

INDIAN AFFAIRS REMOTE WORK REQUEST FORM

Please complete this form and submit it to your supervisor. Your request may also be reviewed by HR for any impact to your pay.

Name:			
Email:		Position:	
Region/Office:		Office/Duty location:	
Supervisor Name:		Supervisor Email	
Proposed Remote Work Start Date:		Proposed Remote Work Location Address:	

Note: Management maintains the right to make on-site inspections of the employee's remote work site. Such inspections will be by appointment during the remote worker's normal tour of duty and with advance notice of at least 24 hours.

Note: Remote work may increase certain costs to the employee. The Department assumes no responsibility for any costs associated with the employee's home residence, including home maintenance, insurance, utilities, internet access, and telecommunication costs.

REMOTE WORKERS ARE RESPONSIBLE FOR:

- 1) Providing the same level of support, availability, accessibility to customers, coworkers, and supervisor as if working at the regular worksite. This includes, but is not limited to, meeting organizational and individual work requirements, participating in staff meetings, working assigned duty hours, and responding to phone calls, emails, and voicemail in a timely manner.
- 2) Ensuring there is no diminishment of individual performance or agency requirements.
- 3) Complying with their approved remote work agreement and adhering to Departmental/Bureau/Office policies while working at the remote worksite. These policies include but are not limited to: Standards of Ethical Conduct for Employees of the Executive Branch and other applicable ethics laws and regulations; Acceptable Use of the Internet; Conduct and Discipline; Time and Attendance; and Records Management.
- 4) Properly protecting and securing GFE, agency records, and sensitive information in compliance with Departmental policies and guidance.
- 5) Ensuring the remote worksite is safe, free from hazards, and provides an adequate work environment with regard to connectivity, technology, and privacy (as appropriate). Employees are expected to provide internet service and other general utility costs at their own expense.
- 6) Ensuring appropriate arrangements for the care of dependents while working from the remote location.

When submitting a remote work request, the following factors are to be addressed, as appropriate:

EMPLOYEE COMPLETES QUESTIONS #1 THROUGH #4

1.	Please describe how allowing you to remote work is in the best interest of the agency:
2.	Potential impact to the Bureau/Office and/or work unit should the arrangement be approved (or denied):
3.	Does your current position require special or unique competencies? If yes, please list:
4.	Do you have access to the internet/technology/systems needed to fully perform the functions of your position?

SUPERVISOR COMPLETES QUESTIONS #5 THROUGH #10

5. What, if any, other pay and human resources flexibilities have been considered and why they would not be effective?
6. What characteristics/competencies make this employee an ideal remote worker?
7. Are the duties of the position suitable for a remote work arrangement? If yes, why?

Note: At a minimum, positions suitable for remote work must have quantifiable, project-oriented, or other portable job tasks that can be performed at the approved remote worksite; off-site access to needed technology; and work materials that can be appropriately secured/safeguarded at the remote worksite.

8. Is the remote work arrangement cost neutral? If no, what are the additional costs?
9. Did you have HR review this request for any impacts to the requestor's pay? If yes, on what date?
10. HR Reviewer's Name:

SIGNATURES

Note: At a minimum, employee requests for remote work arrangements should have the concurrence of the immediate supervisor and the final authority to approve the request should be elevated to the Bureau Director/equivalent Office Director (or may be delegated to Bureau Deputy Director/equivalent Office Deputy Director) for the first year after the effective date of this policy. Thereafter, Bureaus/Offices may delegate this authority to another high-level management official within the Bureau/Office.

- BIA** - The Approving Official is your Deputy Bureau Director
- BIE** - The Approving Official is the Director, BIE
- BTFA** - The Approving Official the Director, BTFA
- DASM** - The Approving Official is the Deputy Assistant Secretary-Management
- DASPED** - The Approving Official is the DAS-Policy & Economic Development
- AS-IA Offices** - The Approving Official is the Principal Deputy Assistant Secretary

Requestor Signature/Date		
Supervisor Signature/Date	Sign if Concur	
	Sign if Do Not Concur	
Reviewer Signature/Date	Sign if Concur	
	Sign if Do Not Concur	

APPROVING OFFICIAL

Approving Official Signature/Date	Sign to Approve	
	Sign to Deny	

REASON FOR DENIAL

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