

COMMANDER NAVY RESERVE FORCE TELEWORK ELIGIBILITY CHECKLIST

PRIVACY ACT STATEMENT: AUTHORITY to request this information is contained in 10 U.S.C. Chapter 1005. Public Law 111-292, the Telework Enhancement Act of 2010 requires all positions and employees to be evaluated for telework eligibility. This checklist is designed to assist supervisors in making telework determinations. Complete the checklist for each position/employee, provide the employee a copy and retain a copy for your records.

Note: Telework denials must be based on sound business-case reasons.

Employee Name:	Date:	Location of Command:
----------------	-------	----------------------

Position Title, Series, Grade:

Section A: Position Eligibility: If you answer "yes" to questions 1, 2, or 3, the position being evaluated is ineligible to telework. Sign and date document justifications in Section E, provide employee a copy, and retain a record copy. If you answer "no" to questions 1, 2, and 3, proceed to Section B.

1. Does this position require daily on-site work that cannot be done remotely or at an alternate worksite?	Yes	No
2. Does this position require daily direct handling of classified information determined to be inappropriate for telework?	Yes	No
3. Is the work of the position non-portable and require the employee to be on site at the traditional worksite to perform duties?	Yes	No

Section B: Employee Eligibility: Impacts Permanent Eligibility: If you answer "yes" to questions 1 or 2, the employee is permanently ineligible to telework. Sign and date document justifications in Section E, provide employee a copy, and retain a record copy. If you answered "no," proceed to Section C.

1. Has the employee been disciplined for more than five days for absence without leave (AWOL) in any calendar year?	Yes	No
2. Has the employee been disciplined for viewing, downloading or exchanging pornography on a government computer, or while performing Federal government duties?	Yes	No

Section C: Impacts Temporary Eligibility: The following conditions temporarily impact an employee's eligibility to telework. If you answer "yes" to any question, 1 - 6, the employee is temporarily ineligible to telework. You must indicate the timeframe the employee will be reassessed for telework, (i.e., 6 months, 1 year, mid-year, etc.,) document your justification in Section E, sign, date, give employee a copy, and retain a record copy. If you answered "no", proceed to Section D.

1. Does the employee's performance or conduct warrant closer supervisory direction than telework provides? Yes. Reassessment timeframe: _____	No
2. Is the employee in an intern position, receiving OJT, new employee or in a new position? Yes. Reassessment timeframe: _____	No
3. Was the employee's most recent rating of record below "Acceptable" or equivalent? Yes. Reassessment timeframe: _____	No
4. Did the employee's conduct result in disciplinary action within the past 12 months? Yes. Reassessment timeframe: _____	No
5. Does the employee have unresolved security issues? Yes. Reassessment timeframe: _____	No
6. Has the employee had a PII breach in the previous 12 months? Yes. Reassessment timeframe: _____	No

Section D: Determine the type of telework the employee is eligible (check only one).

1. Eligible to telework on a regular and recurring basis, _____ days per week. (Regular and recurring means the employee may telework two or more days per pay period).	
2. Eligible to telework on a situational basis: (Employee may telework on a non-routine or Ad hoc basis to perform tasks that require concentration and uninterrupted time, during adverse or inclement weather, to provide reasonable accommodations due to physical impairments, etc.).	

Section E: Provide business based reasons/justifications for denying telework:

SUPERVISOR'S FINAL ELIGIBILITY DETERMINATION:

Position is eligible for telework:	Yes	No	
Employee is eligible for telework:	Yes	No	

Supervisor's Signature:	Date:
-------------------------	-------

Employee Acknowledge Receipt:	Date:
-------------------------------	-------