

MANAGER'S TELEWORK POSITION / EMPLOYEE ELIGIBILITY GUIDE

Position Title _____ Series _____ Grade _____

PD# _____ Position Office Symbol _____ Date _____

Eligibility Evaluator (name & title) _____

Name of Current Incumbent (*If vacant, please indicate.*) _____

SECTION A. POSITION ELIGIBILITY CRITERIA		
INSTRUCTIONS:		
<ul style="list-style-type: none"> ■ Base the below determination on the current duties of the position. This determination may change if the duties change. (e.g. task forces, 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 contain tasks that require the incumbent to report daily to the official workstation?		
2. Does the position require continuous on-the-job training or constant supervision?		
3. Does the position require daily use of special facilities or equipment that the organization (DLA field activity or HQ) cannot provide or is not available at an alternative worksite?		
4. Does the position contain tasks that require daily 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 an alternative worksite? (IAW J-6 guidance)		
7. Would the performance of position tasks at an 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.)		
<p>✓ <i>If the answer is YES to any of the above questions, the position is not eligible for telework – do not complete the rest of the checklist. Document the decision at the end of this worksheet.</i></p> <p>✓ <i>If the answer is NO to all of the above questions (#1-#7), the position may be eligible for regular/recurring and intermittent telework.</i></p>		

QUESTIONS	YES	NO
8. 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?		
9. Does the position contain tasks that require extensive 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?		
10. Does the position contain tasks that require extensive access to systems / networks / applications that cannot be accessed at an alternative worksite? (IAW J-6 guidance)		
<p>✓ <i>If the answer to <u>all</u> of the above questions (#8-#10) is NO, the position <u>is eligible for regular / recurring and intermittent telework</u> – position eligibility now has been established. Go to Section B. Employee Eligibility Criteria <u>and</u> document the decision at the end of this worksheet.</i></p> <p>✓ <i>If the answer to <u>any</u> of the above questions is YES, the position is <u>not eligible for regular and recurring telework, but may be eligible for intermittent telework.</u> Go to question 11.</i></p>		
11. Does this position include tasks that are occasional, one time, or irregular that may be performed for at least a full day at an alternative worksite?		
<p>✓ <i>If the answer to the above question (#11) is YES, the position is <u>eligible for intermittent telework only</u> - position eligibility now has been established. Go to Section B. Employee Eligibility Criteria <u>and</u> document the decision at the end of this worksheet.</i></p>		
SECTION B. EMPLOYEE ELIGIBILITY CRITERIA		
<p>Complete this section only if: a. Position Eligibility has been established and b. The position is encumbered</p>		
1. Is the incumbent's performance currently rated below the Fully Successful 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?		
<p>✓ <i>If the answer to <u>all</u> of the questions in Section B. (#1-#3) is NO, the employee is <u>eligible to telework.</u></i></p> <p>✓ <i>If the answer to <u>one or more</u> of questions (#1-#3) is YES, the employee is <u>not eligible to telework.</u></i></p> <p>✓ <i>Document the appropriate determination at the end of this worksheet.</i></p>		

Relevant characteristics of this position not discussed in the questions above or other additional information:

Determination:

Position is eligible for regular/recurring and intermittent telework:

Y____N____

Position is eligible for intermittent telework only:

Y____N____

Employee is eligible for telework:

Y____N____

Initials of Evaluator:
