

ARMY TELEWORK CHECKLIST

For Chrome users only, download to computer and use from that location.

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	
- G6/State IT Services (Not required – see #4 below)	
- OCC Health signature (Site visit or pictures of work space 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. IDARNG Form 44 (Required per PM-44 Memo)	
5. Current Annual Performance Plan	
- T32/T5 employees – DD Form 2906, Civilian Performance Plan (from MyBiz)	
- AGR employees – (Performance Expectations via Form or Word)	
6. Performance Expectations While Teleworking	
7. Fitness - Alternate Location Memo (If employee will be participating in PT)	