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## REMOTE WORK AGREEMENT

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This form will be used for employees who will not report physically at least twice each biweekly pay period on a regular and recurring basis to the regular worksite. Remote Work Agreements will be completed by the remote worker and approved by their supervisor.

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### Part A. Remote Work Data

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|---|--|
| 1. Select:<br>New Arrangement<br><br>Modification/Recertification | 2. Select:<br>Short-Term Arrangement<br><i>(less than a year)</i><br><br>Long-Term Arrangement - to be<br>recertified and updated every two years. |
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Start Date:

End Date:

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### Part B. Employee Data

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1. Employee Name	Last Name	First Name	Middle Initial
2. Official Worksite/Duty Station of the remote work <i>(include complete street address):</i>		3. The official worksite/duty station is within the local commuting area or within 50 miles of the agency worksite:  Yes <span style="float: right;">No</span>	
		4. Is this an employee initiated request?  Yes <span style="float: right;">No</span>  Comments:	

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### Part C. Position Data

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1. Agency	2. Position Title and Series	
3. Grade	4. Step	5. Supervisory Status

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### Part D. Certification

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I understand I am responsible for submitting a new remote work agreement if my remote work location changes and failure to do so may impact my status as a remote worker. Yes No

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## Part E. Certification

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### Remote Work Agreement Terms

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1. Remote worker may be required to report to the agency worksite due to operational requirements (special meeting, team building, training, etc) by their supervisor. Remote workers located outside the local commuting area are entitled to travel reimbursement if required to travel to the agency worksite, pursuant to the [Joint Travel Regulation \(JTR\)](#). If the remote workers resides within 50 miles of the office location or within the local commuting area of that location, then local travel cost, TDY and relocation benefits will not apply.
2. The remote worker is responsible for recording his or her remote work appropriately in [DoD Automated Time Attendance and Production System](#) (ATAAPS). Remote workers will not code their time using Telework codes (TW, TS or TM) under NtDiff/HAZ/Oth. Hours will be entered as Regular (RG) working hours or other codes as specified by future DOD remote work and timekeeping policies.
3. If the remote worker uses Government-furnished equipment (GFE), the employee will use and protect the equipment in accordance with DoD and Army guidance. GFE will be serviced and maintained by the organization. GFE must be returned to the organization at the conclusion of the remote work agreement.
4. No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative worksite. If classified remote work is authorized at an approved alternative secure location, remote workers must comply with the procedures established by DoD 5200.01-R and Army guidance regarding such work.
5. The remote worker is not eligible for participation in the DOD Mass Transportation Benefit Program, which is established to offset the costs of commuting to and from offices.
6. The remote worker is a telework-ready employee and responsible for adhering to [HQDA Dismissal and Closure Guidance](#).
7. The remote work agreement will be recertified every two years and when there is a new supervisor responsible for the remote worker.
8. The remote worker is responsible for updating their remote work agreement when there is a change in duty station locations. *(for remote worker duty station is typically home address)*
9. **Advanced supervisor's approval is required for any duty location change.** Failure to obtain management approval may result in termination of the remote work agreement.
10. In addition to the biennial recertification outlined above, remote work may be terminated at any time as follows:
  - a. Remote work may be terminated if management determines that termination is necessary due to changing business or organizational needs, or other mission/business reasons. In this instance, the affected employee will be required to report back to the official worksite/duty station.
    - (1) If the employee works outside the locality pay area of the duty station, relocation costs will be paid by the organization in accordance with regulations for employees hired as a remote worker.
    - (2) If the remote work agreement was initiated by the employee, relocation expenses will be paid by the employee.
    - (3) If the employee declines the offer to move to the agency worksite, management will propose the employee's removal for failure to accept a management-directed reassignment outside the commuting area in accordance with applicable regulations, policies, and collective bargaining agreements.
  - b. Remote work may be terminated by management as a result of performance or misconduct. Managers who are considering termination of remote work will consult with their servicing HR office and counsel before taking any action. When the decision is made to terminate remote work, the employee will be directed to report to his or her agency worksite.
    - (1) If the employee accepts the offer to return to the agency worksite, any relocation expenses (if needed) will be paid by the employee.
    - (2) If the employee declines to report back to the agency worksite, management will propose the employee's removal for failure to accept a management-directed reassignment, in accordance with applicable regulations, policies, and collective bargaining agreements. Reassignments due to performance or misconduct are not considered involuntary and employees will not receive severance pay if reassignment is not accepted.

**ORGANIZATION-SPECIFIC TERMS AND CONDITIONS**

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Organization-specific terms and conditions may be included below.

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**Part F. Approval/Disapproval**

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Approved       Disapproved

Reason for Disapproval:

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

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Date

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