

For: All FSA Supervisors and Managers

2013 Annual Telework Eligibility Notification

Approved by: Associate Administrator for Operations and Management



1 Providing Telework Notification

A Background

According to DR 4080-811-002, USDA Telework Program, each year USDA agencies are to ensure that all employees have been notified of or are aware of their eligibility or ineligibility to participate in telework.

B Purpose

This notice provides guidance to supervisors and managers on communicating telework eligibility or ineligibility determination to employees under their supervisory authority.

C Action

All FSA managers/supervisors must provide **only** the following categories of employees with a completed telework eligibility/ineligibility notification letter not later than June 14, 2013, using Exhibit 1:

- all new employees eligible for telework who are **not** under a current telework agreement
- all employees eligible for telework who are **not** under a telework agreement at this time
- CO and GS employees in Service Centers or County Offices are **not** eligible for core telework
- Exhibit 1, paragraph III does **not** apply to CO employees. CO employees do **not** have access to the Telework Management System (TMS).

Note: An approved and active Telework Agreement documented in TMS will suffice as an eligibility notification for any FSA employee who is currently participating in telework.

Disposal Date	Distribution
October 1, 2013	All FSA Supervisors and Managers; State Offices relay to County Offices

Notice PM-2885

1 Providing Telework Notification (Continued)

D Suitability for Telework

Supervisors and managers are reminded that an employee suitable for telework is one whom has demonstrated personal characteristics that are well suited to telework, as determined by the supervisor. The employee must also have:

- a proven or expected minimum performance rating of “fully successful” or equivalent
- no disciplinary action (letter or reprimand through 14-day suspension or less) or adverse action within the preceding 12 months
- no formal disciplinary or adverse action for viewing, downloading, or exchanging pornography, including child pornography, from a government computer or while performing official Federal Government duties
- no formal disciplinary action for being absent without permission (AWOL) for 5 days or more in any calendar year.

E Documenting Telework in WebTA

Supervisors and managers shall ensure that employees accurately track their telework participation in WebTA when coding their time and attendance according to this table.

Transaction Code	Utilization	Explanation
01-01 Reg Time-Telework	Core telework (regular or recurring)	USDA employees who are currently approved for core telework must code all time while teleworking to 01-01 Reg Time-Telework , even when their normally scheduled core telework “day” is switched or substituted. All full-time teleworkers must also code their normal duty hours worked using this code.
01-01 Telework-Other	Ad hoc, situational (unscheduled telework)	USDA employees who are currently approved for ad hoc telework, must code all time while teleworking to 01-01 Telework-Other . Core teleworkers who are authorized for unscheduled telework or additional instances of ad hoc telework on days when they are not already scheduled to do so per their Telework Agreement, must code their time to this code.

F Contact

Direct any questions about this notice or the telework program to Yolanda Provost, FFAS Telework Program Manager, by either of the following:

- e-mail at yolanda.provost@usda.gov
- telephone at 202-205-9282.

Eligibility and Official Notification for Participation in USDA’s Telework Program

Supervisors and managers shall send this notice to employees identified in subparagraph 1 C.



SUBJECT: Eligibility and Official Notification for participation in USDA’s Telework Program
FROM: [Insert Supervisor’s Full Name and Title]
TO: [Insert Employee’s Full Name]

In accordance with Departmental Regulation, 4080-811-002, USDA Telework Program, the purpose of this memorandum is to provide you with a notification and determination of your [eligibility/ineligibility] to participate in USDA’s Telework Program. To ensure a consistent, objective eligibility determination procedure, your [eligibility/ineligibility] has been determined based on the following USDA Telework Program policy criteria:

I. Position Eligibility

- ___ 1. Your position is eligible for telework and you may be approved to participate either on a Core or Ad/Hoc basis, as determined by an agreement between the supervisor and employee.
- ___ 2. Your position is not eligible for telework because of the following reason(s):
 - ___ a. Duties require your physical presence at the worksite on a daily basis.
 - ___ b. Duties require daily use of specialized equipment located only at the traditional worksite.
 - ___ c. Duties require daily handling of classified materials.
 - ___ d. Other (MUST specify): _____

II. Employee Suitability

- ___ 1. You are suitable for telework, because your current level of performance is Fully Successful or better; you have had no formal, disciplinary or adverse action within the past 12 months.
- ___ 2. You are not suitable for telework due to the following reason(s):
 - ___ a. Your most recent performance rating is less than Fully Successful.
 - ___ b. You received a formal disciplinary or adverse action or leave restriction within the past 12 months . Informal disciplinary or adverse actions, no matter of the duration or whether included in the official OPF, cannot be a factor for determination of ineligibility.
 - ___ c. You have received formal disciplinary or adverse action for viewing, downloading, or exchanging pornography, including child pornography, from a government computer or while performing official Federal Government duties.
 - ___ d. You have been officially disciplined for being absent without permission (AWOL) for 5 days or more in any calendar year.

III. Apply for Telework

If you are eligible for telework, as indicated above, and you wish to telework, please work with your supervisor and complete an electronic Telework application in the TMS (Telework Management System) for submission. The TMS application can be found at <https://wdcprod81.sc.egov.usda.gov/Tms/login.aspx>