Enclosure 3 – USAG Fort Bliss Telework Policy
Designated Approval Authority (DAA) Framework for Telework Determination

In order to assist the DAA in determining whether a specific employee's request for a telework agreement should be granted, the employee's supervisor may be required to answer the following questions, as applicable.

1. Specify what type of telework is being sought (i.e. situational/ad hoc, recurring or regular) and the proposed duration. Provide primary reason for the telework request and your reasons for recommendation of approval or disapproval.

2. Describe in detail the daily responsibilities of the employee.

3. Describe in detail your plan for supervising the work product of the employee.

4. If the employee is requesting to telework outside of area, where does the employee propose to telework from?

5. If employee is requesting regular or recurring telework, is the position coded as eligible for regular or recurring telework (ER001) or it is coded as eligible for situational or ad hoc telework only (ES002) in DCPDS?

6. Has the requestor had any time and attendance issues within the past year? If so, please provide an explanation of the issue and the resolution.

7. Has the requestor had any issues with respect to the misuse or abuse of government IT equipment? If so, provide an explanation of the issue and the resolution.

8. Has the requestor had any performance or conduct issues within the last 12 months? If so, please provide an explanation of the issue and the resolution.

9. What was the requestor's last rating of record (employees must have a minimum rating of fully successful to be eligible)?

10. Does the employee have any unresolved security issues?