

will be compensated in accordance with applicable laws, rules or regulations. The employee understands that unapproved overtime work is prohibited and will not be compensated for overtime claims. By signing this agreement, the employee agrees that failing to obtain proper approval for overtime work may result in his/her removal from Telework or other appropriate action.

8. If the employee borrows government equipment, the employee will protect it in accordance with the procedures established in the Federal Information Resources Management Regulation (FIRMR). Government-owned equipment will be serviced and maintained by the Government. If the employee provides his/her own equipment, the employee is responsible for servicing and maintaining it.

9. Provided the employee is given at least 24 hours advance notice, and management has reasonable cause to believe that hazardous working conditions exist, an inspection by the Government of the employee's worksite may be conducted during the employee's normal working hours to ensure proper maintenance of government-owned property and worksite conformance with safety standards.

10. The Government will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using government equipment in the employee's residence, except to the extent the Government is held liable by Federal Tort Claims Act claims or claims arising under the Military Personnel and Civilian Employees Claim Act.

11. The Government will not be responsible for operating costs, home maintenance or any other incidental cost whatsoever, (e.g., utilities), associated with the use of the employee's residence. By participating in this program, the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and implementing regulations.

12. The Federal Employees' Compensation Act is applicable if the employee is injured in the course of actually performing official duties at the official duty station or the alternate duty station during approved working hours.

13. The employee will meet with the supervisor to receive assignments and to review completed work as necessary or appropriate.

14. The employee will apply approved safeguards to protect government/agency records from unauthorized disclosure or damage and will comply with the Privacy Act requirements set forth in the Privacy Act of 1974, and agency confidentiality regulations.

15. The employee may terminate participation in Telework at any time; however, employees may be expected to continue working at home offices or telecommunicating centers for a reasonable period to allow management time to arrange a work station. Management has the right to remove the employee from Telework if the employee's performance declines or if the arrangement fails to benefit organizational needs; such removal must be accomplished in accordance with established administrative procedures.

Requester: _____
Name Date

Supervisors Recommendation:

Approval/Disapproval/Comments:

Name Date:

Department Head Recommendation:

Approval/Disapproval/Comments:

Name Date:

Directors Recommendation:

Approval/Disapproval/Comments:

Name Date:

Executive Officer's Recommendation:

Approval/Disapproval/Comments:

Name	Date:
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Commanding Officer:

Approved/Disapproved/Comments:

Name	Date:
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