Preparing to Initiate a Telework Agreement

Before initiating a telework agreement, employees are encouraged to check with their supervisor to see if they are eligible to telework and whether their position has been determined suitable for telework. At this time, it may be appropriate to discuss what type of telework arrangement is the best fit for your position and the needs of your office.

If it is determined that telework is a viable option, you and your supervisor must complete the required telework training in DOI Talent. This is a one-time requirement.

For employees - Telework Fundamentals – Employee Training
For supervisors - Telework Fundamentals – Manager Training

Employees or supervisors who completed previous training titled “Telework 101 for Employees,” or “Telework 101 for Supervisors,” or equivalent training, are considered to have satisfied this training requirement provided they have documentation demonstrating completion of the course.

Initiating a Telework Agreement

1. Once you have completed the required telework training, initiate a new telework agreement form using the web link here.

On the first access to the DOI Telework Agreement Form, you may be prompted with the following popup screen requesting access to your SharePoint and Office 365 accounts (Figure 1). Please select the "Allow" button so that the application can connect to your Microsoft accounts. After selecting "Allow", the Telework Agreement Form will load. Clicking “Don’t Allow” will result in you being unable to access the DOI Telework Agreement Form.

![Figure 1: System Privacy Permission](image)
2. Once you click Allow on the Privacy Permission Page, the screen below will appear (Figure 2).

![Figure 2: DOI Telework Agreement Form Main Page](image)

3. Please select your assigned Bureau/Office and Sub-Bureau information, as appropriate. Once you select your information, the “Telework Agreement Approval Form” and “Review of Telework Agreement” Buttons will turn from grey to blue (Figure 3). Please select the Telework Agreement Approval Form button to initiate a new agreement.

![Figure 3: DOI Telework Agreement Form Main Page-Selection Made](image)
4. After selecting the “Telework Agreement Approval Form” button, the first page of the form appears (Figure 4). The data fields in the agreement form are the same for each employee, regardless of DOI Bureau/Office. When you get to the Supervisor Name field, enter the first few letters of your supervisor’s last name, wait for the data to populate, and select your supervisor’s full name from the drop-down menu. If the Supervisor’s Title field does not automatically populate, please fill out that data fields and then select the Next Button in the right-hand corner of the screen. The Next Button in the bottom right hand corner of the screen will turn blue when the fields have been populated.

![Figure 4: Telework Agreement Approval Form-Page 1](image-url)
5. On the 2nd page of the telework agreement form (Figure 5), be sure to select the Requested Telework Arrangement in the Employee Information section of the page. If you are requesting a Core Telework Arrangement, you must enter information for the Concurring Management Official. When you get to the Concurring Management Official’s Name field, enter the first few letters of the Concurring Management Official’s last name, wait for the data to populate, and select the Concurring Management Official’s full name from the drop-down menu. If the Concurring Management Official’s Title field does not automatically populate, please fill out that data fields. Once you’ve filled out the page, select the Next button and continue to the following page.

![Figure 5-Telework Agreement Approval Form-Page 2](image)

6. When filling out the Telework Location section (Figure 6), please ensure that the Telework Location field is selected before moving on to the next page.

![Figure 6: Telework Agreement Approval Form-Page 3](image)
7. Before you click on the submit button (Figure 7), you can check that the form details are correct by using the back button. Once you click on the Submit button, the following screen (Figure 8) will appear. Close the system and wait for the Confirmation of Telework Request Email from the system.

Figure 7: Telework Agreement Approval Form-Page 4

Figure 8: Submission Screen
Approving a Telework Agreement Form takes only a minute to complete. When an employee initiates a new (or makes changes to an existing) telework agreement, you will receive the telework agreement form request via an email with subject line, “Telework Request for Employee’s Name (DI-3457).” Please review the Telework Request Details contained in the email and then click on the “Telework Agreement” link, which is the underlined text in blue.

On the first access to the DOI Telework Agreement Form, you may be prompted with the following popup screen requesting access to your SharePoint and Office 365 accounts (Figure 10). Please select the "Allow" button so that the application can connect to your Microsoft accounts. After selecting "Allow", the Telework Agreement Form will load. Clicking “Don’t Allow” will result in you being unable to access the DOI Telework Agreement Form.
10. Review the contents of the Telework Agreement Approval Form page and determine whether the agreement should be approved or denied (Figure 11). If the employee is requesting a core telework arrangement, the supervisor will review the form first. If the form is approved, all parties will receive a pending agreement notification and the concurring management official will then receive an email with the subject line, “Telework Request for Employee’s Name (DI-3457).” The concurring management official should follow the same instructions above to review the agreement form.

![Figure 11: Telework Agreement Review Page](image1)

11. If the supervisor or concurring management official decides to deny the telework agreement, a pop-up text box will appear, (Figure 12) and the management official must enter the business reason for the denial of the agreement. The supervisor, the concurring management official (if applicable), and the employee will receive an automated email which states why the form has been denied.

![Figure 12: Telework Reason for Denial Text Box](image2)
12. Once you have clicked the submit button in the lower right corner of the Approval Form (Figure 12), the screen below (Figure 13) will appear. A list of telework agreement forms that have been assigned to you should be listed. If you have reviewed all telework requests, you can click on the X in the top right corner and exit the telework agreement system.

![Figure 13: List of Approving Official Telework Agreement Requests](image)

For more information regarding the Departmental telework program policy, please visit the Department’s telework resources pages available at [https://www.doi.gov/telework](https://www.doi.gov/telework). If you have any questions, please contact your [Bureau/Office Telework Coordinator](mailto:bureauoffice@telework.gov).