

<p>Form OIG-HR-1a (9-15-03) U.S. Department of Commerce Office of Inspector General Washington, D.C. 20230</p>	<h2 style="margin: 0;">TELEWORK APPLICATION AND AGREEMENT</h2>	
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Section I (to be completed by employee)

Applicant: _____	Date: / /
Position title/grade: _____	
Unit: _____	Office phone #: _____
Alternative Work Site Address: _____	Home phone # : _____
	Fax # : _____
	E-mail: _____

Description of types of work to be performed at alternative work site:

Period of agreement: Unless canceled or terminated earlier by the employee or employer, this agreement shall begin on _____ and expire on _____.

Employee certification and signature: I certify that I have read and agree to comply with the policies and procedures outlined in the OIG Telework Program Directive (No. 4703) and any special terms and conditions specified in Section II below.

Signature: _____ Date: _____

Section II (to be completed by employee's first-line supervisor; if first-line supervisor is the approving official, also complete Section IV)

I have evaluated this application using the Supervisor's Checklist for Evaluating Employee Telework applications (form OIG-2b, attached) and recommend that the application be:

Approved as written.

Approved with modification(s) noted below:

Disapproved for reasons noted below:

Signature: _____ Date: _____

Section III (to be completed by employee's second-line supervisor, ONLY if second-line supervisor is not the approving official)

I concur with the first-line supervisor's recommendation.

I do not concur with the first-line supervisor's recommendation for the following reasons:

Signature: _____ Date: _____

Section IV (to be completed telework approving official)

I approve this application as written.

I approve this application with the following modifications and/or special conditions:

I do not approve this application for the following reasons:

Signature: _____ Date: _____