

AIR TELEWORK CHECKLIST

Name of Employee:

Unit:

- | Required Documentation to email as one PDF file to HRO: | Completed/
Uploaded in packet |
|--|----------------------------------|
| 1. Statement of Understanding | |
| - Employee signature | |
| - Supervisor signature | |
| - Concur circled w/respective required signature | |
| - CF/State IT Services (Not required – see #4 below) | |
| - MDG signature (Not Required) | |
| 2. DD Form 2946 DoD Telework Agreement | |
| - Supervisor signature | |
| - Employee signature | |
| 3. Training Certificates | |
| - Employee Training (6 Certs – 1-5 for each lesson & course completion) | |
| - Manager Training (1 Cert – will also count toward employee training) | |
| 4. Government Equipment Release Form (AF 1297 Temporary Issue Receipt) | |
| 5. Current Annual Performance Plan | |
| - T32/T5 employees – DD Form 2906, Civilian Performance Plan (from MyBiz) | |
| - AGR employees – Respective ACA Form w/performance expectations | |
| 6. Performance Expectations While Teleworking | |
| 7. Fitness - Alternate Location Memo (If employee will be participating in PT) | |