Enclosure 6 – USAG Fort Bliss Telework Policy
Management Control Evaluation Checklist (Telework)

1. Function. The functions covered by this checklist are to provide a basis for managing and maintaining a viable, transparent, and well-managed USAG Fort Bliss telework program.

2. Purpose. The purpose of this checklist is to assist the command in evaluating the effectiveness of the key management controls outlined below; it is not intended to cover all controls.

3. Instructions. Answers must be based on the actual testing of management controls (such as document analysis, medical documentation, direct observation, ATAAPS record, etc.). Answers that indicate deficiencies must be explained and corrective actions indicated in supporting documentation. These key management controls must be formally evaluated as required by appointed Internal Control Evaluators during audits and/or inspections by local or higher headquarters. Certification that this evaluation has been conducted must be accomplished via a formal report.

4. Test Questions.

a. Have supervisors identified telework eligibility of all employees, and are employee records appropriately coded in the Defense Civilian Personnel Data System?

b. Has the Director/Support Office Chief appointed a primary and alternate Telework Coordinator (TC) in writing?

c. Has the telework agreement been completed correctly and accompanied with all required supporting documentation to complete the application to include completion of the Component-Specific Terms and Conditions section of the form?

d. Have the requests for participation in the program been coordinated through the appropriate supervisory chain?

e. Does the activity maintain audit-ready logs, record files, and all other related documentation under their area of responsibility and upload all participants in the PERSTAT tracker at the designated SharePoint site at https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R-USAG-Bliss/SitePages/USAG-FORT-BLISS-TELEWORK.aspx?