United States Department of Agriculture

NRCS
Natural Resources Conservation Service
P.O. Box 2890
Washington, DC 20013

NRCS Employee Telework Eligibility Notification

All NRCS **positions** are eligible for telework and all employees may be approved to participate on either a core or ad hoc basis, as determined by an agreement between supervisors and individual employees who meet employee suitability requirements.

- **Core Telework**.—An employee teleworks on a regular, recurring basis.
- **Ad Hoc Telework**.—Also referred to as "situational," "episodic," "nonroutine," and "intermittent," is a subset of telework that is designed for an employee to telework on episodic and short-term work and does not occur on a regular basis.

The following positions are not eligible for core telework but are eligible for ad hoc telework:

- Mailroom, warehouse, or file clerk and remote sensing lab positions in national centers
- Administrative assistant positions
- Managerial and supervisory positions
- When duties require your physical presence at the worksite on a daily basis
- When duties require daily use of specialized equipment located only at the traditional worksite
- When duties require daily handling of classified materials
- When the position is located at the field offices

All other NRCS positions are eligible for both core and ad hoc telework consideration.

As an NRCS employee, you are **suitable** for telework when your current level of performance is "fully successful" or better and you have had no formal disciplinary or adverse action within the past 12 months.

You are **not suitable** for telework when one or more of the following apply:

- You have been officially disciplined (official letter of reprimand to removal for any reason) in the last 12 months. Informal disciplinary or adverse actions may not be a factor for determination of ineligibility.
- You were officially disciplined for viewing, downloading, or exchanging pornography on a Government computer or while performing official Government duties.
- You were officially disciplined for being absent without leave for 5 days or more in any calendar year.
- Your most recent performance rating is less than "fully successful."

Action required by all NRCS employees:

Check the appropriate box, sign and return to your Human Resources Office, indicating whether you are—

☐ **Currently teleworking and are on an approved agreement (core or ad hoc).**

☐ **Eligible to telework and will work with your supervisor and complete the NRCS-PER-40 Telework Agreement form for submission.**

☐ **Eligible to telework and interested in teleworking, but unable to telework due to technical issues that prevent you from teleworking (e.g., inadequate equipment).**

☐ **Eligible to telework as indicated above, and <u>voluntarily choose to decline</u> participation in NRCS's Telework Program *at this time*. You may revisit the decision to participate in the Telework Program at any time, provided you meet the same eligibility and suitability requirements.**

Employee signature:

_____***Date***:_____

Printed name:

_____

Return to your Human Resource Office by June 29, 2012