE

FIRST WEEK OF PAY PERIOD TELEWORK DAY(S)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

SECOND WEEK OF PAY PERIOD TELEWORK DAY(S)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

DUTY HOURS (Specify hours of work)	LUNCH BREAK	TELEWORK START DATE
to	to	

ALTERNATE WORKSITE INFORMATION

ADDRESS	DISTANCE FROM TRADITIONAL WORKSITE	COMMMUTE TIME

MILES AVOIDED PER PAY PERIOD	TELEPHONE	EMAIL	PRIVATE RESIDENCE
			☐ Yes ☐ No

HOME WORKSITE SAFETY CHECKLIST

Are all stairs with four or more steps equipped with handrails?

☐ Yes ☐ No

Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?

☐ Yes ☐ No

Are the temperature, noise, ventilation, and lighting levels adequate for maintaining your normal levels of job performance?

☐ Yes ☐ No

Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)?

☐ Yes ☐ No

Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)?

☐ Yes ☐ No

Are aisles, doorways, and corners free of obstructions to permit visibility and movement?

☐ Yes ☐ No

Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways?

☐ Yes ☐ No

Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?

☐ Yes ☐ No

HOME WORKSITE SECURITY CHECKLIST

Are all exterior doors and windows equipped with locking mechanisms?

☐ Yes ☐ No

Explain those that are not appropriately equipped

Are any foreign nationals living at the telework site or do any foreign nationals have access to the telework site?

☐ Yes ☐ No

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List who has access to the telework site. (Other than immediate family members e.g., cleaning service personnel, exterminators, gardeners, child care providers, home heath care provider)

Explain how you will safeguard controlled but unclassified information (CUI) from inadvertent disclosure?

Affirm that all CUI working papers, drafts (soft or hard copy) will be returned to your worksite for proper disposal. DO NOT PLACE CUI WORKING PAPERS, etc., in a trash can.

☐ Yes ☐ No

Affirm that you WILL NOT leave CUI in your vehicle unattended (e.g., in the trunk, back seat) even if it is parked directly outside your telework site.

☐ Yes ☐ No

APPROVALS

By signing below, I submit that I will comply with the statements provided above.

EMPLOYEE (Printed name)	DATE	SIGNATURE

For ad hoc telework

FIRST LEVEL SUPERVISOR	DATE	SIGNATURE

For regular/recurring telework

SECOND LEVEL SUPERVISOR (Printed name)	DATE	SIGNATURE

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INSTRUCTIONS

Termination of telework agreement
Either the teleworker or management can terminate this telework agreement by giving advance written notice and justification Management may initiate termination of the telework arrangement if the employee's performance does not meet the prescribed standard, or if the telework arrangement does not meet the organization's needs, or for other reasons deemed appropriate by management.

Policies and procedures
Note: (Regular/Recurring agreements are for a calendar year.

At any time when an employee is working from an alternate worksite and the work requires accessing the Command network, that work can only be performed on a Government-issued computer system used solely for that purpose. The computer must be configured by the Command Help Desk and set up in accordance with SPAWARSYSCENLANTINST 5239.3 for system connection and other applicable Command policies.)

Government equipment will be issued and documented in accordance with applicable property accountability regulations. The teleworker will use and protect the Government equipment in accordance with the requirements of paragraph 2-301 of the Joint Ethics Regulation (DoD 5500.7-R) procedures established in FIRMR Bulletin 30 of 15 October 1985. Government-owned property is to be used for official use and authorized purposes only. Government-owned equipment will be serviced and maintained by the Government.

The teleworker agrees to permit inspection by the Government of the teleworker's alternate worksite at periodic intervals during the teleworker's normal working hours to ensure proper maintenance of Government-owned property, security, and worksite conformance with safety standards and other specifications in these guidelines.

The Government will not be liable for damages to the teleworker's personal or real property during the course of performance of official duties or while using Government equipment in his/her alternate worksite, except to the extent the Government may be held liable for Federal Tort Claims Act claims or claims arising under the Military Personnel and Civilian Employees' Claim Act.

The Government will not be responsible for operating costs, home maintenance, or any incidental cost (e.g., utilities) whatsoever, associated with the use of the teleworker's alternate worksite. The teleworker does not relinquish any entitlements to reimbursement for authorized expenses incurred while conducting business for the Government, as provided by statute and implementing regulations.

The teleworker is covered under Federal Employees' Compensation Act if injured in the course of actually performing official duties at the official duty station or the approved alternate worksite.

The teleworker will apply approved safeguards to protect Government/ agency records from unauthorized disclosure or damage and will comply with the Privacy Act requirements set forth in the Privacy Act of 1974, Public Law 93-579, codified in 5 U.S.C. § 552a. The teleworker is responsible for the security of all official information, protection of any Government-furnished equipment and property, and carrying out the SPAWARSYSCEN Atlantic mission at the alternate worksite. The teleworker must ensure that there is no access by unauthorized personnel (to include family members) to Government-issued equipment and property, and to information that has not been officially approved for release to the public.

Home worksite safety checklist

This checklist is designed to assess the initial and ongoing safety of the home worksite. The employee must complete the checklist, keep a copy and provide the original to their supervisor. The employee is responsible to maintain this level of safety for the duration of the telework agreement.