



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
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FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Mr. Daniel J. Hester

SUBJECT: Revised Telework Agreement

AUDIENCE: Appropriated Fund and Nonappropriated Fund Personnel

ACTION: Disseminate to Department of Defense (DoD) Human Resources Practitioners

REFERENCE: DoD Instruction 1035.01, "Telework Policy," April 4, 2012, as amended

BACKGROUND/INTENT: The Office of Management and Budget approved DD Form 2946, DoD Telework Agreement on August 19, 2021 (attached). Per referenced instruction, the form is available for use on the Directive Division Website at <https://www.esd.whs.mil/Directives/forms/>.

The purpose of the update was to obtain an Office of Management and Budget control number and to make other minor editorial changes. Component Telework Coordinators should ensure that all new telework agreements utilize this new form. As a reminder, the Telework Policy requires that supervisors and employees must re-validate agreements at least every two years.

POINT(S) OF CONTACT: Ms. Taiwana Smith, Director, Benefits, Wage and NAF Policy, 571-372-1642, Taiwana.R.Smith.civ@mail.mil, and Ms. Kisha Wilkins, Work-Life Program Branch Chief, Benefits, Wage and NAF Policy, 571-372-2238, Kisha.L.Wilkins.civ@mail.mil.

Attachment:
As stated