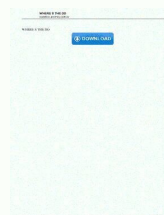


. To view this document, you need Adobe Reader 8 or higher. If you don't have it or your browser is not set up correctly, go to . This is a PDF file called DD Form 2946, "Department of Defense Telework Agreement". It was created by WHS on February 18, 2021 and updated on May 21, 2021. The DoD released this form on August 1, 2021 for use by the U.S. Army. There are no separate instructions for this form. FAQ Q: What is DD Form 2946?A: It is a form to make a telework agreement with the DoD. Q: Why do I need DD Form 2946?A: You need it if you want to work remotely for the DoD. Q: Who has to fill out DD Form 2946?A: Employees who want to telework for the DoD. Q: Where can I get DD Form 2946?A: You can get it from the DoD or your employer. Q: What do I have to put on DD Form 2946?A: You have to put your personal information, work schedule, telework location, and supervisor's approval. Q: Can I change DD Form 2946?A: Yes, you can change it with your supervisor's approval. Q: Is DD Form 2946 a legal contract?A: Yes, it is a legal contract between you and the DoD. Q: What if I break the rules of DD Form 2946?A: You may lose your telework privileges. Q: Can I end my telework agreement?A: Yes, you can end it with proper notice and your supervisor's approval. Q: Can I telework from anywhere?A: No, your telework location has to be secure and approved by the DoD. Official websites use .mil A .mil website is an official government website in the U.S. Secure .mil This toolkit helps the DOD workforce implement DOD Instruction 1035.01, "Telework and Remote Work." Employees should check with their supervisors and Component Telework Coordinator(s) for more guidance. DOD Instruction 1035.01, "Telework and Remote Work" This instruction sets the policy, roles, and procedures for DOD telework and remote work programs. It replaces the previous instruction from April 4, 2012. Telework and Remote Work DoD Instruction 1035.01, "Telework and Remote Work" Frequently Asked Questions Here are some answers to common questions about the DOD telework and remote work program. Telework and Remote Work FAQ's Sample Remote Work Agreement Remote work participants need a written agreement signed by them and their supervisor. The sample below can be modified to fit Component needs. Remote Work Agreement Telework Agreement DD Form 2946 Federal employees who telework must have an approved DD Form 2946. This applies to both routine and situational telework. DD Form 2946 DoD Telework Coordinator Listing Each DOD Component has its own telework policies and procedures. Employees can contact their Component's Telework Coordinator for more details. Telework Coordinators List Telework Training Teleworkers and managers need to know how to succeed in telework. OPM offers basic telework training modules for employees and managers. Telework Training I hope this paraphrased version meets your requirements. If you need to fill out the DD Form 2946, you can find a fillable PDF version on the official DOD website. Just search for 'dd form 2946 fillable pdf' and you will find it. Thank you for using Copilot. ☺. All DoD employees who telework and their managers/supervisors need to complete this training. Telework Fundamentals - Employee Training Telework Fundamentals - Manager Training Domestic Employees Teleworking Overseas (DETO) DETO allows a US Government employee in a domestic position to work remotely from an overseas location for a limited time. This can help military spouses keep their careers and families together when moving to overseas locations. To learn more about DETO opportunities in their Component, employees should contact their Component Telework Coordinator. DoD Memorandum - Department of State DETO Guidance The DoD Memorandum has policy and Department of State guidance on DETO requirements that must be followed in a DETO policy. DETO Guidance for Overseas Domestic Employees Interagency DETO Agreement Template DETO Agreement Template The FY 2023 NDAA gives special locality pay to Civil Service DETOs. DETO Locality Pay Components must find telework and remote work eligible civilian positions and record eligibility in the Defense Civilian Personnel Data System or a similar human resources system. New telework and remote work codes help track eligibility and participation in both programs, across the DoD. Telework and Remote Work Data Elements The "2021 Guide to Telework and Remote Work in the Federal Government" updates the 2011 OPM Telework Guide. This new guide fills policy gaps and gives resources to help understand the ongoing changes of telework and remote work as important workplace flexibilities with more adoption. The OPM 2021 Guide To Telework And Remote Work In The Federal Government As more Federal agencies move to hybrid or remote workplaces, there are more situations that involve a mix of employees who work in the office and elsewhere.



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DEPARTMENT OF DEFENSE TELEWORK AGREEMENT	
SECTION 1: The agreement establishes the terms of the telework agreement for:	
1. EMPLOYEE (Last Name, First Initial, Last)	2. OFFICIAL JOB TITLE
3. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)	4. ORGANIZATION
5. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)	6. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)
7. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)	8. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)
9. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)	10. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)
11. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)	12. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)
13. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)	14. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)
15. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)	16. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)
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21. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)	22. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)
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79. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)	80. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)
81. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)	82. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)
83. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)	84. TELEPHONE NUMBER (Home, Work, Mobile, Cell, Work and Cell, Other)
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HEALTH AND BEHAVIOR FORM
PLEASE PRINT OR TYPE CLEARLY. CAPS/ALL CAPS MUST BE USED FOR ALL INFORMATION.

1. PERSONAL INFORMATION

Name: _____
 Birth Date: _____
 Social Security Number: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____
 Email: _____

2. EMPLOYER INFORMATION

Employer Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____

3. EMPLOYEE INFORMATION

Employee Name: _____
 Title: _____
 Department: _____
 Supervisor Name: _____
 Supervisor Title: _____
 Supervisor Department: _____

4. STATE AND COUNTY RESIDENCE AGREEMENT

I hereby certify that I am a resident of the State of _____ and the County of _____.

Signature: _____
 Date: _____

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<p>PURPOSE AND SCOPE</p> <p>AUTHORITY: 50 U.S.C. 3163, Secretary of Defense Civilian Workforce Directive (CWD) 1000.01, Telework Policy, and DOD Instruction 1035.01, Telework and Remote Work. This agreement is subject to the terms and conditions of the DoD Telework and Remote Work Policy and procedures. This agreement is not intended to create an employment contract, and it does not constitute an offer of employment. The DoD Telework and Remote Work Policy and procedures apply to all DoD employees who telework. This agreement is not intended to create an employment contract, and it does not constitute an offer of employment. The DoD Telework and Remote Work Policy and procedures apply to all DoD employees who telework.</p> <p>DECLARATION: I, the undersigned, declare that the information provided herein is true and correct to the best of my knowledge and belief.</p>	
<p>TERMS OF TELEWORK AGREEMENT</p> <p>1. This agreement shall remain in effect until terminated in writing by either party. The DoD Component shall have the right to terminate this agreement at any time without notice and without liability to the employee. The employee shall have the right to terminate this agreement at any time without notice and without liability to the DoD Component.</p> <p>2. The employee agrees to work from the telework location for the duration of the agreement. The employee shall not be held liable for any work performed at the telework location. The employee shall not be held liable for any work performed at the telework location.</p> <p>3. The employee agrees to maintain the confidentiality of all information received or transmitted through the telework location. The employee shall not disclose any information received or transmitted through the telework location to any third party without the prior written consent of the DoD Component.</p> <p>4. The employee agrees to maintain the confidentiality of all information received or transmitted through the telework location. The employee shall not disclose any information received or transmitted through the telework location to any third party without the prior written consent of the DoD Component.</p> <p>5. The employee agrees to maintain the confidentiality of all information received or transmitted through the telework location. The employee shall not disclose any information received or transmitted through the telework location to any third party without the prior written consent of the DoD Component.</p> <p>6. The employee agrees to maintain the confidentiality of all information received or transmitted through the telework location. The employee shall not disclose any information received or transmitted through the telework location to any third party without the prior written consent of the DoD Component.</p> <p>7. 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The employee agrees to maintain the confidentiality of all information received or transmitted through the telework location. The employee shall not disclose any information received or transmitted through the telework location to any third party without the prior written consent of the DoD Component.</p> <p>20. The employee agrees to maintain the confidentiality of all information received or transmitted through the telework location. The employee shall not disclose any information received or transmitted through the telework location to any third party without the prior written consent of the DoD Component.</p>	

Q: Where can I get DD Form 2946? A: You can get it from the DoD or your employer. Q: What do I have to put on DD Form 2946? A: You have to put your personal information, work schedule, telework location, and supervisor's approval. Q: Can I change DD Form 2946? A: Yes, you can change it with your supervisor's approval. Q: Is DD Form 2946 a legal contract? A: Yes, it is a legal contract between you and the DoD. Q: What if I break the rules of DD Form 2946? A: You may lose your telework privileges. Q: Can I end my telework agreement? A: Yes, you can end it with proper notice and your supervisor's approval. Q: Can I telework from anywhere? A: No, your telework location has to be secure and approved by the DoD. Official websites use .mil A .mil website is an official government website in the U.S. Secure .mil This toolkit helps the DOD workforce implement DOD Instruction 1035.01, "Telework and Remote Work." Employees should check with their supervisors and Component Telework Coordinator(s) for more guidance. DOD Instruction 1035.01, "Telework and Remote Work" This instruction sets the policy, roles, and procedures for DOD telework and remote work programs. It replaces the previous instruction from April 4, 2012. Telework and Remote Work DoD Instruction 1035.01, "Telework and Remote Work" Frequently Asked Questions Here are some answers to common questions about the DOD telework and remote work program. Telework and Remote Work FAQ's Sample Remote Work Agreement Remote work participants need a written agreement signed by them and their supervisor. The sample below can be modified to fit Component needs. Remote Work Agreement Telework Agreement DD Form 2946 Federal employees who telework must have an approved DD Form 2946. This applies to both routine and situational telework.

DD Form 2946 DoD Telework Coordinator Listing Each DOD Component has its own telework policies and procedures. Employees can contact their Component's Telework Coordinator for more details. Telework Coordinators List Telework Training Teleworkers and managers need to know how to succeed in telework. OPM offers basic telework training modules for employees and managers. Telework Training I hope this paraphrased version meets your requirements. If you need to fill out the DD Form 2946, you can find a fillable PDF version on the official DOD website. Just search for 'dd form 2946 fillable pdf' and you will find it. Thank you for using Copilot. ☺. All DoD employees who telework and their managers/supervisors need to complete this training. Telework Fundamentals - Employee Training Telework Fundamentals - Manager Training Domestic Employees Teleworking Overseas (DETO) DETO allows a US Government employee in a domestic position to work remotely from an overseas location for a limited time. This can help military spouses keep their careers and families together when moving to overseas locations. To learn more about DETO opportunities in their Component, employees should contact their Component Telework Coordinator. DoD Memorandum - Department of State DETO Guidance The DoD Memorandum has policy and Department of State guidance on DETO requirements that must be followed in a DETO policy. DETO Guidance for Overseas Domestic Employees Interagency DETO Agreement Template DETO Agreement Template The FY 2023 NDAA gives special locality pay to Civil Service DETOs. DETO Locality Pay Components must find telework and remote work eligible civilian positions and record eligibility in the Defense Civilian Personnel Data System or a similar human resources system. New telework and remote work codes help track eligibility and participation in both programs, across the DoD. Telework and Remote Work Data Elements The "2021 Guide to Telework and Remote Work in the Federal Government" updates the 2011 OPM Telework Guide. This new guide fills policy gaps and gives

resources to help understand the ongoing changes of telework and remote work as important workplace flexibilities with more adoption. The OPM 2021 Guide To Telework And Remote Work In The Federal Government As more Federal agencies move to hybrid or remote workplaces, there are more situations that involve a mix of employees who work in the office and elsewhere. OPM has given resources that include best practices for managing and supporting these mixed teams. OPM Resources For Managing And Supporting Hybrid And Remote Teams I hope this paraphrased version of the article is helpful to you. If you need to fill out the **DD Form 2946**, you can download a fillable PDF version from the official DoD website. Thank you for using Copilot. 😊 The Office of Personnel Management (OPM) has released two tip sheets to help Federal agencies plan and implement hybrid work arrangements. Hybrid work refers to a combination of remote and onsite work that can offer flexibility and productivity benefits for both employees and agencies. The tip sheets provide practical advice and best practices for preparing and transitioning to hybrid work environments. You can access the tip sheets from the links below: - OPM Tip Sheet - Prepare to Transition to Hybrid Workplace - OPM Tip Sheet - Transition to Hybrid Workplace If you are looking for a fillable PDF version of the DD Form 2946, which is used to document telework agreements for Federal employees, you can download it from this link: - DD Form 2946 Fillable PDF I hope this helps. 😊