

U.S. DEPARTMENT OF THE INTERIOR
Bureau of Ocean Energy Management Manual

TRANSMITTAL SHEET

Version No. 001

Date: August 25, 2021

SUBJECT: Administrative Series
Part 370: Personnel
Chapter 300: Human Resource Policies
Subchapter 3: Remote Work

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter articulates the BOEM remote work policy.

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Deputy Director

FILING INSTRUCTIONS:

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<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>	<u>Part</u>	<u>Chapter</u>	<u>Subchapter</u>	<u>Pages</u>	<u>Version</u>
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Department of the Interior
Bureau of Ocean Energy Management Manual

Effective Date: August 25, 2021
Series: Administrative
Part 370: Personnel
Chapter 300: Human Resources Policies
Subchapter 3: Remote Work

Originating Office: Office of Budget and Program Coordination

- 1. Purpose and Objective.** This manual chapter establishes the Bureau of Ocean Energy Management (BOEM) policy for BOEM employees regarding remote work. This policy is subject to revision at any time, as deemed necessary by the Bureau or as a result of subsequent Office of Personnel Management (OPM) and/or Departmental policy. This policy is intended to be a supplement to the Departmental Personnel Bulletin (PB) 20-06, Departmental Remote Work Policy, where all provisions apply.
- 2. Authorities.** See PB 20-06, Departmental Remote Work Policy.
- 3. Definitions.**
 - A. Official Duty Station.** The location where the employee regularly performs their duties for the entire applicable biweekly tour of duty (e.g., their home or other alternative work site) and documented on the Standard Form (SF) 50. Pay determinations are made based on the official duty station that may include entitlements such as locality pay, special pay rates, cost-of-living-allowances (COLAs), etc.
 - B. Official Office Location.** The location the employee would normally work absent a Remote Work Agreement.
 - C. BOEM Work Site.** A BOEM office location (e.g. regional offices, Main Interior Building, Sterling, Virginia office).
 - D. Alternate Work Site.** An approved work site, other than the official office location, conducive to performing official duties.
 - E. Remote Employee.** An employee that regularly performs their duties at an official duty station other than a BOEM work site. A remote employee is not a teleworker.
 - F. Remote Work.** An arrangement reviewed on an annual basis in which the employee indefinitely, or for a specified period, performs work from within or outside the commuting area of a BOEM work site and does not report to the BOEM work site on a regular and recurring basis.
 - G. Deciding Officials.** The Deciding Official has the final approval authority for remote work requests. This approval authority is delegated to the Regional Director and

Program Chief level. Within the Directorate, the Deciding Official is the Deputy Director. BOEM will follow Department guidance for any additional approvals required for remote work requests.

4. Eligibility.

- A.** Existing BOEM employees who request a remote work arrangement must:
 - 1) Have at least a “Fully Successful” (3.0) performance rating for their most recent rating period
 - 2) Have had no official disciplinary action (e.g., written reprimand, suspension, removal, reduction in grade/pay) taken against them in the last two years.
 - 3) Must be able to accomplish work requirements without close on-site supervision or continual in-person interaction with other staff.

- B.** Employees hired from a job announcement that allowed for a remote work location.

- C.** This policy does not apply to:
 - 1) Senior Executive Service (SES) members, Senior Level, and Scientific or Professional (SL/ST) employees.
 - 2) Employees who request an official duty location outside of the United States. Relevant Departmental policy outlined in PB 20-06 applies to these cases.
 - 3) Employees who are not telework eligible (See Section 7.A. of PB 21-07, Telework Program, which covers position suitability, employee eligibility, and employee ineligibility).

5. General Policy.

- A.** Remote work is not an employee entitlement and must be evaluated on a case by case basis. Remote work will only be approved when it can be clearly demonstrated that such an arrangement is to the benefit of the government. Remote work may be limited to a specified period. The decision whether to approve or deny a request for a remote work arrangement is at the discretion of BOEM management. Requests will be evaluated in a fair and equitable manner, ensuring the decision to approve/deny is based on sound business or mission-related criteria.

- B.** Remote work is not a telework arrangement. An employee approved to telework must physically report to the Official Office Location as their Official Duty Station at least two full work days a pay period in accordance with PB 21-07, Telework Program policy.

- C.** Remote workers are expected to use their time performing official duties as if they were in the official office location. Generally, employees cannot provide family and dependent care while on a Remote Work Agreement and are responsible for securing appropriate arrangements for any dependents who are unable to care for themselves independently. OPM defines family and dependent care as 1) childcare, 2) adult care, and 3) elder care, all of which are included in this prohibition. This does not preclude a remote worker from having a caregiver in the home who provides care to the dependent(s) while the employee is on duty, provided the arrangement does not disrupt the employee’s

ability to work effectively. Also, a dependent may be permitted in the home, provided they do not require constant supervision or care (e.g. older child or adolescent) and their presence does not disrupt the employee's ability to work effectively. If a remote worker cannot arrange for appropriate dependent care because of a weather or emergency event affecting the remote worksite, any time spent providing personal care to dependents cannot be considered hours of work. The employee is expected to request the appropriate leave (paid or unpaid) to account for any time spent away from normal work-related duties during their scheduled tour of duty.

- D.** Employees who are hired from an announcement (both internal and external) that includes a specific official office location must report to the stated location upon entering duty. Subsequent requests for remote work will not be considered until the employee has worked at the specified official office location for a minimum of 90 days and has received an interim performance rating in DOI Talent of at least Fully Successful. Employees may start a new position with BOEM with a remote work arrangement if they were hired from a job announcement that allowed for such an arrangement (i.e. duty station is negotiable). Voluntary internal reassignments approved by management in the absence of a job announcement are not subject to the 90-day period. If a remote work arrangement is requested by the employee during the reassignment process, the gaining supervisor must follow this policy to approve such an arrangement prior to the effective date.
- E.** BOEM management must fulfill their labor relations obligations prior to implementation of this policy for bargaining unit employees. Subsequently, bargaining unit employees may be subject to additional procedures, which may supersede/supplement those described in this policy.
- F.** Remote work requested as a reasonable accommodation will be processed in accordance with applicable law and Departmental policy under the Reasonable Accommodation procedures.
- G.** Remote workers are covered by the Federal Employees' Compensation Act when injured or suffering from work-related illnesses while conducting official Government business at the remote worksite. Employees must inform their immediate supervisor of any on-the-job injury or occupational illness sustained at the remote worksite at the earliest time possible and provide their supervisor all relevant medical documentation related to the injury or illness. Accidents and on-the-job injuries also should be reported using the Safety Management Information System to enable the BOEM Safety Manager to track and report incidents.
- H.** Employees must ensure internet and phone services are available at their official duty station. Sections 9.A and 9.B below state which party is responsible for costs.
- I.** If a remote employee is prevented from safely performing work at their official duty location due to an act of God (defined as an act of nature, including hurricanes, tornadoes, floods, wildfires, earthquakes, landslides, snowstorms, and avalanches), a terrorist attack, or another condition that prevents an employee from safely performing

work at an approved location (e.g., a building fire), supervisors and employees must follow the procedures in DOI Personnel Bulletin 18-04, Weather and Safety Leave.

- J.** The supervisor and employee must agree on expectations for what the employee should do (and when to notify their supervisor) in the event normal operations are interrupted by events beyond the control of the employee, i.e., equipment failure, loss of internet connectivity, or other condition which prevents employees from working that is not covered under Weather and Safety Leave. When feasible, options should be outlined that would prevent the use of leave, such as flexible work schedules, reading material related to the employee's job duties, communicating via telephone or tablet, training and development, or other work that can be completed in the absence of technology. The supervisor retains the right to request a summary of activities undertaken during extended periods of technology down time if annual or other paid leave is not requested by the employee. On a case by case basis, the supervisor can consult with the servicing human resources office for guidance on the use of administrative leave.

6. Request and Approval Process for Existing BOEM Employees.

- A.** Employee initiates and prepares the request for remote work through the immediate supervisor. The request must include a business case and cost analysis to support their request. When submitting a remote work request, the business case memorandum should address all factors listed in Attachment 2, as appropriate.
- B.** Supervisor reviews the request taking into consideration the feasibility of having the duties performed from an alternate worksite and the costs that may be incurred or saved by the organization if a remote work arrangement is approved. The expectation is that the cost analysis (Attachment 1) should result in cost neutrality or savings for BOEM; however, exceptions may be made if the entire business case (Attachment 2) is favorable. The supervisor must evaluate the remote work request in a fair and equitable manner ensuring that restrictions or denials are based on sound business, position requirements, or mission-related criteria.
- C.** Supervisor works with the Servicing Human Resource Office (SHRO) to ensure the requesting employee is eligible for remote work (see section 4.A above). This ensures an examination of past performance and/or conduct. Performance and conduct from previous employment may be considered for BOEM employees who have not been with BOEM for two full years.
- D.** Supervisor recommends approval to the Deciding Official or denies the request. If the remote work request is not supported, the supervisor must provide the decision in writing, to include the mission-related rationale for the denial, to the requesting employee. The process ends and no documentation will be provided to the Deciding Official. In the event of a denied request, Section 11.C outlines the appeal procedures available to the employee.
- E.** If supporting the remote work request from the employee, the supervisor prepares an

approval request to be reviewed through the chain of command, and ultimately to the Deciding Official. The approval request will include the Remote Work Cost Analysis (Attachment 1), and the business case memorandum (factors listed in Attachment 2).

- F. The Deciding Official approves or denies the request. If the remote work request is not supported, the Deciding Official must provide the decision in writing, to include the mission-related rationale for the denial, to the requesting employee. In the event of a denied request, Section 11.C outlines the appeal procedures available to the employee.
- G. Decision process should be completed within a timely manner – generally within 21 calendar days, to include a written decision to the requesting employee.

7. Recruiting for Positions Eligible for Remote Work

- A. Positions that will be announced with a remote work duty location or an option for remote work must be approved by the hiring official as such prior to the vacancy being announced.
- B. The vacancy announcement must include the following information as it pertains to remote work:
 - 1) Location should be marked as *Location Negotiable After Selection, United States*.
 - 2) Statement to include, “This position is eligible for a remote work arrangement. The selectee may work from the remote location as agreed upon by the employee and the hiring official within the United States. More information regarding BOEM’s remote work terms is available here [insert link to BOEM Remote Work Policy].”
 - 3) Statement to include, “The salary for the selectee will be adjusted to include locality-based pay entitlements as it pertains to the remote work location.”
- C. The hiring official should perform their due diligence to evaluate a potential selectee’s suitability and eligibility for remote work by requesting copies of performance appraisals for the past two years and doing thorough reference checks. If information is identified from previous employment within the last two years that would make an employee ineligible for remote work after the employee has started working at BOEM, the remote work arrangement may be terminated.
- D. Once the hiring official makes a selection, the SHRO will provide the selected candidate the applicable remote work terms, based on the DOI and BOEM remote work policy, at the time of the offer. Once the candidate accepts the position, the remote work agreement and safety checklist, if applicable, must be completed prior to the start date as part of the pre-employment paperwork.

8. Implementation.

- A. The employee and supervisor sign the Remote Work Agreement (Attachment 3).
- B. The supervisor retains a copy of the pertinent documents, such as the approval from the

Deciding Official, the Remote Work Cost Analysis Worksheet, Business Case Memorandum, Remote Work Agreement, and the Safety Checklist until employee separation or termination of the Remote Work Agreement. The supervisor provides a copy to the SHRO of the remote work agreement so appropriate personnel action processing takes place in a timely manner.

- C. Upon implementation of a remote work arrangement, the employee's home or alternative worksite must be designated as their official duty station. This means that the employee's salary will be based on the geographical location of their official duty station.
- D. The employee must complete the Safety Checklist (Attachment 4) to certify the remote worksite is safe and free from hazards. The remote worksite is subject to inspection by the supervisor and must be made accessible upon request; 24-hour notice is required by supervisor.
- E. The employee and supervisor must complete the respective *telework* and remote work training that is available in DOI Talent. Although remote work is not considered telework, many of the training topics apply in both situations.

9. Property and Records.

- A. Upon granting a remote work arrangement, BOEM will provide the following equipment and technology, as appropriate, to the remote employee. The employee will be responsible for equipment setup, and they may contact the help desk for remote assistance.
 - 1) Laptop
 - 2) Docking station
 - 3) Two monitors, each sized to the current BOEM standard
 - 4) Keyboard, mouse, and speakers
 - 5) Printer/scanner, paper, and ink/toner, as needed
 - 6) Webcam and microphone to enable computer/video calls
 - 7) Cables to connect above equipment
 - 8) Shredder, if deemed necessary by supervisor
 - 9) Either a mobile phone and case (including monthly service cost), or will cover the cost of a dedicated VOIP line (which ever makes more business sense in each case)
 - 10) Basic supplies such as writing utensils, paper, notebooks, calendar
 - 11) BOEM will NOT provide furniture, except for under reasonable accommodation procedures.
- B. Other than outlined in Section 9.A. above, if the approved official duty station is the employee's residence, internet service and other general utility costs are provided at the employee's expense, including those that may increase as a result of the employee working from their home. This includes the maintenance of internet service that is of sufficient speed and bandwidth that allows for a daily, constant connection, generally uninterrupted video and audio calls, and the downloading and uploading of work files.

- C. Employees must follow established Bureau procedures for the transfer of government property to the remote worksite and submit or display the DOI Property Pass DI-1934 to the appropriate official.
- D. BOEM equipment will be returned to an appropriate official office location in the event of employee separation or termination of the Remote Work Agreement. See Section 12 below for which parties are responsible for shipping costs.
- E. Employees must ensure files, records, and reference materials taken, used, or created at the remote or alternate worksite are adequately protected. No proprietary, business sensitive, or Personally Identifiable Information data may be stored at the remote or alternate worksite for any reason. Such documents must be shredded immediately after use.
- F. Only BOEM employees are permitted to use government furnished equipment (i.e. computers, monitors, phones, etc.). Government furnished equipment may be used only to perform official duties.

10. Remote Work Agreement Review.

- A. The supervisor and employee will annually review the Remote Work Agreement (Attachment 3) to ensure the arrangement continues to benefit both the employee and the Bureau.
- B. If a new supervisor is hired or reassigned to supervise an existing remote employee, the new supervisor should review the arrangement immediately and sign the renewal if in agreement with the arrangement. If the new supervisor is not in agreement with the arrangement, they must follow the procedures in Section 11 of this policy to terminate the Remote Work Agreement.
- C. The review must also take into consideration, as appropriate, changes in budget/funds availability and the direct cost (if any) to terminate the remote work arrangement. The Remote Work Agreement may be renewed by both the supervisor and remote employee if both remain in agreement. A new signature and date are required by both on the Remote Work Agreement. If the agreement needs to reflect changes, a new agreement should be prepared and executed as soon as possible.
- D. This review should be initiated during the mid-year progress review process and should be completed by the end of each fiscal year.
- E. Employee requests to change the terms of a current remote work arrangement (e.g., employee is approved to be a remote worker in Boulder City, CO but then wants to move to Tallahassee, FL) must be approved in advance and require the employee to submit a new remote work agreement to document the new agreement terms. A new remote work agreement must be approved before the employee implements the requested change. The SHRO should be kept abreast of any changes to the remote work arrangement. A change to

the official duty station will require a new safety checklist.

11. Termination of a Remote Work Agreement and Appeal Process.

- A.** A remote work arrangement may be terminated:
- 1) During the annual review or a supervisory review, when it is determined that due to changing business or organizational needs, increased travel costs, or other mission/business reasons, the employee should report to the official office location;
 - 2) At the employee's request (this includes the employee accepting a job outside of BOEM or a resignation);
 - 3) When the employee's conduct results in an official disciplinary action taken against them, and the supervisor decides this may adversely affect their ability to perform assigned duties in a remote work arrangement;
 - 4) When the employee no longer meets the eligibility requirements in Section 4.A.
- B.** In cases where an employee's Remote Work Agreement is terminated by management, the employee must receive advanced written notification of the decision to terminate the remote work arrangement at least 90 days before the effective date of the termination. For employee-initiated terminations (except for voluntary separations from BOEM), such requests must be made in writing with advance notice of at least 90 days. Supervisors must discuss their proposal to terminate remote work with their supervisory chain and consult the SHRO prior to communicating the decision to terminate remote work arrangements.
- 1) The SHRO will provide guidance to the supervisor regarding the appropriateness of the proposed termination of a remote work arrangement and return to a BOEM work site, and if supported, identify next steps, including approved language for notifying the employee in writing of the decision. The notification to the employee will include:
 - (a) The decision to terminate the remote work arrangement.
 - (b) The rationale supporting the decision.
 - (c) The effective date of the action that the employee must report to the BOEM work site.
 - (d) The physical address of the BOEM work site.
 - (e) A change to bargaining unit status, if applicable.
 - (f) Eligibility for telework once employee reports to the BOEM work site.
 - (g) A change in pay, if applicable, based on the locality pay at the BOEM work site.
 - (h) What, if any, relocation expenses will be paid based on the reason for the termination of the remote work arrangement.
 - (i) Instructions for timesheet coding, as applicable once the employee has reported to the BOEM worksite.
 - (j) Instructions to the employee to reply in writing to the supervisor within 30 business days of receipt of the notification, indicating understanding of the information provided and intent to report to the identified BOEM work site by the effective date, or voluntarily, without coercion, separate from BOEM by the identified effective date of the action.
 - (k) Applicable grievance procedures.

- 2) Once the supervisor receives the written notification from the employee of their understanding and intent to work from a BOEM work site or voluntarily terminate employment with BOEM, the supervisor will forward the notification to the SHRO. The SHRO will take the appropriate actions based on the employee's response.
- C. Employees may grieve the denial of a remote work arrangement or the termination of an existing remote agreement. Bargaining unit employees may file a grievance through negotiated grievance procedures, if provided for in their applicable collective bargaining agreement. If there is no collective bargaining agreement and/or negotiated grievance procedures in place, bargaining unit employees may be permitted to file in accordance with the Department's Administrative Grievance Procedures 370 DM 711 where the use of these procedures has been agreed to via a written agreement between the appropriate management and union representatives. Non-bargaining unit employees may file a grievance in accordance with the Department's Administrative Grievance Procedures.

12. Travel and Shipping Expenses.

- A. Pursuant to Federal Travel Regulations (41 CFR 302-1.1(b) and 302-2.6(c)), when an employee establishes a Remote Work Agreement, the agency is prohibited from paying relocation expenses to the new official duty station. As such, the employee is responsible for all expenses related to a relocation.
- B. Travel expenses are determined by the employee's official duty station. BOEM is responsible for expenses incurred by the remote worker for Temporary Duty (TDY) travel in excess of 50 miles away from the employee's official duty station, as well as the earning of compensatory time off for travel where the hours of work are not otherwise compensable. BOEM is also responsible for local travel expense reimbursement for official travel within a 50-mile radius from the official duty station. Therefore, management should consider the cost of business travel from the employee's requested remote location to other worksites/locations, as well as any travel to DOI office locations. Depending on the travel distance and frequency of travel, payment of TDY expenses may increase significantly. Employee initiated optional visits to BOEM office locations will not be reimbursed.
- C. If a Remote Work Agreement is terminated based on section 11.A.1, BOEM will cover the relocation expenses that are required for transferees per the [Federal Travel Regulation, section 302-3.101, Table A, Column 1](#) to relocate the employee to the official office location. BOEM will not pay the expenses outlined in the discretionary authority (Column 2) of this table. The employing office will cover the costs for shipping equipment back to a BOEM work site.
- D. If a Remote Work Agreement is terminated for one of the reasons outlined in Sections 11.A.2 – 11.A.4 above, the employee will be required to arrange to work at the official office location at the employee's expense. The employing office will cover the costs for shipping equipment back to a BOEM work site.
- E. If accepting a new position within the Bureau through a vacancy announcement for

which a relocation incentive is offered, the remote employee is entitled to receive the relocation incentive to move from the current official duty station to the new BOEM work site.

F. If accepting a new position within the Bureau through a vacancy announcement for which relocation expenses are offered, the remote employee is entitled to receive the relocation expenses to move from the current official duty station to the new BOEM work site.

G. In the event that a remote employee's equipment must be shipped to a BOEM work site for repair or replacement, the employing office will cover the costs for shipping.

Attachments

Attachment 1: Remote Work Cost Analysis Worksheet

Attachment 2: Business Case Memorandum Factors

Attachment 3: Remote Work Agreement

Attachment 4: Safety Checklist - Employee Certification

Attachment 5: Remote Work Request – Workflow Summary

Remote Work Cost Analysis

The Remote Work Agreement must include a cost analysis to address costs and benefits for remote status in relation to a BOEM work site.

At a minimum, the following items need to be considered:

Part I: Costs

EQUIPMENT

Check the appropriate box to show who will provide the following items in the remote work arrangement. For all items provided by BOEM, please indicate whether this is already a part of the employee’s office arrangement, and include estimated costs for any equipment or change in services required specific to remote employment. Leave the item blank if it is not applicable. Items listed in the “Other Equipment” category should be specified by adding additional rows.

ITEM	SUPPLIED BY	EXISTING/NEW	COST TO BOEM, IF NEW
Equipment ¹			
CPU/Laptop	<input type="checkbox"/> Employee <input type="checkbox"/> BOEM	<input type="checkbox"/> Existing <input type="checkbox"/> New	\$
Printer/Scanner	<input type="checkbox"/> Employee <input type="checkbox"/> BOEM	<input type="checkbox"/> Existing <input type="checkbox"/> New	\$
Monitor	<input type="checkbox"/> Employee <input type="checkbox"/> BOEM	<input type="checkbox"/> Existing <input type="checkbox"/> New	\$
Other Equipment	<input type="checkbox"/> Employee <input type="checkbox"/> BOEM	<input type="checkbox"/> Existing <input type="checkbox"/> New	\$
IT Support and Equipment Repair ²	<input type="checkbox"/> Employee <input type="checkbox"/> BOEM	<input type="checkbox"/> Existing <input type="checkbox"/> New	\$
Communications			
Dedicated Landline	<input type="checkbox"/> Employee <input type="checkbox"/> BOEM	<input type="checkbox"/> Existing <input type="checkbox"/> New	\$
Cell Phone	<input type="checkbox"/> Employee <input type="checkbox"/> BOEM	<input type="checkbox"/> Existing <input type="checkbox"/> New	\$
Telework Center, Monthly Cost	<input type="checkbox"/> Employee <input type="checkbox"/> BOEM	<input type="checkbox"/> Existing <input type="checkbox"/> New	\$
Misc./Other ³	<input type="checkbox"/> Employee <input type="checkbox"/> BOEM	<input type="checkbox"/> Existing <input type="checkbox"/> New	\$
TOTAL Cost to BOEM			\$

¹ Distinguish between existing or standard office equipment, and the equipment needed for a remote work arrangement. The use of surplus equipment is not considered a cost to BOEM. The computer itself MUST be provided by BOEM. Personally owned printers and monitors may be used; however, they must be hardwired to the government computer.

² IT support and equipment repair MUST be provided by BOEM.

³ This may include new internet capabilities required at the remote duty station, additional office supplies, or any other connectivity or equipment costs. Includes all shipping costs including mail, overnight mail service, IT equipment (repair and new upgrades). Section 9 in the BOEM Remote Work Policy provides more information on which equipment and services must be provided and funded by which parties.

SALARY

Current Salary w/Locality	Remote Worksite Salary w/Locality	Impact (+/-)
		\$

ESTIMATED TRAVEL COSTS

Travel costs expected as a consequence of the employee working in an alternate worksite should be estimated and included below. For example, include travel to the official office location to collaborate, participate in training, or conduct meetings. This should also include additional costs related to mode of transportation, distance traveled, special circumstances, or delta between travel costs due to working from an alternate worksite rather than an official office location.

Total Costs from Equipment/Support, Salary Change, and Travel = \$ _____

Flight (Round Trip) or local travel	Per Diem	Lodging	Car Rental	Misc. Travel Expenses	Expected Number of trips Estimated Per year	TOTAL
						\$

Part II: Offsets

List all offsets to the costs to BOEM from Part I. This represents any savings to BOEM from the establishment of the arrangement, and may include space savings, reductions to the public transit subsidy, or equipment savings. Approximate any unknown amounts to the best of your knowledge, adding lines as necessary.

OFFSET LISTING	AMOUNT
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
TOTAL Offsets	\$

Part III: Net Cost Analysis

Total Cost – Total Offsets = \$ _____

Where this amount is positive (representing a net cost to BOEM), please enter a justification for why incurring additional expenses for this arrangement is in the interest of the Bureau: _____

Business Case Memorandum Factors

Necessary information to include in a business case memorandum for remote work:

Employee Information:

- Employee's Name
- Position Title, Pay Plan, Series and Grade
- Employee's Current Annual Salary
- Employing Office
- Employing Office Location
- Description of Major Position Duties
- Current Performance Rating
- Describe Specialized Experience of the Employee / Talents, Skills and Abilities
- List Employee's Achievements While Holding Current Position / Employee's Mission Contributions
- Certify that eligibility requirements are met as outlined in Section 4.A. of this policy
- Describe the characteristics/competencies that make this employee an ideal remote worker

Remote Work Information:

- Remote Work Location / Physical Address
- Employee's Reason for Requesting Remote Work
- Length of time of the Remote Work Agreement
- Whether the duties of the position are suitable for a remote work arrangement
- How the remote work arrangement is in the best interest of the agency
- Potential impact to the bureau/office should the arrangement not be approved
- Whether the position requires special or unique competencies
- Whether efforts to use other pay and human resources flexibilities have been considered and why they would not be effective
- Work process changes required, including but not limited to reporting requirements to start/end the day (signing in, notification of technical issues, etc.), notification requirements for emergency situations, receiving work requests from coworkers or supervisor, work output measures delivery timeframes, and feedback mechanisms from supervisors

Costs:

- What, if any, cost savings will be realized with the remote work arrangement
- Training Costs
- Relocation Costs
- Equipment Costs
- Travel Costs

Approvals:

- Supervisor's Signature and Date
- Approval or Denial from the Deciding Official
- Deciding Official's Signature and Date

Remote Work Agreement

Memorandum

To: Deciding Official
Through: Employee's Supervisor
From: Employee's Name and Title
Subject: Remote Work Agreement

This agreement is voluntarily made between _____ (employee's name) and the Bureau of Ocean Energy Management (BOEM). On _____ (month, day, year) _____ (employee's name) will begin a remote work arrangement at the official duty location, _____ (city, county and state). [If arrangement is temporary or for a specified period of time, insert language here.]

By signing this agreement, I certify that I have read the BOEM Remote Work Policy and will comply with the requirements.

I understand all costs associated with a move to the new official duty location are the responsibility of the employee.

I understand the decision to allow an employee to work remotely is not an employee entitlement, and the decision is at the discretion of the supervisor and BOEM management.

With this approved remote work arrangement, I understand all pay entitlements, including locality pay, taxes, bargaining unit status, benefits, retirement, etc. could be impacted as they are based on the official duty location identified above. I understand I am responsible for reviewing my Leave and Earnings Statement to ensure accuracy of that information.

I understand that arrangements for family and dependent care, as mentioned in Section 5.C of this policy, will be in place and will not interfere with or impede my ability to perform work.

I understand that I am responsible and will be held accountable for fulfilling my job duties and the business needs of BOEM. If the work conducted under this agreement does not meet management's expectations, I will be required, within a reasonable notice period (of no less than 90 days), to report to the official office location of _____, or I agree to voluntarily separate at that time, freely and without coercion. In the event of termination of this agreement, I understand my rights to file a grievance.

I also understand that this agreement will be assessed annually, though it can be reevaluated at any time.

I understand the only costs for which my organization will be responsible for paying are: [insert the office equipment BOEM will furnish the employee]

I understand all BOEM equipment will be returned to the Bureau in the event of my separation.

Employee Name (Printed)

Employee Signature/Date

Supervisor's Name (Printed)

Supervisor Signature/Date

Deciding Official's Name (Printed)

Deciding Official's Signature/Date

<u>Renewal/Review</u>		
Review Date	Supervisor Signature	Employee Signature

Safety Checklist - Employee Certification

The following checklist is designed to assess the overall safety of the remote workplace. Each remote employee must read and complete this self-certification safety checklist. Upon completion, the checklist should be signed and dated by the participating employee and returned to the immediate supervisor. Both the supervisor and employee should retain a copy of this certification for their records.

Employee Name		Title	
Bureau/Equivalent Office Supervisor's Name			
Home or Alternative Worksite Address		City and State	Zip Code
Telephone (Home)	Telephone (Work)		Telephone (Cell)
Title		Series, Grade	
Describe worksite in home or alternative worksite:			
I believe the Safety Checklist below is accurate and my home or alternative worksite is a reasonably safe place to work.			
Employee Signature and Date:			
Supervisor Signature and Date			
LIST OF ITEMS/CONDITIONS TO INSPECT – Check Yes, No, or Not Applicable (N/A) as appropriate			
1. Is the workspace free of asbestos-containing materials?			
2. If asbestos-containing material is present, is it undamaged and in good condition?			
3. To the extent it can be determined, is the work area free of indoor air quality problems?			
4. Is the space free of noise hazards?			
5. Are temperature, noise levels, and lighting adequate for your normal level of job performance?			
	YES	NO	N/A

6. Is all electrical equipment free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, loose wires, flexible wires running through walls or doorways, exposed wires fixed to the ceiling, missing ground prongs on plugs, etc.)?			
7. Will the building's electrical system permit the grounding of electrical equipment?			
9. Are file cabinets and storage closets arranged so drawers and doors do not open into hallways or exit ways?			
10. Are the phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?			
11. Is there a smoke detector in or near the work area?			
12. Is adequate ventilation present for the desired occupancy?			
13. Do chairs have safe functioning casters or wheels?			
14. Are the rungs and legs of chairs sturdy?			
15. Is the office space neat, clean, and free of excessive amounts of combustibles?			
NOTE: Employees are responsible for informing their supervisor of any significant change to work area or space. Safe work guidelines can be found at http://www.osha.gov/SLTC/etools/computerworkstations/index.html . If this link is unavailable, contact your servicing Human Resource Office for the latest guidance.			

Remote Work Request – Workflow Summary

1. Employee initiates remote work request through immediate supervisor. Must include:
 - a. Business case
 - b. Cost analysis
2. Supervisor reviews request and provides written decision to employee **within 21 calendar days** (including approval by deciding official).
 - a. Feasibility of having duties performed offsite
 - b. Cost analysis
 - c. Determination that employee is eligible for remote work
3. Supervisor recommends approval to Deciding Official or denies request.
4. Deciding Official approves or denies request.
5. Upon approved request, employee and supervisor sign remote work agreement.
6. SHRO designates employee's home or alternate worksite as the official duty station, with effective date. Supervisor provides a copy of the remote work agreement to the SHRO.
7. Employee completes safety checklist.
8. Employee and supervisor take respective **telework** training in DOI Talent.
9. Employee and supervisor determine most appropriate phone service (VOIP vs cellular)
10. BOEM provides equipment to employee.
11. Annual review of remote work arrangement between employee and supervisor.

21 Calendar Days to provide written decision to employee
