ENCLOSURE 1
APPENDIX C - USAG MIAMI TELEWORK COMPONENT-SPECIFIC TERMS AND CONDITIONS

1. Agreement Administration. Telework will be administered in accordance with: (a) IMCOM Regulation 690-610, Civilian Personnel Work Schedules, Chapter 7 – Telework; (b) IMCOM Form 1B – IMCOM Telework Schedule Employee-Management Contract Agreement, IMCOM Form 1C – Telework Schedule Request and Approval Form, IMCOM Form 1D – Supervisor-Employee Checklist Telework Program, and IMCOM Form 1E – Safety Checklist Employee Certification Telework Program; and (c) this DD Form 2956 – Telework Agreement.

2. Audit Documentation. Employee is required to send the following emails to his/her supervisor during each duty day telework is performed:

a. Start of Telework Day. Send an email from *.civ@mail.mil account at the beginning of the duty day with subject line: "Telework TA Audit-Last Name-DD MMM YY-Started Duty Day". Within the body of the email, provide the status of phone line and VPN. For example: "My desk phone of (XXX) XXX-XXXX has been transferred to my personal line and my government computer with VPN is functional."

b. End of Telework Day. Send an email from *.civ@mail.mil account at the end of the duty day with subject line: "Telework TA Audit-Last Name-DD MMM YY-Ended Duty Day". Within the body of the email, include a summary of tasks performed. For example:

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Summary of Tasks Performed During Telework Period

1. Section I: Regular / Re-Occurring.

   a. List of actions completed during telework period
   b. # of responses to customer emails during telework period
   c. # of customer calls initiated / received during telework period

2. Section 2: Projects. Explain progress made on assigned projects during telework period.

3. Section 3: Training. List training completed during the telework period.

Employee Signature Block
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2. Time and Attendance.

a. Employee (APF only) is required to annotate the appropriate telework code within the Automated Time and Attendance Payroll System (ATAAPS). Regular hours are recorded as normal and then the telework reason codes are associated with those hours using the NtDiff/Haz/Oth function: (1) TW = Telework Regular (and Recurring); (2) TS = Telework Situational (ad-hoc non-medical); TM = Telework Medical (ad-hoc medical).

b. Procedures for request and approval of overtime or compensatory time during telework periods are the same as procedures for request and approval of overtime or compensatory time during non-telework periods.

c. Procedures for request and approval of leave during telework periods are the same as procedures for request and approval of leave during non-telework periods.

3. Phone and Computer Operability.

a. Phone. Employee is required to transfer his/her desk phone to his/her personal phone line so that customers, colleagues and supervisors can reach the employee via telephone at his/her office number during telework periods. Employee is required to notify his/her supervisor in his/her start of telework email that his/her telephone either has or has not been transferred. If employee's telephone has not been transferred, he/she is responsible to explain why it has not been transferred and provide an alternative means of being reached telephonically.

b. Computer. Employee is required to ensure he/she has a fully functioning government computer with VPN access so that he/she can perform his/her assigned missions and functions. Employee is required to notify his/her supervisor in his/her start of telework email that his/her computer and VPN access either are or are not functioning properly. If not functioning properly for more than two hours, Employee's supervisor will give him/her the option to report to the traditional worksite or take leave or compensatory time off (if applicable).