

DATE:

TO:

FROM: Decision Official

SUBJ: Telework Notification Letter – Employee Eligible to Telework

1. The Telework Enhancement Act of 2010 requires the Department of Veterans Affairs to determine the eligibility of all employees to participate in telework and notify all employees of their eligibility to telework. In order for an employee to be approved to telework, the employee's position must be identified suitable for telework **and** the employee must be determined eligible to telework. After careful review of your duties and responsibilities I have determined that you are eligible to telework.

2. This decision does **not** grant you permission to telework. Before you can be approved to telework, you must complete employee telework training in the Talent Management System. You must also submit the following to your supervisor for evaluation:

- VA Form 0740 Telework Request / Agreement

3. You can begin teleworking only after you have completed the required telework training and have an approved Telework Agreement. Mission needs and availability of equipment will be considered when evaluating your request to telework.

Decision Official / Supervisor

I acknowledge receipt of this letter.

Employee