DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO ATTENTION OF

IMBV-PAI

28 June 2012

MEMORANDUM FOR US Army Fort Belvoir Garrison Civilian Employees

SUBJECT: Fort Belvoir Policy Memorandum #46 Telework Program

1. REFERENCE: IMCOM Regulation 690-16, Alternate Work Schedule (AWS) Program and Telework, 22 July 2009.

2. PURPOSE: To provide guidance and procedures to implement a Fort Belvoir Garrison Telework Program in accordance with the enclosed Fort Belvoir Garrison Telework Program Guide.

3. APPLICABILITY: This policy is applicable to all Fort Belvoir garrison civilian employees. Implementation of the telework program is at the discretion of the supervisor or director. Directors may opt to use this policy, in whole or in part, within their respective directorate. Employee participation in the telework program is not an entitlement.

4. POLICY: Supervisors and employees will adhere to all applicable rules, regulations, and guides for personnel management and telework. Additional information is provided at the US Office of Personnel Management website: www.opm.gov.

a. Employees who exhibit characteristics suitable for telework and who occupy positions identified as eligible for teleworking, may be recommended to the Deputy Garrison Commander for final approval and to determine telework that is consistent with mission requirements.

b. Telework is a management tool with voluntary employee participation. It is not an employee entitlement and does not change employment terms and conditions. Either the employee or the supervisor may terminate an approved telework arrangement at will.

c. Participation in the program will be terminated if an employee's performance does not meet the prescribed standard or if the teleworking arrangement fails to meet organizational needs.

d. An employee who is approved for telework must complete OPM Telework for Employees 101, http://www.telework.gov/Tools_and_Resources/Training/Employees/index.aspx, any other required Garrison or Directorate training, and review referenced regulations, guidelines, and policies prior to beginning telework.

e. An employee who is approved for telework must conduct a home safety inspection and complete and sign the Safety Checklist at page 9, thereby self-certifying that the home work area is safe and free from hazards.

f. The supervisor and employee must complete the Supervisor – Employee Checklist.

5. PROPONENT. The proponent for this policy is Plans, Analysis, and Integration Office at (703) 805-1265.

Encl

GREGORY D. GADSON
Colonel, USA
Garrison Commander

US Army Garrison Fort Belvoir
Telework Program Guide

1. REFERENCE. IMCOM Regulation 690-16, Alternate Work Schedule (AWS) Program and Telework, 22 July 2009.

2. APPLICABILITY. This policy applies to Fort Belvoir garrison civilian employees.

3. PURPOSE. This Fort Belvoir Garrison Telework Guide assigns responsibilities and prescribes procedures for the Fort Belvoir garrison telework program.

4. POLICY STATEMENT.

a. Employees who exhibit characteristics suitable for telework and who occupy positions identified as eligible for teleworking, may be authorized to telework consistent with mission needs.

b. Telework is a management tool with voluntary employee participation. It is not an employee entitlement and does not change employment terms and conditions. Either the employee or the supervisor may terminate an approved telework arrangement at will.

c. Participation in the program will be terminated if an employee's performance does not meet the prescribed standard or if the teleworking arrangement fails to meet organizational needs.

d. Employees may be approved both to telework and to work an alternate work schedule.

e. Telecommuting must not adversely affect organizational missions and functions. If supervisors determine there is an adverse affect, they must immediately modify or terminate the telecommuting arrangements.

f. An employee who is approved for telework must complete OPM Telework for Employees 101, http://www.telework.gov/Tools_and_Resources/Training/Employees/index.aspx, any other required Garrison or Directorate training, and review referenced regulations, guidelines, and policies prior to beginning telework.

g. Written Agreement. Before the commencement of telework arrangements, supervisors and employees must complete required training and sign the Fort Belvoir Garrison Telework Program Agreement at page 6.

h. An employee who is approved for telework must conduct a home safety inspection and complete and sign the Safety Checklist at page 9, thereby self-certifying that the home work area is safe and free from hazards.

i. The supervisor and employee must complete the Supervisor – Employee Checklist.

j. Security and information technology policies and procedures will be consistent with DoD, Department of the Army, and Fort Belvoir Garrison policies and procedures.

k. Employees must sign-in and sign-out via e-mail at the beginning and end of their scheduled duty day. These e-mails will serve as the employee's time sheets during the period of telework. Participants must be accessible to communicate with their supervisor and co-workers during scheduled duty hours.

l. Employees in a telework status must adhere to their approved work schedules and all time and attendance requirements. Overtime or compensatory time must be ordered and approved in advance by the supervisor. The timekeeper, supervisor, and telework employee will maintain a copy of the telework schedule. Time and attendance will be recorded as performing official duties at the official duty station.

m. Emergency dismissal or closings:

(1) Emergency dismissal or closure procedures for employees (including employees teleworking from an alternate worksite) are prescribed by OPM on an annual basis. These procedures apply not just in adverse weather conditions (e.g., snow emergencies, severe icing conditions, floods, etc), but in emergencies such as air pollution, disruption of power and/or water, interruption of public transportation, etc.

(2) OPM's current policy in situations where it deems Federal agencies to be "closed" is that employees not designated as "emergency employees" (including teleworking employees at an alternate work site) are excused from duty without loss of pay or charge to leave. Consistent with this advice, teleworkers whose traditional worksite is in the Fort Belvoir commuting area will observe the same closedown arrangements as employees at the traditional worksite.

5. ELIGIBILITY.

a. Positions eligible for telework are those involving tasks and work activities that are portable, do not depend on the employees being at the traditional worksite, and are conducive to supervisory oversight at the alternate worksite.

b. Supervisors will identify positions appropriate for telework using the Supervisor's Telework Position/Employee Eligibility Guide at page 14. Supervisors will identify employees assigned to positions identified as telework capable. The immediate supervisor should attach the Position/Employee Eligibility Guide to the Telework Request and Approval Agreement and send it through the Branch/Division Chief to the appropriate Director for approval. Telecommuting is a management approved work option; therefore, participation by employees is at the discretion of management.

c. Supervisors are responsible for approving work schedules and changes, ensuring continuity of mission operations and considering TDY, RDOs, leave, training, etc. Supervisors must also ensure that their offices are sufficiently staffed during core work hours to meet customer requirements.

d. Positions shall not be solely excluded as eligible based on occupational series, grade level, or supervisory status. Probationary status employees are not eligible for telework because probationary periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance.

6. PAID LEAVE. Employees must follow established procedures to request leave approval. If a situation arises at the alternate worksite that results in the employee being unable to continue working, e.g., power/equipment failure, the supervisor should determine action 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 if applicable, or require the employee to report for work at the traditional worksite. If a similar occurrence (not covered by OPM emergency dismissal guidance) causes employees at the traditional worksite to be unable to continue working, e.g., part of the organization is dismissed due to a lack of heat or cooling, teleworking employees would not be affected and would not be excused from duty. If the employee knows in advance of a situation that would preclude working at the alternate worksite, work at the employee's traditional worksite must be scheduled.

7. PERSONAL TELEPHONE EXPENSES. Reimbursement for long-distance (domestic and international) telephone expenses may be allowed if pre-approved in writing by supervisor and incurred as a result of official duties. Employees shall complete Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business, and have it approved by their supervisors with a copy of the telephone charges. Employees will not be provided with government telephone credit cards.

8. SUPPLIES. The Fort Belvoir garrison will provide general office supplies, e.g., paper, pens, pencils, and folders, etc, for official business use at the alternate worksite in the same way as in the traditional workplace. Generally, supplies will not be delivered to the alternate worksite. Special or unusual requirements need to be approved by the supervisor. The employee will not be reimbursed for personal supplies such as printer cartridges without prior approval from the supervisor.

9. EQUIPMENT AND INFORMATION TECHNOLOGY SECURITY.

a. General.

(1) The DoD, Department of the Army, and the Fort Belvoir garrison assume no responsibility for operating costs associated with an employee using personal computer and residence as an alternate worksite. This includes home maintenance, insurance, and utilities.

(2) All files, records, papers, machine-readable materials, and other documentary materials, regardless of physical form or characteristics, created or received during telework are property of the United States Government and shall be managed in accordance with regulations and local policy. Employee agrees to protect all government records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, USC 552a.

(3) The Fort Belvoir garrison will not pay for home telephone installation or service or home internet installation or service. The teleworker is responsible for the installation (if required), and the monthly service fee of the communication line between the employee's home and the Fort Belvoir local network.

(4) No classified information handling and/or processing will be permitted at a telework site. Adherence to established technical standards for government furnished equipment, network, and security issues is required. The standards are outlined in AR 25-2, and Fort Belvoir Information Assurance policies. All sensitive information stored outside of the employee's government-furnished computer must be stored in an approved, lockable container.

b. Government-Furnished Equipment.

(1) The Fort Belvoir garrison may provide a government laptop and Common Access Card (CAC) readers to employees, if available, on a case-by-case basis. Desktop computers, keyboards, monitors, and fax machines will not be issued for use in a private residence. Employees must protect any government-owned equipment and use the equipment only for official purposes.

(2) Supervisors, managers, and teleworkers must ensure that government equipment assigned to telework participants is properly accounted for (sub hand receipted) and coordinated with the hand receipt holder as appropriate. The hand receipt holder is responsible for ensuring that all government equipment is appropriately identified and labeled.

(3) Adherence to local policy for off-site use of government equipment is required. Software and communications, with appropriate security measures, are required for any regular and recurring telework that involves sensitive unclassified data, including Privacy Act data, For Official Use Only data, or to remotely access (login) to the Fort Belvoir Telework Citrix server, or to have access to the shared drive on the Fort Belvoir network.

(4) Fort Belvoir will service and maintain any government-owned computer equipment issued to the teleworking employee. Any misuse of government equipment will be treated the same as if it occurred on the agency's premises.

c. Personally-Owned Computers.

(1) Teleworkers may use their own personally-owned computer and CAC reader to remotely access (login) to the Fort Belvoir Telework Citrix server, or access to the shared drive on the Fort Belvoir network. The teleworker will install, service, and maintain any personally owned equipment at the teleworker's residence.

(2) Personally-owned computers will be used to work on unclassified non-sensitive material only.

(3) Personally owned computers must have the government approved anti-virus software, such as Norton, or McAfee, installed and updated weekly. Teleworkers must provide their IMO with verification via email on completed updates prior to telework duty. Emailing a screen shot to their IMO showing a successful update would meet the requirement.

10. LIABILITY FOR DAMAGES. The government will not be liable for damages to employee's personal or real property that occurs while the employee is working at the approved alternate duty station.

11. WORKERS' COMPENSATION AND OTHER LIABILITIES. Standard regulations and guidelines apply. (DoD Memorandum, Telework Policy and Guide, 22 October 2001, paragraph 5, page 13.)

12. WORK ASSIGNMENTS/PERFORMANCE.

a. An employee must have a proven or expected (for new employees) performance rating of "success" or equivalent, to be eligible for participation, and for ongoing participation, in the telework program.

b. Teleworkers' performance should be monitored in the same manner as all employees' at the traditional worksite. Teleworkers are required to 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.

c. The supervisor and employee will review use of the alternate worksite as part of the normal performance appraisal system reviews used within the Fort Belvoir garrison.

13. STANDARDS OF CONDUCT. Employees are bound by the same standards of conduct covering all Fort Belvoir garrison employees while working at the alternate worksite.

14. Additional telework information is provided in the US Office of Personnel Management Guide to Telework Website www.opm.gov.

15. The proponent for this guide is the Plans, Analysis, and Integration Office (PAIO), 703-805-1265.

FORT BELVOIR GARRISON TELEWORK PROGRAM AGREEMENT

1. Beginning on _____, I voluntarily agree to participate in the Fort Belvoir Garrison Telework Program as indicated below, and to follow all applicable policies and procedures. I recognize that telework is not an employee entitlement but an additional method Fort Belvoir Garrison may approve to accomplish work which may also be a benefit to me. This telework agreement is not a basis for changing my salary or benefits.

2. The address of my telework duty station is:

_____

_____

3. The days of my regular / recurring telework schedule are (circle appropriate days):

WEEK 1 OF THE PAY PERIOD:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

WEEK 2 OF THE PAY PERIOD:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

4. My supervisor and I will mutually agree on any intermittent telework schedule as specified in the Telework Policy and as required by mission or emergency situations.

5. The designated timekeeper, my supervisor, and I will maintain a copy of the telework schedule. Time and attendance will be recorded as performing official duties at the official duty station.

6. Before taking leave, I must obtain supervisory approval in accordance with established procedures. My signature on this telework agreement indicates I understand and agree to follow established procedures for requesting and obtaining approval of leave.

7. Fort Belvoir Garrison will not purchase or install computer equipment or telecommunication equipment (phones, lines, fax, or answering machines, etc.) in my home. I may be assigned a laptop, at no expense to the government based upon availability. I will protect official documents, supplies, or equipment in accordance with governing regulations. I may use my own equipment; however, I am responsible for maintenance and servicing of any equipment that I provide. I will apply approved safeguards to protect records from unauthorized disclosure or damage and will comply with Privacy Act requirements. Classified documents may not be taken out of the designated Fort Belvoir Garrison building.

8. Fort Belvoir Garrison will not be liable for damages to my personal or real property during the course of performance of official duties or while I am using Fort Belvoir Garrison equipment in my residence, except to the extent Fort Belvoir Garrison is held liable pursuant to a Federal Tort Claims Act claim or claims arising under the Military Personnel and Civilian Employees Claims Act.

9. Fort Belvoir Garrison will not be responsible for operating cost, home maintenance, or any other incidental cost whatsoever associated with the use of my residence (e.g. insurance, utilities, etc.). By participating in this program, I do not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for Fort Belvoir Garrison as provided for by statute and implementing regulations.

10. I am covered under the Federal Employees Compensation Act if injured in the course of actually performing official duties at the official duty station or the alternative telework duty station. I will notify my supervisor immediately of any such accident or injury that occurs at the alternative workplace and complete any required forms. My supervisor will investigate such a report immediately.

11. I will meet with my supervisor to receive assignments and to review completed work as necessary. I will complete assigned work according to work procedures specified by my supervisor, according to the guidelines and standards stated in my performance plan.

12. My job performance will be evaluated and job elements and standards determined by management. My job performance evaluation will be based on norms and other criteria derived from my performance plan. I will provide regular reports if required by my supervisor to help judge performance. I understand that a decline in my performance or notice of documented misconduct may be grounds for canceling this telework agreement.

13. I agree to perform officially assigned duties only at the official duty station or approved alternate telework duty station at the location and during the days and hours specified in paragraphs 2, 3, and 4 above. I will not conduct personal business while on official duty status at the alternative workplace; e.g. caring for dependents, making home repairs, doing volunteer work or work connected with other employment, or engaging in educational pursuits.

14. I will not conduct meetings or interviews in an official capacity at the alternative work site without supervisory approval.

15. If mission requirements necessitate, or if requested by supervisor, I will report to my duty station to perform duty. I may choose another telework day, with the approval of my supervisor, during the same pay period. If I am unable to reschedule the telework day during the same pay period, I will forfeit my telework day for that pay period.

16. If I fail to comply with the provisions of the telework agreement, my supervisor may terminate the agreement, and I may incur loss of pay and/or be subject to appropriate disciplinary or adverse action.

17. My supervisors may cancel this agreement at any time. However, my supervisor will provide me 15 calendar days written notice prior to the official date of cancellation, unless (a) my supervisor cancels the agreement for reason relating to misconduct or poor performance, or (b) exigency of the service precludes giving such notice. I may request cancellation of this agreement. Cancellation shall be at the discretion of management considering such factors as the availability of office space.

18. My signature below acknowledges receipt and thorough review of this telework agreement. This agreement is intended to enhance communication and understanding between

management and employees of the special considerations and expectations necessary to establish a successful program of working from home. It is not contractual in nature.

AGREED BY:

_____ _____

Employee (Date)

APPROVED BY:

_____ _____

Director (Date)

SAFETY CHECKLIST		
FORT BELVOIR GARRISON TELEWORK PROGRAM Purpose: The following checklist is designed to assess the overall safety of the home worksite. Prior to beginning telework, designated employees must complete this safety and security checklist of the designated work area for the purpose of official government business. By completing the checklist, employees are self certifying the safe condition of the designated work area. The employees are responsible for informing their supervisors of any significant changes in any of the items identified below. Participating employees should complete the checklist, sign and date it, and return it to their supervisors (and retain a copy for their records). Reference DoD IG Form 86, Dec 2001.		
Workplace Environment		
1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?	Yes ☐	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)?	Yes ☐	No ☐
3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)?	Yes ☐	No ☐
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes ☐	No ☐
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways?	Yes ☐	No ☐
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?	Yes ☐	No ☐
7. Does the work area meet safety and ergonomic regulations?	Yes ☐	No ☐
8. Is the space free of asbestos containing materials?	Yes ☐	No ☐
9. Do all stairs with 4 or more steps have handrails?	Yes ☐	No ☐
10. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended services?	Yes ☐	No ☐
11. Do circuit breakers clearly indicate if they are in the open or closed position?	Yes ☐	No ☐
12. Does the electrical system conform to appropriate local building codes?	Yes ☐	No ☐

13. Do chairs have any loose casters (wheels)?	Yes ☐ No ☐
14. Are the rungs and legs of the chairs sturdy?	Yes ☐ No ☐
15. Is the working area neat, clean, and free of excessive amounts of combustibles?	Yes ☐ No ☐
16. Are floor surfaces clean, dry, level, and free of worn seams?	Yes ☐ No ☐
17. Are carpets well secured to the floor and free of frayed or worn seams?	Yes ☐ No ☐
Computer Workstation (if applicable)	
18. Is your chair adjustable?	Yes ☐ No ☐
19. Do you know how to adjust your chair?	Yes ☐ No ☐
20. Is your back adequately supported by a backrest?	Yes ☐ No ☐
21. Are your feet on the floor or fully supported by a footrest?	Yes ☐ No ☐
22. Do you have enough legroom at your desk?	Yes ☐ No ☐
23. Are you satisfied with the placement of your visual display terminal (VDT) and keyboard?	Yes ☐ No ☐
24. Is the VDT screen free from noticeable glare?	Yes ☐ No ☐
25. Is the top of the VDT screen at eye level?	Yes ☐ No ☐
26. Is it easy to read text on your screen?	Yes ☐ No ☐
27. Do you need a document holder?	Yes ☐ No ☐
28. When keying are your forearms close to being parallel with the floor?	Yes ☐ No ☐
29. When keying are your wrists fairly straight (in-line with your forearms)?	Yes ☐ No ☐
30. While not keying is there space to rest your arms?	Yes ☐ No ☐
Physical Security	
31. Do all exterior doors and windows have adequate locking	Yes ☐ No ☐

devices?	
32. Is there a file cabinet or other suitable container available in which to place documents?	Yes ☐ No ☐
Hardware Security	
33. Is the VDT screen positioned so that unauthorized persons cannot view the screen?	Yes ☐ No ☐
34. Are there adequate environmental controls to safeguard equipment from extreme temperatures and humidity?	Yes ☐ No ☐
Data Security	
35. Can others gain access to the computer from other systems (e.g. via the internet, dial up)?	Yes ☐ No ☐
36. Are the computer and removable media (e.g. floppy disks) adequately protected from unauthorized personnel (e.g. friends, relatives, roommates, housekeepers and visitors)?	Yes ☐ No ☐

EMPLOYEE'S SIGNATURE	DATE
NAME:	OFFICE:
POSITION:	
LOCATION OF DESIGNATED HOME OFFICE OR WORK AREA:	
HOME TELEPHONE:	
SUPERVISOR'S NAME:	

SUPERVISOR – EMPLOYEE CHECKLIST		
1. EMPLOYEE NAME	2. SUPERVISOR NAME	
The following checklist is designed to ensure the teleworker and supervisor are properly oriented to policies and procedures of the Telework Program. Questions 4, 5, and 6 may not be applicable to the telework employee. If this is the case, state non-applicable or N/A		
ITEM	**DATE**	
1. Employee/Supervisor has read Fort Belvoir Garrison Telework Policy.		
2. Employee has been provided with a schedule of work hours.		
3. Employee ☐ has ☐ has not been issued government furnished equipment. (If equipment has been issued, complete items 4 and 5 below. If not, enter N/A in the date block and skip to item 6.)		
4. Equipment issued is documented properly receipted. Check as applicable:	**YES**	**NO**

Laptop Computer		
Other:		
Other:		
	DATE	
5. Policies and procedures for care of equipment issued by Fort Belvoir Garrison have been explained and are clearly understood.		
6. Policies and procedures covering classified, secure, or Privacy Act data, as addressed in the Fort Belvoir Garrison Telework Policy have been discussed and are clearly understood.		
7. Requirements for adequate and safe office space and/or area have been discussed, and the employee certified that requirements are met.		
8. Performance and conduct expectations have been discussed and are understood.		
9. Employee understands that the supervisor may terminate employee participation, in accordance with established administrative procedures and union-negotiated agreements.		
10. Employee has participated in training.		
11. Supervisor has participated in training.		
12. Telework Agreement has been completed and signed.		
EMPLOYEE'S SIGNATURE	DATE	
SUPERVISOR'S SIGNATURE	DATE	
REMARKS:		

SUPERVISOR'S TELEWORK POSITION / EMPLOYEE ELIGIBILITY GUIDE		
1. Position Title	2. Series	
3. Grade	4. Position Description Number	5. Office Symbol
6. Eligibility Evaluator (Name & Title)	3. Name of Current Incumbent	

SECTION A. POSITION ELIGIBILITY CRITERIA

Instructions:

- Base the below determination on the current duties of the position. This determination may change if the duties change. (e.g. special projects, details)
- Conduct this analysis based on the position duties rather than job title, series, type of appointment, work schedule or incumbent.

QUESTIONS	*YES*	*NO*
1. Does the position require the incumbent to report in person daily to the official worksite?		
2. Does the position currently require continuous on-the-job training or constant supervision?		
3. Does the position require daily use of special facilities or equipment that the organization cannot provide or is not available at the alternative worksite.		
4. Does the position contain tasks that require extensive face-to-face contact that cannot otherwise be achieved via email, telephone, or similar electronic means with:		
a. Supervisor(s) / Manager(s)?		
b. Colleagues / team members?		
c. Customers?		
d. The public?		
5. Does the position contain tasks that require daily access to material/equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference material, sensitive information, or classified information.		
6. Does the position contain tasks that require daily access to systems / networks / applications that cannot be accessed at the alternative worksite?		
7. Would the performance of the position tasks at the alternative worksite result in measurably lowering the level of service provided to customers? (e.g. Would result in delays in processing work, stacking of essential workload to be performed on a telework day, or inhibiting customer access to the employee)		

- If the answer is YES to ANY of the above questions, the position is NOT eligible for telework. Skip to section C to document the decision.
- If the answer is NO to ALL of the above questions, the position is eligible for telework. Continue with section B.

SECTION B. EMPLOYEE ELIGIBILITY CRITERIA

- Complete this section only if the position eligibility has been established and the position is encumbered.

1. Is the incumbent's performance currently rated below the Success/Valued Performer level?		
2. Does the incumbent have a current leave restriction letter or a written reprimand due to misconduct or poor performance?		
3. Has the incumbent received a suspension or demotion for misconduct or poor performance within the past two years?		
• If the answer to ALL of the questions in Section B is NO, the employee is eligible to telework. • If the answer to one or more of the questions in Section B is YES, the employee is not eligible to telework. • Document the appropriate determination in Section C.		
SECTION C. DETERMINATION		
Position is eligible for telework		
Employee is eligible for telework		