

U.S. Geological Survey Remote Work Agreement Evaluation Criteria

DEFINITIONS

Official Duty Station	<ul style="list-style-type: none"> The official worksite for an employee is where the employee regularly performs their duties. For a remote worker, the approved remote work location (i.e., non-DOI worksite) is the employee's official duty station for location-based pay entitlements (e.g., locality pay and cost of living allowances), even if that location is the employee's home.
Remote Work	<ul style="list-style-type: none"> Remote work is an arrangement under which an employee is scheduled to perform work within or outside the local commuting area of an agency worksite and is not expected to report to an agency worksite on a regular and recurring basis. Unlike a teleworker, a remote worker is not required to report to a DOI worksite at least two days per biweekly pay period.

EVALUATION FACTORS

Position Suitability	<ul style="list-style-type: none"> Duties that can be performed effectively from a remote worksite. Access to technology. Work can be secured/safeguarded at the remote worksite.
Employee eligibility	<ul style="list-style-type: none"> Employee has not been officially disciplined for being absent without leave for more than 5 days in any calendar year. Employee has not been officially disciplined for viewing, downloading, or exchanging pornography on a Federal computer or while performing official Federal duties. Employee has a Fully Successful performance rating or better during the most recent rating period. Employee has not been officially disciplined during the last two years.
OPM Guidance	<ul style="list-style-type: none"> Applicability of workplace flexibility policies and guidance
Cost	<ul style="list-style-type: none"> Employee salary and travel costs
Other Considerations	<ul style="list-style-type: none"> Additional considerations

REFERENCES

- Office of Personnel Management (OPM), *Handbook on Workplace Flexibilities and Work-Life Programs for Elder Care*
- OPM, www.telework.gov, Telework Guidance: Official Worksite
- Presidential Memorandum – *Enhancing Workplace Flexibilities and Work-Life Program*, June 23, 2014
- OPM: Additional Guidance on Post-Reentry Personnel Policies and Work Environment [Environment](#)

U.S. Geological Survey Remote Work Agreement Evaluation

Note: If this request is related to a reasonable accommodation or alleged harassing conduct, contact your human resources office

Existing Remote employee ☐

EMPLOYEE REQUEST

Date		
Region, Mission Area, or Science Support Office		
Center Name & Org Code		
Requesting Employee		
Position Title		
Series/Grade Level		
Full Time or Part Time		
Remote Location (limited to continental U.S.), State, City, & County	Federally owned or leased property	
	Employee Home	
	Other (describe)	
Proposed Duration	[Permanent or time-limited]	

SUPERVISOR EVALUATION

Did you discuss the business case for this request with the employee?	<input type="checkbox"/>
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POSITION SUITABILITY		
Benefit to the USGS		
Special or Unique Competencies of the position:		
Office Coverage Considerations		
Major Duties of the Position	Major Duties	Ability to Perform at Remote Location? (Suitable for remote work?)
Potential Impacts to USGS Operations	Impact	Mitigation Strategy
Potential Impacts to Team Members	Impact	Mitigation Strategy

Potential Impacts if the arrangement is not approved	Impact	Mitigation Strategy	
Supervisor Decision on Position Suitability		Yes/No, narrative for why	
EMPLOYEE ELIGIBILITY			
Disciplinary Issues - AWOL		Check Yes or No - NO EXPLANATIONS	
Disciplinary Issues – Inappropriate Technology Use		Check Yes or No - NO EXPLANATIONS	
Conduct Issues		Check Yes or No - NO EXPLANATIONS	
Most Recent Performance Rating Fully Successful or Higher		Check Yes or No - NO EXPLANATIONS	
Employee Characteristics Ideal for Remote Work		Narrative	
Supervisor Decision on Employee Eligibility		Yes/No, narrative for why	
COST ANALYSIS			
Salary	Current annual salary		Official office location, do not include benefits calculation
	Remote worksite annual salary		Locality pay for remote worksite location, do not include benefits calculation OPM Pay Scales for Reference
	Salary cost impact		
Travel	Estimated TDY travel costs from remote worksite to office location(s)		Estimate assuming that the employee will travel to the official office location on a periodic basis. Also include any travel to other offices that will be incurred because of the remote work location. Include salary cost and per diem for travel time.
	Estimated number of trips		Note: Personnel Bulletin 20-06 (#7) states: “Remote work arrangements create certain pay entitlements (e.g., payment of employee travel to the regular “brick and mortar” worksite) and

			<i>should only be permitted when there is a clear benefit to the agency."</i>	
	Total new travel costs			
	Additional estimated impacts to travel costs		<i>Consider cost impacts to trips the employee will be required to make. Will costs increase or decrease due to travel time, airline flight costs etc.?</i>	
	Total impacts to travel costs			
Office Space	External bureau/agency office costs		<i>If agreement exists with another bureau/agency to provide occasional workspace/conference room etc.</i>	
Information Technology (IT) Support	Additional IT support costs		<i>If agreement exists with another bureau to provide occasional IT support.</i>	
Relocation costs	Estimated relocation cost if applicable		<i>If this request is for a vacant position and a relocation incentive is planned.</i>	
Total Cost Impact			<i>If impacts are not negative or cost neutral additional justification is required.</i>	
Justification for Additional Costs	<i>N/A if there are no negative cost impacts.</i>			
OTHER CONSIDERATIONS				
Recruitment and Retention Challenges, if any				
Other HR Flexibilities Pursued	<i>What other pay and HR flexibilities have been considered, if any, and why they would not be effective.</i>			
Logistics	Geographic Location	Proximity	Potential Impacts	Mitigation Strategy
	Major airport			
	USGS location			
	DOI location			
Remote Worksite	Considerations		Potential Impacts	Mitigation Strategy

	Employee network connectivity		
	Employee system access needs		
	Employee onsite IT support needs		
	Safety		
	Cybersecurity and Privacy		
If this is an overseas request (limited)	Considerations	Potential Impacts	Mitigation Strategy
	Department of State's Chief of Mission's security requirements and standards		
	Proper documentation such as passports, visas, GFE waiver, etc. required to perform work in the foreign location		
	Derive protections and immunities provided for through bilateral or multilateral agreements?		
	Contingency planning should problems arise with the overseas remote work arrangement.		
Final Determination			
Supervisor uses this section to document support approving or disapproving the remote work agreement			
If approved:			
Center Director decision:			
ELT Member decision:			
Director/Deputy Director A&P/Deputy Director Ops. decision:			

