

Human Resources

## TELEWORK GUIDANCE

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BY ORDER OF THE DIRECTOR



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Director, HQ Operations

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Director, Program Management

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**AUTHORITY:** Defense Commissary Agency Directives Management Program is established in accordance with DoD Directive 5105.55, Defense Commissary Agency (DeCA), November 1990.

**MANAGEMENT CONTROLS:** This directive does not contain Internal Management Control provisions that are subject to evaluation, testing and other requirements of DeCAD 70-2 and as specified by the Federal Manager's Financial Integrity Act.

**APPLICABILITY:** This directive applies to Defense Commissary Agency (DeCA) activities above store level.

**HOW TO SUPPLEMENT:** This directive may not be supplemented; however, any recommended revisions may be submitted to DeCA/HR for consideration.

**HOW TO ORDER COPIES:** Directive will be included on DeCA → [Web site](#) ←.

**SUMMARY:** This directive provides policy and guidance for implementing a Telework Program.

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**OFFICE OF PRIMARY RESPONSIBILITY (OPR):** HQ DeCA/HR

**COORDINATORS:** AM, CIO, DO, EE, HR, HS, OC, PM, PS, RM, SE, XP, GC, IG, IR, LL, and Regional Directors

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## TELEWORK DIRECTIVE AND GUIDANCE

### 1. INTRODUCTION

a. This directive implements the requirements of Section 359 of Public Law No. 106-346 which requires each Agency to establish a policy under which eligible employees of an agency may participate in telework to the maximum extent possible without diminished employee performance. This policy also implements the requirements of Department of Defense (DoD) Telework Policy and Guidance.

b. The Defense Commissary Agency (DeCA) is committed to implementing a telework program that cuts commuting costs, reduces air pollution, and most importantly, improves the quality of life for our employees. It is DeCA's policy to offer a telework program that will enhance operational efficiency, promote program goals, and enrich the quality of work life for DeCA employees. This program enhances an employee's ability to meet both his/her professional and personal responsibilities. At the same time, responsible officials must ensure that telework achieves such goals as increased operational efficiency, reduced operating costs, increase in service to the public, and improved recruitment and retention of employees. Management must weigh the needs of the employee against the needs of the organization to justify participation in the program.

### 2. PURPOSE

This directive provides guidance to managers and employees on the DeCA Telework Program. No document can provide answers to every possible question on telework, nor anticipate every potential situation in a telework arrangement. Managers and supervisors should consult with the Telework Coordinator on specific issues or questions not covered in this guidance.

### 3. BENEFITS

- a. Telework benefits the employee by:
- (1) Offering an alternative to the daily commute.
  - (2) Improving the quality of work life and performance.
  - (3) Allowing the employee to maximize peak performance periods.
  - (4) Empowering the employee through the flexibility to balance work and family responsibilities.
- b. Telework benefits the →Agency← by:
- (1) Improving morale and efficiency of employees.
  - (2) Increasing productivity through management by results, rather than management by observation.
  - (3) Providing continuing employment opportunity for employees with temporary health problems or permanent disabilities.

→c. Telework benefits the environment by:

- (1) Reducing traffic congestion.
- (2) Reducing air pollution.
- (3) Reducing fuel consumption. ←

#### 4. TELEWORK GUIDELINES

a. Telework provides employees the opportunity to perform their regular duties at an alternative work location. The two most common locations include: (1) satellite facility (a telecenter) - an office site near the employee's home, owned or leased through the General Services Administration (GSA) or other public or private organization; and (2) work at home - space specifically set up as an office in an employee's residence.

b. The guidelines provided in this directive constitute the telework policy for DeCA.

#### 5. BASIC PRINCIPLES AND SCOPE

This directive applies to employees participating in either a telecenter or a work at home arrangement. Participation in a telework program is voluntary. Supervisors are responsible for determining which positions are appropriate for telework and for making decisions on employee requests to participate. The supervisor must consider the employee's performance level, ability to handle responsibility, and self-motivation on an individual basis.

a. Basic principles for the telework program:

- (1) →Employees meeting eligibility criteria, as prescribed herein, and who desire to participate in telework will be allowed to do so, if they are satisfactory performers. ←
- (2) →Telework is a voluntary work arrangement that can be terminated by the employee or by the supervisor for work-related reasons or performance issues. ←
- (3) A signed telework agreement is required for all participants.
- (4) Employees may be linked electronically to the traditional office location by a government provided computer and modem or may simply take work to the alternate work site, requiring no computer.
- (5) The supervisor is responsible for determining how many days per week are appropriate for a telework arrangement. Each request to telework is to be considered individually.
- (6) The supervisor should discuss the requirements and expectations for teleworking with the employee prior to the approval of a telework agreement. Each new telework arrangement between DeCA and the employee will be evaluated after 90 days. The evaluation will address:

Supervisor/employee satisfaction  
Supervisor/employee problems  
Supervisory/employer cost effectiveness  
Employee cost effectiveness

(7) The work at home option is not a substitute for child/elder care. The program will not eliminate childcare costs, but may reduce costs by reducing the number of hours of care necessary due to time saved in commuting.

(8) Telework must not adversely affect the DeCA mission and functions. If, at any time, it is determined that an arrangement is having an adverse impact on work operations or performance, notice will be given that the arrangement will be modified or cancelled immediately.

(9) Participation in this program is recommended for employees in above store level positions.

b. Minimum Participation Criteria:

(1) The immediate supervisor must agree to the employee's participation.

(2) The employee must sign a work agreement.

**6. POSITION SUITABILITY**

a. Position suitability should be reviewed based on the functions and duties of the position rather than the title. Tasks which can be performed away from the traditional office are generally suited for a telework arrangement. In some instances, duties that could be performed by the teleworker at the alternate work site could be separated from the employee's duties best performed in the traditional office location. This form of "job reengineering" can assist in providing appropriate avenues towards telework. Guidelines for position suitability:

(1) Work activities must be portable and can be performed effectively outside the traditional office location.

(2) Job tasks are quantifiable or primarily project oriented.

(3) Contact with other employees, the supervisor or manager, and serviced clientele is predictable and normally scheduled.

(4) There is no limitation on position grade level.

(5) The information technology needed to perform work off-site is currently available and reasonable.

b. Positions not generally suitable for telework are those positions involving tasks that are not suitable to be performed away from the traditional worksite, including tasks that:

(1) require the employee to have daily face-to-face contact with the supervisor, colleagues, clients, or the general public in order to perform his or her job effectively, which cannot otherwise be achieved via e-mail, fax or similar electronic means;

(2) require daily access to classified information; or

(3) are part of trainee or entry level positions.

c. An employee suitable for telework is an employee whose demonstrated personal characteristics are well suited to telework, as demonstrated to the supervisor, including, as a minimum:

(1) demonstrated dependability and the ability to handle responsibility;

- (2) a proven record of high personal motivation;
  - (3) the ability to prioritize work effectively and utilize good time management skills;
- and
- (4) a proven or expected minimum performance rating of “fully successful” or equivalent.

d. Probationary status employees generally would not be eligible for telework because probationary periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance.

e. →No classified documents (paper or electronic) may be taken to, used, or stored at an employee’s home office or telecenter. The employee must return to the traditional office to access and work with such documents or materials. Privacy Act materials, evidence, or sensitive documents may be taken to and used at an employee’s home office or telecenter with written supervisory approval; however, these items may not be stored at a home office or telecenter. ←

## 7. SUPERVISORY ROLE

a. To ensure a successful telework arrangement, the supervisor should demonstrate several key characteristics, including:

- (1) A willingness to support and promote the concept of telework.
- (2) The ability to work through problems or obstacles that may occur.
- (3) Be comfortable with evaluating work performance by measuring results without direct observation.
- (4) Be an effective communicator with the ability to clearly define tasks and expectations.

b. In addition, the supervisor should consider:

- (1) The employee’s knowledge to work off-site, including computer skills, if necessary.
- (2) The extent to which the job calls for face-to-face contact with the supervisor, co-workers, other employees, or the public.
- (3) If face-to-face contact can be readjusted for telephone communications or if contacts can be scheduled when the employee is at the traditional work location without negative impact on office work efforts.

## 8. PARTICIPANT SELECTION

a. There are certain employee characteristics that are prerequisite to successful telework arrangements. The key to successful telework is not in the job selection itself, but in how well the employee and the supervisor function in this type of work situation.

b. All teleworkers will be required to sign and abide by a written memorandum of agreement, participate in mandatory evaluations, and, for work at home situations, provide an adequate

home work situation that ensures privacy and a lack of interruption. Teleworkers must be responsible for the security of all official data, protection of government furnished equipment and property, and carrying out the mission of DeCA in an alternate work setting.

c. Participating in the Telework Program is offered only with the agreement that:

- (1) It is the employee's responsibility to provide a proper work environment.
- (2) Dependent care obligations do not interfere with work.
- (3) Personal disruptions, such as non-government telephone calls and visitors, are minimized or eliminated.
- (4) Family responsibilities do not conflict with work time at home.

## 9. WORK AGREEMENT

a. Each teleworker, whether in a telework center or a home-based office, must sign the Telework Agreement. A copy of the agreement is found in Appendix A of this directive. The agreement covers the terms of participation in the Telework Program, defines the expectations and parameters of the arrangement, and must have supervisory concurrence.

b. Each supervisor should consider the impact on other staff operations and other work life programs prior to approving a request to telework. Supervisors should note that there are space limitations at Telecenters, therefore, it may become necessary to limit participation at these sites due to the number of workstations available at the Telecenters.

c. All issues concerning attendance at meetings, work schedules, leave, inclement weather, compensatory or overtime, etc, must be discussed and approved in advance prior to implementing the work agreement.

d. There is no presumption or guarantee that the telework agreement will be continued when an employee changes organizations or activities within DeCA.

e. The individual's supervisor will maintain a copy of the completed form. → In addition, a copy will be forwarded to the Agency Telework Program Manager (Directorate of Human Resources) and to the Directorate of Public Health, Safety and Security located at the HQ or Region. ←

## 10. ALTERNATE WORK SITES - TELECENTER OR HOME-BASED

There are two location options available in the Telework Program: satellite work centers (referred to as telecenters), and work at home offices. The specific requirements vary depending on the nature of the work and equipment needed to perform the work.

a. Telecenters: Space at telecenters is leased from the General Services Administration (GSA). All office accommodations (desks, computers with modems, conference areas, copy machines, fax machines) are provided based on a service agreement. Participating employees should have a calling card to cover long distance telephone charges. All centers are operated on a space available basis. Request for space, along with number of planned program participants and work schedules are required.

b. Work at Home: The work at home option requires the employee to provide a

work area or office adequate for performing all official duties. At a minimum, an employee must be able to communicate by telephone with the supervisor during the work at home day. Each supervisor is responsible for determining whether to provide the employee with →computer equipment, consistent with DoD and Agency Information Assurance and property book accountability policies.← The intent is to administer the program in a fair and equitable manner. Each employee working at home must complete and sign the Safety Checklist (Appendix B) that proclaims the home safe for an official home office. The goal is to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. DeCA does not pay home utility costs associated with working at home. Potential savings to the employee resulting from reduced commuting costs and meals may offset any incidental utility expense increases. Office supplies and supporting materials for the home office should be acquired through normal supply channels used by the traditional office site. Participating employees should have a calling card to cover long distance telephone charges. Exceptions apply in cases where personal expenses directly benefit DeCA, such as business related long distance calls on the employee's personal phone.

## 11. WORK SCHEDULE, PAY, AND OVERTIME ISSUES

a. Work schedules may vary according to the individual arrangement between the employee and the supervisor. All schedules will be agreed upon in advance, and may be on an intermittent basis. However, when using a Telecenter, a fixed schedule must be provided to assist the center's management of the workstations. The supervisor is responsible for determining how many days per week are appropriate for a telework arrangement using a Telecenter.

b. Where practical, staff meetings should be scheduled when teleworkers can attend or be accessible via telephone or electronically.

c. Telework can be used in conjunction with Alternate Work Schedules (AWS) and other flexible work schedules approved for use in DeCA. Supervisors must approve work schedules in advance to assure employee's time and attendance records are properly certified and to preclude any liability for premium or overtime pay, unless specifically approved in advance. Certain situations, reviewed on a case-by-case basis, may require substantial flexibility in setting a work schedule. Periodic adjustment to the work schedule is desirable to achieve the best mix of organizational requirements and employee performance.

d. All regulations regarding absence and leave apply to teleworkers. Compensatory time may be granted in lieu of overtime pay in accordance with applicable regulations. Absences from the alternate work site (for official travel, use of leave, or official business) must be coordinated with the supervisor at the earliest possible time. DeCA policies for requesting leave remain unchanged.

(1) For teleworkers working at a telecenter, administrative leave, dismissals, and emergency closing will fall under the guidelines of the telecenter. If the center is closed, the employee must contact the supervisor for instructions. →If the traditional office is closed due to an emergency and the telecenter is unaffected, the employee will be expected to work the normal schedule as established.←

(2) In work at home arrangements, administrative leave, dismissals, and emergency closings due to severe weather conditions should follow the same guidelines as for the traditional worksite. If the teleworker is within the commuting area of the traditional worksite, he/she will observe the same closedown arrangements as employees at the traditional worksite.

(3) If a situation arises at the employee's alternative worksite that results in the employee being unable to continue working (e.g., power failure), →the supervisor will determine what action should be taken on a case-by-case basis.← Depending on the particular circumstances, supervisors

may grant the teleworker excused absence, offer the teleworker the option to take leave or use compensatory time off, or require the employee to report for work at the traditional worksite.

e. For pay purposes, the official duty station of the employee is the traditional federal office for purposes of special salary, locality pay and travel entitlements. Premium pay entitlements are not affected by a telework arrangement.

f. Employees on temporary duty, detail, or assignment to other organizational components within or outside of DeCA will adhere to the schedule of the organization and/or supervisor to which assigned.

g. If a telework employee is scheduled to attend training, work schedules will be adjusted to conform to the training class hours and location.

## 12. PERFORMANCE STANDARDS

For each employee participating in the Telework Program, the supervisor must clearly define performance requirements, critical elements, and performance standards that are measurable and results oriented. Performance measures should be explicit in outlining work accomplishments in terms of quantity and quality norms, jointly developed by the employee and the supervisor. A new performance plan must be prepared for long-term teleworkers; this constitutes anyone working three months or more in this program. Regular monitoring of performance and accomplishments is the key to a successful telework arrangement.

## 13. WORKERS' COMPENSATION

Employees who are directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act (FECA), regardless of whether the work is performed on the Agency's premises or at an alternative worksite. The employee must notify the supervisor immediately of any accident or injury at the alternate work site, provide details of the accident or injury, and complete the Department of Labor forms. For work at home arrangements, the employee is required to designate one area in the home as the official workstation for the purposes of telework. The government's potential exposure to liability is restricted to this official workstation.

## 14. →PERSONAL COMPUTERS, REMOTE ACCESS AND SECURITY←

a. DeCA may install, service, and maintain Government-owned equipment and software in a home office at the discretion of the supervisor, →consistent with DoD and Agency Information Assurance and property book accountability policies.← The supervisor must request all automated equipment through the local IT. The employee must complete a DD Form 1150, Requests for Issue or Turn-in, for all requested equipment.

b. Government-owned equipment and software may only be used for official purposes. The employee must protect all equipment from possible theft and environmental damage. In cases of damage to unsecured equipment by non-employees, the employee may be held liable for repair or replacement of the equipment, software, etc., in compliance with applicable regulations concerning property accountability. The employee must notify the supervisor immediately following a malfunction of government-owned equipment. If repairs are extensive, the employee may be asked to report to the traditional office until repairs are completed

c. →Subject to Agency approval,← employees may elect to use personal equipment and software in the work at home arrangement, so long as the equipment is compatible with DeCA standard software and does not require a link to DeCA systems. →Subject to webmail's availability, personal -

owned computers may be used to access ← DeCA web mail through the commercial Internet. Personal equipment and software may not be used to access DeCA systems or networks remotely. With the exception of DoD authorized anti-virus software approved for employee use, government software may not be installed on personal equipment for the performance of government work. If the →Agency← has approved the use of personal equipment and software, the employee must run a DeCA approved virus scanning software program with current virus signatures on the personal computer prior to performing official work.

d. Employees should call the DeCA Help Desk for assistance with →DeCA furnished hardware and← software problems.

e. DeCA will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternate work site, except as provided by the Federal Tort Claims Act.

f. For official government business only, and specific to telework, DeCA has the option to use appropriated funds to install a telephone line(s) with services peculiar to the organization, in a private residence.

g. In the event that an employee does not possess personal equipment needed for the telework project, participation in a telework project may be contingent on the availability of equipment or the availability of funds to purchase equipment needed to perform the official duties. Each arrangement must be examined on a case-by-case basis before final approval in order to make decisions on the type of equipment needed and its availability.

h. Supervisors must ensure that designated home office space has adequate physical and environmental security measures to protect the equipment and all government data from unauthorized access. Government records must be protected in accordance with Privacy Act regulations. Use of physical controls, unique user identifiers, passwords, terminal identifiers, access control software, and strict adherence to security procedures is required, to the extent they are available.

i. →No classified documents (paper or electronic) may be taken to, used, or permanently stored at an employee's home office or telecenter. Privacy Act materials, evidence, or sensitive documents may be taken to and used at an employee's home office or telecenter with written supervisory approval. The employee is responsible for protecting Privacy Act materials, evidence, or sensitive documents from unauthorized disclosure or damage and will comply with the provisions of the Privacy Act of 1974, 5 USC 552(a). The employee will safeguard the Privacy Act data with security equal to that required in the workplace. Neither family members nor other individuals are authorized to handle and/or view any government Sensitive, but unclassified information, including sensitive security information, Privacy Act, and For Official Use Only data.←

## 15. CANCELLATION

If it is determined that the Telework arrangement is resulting in adverse impact on the mission or work operations of DeCA, the arrangement will be modified or terminated immediately. If cancelled, the telework employee and supervisor will arrange for the return of the government-owned equipment and a return to the traditional office environment. Supervisors will generally give a two-week notice when operational priorities require a change in the work schedule and/or cancellation of the agreement. However, an agreement can be cancelled with shorter notice, or immediately, in the event of critical work related changes or circumstances.

**Appendix A**  
**Telework Agreement**  
**for the**  
**Defense Commissary Agency**  
**DeCAF 50-71**

<b>TELEWORK AGREEMENT DEFENSE COMMISSARY AGENCY</b>						
<b>PART A- TELEWORK AGREEMENT TERMS</b>						
The following constitutes the terms and conditions of the telework agreement between						
<b>EMPLOYEE</b>			<b>ORGANIZATION</b>			
Last Name, FirstName, Middle Initial						
Title						
Pay Plan, Series, Grade						
<b>PART B-DAYS IN BIWEEKLY PAY PERIOD EMPLOYEE IS AUTHORIZED TO TELEWORK</b>						
The employee is approved to work at the designated alternative worksite specified below in accordance with the following schedule						
DAY	PER WEEK	PER PAY PERIOD	WORK SCHEDULE			DUTY HOURS <i>(specify hours of work and lunch break)</i>
			Fixed	Flexitime	AWS	
MONDAY			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TUESDAY			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEDNESDAY			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
THURSDAY			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FRIDAY			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PART C-EMPLOYEE ALTERNATE WORKSITE</b>						
HOME OFFICE OR WORK AREA			GSA TELECENTER			
Address			Address			
Location of home office or area			Phone			
Phone		Fax	Fax			
Email			Email			
<b>PART D-OTHER APPROVED ALTERNATIVE WORKSITE</b>						
Address			Phone			
Fax			Email			
<b>CHANGES TO TELEWORK ARRANGEMENT</b>						
<p>Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his/her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.</p> <p>A permanent change in the telework arrangement must be reflected in a new Telework agreement.</p>						
<b>WORK-AT-HOME-TELEWORK</b>						
<p>It is the responsibility of the employee to ensure that proper work environment is maintained while teleworking.</p> <p>Work-at-home teleworkers must complete and sign a safety checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit access to the home worksite by Agency representatives, as required, during normal working hours to repair or maintain government-furnished equipment and to ensure compliance with the terms of this telework agreement.</p>						

For work-at-home arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official government business. The government's potential exposure to liability is restricted to this official work or office area for the purpose of telework.

The employee acknowledges that telework is not a substitute for dependent care.

The government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative work site, including home maintenance, insurance, or utilities.

**OFFICIAL DUTY STATION**

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is \_\_\_\_\_

The official duty station corresponds to that found on the most recent SF 50, Notification of Personnel Action.

**TIME AND ATTENDANCE, WORK PERFORMANCE AND OVERTIME**

Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional work site.

The employee is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

The employee agrees to work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without such prior approval may be subject to administrative or disciplinary action.

**SECURITY AND EQUIPMENT**

No classified documents (paper or electronic) may be taken to, used, or permanently stored at an employee's home office or telecenter. Privacy Act materials, evidence, or sensitive documents may be taken to and used at an employee's home office or telecenter with written supervisory approval. The employee is responsible for protecting Privacy Act materials, evidence, or sensitive documents from unauthorized disclosure or damage and will comply with the provisions of the Privacy Act of 1974, 5 USC 552(a). The employee will safeguard the Privacy Act data with security equal to that required in the workplace.

The employee is responsible for the security of all official data, protection of any government-furnished equipment and property, and carrying out the mission of the Agency at the alternative work site. Government-furnished equipment must only be used for official duties; family members and friends of teleworkers are not authorized to use any government-furnished equipment.

Where the Designated Approving Authority has approved employee use of their personal computers and equipment for telework, the employee is responsible for the installation, repair and maintenance of all personal equipment.

The Defense Commissary Agency is responsible for the maintenance of all government-furnished equipment. The employee may be required to bring such equipment into the office for maintenance. The employee must return all government-furnished equipment and materials to the agency at the conclusion of teleworking arrangements or at the supervisor's request.

**LIABILITY AND INJURY COMPENSATION**

The government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative work site, except to the extent the government is:

- a. held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act;
- b. the employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official government business; and
- c. the employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

**STANDARDS OF CONDUCT**

The employee acknowledges that he/she continues to be bound by the Department of Defense Standards of Conduct while working at the alternative work site and using government-furnished equipment and/or software.

**MILEAGE SAVINGS**

The employee estimates that telework arrangement will result in a reduction of approximately \_\_\_\_\_ miles traveled in commuting per week.

**TERMINATION OF THE TELEWORK AGREEMENT**

The employee or the supervisor can terminate this telework agreement by giving advance written notice. Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

<b>AREA (S) OF SPECIAL CONSIDERATION (IF ANY)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>TELEWORK ARRANGEMENT COVERED BY THIS AGREEMENT COMMENCEMENT DATE</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>

**Appendix B**

**SAFETY CHECKLIST  
DECA TELEWORK PROGRAM**

**DeCAF 50-72**

<b>SAFETY CHECKLIST</b>			
<b>DeCA TELEWORK PROGRAM</b>			
<p>The following checklist is designed to assess the overall safety of the home worksite. The participating employee should complete the checklist, sign and date it, and return it to his/her supervisor for review (and retain a copy for his or her own records).</p>			
1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
2. 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)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
<b>NAME</b>		<b>ORGANIZATION</b>	
<b>POSITION</b>		<b>WORK ADDRESS</b>	
<b>LOCATION OF DESIGNATED HOME OFFICE OR WORK AREA</b>			
<b>HOME OFFICE TELEPHONE</b>			
<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>