




November 4, 2005

MEMORANDUM FOR: All ORA Employees

FROM: Al Powell, Acting Director   
Office of Research and Applications

SUBJECT: ORA Telework Requests

The NESDIS telework policy has been published and is available on the NESDIS Intranet page. For those employees who would like to submit a request to telework, the procedures are listed on the webpage and repeated below. First read the telework policy and work with your supervisor to determine your eligibility as well as whether they support your request. If your position is eligible, then follow the telework procedures.

1. Log on to NESDIS Intranet <https://intranet.nesdis.noaa.gov> (use Internet Explorer rather than Netscape for better results), and click on Telework area.
2. Read the NOAA Telework Policy. (Link Available on NESDIS Intranet)
3. Follow instructions for completing NOAA Telework Program Orientation.
4. Successfully complete NOAA training and quiz.
5. Read NESDIS Telework Policy dated December 18, 2004. (Link Available on NESDIS Intranet)
6. Follow instructions for completing NESDIS Telework Program Orientation.
7. Successfully complete NESDIS quiz.
8. Print NESDIS certificate of training. (an email will automatically be sent to your office Point of Contact)
9. Discuss your eligibility, potential duties, and schedule with your supervisor.
10. Agree on duties and schedule with your supervisor.
11. Download NOAA Telework Application and Agreement form from NOAA website, fill out form, and sign.
12. Complete Safety Checklist and sign.
13. Complete NESDIS IT Security Addendum, and sign.
14. Provide Agreement form, Safety Checklist, IT Security Addendum, certificate of training, and any other requested materials to your supervisor. (*Branch Chief*)
15. Supervisor recommends approval/denies request. Forward to Director, ORA, via your Division Chief.
16. Center/Staff Director recommends approval/denies request. Forward to Center/Staff Office Telework Point of Contact (*ORA Administrative Officer*)
17. Center/Staff Office POC (*ORA Administrative Officer*) forwards to MOAO for DAA action.
18. MOAO (Management, Organization, and Analysis Office) forwards Agreement to DAA for approval/denial.
19. MOAO returns package to requesting office POC.
20. Telework arrangement begins.

