Braun, Richard - Remote Work Attachment

I am a project officer assigned to work on Remedial Action Framework (RAF) task orders and other contractual instruments when assigned. On the pre-award side, my responsibilities include: acquisition planning, creation of requirements documents (SOW/PWS, IGEs, PRs, etc.), assisting AEEBs and TEPs in vendor evaluation, and assisting and advising RPMs to help projects move thru the RAF process. Post-award responsibilities include assisting and advising TOCORs in the administration of task orders. This includes creating documents for task order modifications, tracking invoices and payments, and working closely with contracting officers and TOCORs resolve administrative issues.

The systems I need to perform my job remotely are: (eOPF, Employee Express, People Plus, Email, Microsoft Teams, Microsoft Office, EAS, Compass Data Warehouse (CDW), Talent Hub, and various EPA SharePoint sites. I have remotely accessed and successfully used all of these systems during the recent pandemic.

I do not interact directly with the public and although I collaborate frequently with coworkers and colleagues, in-person meetings are not needed. I have successfully used Teams, email, and phone calls to accomplish my work remotely for almost 2 years now.

I do not require use of a printer as all work files are electronic. Even Agency documentation that requires my signature can now be accomplished by electronic signature in an Adobe PDF document.

Approve my Remote Work request will not diminish the Agency's ability to accomplish its mission or organizational goals. I have successfully performed my job responsibilities from a remote location for almost 2 years. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Dave Christenson - Remote Work Application: Attachment 1

Explain how you can perform all of your duties as effectively from the Remote Work Location [RWL] as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. Explanation of Effective RWL Performance:

a. Duties of as an Environmental Protection Specialist (EPS) are portable and do not routinely require in person activities at the Denver office.

My work as an EPS involves entirely portable work that does not routinely require in-person activities at the Denver office. Much of this work is specifically listed in the AFGE/EPA Articles as appropriate for remote work and/or telework. This includes research, writing tasks, document review, calls and virtual meetings, and policy development. My primary responsibilities involve managing funding and administrative support of the Region ESAT contract task orders, all Contracting Officer's Representative (COR) responsibilities for the ESAT Field Services task order, and "advanc[ing] the work of Region 8 in interactions with internal and external entities or partners." My work involves regular interaction with other ESAT CORs, ESAT services customers, ESAT contractor staff, contracting officers and EPA managers. All of these interactions have been successfully performed "virtually" since I've been in this position. All indications are that future virtual communications will be able to successfully fill my job responsibilities without regular in-person communications.

I have successfully performed these responsibilities remotely since starting my current job in July 2020. Personal communications to complete these tasks do not necessitate travel to the Denver office. My work does not include tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

I have a demonstrated track record of effectively performing my work in my current job from my RWL without close, in-person supervision since July 2020. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

As evidenced by the work I have performed remotely, my position is performed effectively via *virtual* interfacing with management officials and does not *require* in-person meetings with them on a routine basis.

The work I perform does not require in-person supervision. I regularly interact with my supervisors and other managers virtually, through MS Teams or telephone conversations.

b. My work requires minimal in-person collaboration.

My work involves collaboration that can be performed remotely, and it does not regularly require in-person collaboration. Over the last two years, I have effectively

collaborated virtually with customers and co-workers within Region 8 and in other EPA offices, as well as with outside parties.

c. Approving my remote work application will not require reassignment of work.

Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively from a RWL.

d. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

There have not been disruptions to communication over the last 18 months while I have worked from my RWL, and there will be no foreseen disruptions. I have utilized existing EPA technologies to be very available while working remotely. For example, I forward my work phone to my personal cell; keep my outlook calendar up-to-date with my daily availability; have Teams messenger on while in duty status; and make my proposed schedule for the next pay period available to my supervisor.

The technology I need to perform my duties is available and fully functional. At my RWL, I have internet capable of handling multiple, simultaneous video calls; a functioning phone; multiple monitors. I have not had any technological disruptions over the past two years that prevented me from performing my duties or required me to return to the Denver office. Even if a technical issue arose in the future that required me to return to the Denver office for equipment servicing or repair, I could easily resolve it because my RWL is in the normal commuting area for the Denver office.

I have complied with my Telework Agreement for many years, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

e. My work rarely requires access to in-office resources.

My work rarely requires access to in-office resources. In the records context, I have successfully maintained electronic records, rather than paper, for the entirety of my time working from my RWL and for much of my time prior to working remotely. My work has also transitioned away from using hard copy documents. Instead, we have transitioned to receiving and sending documents to and from RTP finance, contracting officers and the ESAT contractor, rather than hard copy mail, and to using electronic signatures, rather than "wet" signatures. Accordingly, I have not needed and will not need regular access to the Denver office for in-office resources, like mail or physical records. Further, the keeping of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping." (Mandate M-12-18). EPA is moving forward with this

transition to an electronic records environment, which further evidences I will not need regular access to the Denver office.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:

a. Remote work will not increase, and will likely decrease, costs to the Agency.

As the Agency agreed in the Remote Work Article, "certain costs to the Agency may be *de minimis* for those Remote Workers Within the Local Commuting Area." This is true in my situation. Though am likely to travel on average four times per year for work, because my RWL is in the Denver commuting area, my travel costs would be the same whether my travel originates from the Wynkoop office or my RWL. If my travel involves air transportation, I would fly out of the same airport while working remotely as I would from the Denver office. For travel that is driving, my costs would be similar from my RWL and the Denver office, except that my travel time would usually be slightly reduced traveling from my suburban RWL vs the Wynkoop office in downtown Denver. Agency will not incur more than *de minimis* travel costs if I need to return to the Denver office for technology or work reasons. The Agency will not need to pay for hotel costs if I need to return to the Denver office.

The Agency will likely save money by approving my remote work application. The Agency will no longer need to pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Denver office.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, . . . enhanced health and safety (reduced viral transmission), . . . and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

As explained by the Agency, approving my remote work application also can result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, . . . [and] appropriate workspace for focused work[.]" These benefits apply in my situation, as I find working at my RWL to be more

productive, allow for focused work without interruptions, and results in higher performance ratings It also increases my morale and my desire to remain at the Agency.

Robert Clement - Remote Work Application: Attachment

Explain how you can perform all of your duties as effectively from the Remote Work Location (RWL) as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. ***Explanation of Effective RWL Performance:***
    a. *Duties of an environmental engineer are portable and do not routinely require in-person activities at the Region 8 office.*

For 33 years I have served as an environmental engineer in the drinking water program for Region 8 providing technical expertise and assistance to the drinking water program and to many other programs at Region 8, Office of Research and Development, other regions, HQ, other federal agencies, state and tribal, academia, public water systems, the public and managers at all levels. My work involves providing technical expertise and assistance for all aspects of drinking water treatment (source, treatment, and distribution system) and rule development, reviewing Denver Water's variance monthly, semi-annual, and annual reports, reviewing capacity development reports for our six states, and all manner of state reviews from general to highly specific. Every part of my work is provided to me electronically, either by email or on a SharePoint site. I generally attend two to three meetings a day on the subjects identified above, always virtually, in Microsoft Teams. I perform no work that requires in-person activities at the Region 8 office. Much of my work is specifically listed in the AFGE/EPA Articles as appropriate for remote work and/or telework, document reviews, virtual meetings, and calls.

Lastly, my work does not include tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

b. *My work history over the last 2 years demonstrates that I can perform this work at least equally effectively from a RWL as the Region 8 office.*

I have a demonstrated track record of effectively performing my work as a technical expert in drinking water treatment, my work in reviewing Denver Water's variance, providing technical assistance for all national primary drinking water regulations, drinking water rule development, reviewing capacity development for our six states, and all manner of state collaboration and state reviews working from my RWL without close, in-person supervision since March 2020. Thus far in fiscal year 2022, I have reviewed our six states capacity development reports, conducted a weeklong review of North Dakota's drinking water program (virtually), reviewed Denver Water's monthly, semi-annual, and yearly reports for the purpose of renewing their Variance and provided technical assistance to a broad array of customers entirely from my RWL. This work is representative of my current and future duties. As evidenced by the work I have performed remotely, my position is performed effectively via virtual interfacing and does not require in-person meetings.

c. *My work can be performed independently with minimal in-person review.*

I perform my work almost entirely independently, which evidences its appropriateness for remote work.

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d. My work requires minimal in-person collaboration.

My work involves collaboration that can be performed remotely, and it does not require in-person collaboration. Over the last 2 years, I have effectively collaborated virtually with Region 8 staff, Office of Research and Development staff, other regions staff, HQ staff, other federal agencies staff, state and tribal staff, academia, public water systems and the public and managers at every level.

My virtual collaboration with Region 8 staff, Office of Research and Development staff, other regions staff, HQ staff, other federal agencies staff, state and tribal staff, academia, public water systems and the public and managers at every level demonstrates that my work can be done remotely, and if any instances arise (likely irregularly and infrequently) where my management or I prefer that I collaborate in person, I can easily be recalled to the Region 8 office, as it is less than 20 miles from my RWL.

e. Approving my remote work application will not require reassignment of work.

Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively from an RWL. I have not relied on administrative staff any differently during my remote work than while I was working in the Region 8 office.

f. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

There have not been disruptions to communication over the last 2 years while I have worked from my RWL, and there will be no foreseen disruptions. I have utilized existing EPA technologies to be very available while working remotely. For example, I forward my work phone to my personal cell, and I keep my Microsoft Outlook calendar up to date with my daily availability.

The technology I need to perform my duties is available and fully functional. I have reliable high-speed internet, a functioning phone, a large monitor, and an ergonomic desk. I have not had any technological disruptions over the past 2 years that prevented me from performing my duties or required me to return to the Region 8 office. Even if such a technical issue arose in the future that required me to return to the Region 8 office for equipment servicing, repair, or replacement I could easily resolve it because my RWL is less than 20 miles from the Region 8 office.

I have complied with my Telework Agreement for the duration of my time at the Agency, including the 2 years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

g. My work rarely requires access to in-office resources.

My work rarely requires access to in-office resources. My work has also transitioned away from using hard copy documents. Instead, 100 percent of the documents that I edit or review either are available on SharePoint, TEAMS, or are emailed to me. Accordingly, I have not needed, and I will not need, regular access to the Region 8 office for in-office resources.

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My position rarely requires me to keep records, but when I do, I keep them electronically. Further, the keeping of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping." (Mandate M-12-18). EPA is moving forward with this transition to an electronic records environment, which further evidences I will not need regular access to the Region 8 office. If any infrequent, irregular situations arise when I need to return to the office, any costs to the Agency will be *de minimis*, as my RWL is less than 20 miles away.

2. ***Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:***
    a. *Remote work will not increase, and will likely decrease, costs to the Agency.*

As the Agency agreed in the Remote Work Article, "certain costs to the Agency may be *de minimis* for those Remote Workers Within the Local Commuting Area." This is true in my situation. I have rarely traveled in the past decade and will not need to travel in the future for Agency business. I have attended trainings and meeting at all levels through TEAMS and it has not diminished the professional impact I either receive or provide to the Agency. The Agency will not incur more than *de minimis* travel costs if I need to return to the Region 8 office for technology or work reasons, as I live less than 20 miles from the Region 8 office. For the same reason, the Agency will not need to pay for hotel costs if I need to return to the Region 8 office.

The Agency will save money by approving my remote work application. For example, the Agency will have the option to save the cost of my office space in the Region 8 office when the Agency negotiates the next lease agreement for the Region 8 office. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Region 8 office.

    b. *Remote work furthers the Agency's mission of protecting human health and the environment.*

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, . . . enhanced health and safety (reduced viral transmission), . . . and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

As explained by the Agency, approving my remote work application also can result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, . . . [and] appropriate workspace for focused work[.]" These benefits significantly apply in my situation, as I find working at my RWL to be much more productive, allow for focused work without interruptions, and results in higher levels of performance. It also increases my morale and my desire to remain at the Agency which is extremely important as I have 33 years of experience in the drinking water program at EPA. In addition, I have 6 years directly working as a water treatment plant operator for a total of 39

years. This 39 years of knowledge and experience, one of the few people in the entire Agency with that degree of institutional history in this program, increases the efficiency for the Agency. I am a tremendous resource for the Agency, I am routinely utilized by many different programs and many different offices, and my retention is vital to further the Agency's mission of protecting human health and the environment.

Coate, Carson – Remote Work Application/Agreement Text

The following explains how I can perform my duties as effectively from my remote work location (RWL) as from my official agency worksite and how approving this request will not diminish the agency's ability to accomplish its mission and goals:

1. All of my work is portable and I am just as effective at performing my work assignments and tasks from my RWL as from my official agency worksite.

2. I rarely require access to in-office resources and the approval of my remote work request will not require reassignment of any of my current work or tasks to other staff.

3. There will be no foreseen disruption to communication or customer service with internal or external clients/customers (e.g. public, state and local entities, stakeholders).

4. My position does not require in-person interface with management officials or

other colleagues on any routine basis. In fact, my official agency worksite (Montana Office) is already remote to my management, colleagues and customers.

5. I have a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID19 pandemic) at both the staff level and management level.

6. The technology needed to perform duties is available and fully functional at my RWL.

7. I will comply with the terms of my written and approved Remote Work Agreement.

Dan Fagnant – Remote Work Application: Attachment 1

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. Explanation of Effective RWL Performance:

My duties of as an environmental engineer are portable and do not routinely require in person activities at the Denver office. My primary duties include research, writing, reviewing documents, and attending calls and virtual meetings.

More specifically, my duties typically revolve around oversight of state NSR and Title V air permitting programs. The state environmental programs submit permitting materials to EPA for review electronically and also post the same documents sent to EPA on state government webpages for public review and comment. The permitting activities I oversee are generally in Utah and North Dakota. I communicate with staff in these state environmental programs through email, phone calls, or Microsoft Teams meetings. When issues arise with specific sources or policies, I work virtually with staff and managers in the state program as well as with relevant subject matter experts at EPA, such as those in the operating permits group of OAQPS.

I also coordinate and develop responses to requests from outside parties for regulatory applicability determinations. I research issues, draft documents, and collaborate with subject matter experts for applicability determinations virtually. The completed determination is then routed, signed, and delivered electronically.

Additionally, I am the Regional Air Small Business Liaison for Region 8. I attend virtual meetings with the small business program led by OAQPS and I coordinate through virtual meetings, emails, and phone calls with the small business environmental assistance program representatives for the states in Region 8.

In addition to my normal duties, I have also joined the Regional Science Council and the EVS workgroup, allowing me to interact, build relationships, and share knowledge with staff who I would otherwise not normally work with.

I have been working remotely for EPA Region 8 since August of 2020. Before assuming my current position, I worked remotely for EPA OLEM/ORCR since the Agency went to a full telework status in March of 2020.

While teleworking from my proposed remote location since August of 2020, I've transitioned roles at EPA and grown into my current role. I have found that the full telework environment allows for greater intensity of uninterrupted focus on my work without the distractions of the typical office environment. This has allowed me to adapt and thrive in my new role in less time than if I had been in the office.

At the same time, I am able to work with others at EPA virtually, without the restrictions of reserving physical meeting spaces or concerns over noise levels in cubicle spaces. The shift by EPA over the last two years to a telework environment has also improved collaboration with other EPA organizations and outside parties as audio only conference calls have been replaced virtual meetings and tools available such as screensharing and break out rooms.

As described above, my work is portable and can be performed independently with minimal in-person review and requires minimal in-person collaboration due to use of email, virtual meetings, Microsoft Teams, SharePoint routing, and other electronic tools. Approving my remote work application will not require reassignment of work or disrupt communication with internal or external clients or stakeholders. My work also rarely requires access to in-office resources. Lastly, my work does not include tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:

Remote work will not increase and will likely decrease costs to the Agency. While working remotely, the Agency will no longer bear the cost of a transit subsidy and may also decide to reduce costs through a reduced office space footprint in the future.

Remote work furthers the Agency's mission of protecting human health and the environment by allowing the Agency to offer workplace flexibilities competitive with the private sector, as well as improving employee engagement, productivity, and resiliency. Recent guidance from OPM, *The 2021 Guide to Telework and Remote Work in the Federal Government: Leveraging Telework and Remote Work in the Federal Government to Better Meet Our Human Capital Needs and Improve Mission Delivery,* summarizes the benefits of telework and remote work to the federal government, stating that:

> "A robust and well-practiced telework program improves employee performance and engagement and supports mission productivity and efficiency. Telework can serve as a critical workplace flexibility that enables agencies to meet mission-critical needs of the organization. And it can help Federal workers balance work and personal responsibilities and make use of beneficial work environments, thereby enhancing employee satisfaction and wellbeing, aiding retention, and serving as a draw to potential applicants.
>
> We also have an imperative to plan for a variety of contingencies, be them severe weather events, public health emergencies, and more. It's critical that the Federal government – and our workforce – remain flexible, resilient, and ready to continue our critical work on behalf of the American public, no matter the challenge. And as we saw during the past twenty months, never was the need for this increased flexibility and resiliency more important."

Abby Fulton - Remote Work Application: Attachment 1

Explain how you can perform all of your duties as effectively from the remote work location (RWL) as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. Explanation of Effective RWL Performance:

a. Duties of an environmental protection specialist (EPS) in the Air Quality Planning Branch are portable and do not routinely require in person activities at the Denver office.

Work as an EPS involves entirely portable work that does not routinely require in-person activities at the Denver office. Much of this work is specifically listed in the AFGE/EPA Articles as appropriate for remote work and/or telework. This includes research, writing tasks, document review, calls and virtual meetings, and policy development.

While some, infrequent tasks of an EPS, like participation in hearings, can be performed in person, they can and have been performed remotely for the last two years. Another infrequent task performed in the office may include researching records from the records center. However, this is rarely needed and has only necessitated travel to the Denver office once in the past two years. This is not routine, and it does not routinely require in-person activities at the Denver office.

My work does not include tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

b. My work history over the last two years demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office.

I have a demonstrated track record of effectively performing my work as an EPS working from my RWL without close, in-person supervision since March 2020. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

While working from my RWL, I have effectively performed a wide array of duties. These include writing federal register notices and associated technical support documents; coordinating and leading monthly calls with state partners; providing policy guidance, advice, and assistance to state governments on matters relating to the development, execution, and monitoring of adequate environmental protection plans and programs; reviewing and implementing environmental standards, guidelines, policies, and formal regulations; reviewing regulations and policy and proving comments for review by senior specialists in support of regulatory actions; participating in monthly workgroup and subgroup meetings; and working with the Office of Regional Counsel on various legal issues to ensure EPA obligations are met and court ordered deadlines are appropriately set.

I have also effectively performed significant collateral duty assignments while working remotely, including completing the Leadership Development Academy to grow leadership skills and strategies, and improve overall work performance; mentoring new employees to share knowledge of the workplace; organizing a SIP Planners Meeting for improved early engagement and coordination with state air planners; and participating in the ARD inclusion and diversity (I&D) workgroup to build awareness of I&D in an effort to create a supportive and inclusive workplace.

This work is representative of my current and future duties, so I will retain my remote work eligibility. As evidenced by the work I have performed remotely, my position is performed effectively via virtually interfacing with management officials and does not require in-person meetings with them on a routine basis.

c. My work can be performed independently with minimal in-person review.

The work I perform includes serving as a senior staff lead concerning policy and technical issues related to state implementation plans, National Ambient Air Quality Standards designations, guidance development, and future program planning. This work is consistent with the Office of Personnel Management's (OPM) Position Classification Standard for Environmental Protection Specialist, GS-0028. By OPM's definition, this work is largely performed independently, which evidences its appropriateness for remote work:

> The environmental protection specialist, having developed expertise in a particular program or functional area (e.g., municipal solid waste, land disposal, environmental information management) has continuing responsibility for

independently[1] planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The specialist keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

As a recognized authority in a program or functional area, the environmental protection specialist has complete responsibility and authority to plan, design, schedule, and carry out major programs, projects, studies, or other work *independently*.[2] The specialist typically exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies. Completed work is reviewed by management officials only for potential influence on broad agency policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in the field, and is normally accepted without significant change.[3]

While this work does require engagement with supervisors, like reviewing written work before it becomes final and discussing policy decisions prior to presenting information outside the Agency, it can be performed effectively remotely, as evidenced by the past two years.

d. <u>My work requires minimal in-person collaboration.</u>

My work involves collaboration that can be performed remotely, and it does not regularly require in-person collaboration. Over the last two years, I have effectively collaborated virtually with technical staff and attorneys within Region 8 and in other EPA offices, as well as with outside parties.

My virtual collaboration with Region 8 employees demonstrates that my work can be done remotely, and if any instances arise (likely irregularly and infrequently) where my management or I prefer that I collaborate with Region 8 employees in person, I can easily commute to the Denver office, as it is less than 20 miles from my RWL.

Further, collaboration with staff working in other EPA offices or with parties outside Denver is generally remote, due to that type of collaboration typically occurring

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[1] Emphasis added.
[2] Emphasis added.
[3] "Position Classification Standard for Environmental Protection Specialist Series, GS-0028," U.S. Office of Personnel Management, March 1995. <u>Position Classification Standard for Environmental Protection Specialist Series, GS-0028 (opm.gov)</u>.

outside of the Denver office. Any in-person collaboration with staff working in other EPA offices or with outside parties would not typically require travel to the Denver office, and I would be traveling from the same airport regardless of whether I work from my RWL or the Denver office.

e. Approving my remote work application will not require reassignment of work.

Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively from a RWL. My personal history of remote work has shown that I can effectively complete all assignments remotely and I have not had any work reassigned to other employees while working remotely. I have similarly not relied on administrative staff any differently during my remote work than while I was working in the Denver office and have taken on additional work from a remote location as demonstrated by hosting a virtual state/EPA partners workshop.

f. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

There have not been disruptions to communication over the last two years while I have worked from my RWL, and there will be no foreseen disruptions. I have utilized existing EPA technologies to be available while working remotely. For example, I forward my work phone to my personal cell; keep my outlook calendar up-to-date with my daily availability; have Teams messenger on while in duty status; and make my proposed schedule for the next pay period available to my supervisor.

The technology I need to perform my duties is available and fully functional. I have internet capable of handling video calls; a functioning phone; multiple monitors; and a work desk. I have not had any technological disruptions over the past two years that prevented me from performing my duties or required me to return to the Denver office. If such a technical issue arises in the future, I am within the local commuting area so I can return to the Denver office for equipment servicing or repair.

I have complied with my Telework Agreement for the duration of my time at the Agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

g. My work rarely requires access to in-office resources.

My work rarely requires access to in-office resources. In the records context, I have successfully maintained electronic records, rather than paper, while working remotely. Only rarely (once in the past two years) have I had to access paper records from the Denver office. My work has also transitioned away from using hard copy documents because we now utilize electronic signatures for documents and states submit documents through an online platform.

Accordingly, I have not needed and will not need regular access to the Denver office for in-office resources, like mail or records.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:

a. Remote work will not increase, and will likely decrease, costs to the Agency.

As the Agency agreed in the Remote Work Article, "certain costs to the Agency may be *de minimis* for those Remote Workers Within the Local Commuting Area." The Agency will not incur more than *de minimis* travel costs if I need to return to the Denver office for technology or work reasons, like an annual in-person retreat, as I live less than 20 miles from the Denver office. For the same reason, the Agency will not need to pay for hotel costs if I need to return to the Denver office. Any future travel requiring flying would result in me using the same airport while working remotely as I would from the Denver office.

The Agency will likely save money by approving my remote work application. For example, the Agency will no longer need to pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Denver office.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, . . . enhanced health and safety (reduced viral transmission), . . . and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as an ozone Clean Air Act nonattainment area.

As explained by the Agency, approving my remote work application also can result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, . . . [and] appropriate workspace for focused work[.]" These benefits apply in my situation, as I find working at my RWL allows for focused work without interruptions and increases my morale and desire to remain at the Agency.

Rebecca Gerhart

Remote Work Application, Attachment 2

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. Explanation of Effective RWL Performance:

a. Duties of a Remedial Project Manager are portable and do not routinely require in person activities at the Denver office.

My work as a Remedial Project Manager in the Superfund Emergency Management Division entails entirely portable work that does not routinely require in-person activities at the Denver office. While the position of Remedial Project Manager does include some field activities, it is noted that the field activities and site visits are not conducted *from* the R8 Denver Office building in any case regardless of duty station. My office work, described below, is entirely portable. Much of this work is specifically listed in the AFGE/EPA Articles as appropriate for remote work and/or telework.

-document review, comment resolution, research, writing tasks, and collaborative communication.

-project calls and virtual meetings with an internal EPA team (toxicologist, QA specialist, ERT-HQ contractor, budget and accounting specialist, site attorney, etc)

-project calls and virtual meetings with interagency partners and stakeholders including state counterparts, local officials, community members, CAG facilitator, technical support contractors.

-program calls, virtual meetings, and training within EPA with section and branch supervisors, upper management

-mandatory and elective training and professional development opportunities

I was hired by EPA R8 in 2020, during the pandemic, and have successfully onboarded, integrated with my site project teams, completed training, and become and effective and respected project manager at a complex and politically-sensitive Superfund site, all without ever setting foot in the office.

My work does *not* include tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

b. My work history over the last two years demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office.

I have a demonstrated track record of effectively performing my work as a Remedial Project Manager working from my RWL without close, in-person supervision since November 2020. Prior to that, I worked as a Hydrogeologist at EPA R10 (beginning in 2010) supporting CERCLA and RCRA sites, with maximum telework per pay period.

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I have also effectively performed significant collateral duty assignments while working remotely, including becoming a COR I (en route to a COR II), a QA DAO (delegated approval officer) and I am an active participant in the SEMD PFAS technical team tasked with seeking out and developing R8's expertise on PFAS emerging contaminants. Our work includes research and professional development in the areas of PFAS sampling methods, laboratory methods, and innovative remediation technologies. Our three-person team tracks the evolving understanding of PFAS precursors, terminal PFAA, CSM factors, molecular properties, appropriate inclusion in CERCLA investigations and site documents.

This work is representative of my current and future duties as a Remedial Project Manager; I will retain my remote work eligibility over time. As evidenced by the work I have performed remotely, my position is performed effectively via *virtual* interfacing with my coworkers, interagency partners, and management officials and does not *require* in-person meetings on a routine basis.

c. My work can be performed independently with minimal in-person review.

The work I perform—which as explained above, includes a high level of awareness, organization, project management, and communication with a diverse set of partners, is consistent with a GS-1300-13 series Physical Scientist classification in *Job Family Position Classification Standard for Professional Work in the Physical Science Group, GS-1300,* Level C

> "to perform, under administrative direction, with wide latitude for the exercise of *independent* judgment, work of unusual difficulty and responsibility requiring extended professional, scientific, or technical training and experience which has *demonstrated leadership* and marked attainments in professional, scientific, or technical research, practice, or administration ..."

By OPM's definition, this work is largely performed independently, which evidences its appropriateness for remote work. OPM goes on to identify my position as having a senior level of expertise, independence, and leadership:

> "This is a *senior expert level*, involving work for which technical problem definitions, methods, and/or data are highly incomplete, controversial, or uncertain. This level differs significantly from the GS-12 level in that evaluations and recommendations are accepted by others as those of a technical expert. Typically, scientists at this level represent an *authoritative source* of consultation for other scientists and program specialists and are called upon to perform a key role in resolving issues that significantly affect scientific programs. They make long-range and controversial proposals and defend their findings and recommendations in public or high level forums.
>
> Characteristically, GS-13 scientists *represent their organizations* or programs or the Government's interests, in some cases including *representing the agency before public bodies on controversial projects*"

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When this work does require communication and direction from senior management, the internet and phone connectivity of my RWL fully supports virtual meetings. The Agency's ability to onboard and integrate new hires over the last two years is a testament to EPA's ability to adapt and function with a fully remote workforce.

d. My work requires minimal in-person collaboration.

My work involves a high level of communication and collaboration, all of which can be performed remotely. Additionally, the immediacy of remote collaboration and reduced commute/travel time required to meet in-person allows me more working hours to spend on advancing my CERCLA site work vs. traveling. This is a benefit to the Agency, EPA's communities, and to me because it provides additional accomplishment and momentum in achieving the Agency's mission.

Over the last two years, I have effectively collaborated virtually with attorneys, toxicologists, state and local government counterparts, other federal agencies, community involvement coordinators, CAG facilitators, contractors, budget analysts, and training instructors from within and outside of the Agency. Through this collaboration, I have built lasting professional relationships, built trust within my Superfund communities, and grown in my professional development, all remotely.

If instances do arise (likely irregularly and infrequently) in which my management requires an in-person meeting, I can easily come to the R8 Denver office in person as necessary. If my Superfund communities require an in-person meeting, or if field oversight is necessary at a Site, I am perfectly able to travel to the Site to be physically available. Again, this field work and site work would not be part of my R8 office work regardless of the RWL.

e. Approving my remote work application will not require reassignment of work.

Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively, arguably more effectively, from a RWL. Working remotely does not impact my reliance on administrative or R8 support desk staff. On the contrary, because I have adapted to using only electronic documents for review and developed use of e-signatures, my burden on the Denver office administrative and support staff, including the mail room, print resources, and building maintenance, is significantly reduced by working from my RWL.

f. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

There will be no foreseen disruptions to my communication or collaboration with my project or program teams. As an Agency, EPA has adapted well to having a completely remote workforce over the last two years. Technologies *and* workplace culture have evolved to accept and be inclusive of remote work coworkers and experiences. EPA technologies like MS Teams, call forwarding, screenshare capabilities, and even workplace celebrations have become the norm.

I have been committed to being available while working from my RWL. I forward my work phone to my personal cell; I keep my Teams calendar up-to-date for easy scheduling ability for group meetings; I accept invites promptly; I use Team messenger to quickly connect with others in the office. I do *not* suffer unforeseen disruptions to work that would be common in the Denver office, including uncontrolled office noise, in-person interruptions, facilities interruptions like safety drills or equipment

repairs, etc. Working from my RWL allows me to maximize efficiency within my workday, and achieve a level of work-life balance that would not otherwise be possible.

The technology I need to perform my duties is available and fully functional. I have internet capable of handling multiple, simultaneous video calls; a functioning phone; multiple monitors; and a standing work desk—just like in the Denver office. I have not had any technological disruptions over the past two years that prevented me from performing my duties or required me to return to the Denver office. Even if such a technical issue arose in the future that required me to return to the Denver office for equipment servicing or repair, I could easily resolve it by making a special trip into the office.

I have been working for EPA since Jan 2010, and have been teleworking since 2010. During my first several years with EPA R10 (Seattle), I exclusively supported the Hanford Project Office in Richland, WA. It's probable that I've had more experience than most working on projects remotely. I have always been fully-compliant with my Telework Agreement for the duration of my time at the Agency, including the last 18 months of remote work with EPA R8. I will continue to comply with the terms of my approved Remote Work Agreement.

g. My work rarely requires access to in-office resources.

My work rarely requires access to in-office resources. In the context of records, I have successfully maintained and organized electronic records, rather than paper records, for the entirety of my time working from my RWL and for much of my time prior to working remotely. My work has also transitioned away from using hard copy documents, which *significantly* reduces the burden on Denver office printers and print services. This also significantly reduces the in-office requirements for physical storage space of records, which translates to reduced facility expenses at the Wynkoop office location.

My teams have transitioned to sending and receiving documents to and from opposing parties via email, rather than hard copy mail, and to using electronic signatures, rather than "wet" signatures. We're additionally able to share sensitive and large documents via secure portals from which we can download/upload new information securely. Accordingly, I have not needed and will not need regular access to the Denver office for in-office resources, like mail or records. Further, the keeping of electronic records is consistent with the federal mandate that "*to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping*." (Mandate M-12-18). EPA is moving forward with this transition to an electronic records environment, which further evidences I will not need regular access to the Denver office. If any infrequent, irregular situations arise when I need to return to the office, any costs to the Agency will be *de minimis*.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:

a. Remote work will not increase, and will likely decrease, *costs* to the Agency.

Because remote work technology allows for immediate connectivity and collaboration with counterparts, contractors, and stakeholders across vast geographic areas, the amount of money the Agency would spend on travel hours for fully-remote employees is *significantly* reduced as fully remote employees are less likely to take-up unnecessary travel. Not only is the expense of travel costs and paying

for travel hours reduced, the Agency and the employee enjoy the additional benefit of having more hours available for Site and programmatic work (hours that otherwise would have been spent traveling). The Agency saves money on travel *and* simultaneously gains additional hours of productive work and contributions from staff. In an era of workload-management, fatigue and burnout, fully remote work allows me and others with eligible positions to contribute more to the Agency and reduces the pressure of constantly reprioritizing urgent projects and fitting them into a 40-hr work week. This is a boon to the Agency, the morale of the employee, and a win for EPA's Superfund communities who benefit from the additional resources I am able to allocate to their interests.

In my case, if I am approved for remote work, the Agency will save money as:

- it will no longer need to pay a transit subsidy for commuting to the Denver office.
- it will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement.
- its operations and maintenance costs for the Wynkoop building will decrease as they do not need to maintain or clean an office space for me.
- its facility maintenance and utility costs will be less because it is not necessary to allocate physical space in the building for storage of physical records (RWL=all electronic)
- its equipment maintenance and printing costs will be significantly less because I won't be in the office using the printers routinely
- will not be paying for additional internet bandwidth to support my work because I am absorbing that cost myself

While it is worthwhile to point out how approval of my remote work application will save the Agency money, it is equally important to recognize the costs to the Agency of not approving the remote work application:

- The Agency would absorb the financial expense of posting a vacancy announcement and advertising for a replacement for my position
- This expense would include many salaried hours of many employees to interview, select and background check a new employee
- The Agency would absorb the financial costs of onboarding a new employee, as well as the significant cost and time associated with the many CERCLA trainings required to become a competent RPM. Additional time/cost associated with annual mandatory trainings, COR certifications, DAO certification, etc.
- There is additional time/cost associated with the RPM getting up to speed on several Superfund sites, including those that have a complex, interagency regulatory framework, and that have a turbulent history with the community (ie- there is an intangible cost of not being able to provide consistency and reliability from EPA)

b. <u>Remote work furthers the Agency's mission of protecting human health and the environment.</u>

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "*protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in*

the agency's carbon footprint, . . . enhanced health and safety (reduced viral transmission), . . . and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

EPA's newly published Strategic Plan 2022-2026 (March 28th, 2022) identifies nine area for critical investment, including 1) ensuring clean and healthy air for communities nationwide, 2) tackling the climate crisis, 3) advancing environmental justice, and 4) enforcing and assuring compliance with the nation's environmental laws. Each of these elements can be directly tied to the benefits of eliminating long commutes for EPA by allowing remote work.

As explained by the Agency itself, approving my remote work application will also result in many workplace benefits, including: "*increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, . . . [and] appropriate workspace for focused work*[.]" These benefits apply in my situation, as over the past two years I have found remote work to lead to increased productivity, more focused work without interruptions, enhanced and more frequent communication and collaboration with my project teams, and Ex. 6 Personal Privacy (PP) Remote work significantly contributes to my work-life balance a Ex. 6 Personal Privacy (PP) and spending over an hour commuting each way to Ex. 6 Personal Privacy (PP) It is also critical to sustaining my enthusiasm and commitment to being a lifelong EPA employee.

Remote Work Justification

Kate Gregory

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. Explanation of effective performance at RWL:

a. Duties of a rulewriter are portable and do not routinely require in person activities at the Denver office.

My current position as a State Implementation Plan (SIP) Coordinator ("rulewriter") does not routinely require in person activities. In fact, the work of writing rules is enhanced by the opportunity for uninterrupted focus provided at the RWL. The tasks of a rulewriter include research, analysis and synthesis of information and drafting rules. Coordination with ARD staff, management and ORC attorneys rarely, if ever, requires in-person interface and can be accomplished via digital tools (email, Teams, Sharepoint) and/or phone/video calls.

b. My work history over the last two years demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office.

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Ex. 6 Personal Privacy (PP) I have been able to work so effectively at the RWL that I have been able to add additional work duties since the start of remote work in FY20, specifically: developing a focus on environmental justice as it relates to air quality planning, facilitation of the ARD inclusivity and diversity workgroup, serving as co-manager of the LGBTQ+ SEP and administering various grants as a certified project officer. The uninterrupted and focused work environment of the RWL has allowed for more effective completion of my core work as a rulewriter and provided me the opportunity to creatively expand and diversify my work, which indicates I am a more effective worker when working at the RWL.

c. My work can be performed independently with minimal in-person review.

My core work as a rulewriter is an iterative process that does require ample review, yet none of that review requires *in-person* interaction. My division has streamlined and thorough review that occurs completely digitally through the Region 8 'routing bot'. Additionally, prior to my work requiring the formal concurrence process through the routing bot, email review, stand alone meetings and Team video calls/direct messaging all provide ample opportunity for consistent and extensive review of my work. My ancillary work (i.e., grants administration as a project officer, co-management of the LGBTQ+ SEPM and group facilitation) also can periodically require some review, yet never in-person. Systems

such as NGGS, Sharepoint/Teams (video, direct messaging and information sharing) and email provide ample opportunity for digital review of all facets of my work.

d. My work requires minimal in-person collaboration.

As mentioned above, in the past two years (while working solely at the RWL) I have both performed as expected and required no in-person collaboration to achieve that level of performance. The digital tools mentioned above (email, Sharepoint/Teams, video/phone calls) provide ample opportunity for the collaboration necessary for me to not only perform well in my core work but expand my work sphere in establishing new connections and collaboration opportunities. I have successfully digitally 'roamed the halls' to introduce myself to new EPA staff (in Region 8 and various HQ offices), collaborated with colleagues as I expand my workload (as a project officer, increasing my understanding and knowledge of environmental justice and establishing myself as a co-SEPM for the LGBTQ+ SEP) and increase the constellation of EPA staff I work with. If/when in-person collaboration is required, the Denver office is in the suburb of Centennial, CO (13 miles from the RWL) providing quick access to the office and in-person collaboration should that be necessary.

e. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

As mentioned above, in the time I have worked solely at the RWL, I have increased the number of connections I have made in my work life. I have successfully communicated well with internal and external points of contact, including EPA staff in various regional offices and headquarters, as well as state and local contacts. I remain as accessible and available as is expected of and required by a high performing worker while working at the RWL. I maintain a 'green light' status on Teams, maintain an up-to-date calendar and out of office message (both phone and email) and respond promptly to all outreach. I have successfully navigated learning how to use new (to EPA) communication and collaboration tools (Sharepoint/Teams, the Region 8 'routing bot') and can utilize any and all tools available to EPA staff to communicate both internally and externally. If/when in-person communication is required and/or desirable, the RWL is less than 15 miles from the Denver office and, as such, in person interaction won't require much effort to achieve. I have complied with my Telework Agreement for over a decade of my 15+ years at the Agency, including the last two years of the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement. Finally, I have internet access of a strength and speed that has successfully maintained seamless work from the RWL for the past two years.

f. Approving my remote work application will not require reassignment of work.

The approval of my remote work application will not require the reassignment of any work to others. As I have indicated above, I have taken on more work in the two years of work at the RWL, which indicates I can work more productively from the RWL. I have not had any work that needed any additionally or different support by administrative staff since working form the RWL, and my work will continue to not require different, increased, support by administrative or IT staff with the approval of my remote work application.

g. My work rarely requires access to in-office resources.

My work rarely requires access to in-office resources. I utilize electronic record keeping, in addition to effective use of the Region 8 'routing bot' for review and approval of documents requiring digital signature. In the two years of work from the RWL, I have rarely received hardcopy mail that requires my fetching it in person. As such, I have not needed and will not need regular access to the Denver office for in-office resources, like mail or records. If any infrequent, irregular situations arise when I need to return to the office, any costs to the Agency will be *de minimis*, as the RWL is less than 15 miles away.

2. Explanation of approval of RWL and enhancement of Agency mission:

a. Remote work will not increase, and will likely decrease, costs to the Agency.

As is explained in the Remote Work Article, costs to the Agency must be *de minimis* for remote workers in the local commuting area. This is true in my case, as the RWL is less than 15 miles from the Denver office and is within the local commuting area. The Agency will no longer have to pay for my RTD 'eco pass' for use of alternative transportation (bus and train) to get to the Denver office. Additionally, while I rarely travel in my current position, the costs to the Agency would be the same as if I were to report to the Denver office as I would fly from the same airport. The Agency will also have the opportunity to utilize my former cubicle as it sees fit, either to house other EPA in-person staff and/or to compress leased space, both of which would reduce Agency costs. Finally, if/when my being in person at the Denver office is required, there will be no costs of my return to the office associated with my return, as I will require no hotel stay and/or cost associated with my travel to the office as the RWL is within the commuting area.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

Approving my remote work application can further Agency mission to protect human health and environment by decreasing my commute to and from the office and my use of office resources (energy and water in particular). Accordingly, I will not be contributing to traffic congestion, mobile source emissions and the resource use required in the operations and maintenance of the Denver office.

In summation, as is described above, approving my remote work application will enhance my opportunities for focused and creative work, provide ample opportunity for collaboration and effective interaction with internal and external stakeholders, require no additional costs to the Agency (while providing opportunity for decreased Agency costs) and increase my morale, work-life balance and interest in maintaining an EPA career into the future.

Amanda Hong - Remote Work Application Narrative

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. Explanation of Effective RWL Performance:

a. Duties of the Indoor Air Quality, Radon, and ENERGY STAR Coordinator are portable and do not routinely require in person activities at the Denver office.

The work of the Indoor Air Quality, Radon, and ENERGY STAR Coordinator involves entirely portable work that does not routinely require in-person activities at the Denver office. Much of this work is specifically listed in the AFGE/EPA Articles as appropriate for remote work and/or telework, and includes computer technology-oriented tasks, document review, virtual meetings, research and document development. My work does not include tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

b. My work history over the last two years demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office.

I have a demonstrated track record of effective performance working from my RWL without in-person supervision since March 2020. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

While working from my RWL, I have effectively performed a wide array of duties. These include crafting and responding to public inquiries; initiating projects to fill gaps within EPA's

resources for the voluntary programs I coordinate in the region; providing supervision for interns and detailees; participating in and leading virtual meetings with regional coordinators and external stakeholders; performing all Project Officer duties in accordance with EPA rules and regulations; developing outreach and educational materials to promote the voluntary programs in my portfolio, such as webinars and social media posts; presenting remotely to several internal and external groups on a variety of topics; and briefing senior Agency leaders. I have also received multiple emails from supervisors and clients expressing their appreciation for the quality of my work.

This work is representative of my current and future duties, so I will retain my remote work eligibility. As evidenced by the work I have performed remotely, my position is performed effectively via *virtual* interfacing with management officials and does not *require* in-person meetings with them on a routine basis.

c. My work can be performed independently with minimal in-person review.

The work I perform—which as explained above, includes Project Officer responsibilities relating to our regional State and Tribal Indoor Radon Grant (SIRG) program, coordination between internal and external groups, and outreach and education for the general public, among other work—is consistent with a Level 2 or above level of responsibility under OPM's Position Classification Standard for Environmental Protection Specialist Series, GS-0028. By OPM's definition, this work is largely performed independently, which evidences its appropriateness for remote work:

> The environmental protection specialist, having developed expertise in a particular program or functional area (e.g., municipal solid waste, land disposal, environmental information management) has continuing responsibility for *independently* planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives…
>
> As a recognized authority in a program or functional area, the environmental protection specialist has complete responsibility and authority to plan, design, schedule, and carry out major programs, projects, studies, or other work *independently*. The specialist typically exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies.[1]

While this work does require engagement with supervisors, colleagues, and external partners, it can be performed effectively remotely, as evidenced by the past two years.

[1] Emphasis added.

d. My work requires minimal in-person collaboration.

My work involves collaboration that can be performed remotely, and it does not regularly require in-person collaboration. Over the last two years, I have effectively collaborated virtually with colleagues and management within Region 8 and in other EPA offices, as well as with outside parties.

My virtual collaboration with Region 8 employees demonstrates that my work can be done remotely, and if any instances arise (likely irregularly and infrequently) where my management or I prefer that I collaborate with Region 8 employees in person, I can easily be recalled to the Denver office, as my RWL is within the local commuting area.

Further, collaboration with staff working in other EPA offices or with parties outside EPA is generally remote, due to that type of collaboration typically occurring outside of the Denver area. Any in-person collaboration with staff working in other EPA offices or with outside parties typically would not require travel to the Denver office, and I would be traveling from the same airport regardless of whether I work from my RWL or the Denver office.

e. Approving my remote work application will not require reassignment of work.

Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively from a RWL. I have not relied on administrative staff any differently during my remote work than while I was working in the Denver office.

f. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

There have been virtually no disruptions to communication over the last two years while I have worked from my RWL (with the exception of an software issue with my EPA-issued laptop that was resolved with IT's help). I do not expect that to change moving forward. I have utilized existing EPA technologies to remain accessible and available while working remotely. For example, I forward my work phone to my personal cell; keep my outlook calendar up-to-date with my daily availability; have Teams messenger on while in duty status; and make my proposed schedule for the next pay period available to my supervisor.

The technology I need to perform my duties is available and fully functional. I have internet capable of maintaining a strong connection during video calls; a functioning phone; and sufficient home office equipment. Over the past two years, I experienced an issue where my EPA-issued laptop would not allow me to connect to WiFi two different times due to a software update issue, but I was able to sort out the problem in a timely manner by visiting the IT department to resolve the software issue. I also was able to troubleshoot a solution to refrain from losing email access should that uncommon issue occur again in the future. Should other

disruptions occur in the future, I can easily return to the office to get the problem fixed if IT is unable to help over the phone.

I have complied with my Telework Agreement for the duration of my time at the Agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

g. My work rarely requires access to in-office resources.

My work rarely requires access to in-office resources. In the records context, I have successfully maintained electronic records, rather than paper, for the entirety of my time working from my RWL and for much of my time prior to working remotely. My work has also transitioned away from using hard copy documents. Instead, we have transitioned to receiving and sending documents via email and to using electronic signatures, rather than "wet" signatures. Accordingly, I have not needed and will not need regular access to the Denver office for in-office resources, like mail or records. Further, the keeping of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping." (Mandate M-12-18). EPA is moving forward with this transition to an electronic records environment, which further evidences I will not need regular access to the Denver office. If any infrequent, irregular situations arise when I need to return to the office, any costs to the Agency will be *de minimis*, as my RWL is within the local commuting area.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:

a. Remote work will not increase, and will likely decrease, costs to the Agency.

As the Agency agreed in the Remote Work Article, "certain costs to the Agency may be *de minimis* for those Remote Workers Within the Local Commuting Area." This is true in my situation. Though I occasionally travel for work, I would fly out of the same airport while working remotely as I would from the Denver office. Further, the Agency will not incur more than *de minimis* travel costs if I need to return to the Denver office for technology or work reasons, like an annual in-person retreat, as I live within the local commuting area. For the same reason, the Agency will not need to pay for hotel costs if I need to return to the Denver office.

The Agency will likely save money by approving my remote work application. For example, the Agency will no longer need to pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Denver office.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, . . . enhanced health and safety (reduced viral transmission), . . . and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

As explained by the Agency, approving my remote work application also can result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, . . . [and] appropriate workspace for focused work[.]" These benefits apply in my situation, as I find working at my RWL to be more productive, allow for focused work without interruptions, and results in higher performance ratings. It also increases my morale as it saves me commuting time and gives me the sense that the agency cares for my well-being.

Hou, James - Remote Work Attachment

Explanation of how duties can be performed from RWL.

Before delving into the analysis of how working from a Remote Work Location (RWL) would impact my job performance and ultimately the agency's mission, it is important to note that my RWL is my current residence, located in Denver County (approximately 3.3 miles from the EPA R8 HQ). My proximity to the Denver International Airport remains unchanged. My lack of an office footprint in a Class A commercial real estate location provides the agency the opportunity for cost savings in the form of reduced space and already realized savings in the form of utilities consumption. My decreased carbon footprint aligns with the agency's mission of protecting human health and the environment. My reduced emissions due to reduced combustion byproducts (NOx, PM10, O3) directly support the agency's Clean Air Act mandates for the Denver Metro Non-Attainment Area. On a personal level, my office setup is superior to my cubicle; I never have to wait to use the restroom; I never have to wear earphones when my cubemate starts talking on the phone, I never have to schedule a conference room, I am able to save a significant amount of money on gas, parking, and meals; and I am able to get to my desk quicker in the morning and work later into the evenings.

In the event that my presence is required, I can be available to either travel or attend a meeting in the office with very short notice. The POV mileage cost from my RWL to the EPA R8 office is approximately $3 per round trip and parking near the office cost $10-$20 for a full day. The de minimis cost associated with a recall to the office for an in-person meeting is more than offset by the savings realized from the transit subsidy alone. A conservative estimate for the number of times that I would need to come into the office per year is 3 times. A realistic estimate of the cost of a recall to the office would be $25 for a full day, and conservatively $75 a year. When the transit subsidy is coupled with the reduced office footprint and labor efficiencies, any cost comparison between an in-office vs a RWL experience will net a savings to the Agency.

Ex. 6 Personal Privacy (PP)

The following is an analysis of the elements outlined in Section 8 of the EPA/AFGE remote work agreement, as it relates to my specific RWL and my specific job functions as an RPM in EPA R8.

1. Explanation of Effective RWL Performance
    a. All of the Employee's work is portable.

    Work as a Remedial Project Manager (RPM) involves entirely portable work that does not routinely require in-person activities at the Denver office. A point-by-point analysis of each of my critical job elements as they relate to working from a RWL is provided as Attachment A. Briefly summarizing that document, the work of an RPM involves project planning, coordination, execution, and oversight; stakeholder communications; document review; and records management. All of these functions can be performed through a computer connected to the internet, utilizing a cloud platform. The rollout of Microsoft Teams has enabled all of the collaborative portions of the RPM's work to be performed remotely, largely obviating the need for any in-person activities. Technological advancements have brought efficiencies that were not previously available prior to the pandemic. In many

ways, a remote work environment provides numerous benefits over an in-office environment. The details of each of these points is discussed in part through each of the following elements, and in more detail in Attachment A.

b. Tasks or work assignments can be performed at least equally effectively at the RWL

Throughout the 2+ years of the pandemic, while working from home, I have performed all tasks and work assignments as effectively as if I were in the office. Ex. 6 Personal Privacy (PP) Ex. 6 Personal Privacy (PP) These ratings were not provided in-spite of the pandemic but reflect an ability to perform all of my job duties as assigned at a high level. Performance rating documentation is provided in Attachment B.

c. Approving the RWL would not require reassignment of current work or tasks to other staff.

Approving my remote work application will not require reassignment of work, as all of the work of an RPM can be performed equally as effectively from an RWL. In some ways, the efficiencies garnered from an RWL (e.g., not jockeying for conference rooms) have enabled me to take on additional workload. With the retirement of senior RPMs, I have asked for and been assigned as the lead RPM for an additional 3 sites, which has occurred while working from my RWL.

d. Employee's work rarely requires access to in-office resources

My work rarely requires access to in-office resources. From my RWL, I have home access to a laser printer, capable of high-speed printing. I have no need for government furnished office supplies, as all of my work can be performed electronically. I have no need for government furnished field equipment, as I do not personally conduct environmental sampling. Records are kept electronically in an electronic filing system on my computer and uploaded to SEMS for long term storage. While unauthorized users are even less likely at my RWL than in the office, I utilize password protection of individual files to ensure their integrity. Communications are conducted via email, telephone, and video conferencing, all of which are performed seamlessly from a remote location. Over the past 2+ years, I have not received any meaningful mail, as all reports and correspondences are conveyed electronically. The keeping of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping." (Mandate M-12-18). EPA is moving forward with this transition to an electronic records environment, which further evidences I will not require access to the Denver office.

It is reasonable to assume that I may need to update my PIV card, which has historically occurred once every 5 years. It is also reasonable to assume that I may need to come into the office for IT support. During the 7+ years I have been with R8, I have only had to visit the helpdesk in person twice. One visit was due to a hard drive failure, and the second was a mandated laptop upgrade. On average, my need to visit the office for PIV card or IT support pencils out to 0.50 times per year.

The use of a GOV is not a factor in my travel arrangements. My primary site is located in Silverton, CO. Due to the distance from Denver, flying to Durango and renting a car will be my means of transportation. I have an additional 2 sites located in Salt Lake City, both of which would require a flight. I have one site in Denver, CO, which is 1.5 miles from my RWL. In comparison, that site is approximately 4.5 miles from the EPA R8 Office. The use of a POV to travel from my RWL to that site would cost $1.50 per round trip visit.

e. <u>There will be no foreseen disruption to communication with internal or external clients/customers or stakeholders</u>

The pandemic forever changed the landscape of long-distance collaboration. The ubiquitous nature of video conferencing, and cloud-based software enable people to communicate virtually in-person and collaborate on any number of documents in real time. Pre-pandemic long distance communication was almost exclusively done through conference calls and document collaboration was done by sending revision after revision via email or in some cases by hard copy. Over the 2+ years during the pandemic, I have communicated with internal and external stakeholders on a more frequent basis than I was capable of pre-pandemic. The online platforms developed in response to the pandemic will ensure that there will continue to be no disruption in communications among internal or external clients, customers, or stakeholders. The widespread adoption of Instant Messaging enables colleagues to communicate when it is most convenient and removes the need to endlessly circle a colleague's desk in hopes of catching them. In many ways, an in-office experience will be inferior to working from an RWL for someone in my position. Future in-office collaboration will almost always involve video conferencing with a teleworking member of the team, or a long-distance collaborator (e.g., HQ, state counterparts). The need for space capable of hosting a video conference will result in a constant demand for an already under supplied resource in the form of conference rooms. The ability for meetings to run long, will no longer be an option, as others will have reserved the room. Employees will no longer be able to transition seamlessly from one video conference to the next, a paradigm many have become accustomed to, again due to having to move from conference room to conference room. For staff level employees without a fully enclosed office, noise pollution and competition for conference rooms will be a likely source of friction.

With respect to communications with external stakeholders, the prevalence of online video platforms provides the ability to communicate virtually in-person with stakeholders in multiple different geographic locations. For instance, it is foreseeable that I would be able to present via video conferencing to the Bonita Peak Mining District (BPMD) Community Advisory Group (CAG) in Silverton, CO and still attend a site visit to Salt Lake City on the same day.

It is reasonable to assume that the benefit of in-person communications with stakeholders will at times out-weigh the efficiencies and cost savings associated with video conferencing. In those instances, the differential in travel costs associated with visiting those stakeholders, whether internal or external would be de minimis, as my residence is located 3 miles from the EPA R8 HQ. For example, the BPMD site is one of my primary site assignments. Prior to the pandemic, in-person meetings were often held with the BPMD CAG, and local officials.

These meetings are likely to be held in-person at some point in the future, although likely to a lesser in-person frequency than prior to the pandemic. When in-person public meetings resume, travel costs to Silverton via the Denver International Airport will be the exact same as if I were reporting to the office.

It is also reasonable to assume that given the high-profile nature of the work that RPMs perform, press interactions may be anticipated. In the past 2+ years, I have participated in one phone interview with the Durango Herald, which was seamlessly accomplished via phone conferencing. During my 10+ years as an RPM, I have never participated in a news conference, and I have never attended an in-person public meeting at the office. I do not anticipate either of those scenarios occurring, but in the event that they were to occur, I can be recalled to the office in very short notice at a de minimis cost.

f. The employee's position does not require in-person interface with management officials or other colleagues on a routine basis.

My position does not require in-person interface with management officials on a routine basis. While I do attend management briefings, these meetings do not require in-person participation, as evidenced by the successful communications with management over the 2+ years of the pandemic. This is further evidenced by the Denver-Montana office interactions, where the leadership team of SEMD and Region 8 operate out of the EPA R8 HQ in Denver, CO, yet are able to stay informed on projects led by Montana based RPMs. Even prior to the pandemic, the Montana office was able to keep management in Denver apprised and updated on Montana sites. Long distance communication has only improved since the pandemic, and the technological advances have brought tools previously unavailable to the workplace. As such, it is reasonable to assume that in-person interfacing between RPMs and management would not be needed in the future. In the rare event that an in-office meeting would be beneficial, a recall to the office would be de minimis, given the proximity of my RWL to the office.

W/r to in-person interface with other colleagues on a routine basis, the justification mirrors those provided under subsection 1(e) of this writeup. In brief, the ability to access colleagues via IM is superior to the cubicle hovering of the past. In-office collaboration will almost always require some sort of video conferencing which will strain the conference room supply. As evidenced by the continuous progress of my superfund sites during the past 2+ years, routine in-office collaboration with colleagues has been unnecessary.

g. The employee has a demonstrated track record of meeting performance plan objectives and working without close-in person supervision

As highlighted in other portions of this writeup, Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

h. Technology needed to perform duties is available and fully functional

In my remote capacity, technology has been the enabling factor that has allowed me to perform my job duties at such a high level. The existing technology, in the form of video conferencing, screen sharing, and cloud collaboration encompass the vast majority of my technological needs in a RWL environment. Even if I did not have these tools at my disposal, I would still be able to perform at a high caliber pre-pandemic level. However, given the changed technological landscape the efficiencies garnered through the use of cloud and video conferencing platforms has changed the dynamics such that for an RPM, operating out of a RWL is now superior to an in-office experience. The technologies that have brought us to this point are not only available, but ubiquitous, and as evidenced by the past 2+ years, are fully functional.

i. The employee continues to comply with the terms of his or her written and approved Remote Work Agreement.

By signing my approved remote agreement, I agree to comply with the terms of the Remote Work Agreement.

Attachment A – Analysis of working from an RWL on Critical Job Elements

My job duties as outlined in my FY22 PARS agreement and the impact of working from a RWL are described below:

- Maintain Information Management Systems (IMS):
    - IMS such as the Superfund Enterprise Management System (SEMS) are integral to RPMs for keeping records updated, as wells as providing project planning and budgeting. These systems only accessible through an online portal. My ability to meet my IMS requirements have not been impacted during the 2+ years working from home and will not be impacted by continuing to work in a remote capacity.
- Project Management – including planning, budgeting, scheduling, reporting, and monitoring
    - My duties to plan, budget, schedule, monitor and report on the superfund projects have been performed at a high level over the past 2+ years as evidenced by my PARS ratings. All of these functions are performed electronically, either using an established IMS, or through coordination on cloud platforms such as OneDrive and SharePoint. The use of cloud platforms has enabled team members to collaborate on project management functions, while the use of video conferencing provides access to team members. The use of video conferencing is superior to an in-office experience in many ways. Specifically, the ability to see whether someone is at their keyboard via teams is superior to the previous paradigm of repeatedly walking to and from someone's desk to see if they were available.
- Coordination and communications with stakeholders (public, FLMs, and state agencies)
    - Coordination and communication with stakeholders have been conducted seamlessly for the past 2+ years, enabled through the use of video conferencing, which was an improvement over the strict conference call platform available prior to the pandemic. The ability to establish unlimited video conference calls allows for rapid transitions between calls, as well as provides the ability to engage with stakeholders in multiple locations at the same time. The use of video conferencing also allows me to engage stakeholder groups in different geographic locations from different projects within the same day. Previously, presentations would have to be scheduled in-person, which meant that I could not be in two different cities in the same day. The ability to meet stakeholders is undiminished, as I am still within the Denver Metro, with 30 min access to the Denver International Airport. Being within the Denver Metro, I am still only 3 miles from the EPA R8 office, and if needed could be recalled on very short notice.
- Collaboration across business units, project team, and contractors
    - Collaboration within the agency, and among contractors has been conducted seamlessly for the past 2+ years. The use of video conferencing and cloud platforms has provided a collaborative experience superior to the conference call platforms available pre-pandemic. Conference calls were inherent pre-pandemic and even a nation-wide return to the office would not change that fact. Collaboration moving forward will center around video conferencing, which has become ubiquitous, and an in-office schedule will still require participation on video conferences. The ability to work remotely, means that I would not need to schedule a conference room to participate in those calls, a resource which was already scare pre-pandemic, and which will almost certainly

become even scarcer without an increased supply. The ability to have a dedicated home-office as well as my continued proximity to the EPA R8 office provides a superior setup to an in-office schedule.

- Communication with management
    - Communication with management during the 2+ years of the pandemic have taken the form of video conference call briefings and presentations. Management has been made aware of potentially sensitive issues such as discolored water in the Upper Animas of the BPMD site, or the need for a removal action related to abandoned chemical drums at a former mill. Due to the technological advances that have come out of the pandemic, the ability to communicate with management is better than ever. Meetings can be convened very quickly, materials can be shared via screen-sharing, and documents can be edited in real time through cloud platforms.
- Oversight of field work and conducting field work
    - Over the course of the 2+ years of the pandemic, I have coordinated and overseen field work at the BPMD site for both years. Oversight has taken the form of reviewing Daily Quality Control Reports, daily/weekly check-ins with field teams, and in-person visits to the field to oversee and support field sampling efforts. As my RWL is only 3 miles away from the Denver office, the ability to travel to support field work oversight is in no way diminished.

Attachment 4. Remote Work Application Supplement – Akash Johnson

This document addresses the two-part prompt identified in Environmental Protection Agency (EPA) Form 3181-13: EPA-American Federation of Government Employees (AFGE) Remote Work Application/Agreement, version dated January 2022 (Application). In preparing this document, I reviewed the EPA-AFGE Telework Article and the EPA-AFGE Remote Work Article (collectively, "Articles") in their entirety and made every effort to ensure all applicable elements of the Articles and Application are addressed. I appreciate the EPA's consideration of my Application.

Part 1: Explain how you can perform all of your duties as effectively from the remote work location (RWL) as from the Official Agency Worksite.

Consideration of the criteria outlined in Section 8 (Eligibility) of the Remote Work Article is presented below. Assessment of my job duties and how they relate to these eligibility requirements is based on over 5 years of experience in my current role. At this time, I am not aware of any pending changes to my position that would alter my eligibility for remote work in the future.

1. <u>All of the employee's work is portable</u>

   My work as a National Pollutant Discharge Elimination System (NPDES) Inspector and Enforcement Officer is entirely portable and rarely requires in-person activities at my Official Agency Worksite. Nearly all my work is computer-based and is specifically identified in the Articles as appropriate for telework and remote work. My primary computer-based work includes, but is not limited to:

   - Review of technical and legal documents
   - Writing of technical and legal documents
   - Review of analytical data
   - Work involving geographical information systems
   - Work involving EPA databases
   - Online training and professional development activities
   - Email correspondence
   - Virtual compliance evaluation activities
   - Virtual meetings with entities located throughout the country, including EPA staff and leadership, the regulated community, communities served by the EPA, and state, federal, and Tribal partners

   The portion of my work which is not computer-based is minimal and primarily comprises in-person NPDES inspections at locations across Region 8. These inspections are inherently remote because they occur while on official Agency travel at locations away from my Official Agency Worksite. I am applying to maintain a primary RWL within the local commuting area of my Official Agency Worksite, so *de minimis* changes to costs and travel logistics pertaining to my non-computer-based work are expected.

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2. Tasks or work assignments can be performed at least equally effectively at the RWL

My computer-based work on routine tasks, special projects, and collateral responsibilities can be performed with equal or greater effectiveness from a RWL. My team and I are proud of the continued productivity and service we have demonstrated while working remotely over the past 2 years. Specific elements of my work and explanations of how they can be effectively performed at a RWL are discussed in the paragraphs below. As discussed under Criteria 1, my ability to perform non-computer-based work will not be impacted based on my requested primary RWL.

a. *Independent Work*

Most of my work is performed independently and requires extended periods of focus on singular tasks. This style of work lends itself well to working from a home office RWL, which is generally quieter and experiences fewer interruptions than an office cubicle setting. Examples of work I have completed while working independently and remotely over the past 2 years include, but are not limited to:

- Writing inspection reports
- Writing Quality Assurance Project Plans (QAPPs)
- Reviewing data
- Performing calculations
- Reviewing engineering reports
- Reviewing permits and regulations
- Reviewing and preparing various technical, legal, and state-oversight related deliverables

b. *Collaborative Work*

A smaller but equally critical portion of my work requires collaboration with EPA staff and external stakeholders. The EPA provides a variety of tools to facilitate virtual collaboration, including Microsoft Teams, OneDrive, and Outlook. These tools support high-quality video and audio meetings, screen sharing, presentations, file-sharing, polling, scheduling, and other collaborative functions.

Many of the individuals and organizations I regularly communicate with are external to the Agency. Nearly all these external stakeholders are located outside Colorado and I meet with them virtually whether I am working from my Official Agency Worksite or a RWL. Examples of external stakeholders I routinely virtually collaborate with include, but are not limited to:

- U.S. Department of Justice
- U.S. Department of Agriculture, Rural Development
- U.S. Bureau of Reclamation
- U.S. Army Corps of Engineers
- Indian Health Service

- Bureau of Indian Affairs
- State regulatory agencies
- Tribal governments
- Technical assistance providers
- Regulated entities
- Concerned citizens

Similarly, EPA staff I regularly communicate with are located across all Region 8 offices, other regional offices, and headquarters. The Agency-provided tools mentioned previously, and Agency organization charts and contact information, make it easy and efficient to locate and communicate with EPA staff, regardless of our respective locations. Examples of EPA programs I routinely virtually collaborate with include, but are not limited to:

- My own team, the Region 8 NPDES Enforcement and Wetlands Section, which is split between the Denver and Helena offices
- All Region 8 divisions
- Region 8 Science Council
- Enforcement and Compliance Assurance Divisions in other regional offices
- Office of Enforcement and Compliance Assurance
- Office of Water
- EPA contractors

Examples of routine tasks, special projects, and collateral responsibilities I have completed through virtual collaboration with parties internal and external to the EPA include, but are not limited to:

- Regular meetings with other EPA programs
- Briefings of EPA leadership at regional and national levels
- Training of new Region 8 employees
- Regular meetings with state, federal, and Tribal partners
- Consultation with Tribal governments
- Offsite or hybrid compliance monitoring activities
- Development, negotiation, and issuance of administrative and judicial enforcement actions
- Participation in national workgroups
- State Review Framework and various other state oversight activities
- Participation in multiple process improvement projects
- Review and approval of QAPPs
- Coordination with EPA contractors, including sampling planning, analytical services, and report preparation
- Presentations at conferences and universities
- Participation in the Region 8 Science Council
- Participation in the Region 8 Leadership Development Academy

3. Approving the RWL would not require reassignment of current work or tasks to other staff

   Approval of my requested primary RWL would not require reassignment of any of my current work or tasks to other staff. As discussed in Criteria 1 and 2, over the past 2 years, my team and I have demonstrated our individual work can be accomplished in its entirety while working remotely. At no point in the past 2 years have I been dependent on in-office staff to complete any portion of my work. In fact, while working remotely, I have taken on additional cases, projects, and state and Tribal oversight responsibilities from members of my team who have moved to new positions or taken extended leave. Rare instances when I may need to access in-office resources are discussed in Criteria 4, and will not require any reassignment of my work.

4. Employee's work rarely requires access to in-office resources

   As evidenced by my infrequent reporting to my Official Agency Worksite over the past 2 years while continuing to effectively perform all required job functions, my work rarely requires access to in-office resources. Over the past 2 years, it has only been critical for me to report to the Official Agency Worksite on three occasions, once for information-technology (IT) support, once for badging services, and once to check-out and return field equipment. Looking ahead, if approved for remote work, the only ongoing critical instances in which I anticipate needing to access my Official Agency Worksite would be to obtain field equipment for inspections, to receive IT support, and to attend in-person meetings. These scenarios, as well as various non-critical scenarios, are discussed below.

   a. *Field Equipment*

   Visits to the office to check-out and return field equipment for inspections are infrequent and can be performed in conjunction with official Agency travel to and from inspection sites. Because my requested primary RWL is within the local commuting area, any costs associated with traveling to or from the office in conjunction with my authorized inspection travel are expected to be *de minimis*. There are also several potential ways to minimize the number of office visits needed relating to field equipment. For example, nearly all inspections are performed with a co-inspector, so, for each inspection trip, co-inspectors can coordinate so only one inspector needs to visit the office to check-out and return field equipment, saving Agency time and resources by reducing the overall number of trips to the office. Additionally, for the vast majority of NPDES inspections, the only field equipment needed is a camera. My team currently maintains approximately one camera per inspector in our equipment inventory. My team can evaluate the feasibility of each inspector maintaining a camera with their personal field equipment, which would eliminate the need to check out any equipment from the office for most of our inspections. The Agency is also beginning to expand the Smart Mobile Tools program for inspectors, which could result in inspector laptops being replaced with more field-worthy electronic devices equipped with camera functionality, eliminating our use of stand-alone cameras entirely.

b. *IT Support*

As demonstrated over the past 2 years, the Agency's IT support staff is capable of providing nearly all types of IT services virtually. The only instance in which I was required to report to the office for IT support over the past 2 years was to receive a new laptop, something which will only occur once every several years and could potentially be handled through the mail, if necessary. Because my requested primary RWL is within the local commuting area, any costs associated with reporting to my Official Agency Worksite for IT support are expected to be *de minimis*.

c. *In-Person Interactions*

On rare occasions, it may be necessary for me to attend in-person meetings or events at the Official Agency Worksite. Notably, my team has discussed coordinating in-person attendance at our annual team retreat, which typically includes our staff based in the Region 8 Helena office. This meeting, and any others which could arise infrequently throughout the year, would typically be planned at least several weeks in advance, allowing ample time to coordinate travel to the Official Agency Worksite or other meeting location. Given my requested primary RWL is within the local commuting area, even if a required in-person meeting arises with short notice, I will be readily available to attend, and any costs associated with reporting to my Official Agency Worksite for meetings are expected to be *de minimis*. As the Agency implements its return to the workplace, my entire team will be primarily teleworking or applying for remote work, with minimal overlapping days in the office. To ensure continued in-person interaction and comradery, we have already planned a series of regular get-togethers outside of work on at least a monthly basis, through which no costs will be incurred by the Agency.

d. *Non-Critical Scenarios*

There are several elements of my work where utilization of in-office resources could currently be considered non-critical are likely to be eliminated entirely, such as printing of hard-copy inspection checklists, receiving hard-copy mail, and managing hard-copy records. As discussed previously, the Agency is transitioning inspectors into the Smart Mobile Tools program, which plans to eliminate the need for hard-copy inspection checklists, ideally within the next year. In the interim, inspection checklists can be printed from a RWL, as they have often been during the pandemic, or emailed to the office service center for printing, then picked-up en route to inspections.

Nearly all my official Agency correspondence is received, sent, and otherwise managed electronically. It is usually preferred by both the Agency and regulated community, and generally required by federal regulation, that all NPDES reporting and compliance-related deliverables be received and managed electronically. The same goes for all my routine correspondence and state-oversight work. Most, if not all, of the hard-copy mail I receive is considered "junk mail," which can be handled in batch fashion in conjunction with intermittent visits to the office for other reasons or eliminated entirely if my office mailing address is discontinued.

If approved for remote work, I will file all hard-copy records currently in my possession with the EPA records center. As the Agency moves to comply with the federal mandate to utilize only electronic records, generation of hard-copy records is being phased out and will soon be eliminated. Once no new hard-copy records are generated, issues pertaining to the management of hard-copy records such as inspection checklists, mail, and other records will be a non-issue entirely.

5. The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic);

Ex. 6 Personal Privacy (PP)

Additionally, for many years, my team has had at least one inspector located in the Region 8 Helena office, further demonstrating the work associated with my position can be effectively accomplished utilizing virtual communications and without close in-person supervision.

6. Technology needed to perform duties is available and fully functional

Nearly all technology needed to perform my job duties is readily available and fully functional at my requested primary RWL. In addition to my Agency-issued laptop, my requested primary RWL is equipped with high-speed internet, a functioning phone, multiple monitors, an ergonomic keyboard, an ergonomic mouse, and a standing desk. As discussed in Criteria 4, the only technology not present is field equipment, which is not utilized at my RWL, is rarely needed to perform my job, and is readily accessible because my requested primary RWL is within the local commuting area.

7. The employee continues to comply with the terms of his or her written and approved Remote Work Agreement

I do not currently have a Remote Work Agreement in place, so this specific criteria is not applicable for this Application. However, it may be worth noting, since 2016, I have worked on the Maxiflex schedule, have had a telework agreement in place, and, have regularly and episodically teleworked with no disruptions to my productivity or concerns from my supervisors. My work phone is forwarded to my cell and my work schedule is

kept up to date and readily accessible to my supervisor and peers. I have complied with my telework agreement for its entire duration and will comply with the terms of my Remote Work Agreement, if approved.

Part 2: Explain how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

Integrating remote work into the EPA workplace will likely further the Agency's mission of protecting human health and the environment, decrease costs to the Agency, and provide numerous benefits to employees and, in-turn, the Agency. Consideration of these elements as they relate to me and the Agency is presented below.

1. My remote work will not decrease, and will likely increase, the Agency's ability to accomplish its mission

   As discussed at-length in the response to Part 1 of the Application prompt, approval of my remote work Application will not in any way diminish the Agency's ability to accomplish its mission. As stated in the Remote Work Article, a successful remote work program may actually further the Agency's mission of protecting human health and the environment through "…protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint… enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, [retention of] talent and institutional knowledge… enhanced health and safety (reduced viral transmission), cost savings, appropriate workspace for focused work, and improved emergency preparedness." Issues of traffic congestion and vehicle emissions are of particular significance in the Denver metro area, where my Official Agency Worksite is located, because it falls within a Clean Air Act non-attainment area. Other benefits identified in the Remote Work Article will allow the Agency to more broadly and effectively fulfill its mission by increasing talent, diversity, and productivity within the organization.

2. My remote work will not increase, and will likely decrease, costs incurred by the Agency

   As discussed at-length in my response to Part 1 of the Application prompt, because my requested primary RWL is within the local commuting area, approval of my remote work Application will not increase costs incurred by the Agency, whether for official Agency travel to and from my Official Agency Worksite or NPDES inspections. This scenario is recognized in the Remote Work Article, which states, "certain costs to the Agency may be *de minimis* for those Remote Workers Within the Local Commuting Area."

   Approval of my Application may actually decrease costs incurred by the Agency. The Remote Work Article specifically lists "cost savings" as one of the many potential benefits of a successful remote work program. For example, the Agency will no longer need to supply my transit subsidy for commuting. Additionally, the Agency's operation and maintenance costs for my Official Agency Worksite will decrease, because I will no

longer be using a cubicle or other office facilities, reducing cleaning, office supply, maintenance, and utility costs. The Agency may also be able to save costs when negotiating a smaller existing or future lease for my Official Agency Worksite.

3. Remote work benefits employees and, in-turn, the Agency

As stated in the Remote Work Article, a successful remote work program can result in many workplace benefits, including "…increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, [retention of] talent and institutional knowledge, heightened employee morale, increased work/life balance, enhanced health and safety (reduced viral transmission)… [and] appropriate workspace for focused work[.]" While working remotely over the past 2 years, I have found many of these benefits to be true for me, particularly heightened morale, increased work/life balance, and increased productivity due to appropriate workspace for focused work. Additionally, as many industries and organizations expand accessibility to remote work and other flexibilities, I see tremendous value in the Agency's ability to recruit and retain a more talented and diverse workforce by offering remote work flexibilities to current and future employees.

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Khan, Barbara – Remote Work Application/Agreement Text

My daily work functions can all be performed efficiently and effectively in a 100% remote work environment. As I am still in the commuting area, I am readily available to travel to the office in the event of a special event, significant meeting or work function, as needed.

Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively from a Remote Work Site. I believe that approval of this request will not diminish the Agency's ability to accomplish its mission and meets its operational goals. The Agency will likely save money by approving my remote work application. For example, the Agency will no longer need to pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Denver office. Additionally, allowing me to continue working remotely can further the Agency's mission of protecting human health and the environment via protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, enhance health and safety through reduced viral transmission of any illness. It will also improve emergency preparedness as I will already be out of the office. This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

Approving my remote work application also can result in many workplace benefits, including increased productivity and performance, increasing employee morale, & increasing work/life balance. These benefits especially apply in my situation, as I find working at my RWL to be more productive, allows for more focused work without interruptions, and it increases my morale and my desire to remain at the Agency. Remote work **Ex. 6 Personal Privacy (PP)**

Dianna Lim

As Region 8 Superfund Enterprise Management System (SEMS) Coordinator I have effectively and efficiently performed all my coordination duties remotely during the Pandemic period. I

Ex. 6 Personal Privacy (PP)

While working remotely I have continued to keep my strong working relationships interacting with customers, key stakeholders, and counterparts within and outside of EPA. I also would continue to collaborate with staff, participate in required meetings and meet deadlines for requests from various offices such as OSRTI, OECA, OLEM and FFRO.

SEMS is a web-based application which can be accessed remotely via VPN. My duties include maintaining, tracking and analyzing all CERCLA Superfund and non-Superfund data for the Remedial, Removal, Site Assessment, and Enforcement Programs. These duties include managing and maintaining Superfund sites cleanup activities milestones and budget planning for the Superfund Remedial Program; forecasting and managing regional enforcement activities; tracking and maintaining removal and site assessment activities to meet data reporting requirements for all program offices in HQ.

Data quality is one of our top priorities, especially for SEMS budget planning and Compass execution. I work closely with our Program Analyst to ensure that accounting information on all funding documents is accurately reflecting with the planning information in SEMS so that nightly upload from Compass into SEMS is correct. Annual appropriated Superfund approved budget and site special accounts from SEMS is exported and shared with regional Superfund staff and management for the A3 project. The spreadsheet contains information, such as, site name, SSID, activity code, planned/approved amounts, FY/quarter, and vehicle information. This information is available and updated regularly in Microsoft (MS) Teams share drive to assist RPM, PO, management, and other staff with their projects. Monthly meeting is being held via MS Teams with the RPM, PO, and other staff to review site and non-site spending plan.

Superfund accomplishments reports are run and made available in MS Teams share drive for management, RPM and other staff. Superfund sites annual milestone target and accomplishment is being reviewed bi-monthly with the DD, Deputy DD, and all Superfund managers via MS Teams to ensure projects are on schedule to reach milestone dates. Quarterly SEMS site reports are being send electronically to the RPM, OSC, SAMS and Enforcement Specialist for review and updates. Sites milestone updates and changes into SEMS are identified in the Adobe file and submitted via email. One-on-one meetings are being held as needed with the RPMs and management to discuss site schedule planning via MS Teams.

I have also performed other duties successfully while working remotely. These duties include providing SEMS training for new employees in the Superfund Programs, represent Region 8 in

national workgroups related to SEMS and Superfund topics, and respond to inquiries from HQ and other stakeholders.

I have adapted to the remote work schedule over the last two years and will continue to perform above and beyond my expectations. I feel that I have the additional skills and ability to work effectively remotely, continuing to provide great customer service, strengthening work relationships, and continuing communication with coworkers on a personal level as well. Remote work has been an asset to assist with my work and family life balance.

Le, Kim – Remote Work Application/Agreement Text

As the Radionuclides Rule Manager in the Safe Drinking Water Unit, I have been working effectively from home over 2 years. My duties are as follows:

-review incoming data from the water system (WS) or lab based on EPA requirements.

-process all letters related to the rads program for the Unit Chief signature.

-report violations to our SDWIS (WS Website) for enforcement & HQ.

-ensure all important information are archived in W-drive.

-review daily CDS setup advisories on any important changes or violations for each WS.

-process inventory requests to set up new WS and/or sampling points (SPs), delete or add SPs, and change/modify existing SPs.

-review the monitoring schedule beginning Feb/Mar each year for overrides, and accurate facility and SP, and due dates.

-send notices to all WSs for missing data.

-participate weekly staff meetings or special meetings if needed.

-participate monthly meetings with Chemicals group & Rads in our Unit.

-participate bi-monthly meeting with HQ and all Regional Offices.

-participate in the on-going meeting with the WS on certain issues.

-answer all emails and voice mails (internal & external) in the timely manner and provide any technical questions to the WSs if needed.

-make sure the SEE's supports that I share with 2 others program providing me with important aspects of the rads program in the spreadsheet (such as: alert me of any MCL exceedances, incorrect lab, incorrect methods-not approved by EPA lab) and misc. subjects.

-provide important information on the rads program for our EPA presenter to the WS operators in any states in Region8.

-all meetings are completed by the Microsoft Team website.

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with my contributions to the Rads program.

-any additional tasks if needed by Unit Chief or others in the Unit.

As described of my above duties, I believe that I can remotely work at my residence and still support mission capabilities.

Thank you for your consideration.

Kim.

Lopez, Josephine – Remote Work Application/Agreement Text

As a Program Analyst and data steward my core work is data management and customer support. The computer and phone are used to perform all my duties. Weekly check-in meetings with my immediate supervisor keep management informed of critical work activities. Customers that need assistance contact me via phone, email, various group email boxes (R8_IM_Team, R8NetDMR), or through my Region 8 ICIS and NetDMR Support page on the OECA EPA ServiceNow Portal website. My R8 Case tickets managed using ServiceNow tools help ensure prompt responses to all external customers. Team webinar meetings are used to participate in EPA-State regional/national workgroups and to conduct my own meeting/training/demos with customers. Other Regional staff contact me via phone/email/chat when questions arise, and team webinar meetings scheduled if need to view/discuss detailed data needs or issues. Official work products are available via online or one drive folders, with scanned copies sent to me via email when manual ICIS data entry required. Other water enforcement and compliance information received electronically via CAMPS. With the NPDES rule, most data are received electronically via online tools with continuing work to expand electronic reporting to additional program areas. The software and online tools available provide me the ability to perform my work remotely and continue to evolve our data management and data sharing processes as new tools and system modernization efforts occur. Ex. 6 Personal Privacy (PP) and will continue to be productive from my remote work location just the same as working onsite due to the ability to perform all my duties using the computer and phone.

Mackey, John – Remote Work Application/Agreement Text

I have been performing my job effectively remotely for the last two years. I have seen no degradation in work quality, communication, collaboration, or anything necessary to perform my tasks. By nature of the position since I started in Region 8, my job has been to shift the focus to electronic correspondence and communication. My work in databases, data certifications, and customer service for those within and outside the agency relies entirely on the use of computers and electronics. The two times I have gone into the office over the last two years (for credential and laptop updates), I had not received any paper mail in my inbox. In fact, I have not received paper mail in quite some time at the agency.

I still have effective communication with my peers and my supervisors. I am able, without disruption, to perform my regular tasks of data management, certification, entry, and correspondence with coworkers. I am able to collaborate with others through the use of phone calls, emails, Teams meetings, and whatever else is necessary to perform my job duties. I also do not have to shift any tasks or responsibilities to others because I am working remotely. I am able to be self-sufficient for all of my duties.

My work is 100% portable. I do not need to meet with co-workers or managers face-to-face in order to effectively communicate with them. I have not seen this as an issue since remote work started.

Ex. 6 Personal Privacy (PP) Being remote has not been a detriment to my job performance. I have found a good balance of working from home while also maintaining work and personal relationships. I very much enjoy working from home, and do not see a problem with coming into the office if need be (my AWL is only 5 miles away). But because I do not go out into the field or go to trial, I do not think it is necessary to save an office space for me.

If I were to be approved for remote work, my cubicle space could be removed, I would not need an EcoPass or parking permit for the garage, and it would overall contribute towards the EPA mission of reducing our carbon footprint and helping the environment.

The last two years have proven to me that I do not need a permanent workspace, as I have been able to continue my work remotely without issues. It has also helped me personally because it eliminated much time from my commute and allowed me to focus on my work. I believe I am eligible and qualified for remote work, and I am glad that this is an option moving forward for the future of work.

McCaffrey Remote Work Explanation/Justification

Since the start of the Coronavirus pandemic, I have been effectively performing all my duties via 100% telework. I know I can perform my required performance elements from my remote work location without diminishing the Agency's ability to accomplish its mission and meet its operational goals. Working remotely would not affect my ability to interact with customers, key stakeholders, and counterparts within and outside of EPA. My individual contributions to the team would not be impacted as I would still participate in required team meetings, collaborate with team members to resolve problems, and contribute innovative solutions and improved efficiencies to achieve desired results. As Superfund Data Management Coordinator, I would still create, manage, and maintain spreadsheets needed within SEMD. I would continue to convey data and metrics in tables, graphs, PowerPoint presentations, and other visual aids. In addition, I would continue to analyze situations, determine issues, gather facts, consider alternatives, and communicate issues and recommendations as appropriate. Overall, I feel I do my best work when I'm alone in my home office. I have more control over my environment and can actively prevent distractions and stay focused on my tasks. I will remain responsive to emails, other messages, meeting requests, and of course, value frequent communication with management, my remote customers, and teammates.

Nicholson, Julie – Remote Work Attachment

Attachment 1:

Explain how you can perform all your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

1. **Explanation of Effective RWL Performance:**

   a. Employee's work is portable

      All my work as a Cost Recovery and Liability Analysis is portable and can be performed effectively at a remote work location (RWL). My work can be performed at a RWL with equal effectiveness with respect to quality, quantity, timeless, customer service, and other aspects of accomplishing the EPA's mission. Much of my work includes, document reviews, calls and virtual meetings, policy development, writing tasks, and research all of which can and has been done successfully virtually for the last two years.

   b. Task and work assignments can be performed at least equally effectively at the remote work location (RWL) as the Denver office

      All my tasks and work assignments, as I have shown over the last couple years working from a remote work location, can be performed at least or even more effectively than as in the Denver office. My productively has increased tremendously because working at my RWL allows better concentration and helps me to stay focused.

   c. My work can be performed independently with minimal in-person review

      My work is performed independently with minimal in-person review daily. The functionality of my position requires self-sufficiency and even while supervisor review is necessary for some of my work-products, it can be done effectively remotely.

   d. My work requires minimal in-person collaboration

      Most of my work requires minimal in-person collaboration. I have been able to effectively collaborate with EPA staff and external stakeholders using Microsoft Teams. The use of technology such as Teams calls & virtual meetings, and Team

messenger have allowed regular contact with my team and other clients/stakeholders.

e. There will be no foreseen disruptions to communication with internal or external clients or stakeholders

Over the last two years, I have not had any disruptions to communication with internal or external clients or stakeholders. This is largely due to my personal practices, as well as EPA's enhanced remote work capabilities.

The use of Microsoft Teams allows for successful communication with clients and/ or stakeholders. I also make sure to post my proposed schedule every pay-period on my Team's page, my calendar is always up to date, and I keep my Team's messenger on when on duty.

f. My work rarely requires to in-office resources

My work rarely requires access to in-office resources. In my division, Superfund Emergency Management, we have almost completely transitioned over to electronic documentation. We already have the Superfund Enterprise Management (SEMS) database for all our records, and we have changeover to digital signatures for our documents allowing my work to be complete easily from my RWL.

2. Explanation Why Remote Work Will Benefit, Not Diminish, the Agency's Mission:

The Agency's Mission is to "protect human health and the environment" and as I and many of my co-workers have proven over the last couple years we can work just as effectively, if not more, working remotely as we can in the Denver office. Remote work has proven to not only provide individuals with more time to commit to work, but also has shown that we can be more productive with that time. This increased productively only benefits the Agency's mission, by allowing us to better protect the human health and the environment.

Lindsey Phillips - Remote Work Application: Attachment 1

1. Explanation of Effective RWL Performance:

a. Duties of a State Revolving Fund Project Officer are portable and do not routinely require in person activities at the Denver office.

As a project officer for the State Revolving Fund (SRF) program, the correspondence with external stakeholders is purely virtual, as they are located outside Denver. Each of the six regional states administer Drinking Water and Clean Water annual capitalization grants provided by EPA. My job duties of this position are providing guidance and oversight on both the complex provisions of the SRF program criteria and the accompanying grant polices to the states as needed.

In addition, all of EPA's electronic platforms are fully sufficient to meet the needs of my daily duties. The record keeping and document filing protocols were inherent in my early trainings. The utility of SharePoint sites, MS Teams, and Outlook's EZ Records, gives me the ability to share, edit, retain, and draft documents with my teammates in a very efficient manner. Furthermore, all data systems, grant management systems and acquisitions are fully virtual and supported nationally through OMS.

Lastly, my work does not include tasks that are designated as inappropriate for remote work and/or telework, like site inspections or required in-person meetings.

b. My work history over the last 7 months demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office.

I recently started this position with the agency in August of 2021. Since that time, I have been able to onboard into my new position and succeed at reaching my expected milestones as a project manager, all while virtually.

I have immersed myself in technical and programmatic duties including SRF coordinator, loan fund financial analysis, performance evaluation review of state programs and preliminary Bipartisan Infrastructure Law training and preparation which will bring billions of dollars to the States' State Revolving Fund programs. My previous career experience as an SRF section supervisor in Nebraska put me at an advantage for learning EPAs processes relative to the state partner functions that I had performed and supervised.

I have completed all EPA required trainings and certifications including EPA grant project officer and the data systems that is used to process these grants, State Revolving Fund 101 training, Information Security and Privacy Awareness, Annual COOP Awareness, Freedom of Information Act, Controlled Unclassified Information, Records Management, No FEAR Act, Insider Threat Awareness and PARS Employee trainings.

Due to the Team's confidence in my work and how quickly I have adapted to my role, within 6 months of onboarding, my EPA mentor has transferred the lead responsibilities of Montana's Clean Water and Drinking Water State Revolving Fund programs to me.

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Ex. 6 Personal Privacy (PP)

c. My work can be performed independently with minimal in-person review.

My responsibilities are predominantly related to providing technical engineering and science guidance and consultation to states in the management of their Drinking Water and Clean Water State Revolving Loan Fund Programs. This is done by giving support to state's lending activities and administering grants to facilitate the review, authorization, distribution and monitoring of project activities. I also serve as a Financial Analyst of the State's SRF programs where I analyze the financial health and sustainability of each state loan fund. These tasks can be performed independently without engagement from supervisors or peers.

However, I do still believe that frequent communication with my team is important. Because of this, I meet with my supervisor on a bi-weekly basis, sometimes more, to ensure that I am meeting the Water Division's expectations for my position and reaching my goals. I will continue to be available to have daily interactions with my peers through email and most particularly, Teams.

Furthermore, I have previous experience in a virtual workplace through my prior position, as the State Revolving Fund Section Supervisor for the State of Nebraska. During my last year in that position, I had the responsibility of transitioning my staff and our duties to a fully virtual environment making sure that both our local communities receive the same high quality customer service that we provide in the office while ensuring that all stakeholder's, State and Federal, needs were met. At the beginning of the pandemic, our agency was not prepared to go completely remote. However, through guidance and being always available for my teammates, my staff was able to shift to this new environment with little to no issues.

d. My work requires minimal in-person collaboration.

As mentioned previously, any work that requires collaboration with my fellow coworkers can be performed remotely due to the wide variety of EPA's electronic platforms that are available. In fact, I have taken it upon myself to develop a SharePoint site for all the regional States to allow myself and teammates the ability to share and store documents easily in an organized fashion. With this platform it also allows external stakeholders and myself to work on documents simultaneously.

The only in-person collaboration that this position could have would be during the individual State's annual reviews. However, traveling to these States by plane or car would be necessary whether this position was located at the Denver office or at an RWL. If I am asked to travel for these State reviews, my RWL is close to a major airport and would not present any unnecessary travel expenses.

e. Approving my remote work application will not require reassignment of work.

Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively from an RWL. I have already taken lead responsibilities as the liaison for Montana, and it is planned I will be the Project Officer for a second State by the end of this year. I have advanced quicker than most individuals starting out in this position due to the fact I have worked within the SRF program for the last 5 years. I am familiar with all aspects of the program.

f. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

There will not be disruptions to communications because communications has always been virtual since my clients/stakeholders are located in other States. In fact, the push to a virtual environment that the pandemic caused has created better platforms in which to communicate with our customers. With the use of emails, phones, and document sharing programs, our communication has become more effective as technology advances.

The technology I need to perform my duties is available and fully functional. I have internet capable of handling multiple, simultaneous video calls; a functioning phone; multiple monitors; and my office is located in a secluded area of my house. I have had little technological disruptions over the past few months and when I did, it was promptly fixed with the help of the help desk. If a technical issue arose in the future that would require me to return to the office, I have a back-up computer that I will use in the interim.

I have complied with my Telework Agreement for the duration of my time at the Agency and will continue to comply with the terms of any approved Remote Work Agreement.

g. My work rarely requires access to in-office resources.

My work rarely requires access to in-office resources. In the records context, I have successfully maintained electronic records, rather than paper, for the entirety of my time working from my RWL and for much of my time prior to working remotely. With the new mandate that EPA moves to electronic records, it will only reduce my need for in-office resources. Besides the computer that has already provided for me, other resources that I may need, like office supplies, will be filled in times I am called to the office.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:

a. Remote work will not increase, and will likely decrease, costs to the Agency.

By approving my RWL, the Agency will save money. The most obvious savings will come from paying a lower locality pay. At this moment, the Agency pays an additional 28.1% of my salary for locality adjustments. Once my RWL is approved, the Agency would only have to pay 16.93%, a reduction of $9,077 a year (GS-13, step 1). In addition, the Agency will not have to pay for my transit subsidy for commuting to the Denver office, the cost of my office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Denver office.

If I do get called to the office, I have numerous ways of transportation. The cost of travel from my RWL to the Denver office ranges from $750, but not more than $1,100. In comparison to the already reduction in locality pay, travel costs are only 10% of that difference of over $9,077 saved each year.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

It has been shown that working as little as one to two days a week at home can reduce the amount of greenhouse gasses which leads to better air quality. This is largely due to the reduction of cars on the road, which leads to less traffic congestion and less wear and tear on the roads and infrastructure. In addition, less fuel is being used which leads to reduced consumption of fossil fuels, less use of paper products and overall consumption of office supplies, as well as less use of energy as office spaces are being reduced in size. Allowing remote work has a positive impact on our environment which directly correlates with our Agency's mission of protecting human health and the environment.

As explained by the Agency, approving my remote work application also can result in many workplace benefits. These benefits apply in my situation, as I find working at my RWL to be more productive, allow for focused work without interruptions, and results in higher performance ratings It also increases my morale and my desire to remain at the Agency.

Lohitaksha (Lo.) Rao Remote Work Application

Attachment 1

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1) Explanation of how I can perform all of my duties as effectively from a remote work location:

(a) My duties as described in my Position Description as a "Permit Specialist" (Air Quality Permit Writer) are 100% portable and do not require any in person activities, requires no in-person management, no in-person records management, and no in-person collaboration at my current Region 8 Denver, CO office.

My management has informed me that my work as a permit writer has been deemed 100% portable. Additionally, my roles and responsibilities are directly mentioned in the AFGE-EPA Articles as appropriate for remote work. In regard to my work specifically, I have been successful in performing all permit writing; permit review; virtual meetings and calls; file and records management; co-worker, management and external collaboration; along with performing my Special Emphasis Program (SEP) National Chair and Regional Manager duties while working 100% remote during the pandemic. Also, there are no tasks as a permit writer that require my attendance in the office since all my work is performed on Microsoft Word, SharePoint, OneDrive, MERLIN (permit recordkeeping Microsoft Access tool), and Outlook. Lastly, I have been and can continue to be fully successful in maintaining client (ex., Tribes, public, states, industry, local entities, permittees) and co-worker/management communication regarding all permit actions such as permit issuance, denial, requesting supplemental information and providing updates as necessary. This shows all of my duties of an air quality permit writer can be successfully performed without being co-located with the Denver office and there are no tasks that are designated as inappropriate for remote work.

Ex. 6 Personal Privacy (PP)

(c) My work history demonstrates I am fully successful in completing both my collateral and non-collateral duties from a fully remote work location.

My remote work history over the past two years demonstrates that I can effectively perform my duties equally as effective from a remote work location. **Ex. 6 Personal Privacy (PP)**

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Ex. 6 Personal Privacy (PP)

While currently working remote, I have effectively completed all of my duties as a permit writer shown in my Position Description and many other duties not directly related to my job. These include leading pre-application meetings with the permittee and EPA; leading communications and consultations with permittees, co-workers, Tribes, states, the public and management on the status of permits; successfully completing and issuing permits; providing technical support to both EPA and external clients; managing permit records/databases and logs ensuring timely completion of my duties; briefing Regional Administrators and national offices on SEP needs and projects; creating and leading subgroups for the completion of national SEP events, projects, funding requests and technical support; creating and leading Division wide presentations on Environmental Justice and Diversity and Inclusion.

I have also effectively performed significant collateral duty assignments while working 100% remote. I have been and currently still am the National Asian American and Pacific Islander (AAPI) Special Emphasis Program National Chair and regional manager where I have both successfully organized and led national and regional events, coordinated with external guest speakers and worked with various national EPA offices for funding and other logistical needs. In addition, I have been actively involved as a member of the Air and Radiation Division's Diversity and Inclusion workgroup, the Environmental Justice workgroup and the SEPs Standing together group (which is a cross-SEP group focused on advancing diversity and inclusion in Region 8). I have been personally recognized for my work by the current Deputy Administrator, the Director of the Office of Civil Rights, Management and co-workers from various Regions along with my regional EEO Manager for my work as the EPA AAPI Regional Manager/National Chair and for successfully leading the program all 100% remotely. Lastly, I was

Ex. 6 Personal Privacy (PP)

Furthermore, my current remote work location is free from all distractions as I have my own dedicated office/room. Regarding my new proposed remote work location, my wife and I have individual dedicated offices ensuring no distractions as well. Also, I have my own dedicated printer, mouse, keyboard and

two monitors to ensure my remote work location is providing me with everything I need to be fully successful. Lastly, my new proposed remote work location will contain all the same furniture that I am currently using to ensure my workplace continues to be safe and secure.

(d) My work requires minimal collaboration, minimal in-person review and my remote work application will not require reassignment of any work.

The quality and type of work discussed above is reflective of my current and future roles and responsibilities working from a remote location. I have shown to be fully successful working remotely, communicating with co-workers and management along with effectively carrying out my collateral duties. My work involves collaboration and review that can be performed remotely. The work that I perform (as shown in my Position Description) includes receiving emailed permit applications, utilizing Microsoft Word to draft and issue a complete proposed and final permit from the received application, notify the public via email, post all records regarding permits to regulations.gov, provide technical guidance and meet with clients remotely over Microsoft Teams. There is minimal in-person review or in-person collaboration necessary since all collaboration involves routing or emailing the applications, draft permits and final permits. In addition, everyone in my branch works on different permits and therefore collaborating with anyone is not necessarily needed. All communications with team members and management occur via email or as a "comment bubble" on the permit if there are questions during internal review. Similarly, all communications with the permittee or public regarding the proposed or final permit are officially submitted electronically and are posted to regulations.gov. Also, there is minimal to no internal EPA collaboration between myself and other regions aside from the monthly virtual Permitting Meeting. All of my meetings, mandatory or not, have successfully been led or attended remotely and no travel from my remote work location to Denver or any other Regional office would ever be necessary for any reason. Therefore, for the reasons described above, the approval of my remote work application will not require any work reassignment since I have been currently fully effective from a remote work location performing all the duties.

(e) Working from a remote location will have no impact on internal or external clients.

Over the past few years working from a remote location, there have been no communication disruptions when communicating or collaborating with internal and external clients. My work phone is always forwarded to my personal cell, I update my proposed work schedule for the next pay period a week in advance, I keep my outlook calendar up to date with my availability, and I will even make sure my proposed work schedule in my remote work location is accommodating of all time zones (my current approved schedule would be adjusted to 8:30am-5pm CT). Working remotely from my proposed remote location is only one hour ahead of my current Region 8 office and therefore I would still be fully effective working from a remote location. Many of the companies, permittees, and even other internal EPA co-workers that I work with as a regular part of my job are spread throughout the United States and I have been fully successfully accommodating for all time zones. The permittee simply electronically submits their permit application and from there I my work begins on drafting a permit, there is and never will be any time zone issues.

Similarly, in my position as regional SEP manager and the National AAPI Chair, I have been able to remotely carry out all events hosted in various time zones in coordination with various EPA Regions and national offices. My work as a permit writer, regarding internal and external clients, has always been remote from the day I started. Even working in the office before mandatory maximum telework, all

collaboration on my permit documents or permittee applications has occurred via email or as a "comment bubble" on the document itself. Any communication outside the EPA has always been via email or posted on our website for public review.

(f) My work as a permit writer requires no access to any in-office resources.

Working as a permit writer, my job requires no in-office resources. All permit applications are submitted electronically and issued electronically. My job only requires Microsoft Word, access to OneDrive, SharePoint, Outlook (and other simple Microsoft Tools), and internet access. Regarding records management, I have been fully effective in maintaining electronic records both prior to working remotely and currently. Also, the permit language we use has transitioned away from paper copies and towards electronic documents. Rather than having permittees submit paper applications and paper payment conformations, we have transitioned to electronic applications and payment portals or emails. furthermore, we have transitioned away from "wet" signatures and towards electronic signatures. Therefore, I have no need and will not have a need for regular office access. Lastly, the federal mandate (M-12-18) states "to the fullest extent possible," agencies should eliminate paper and use electronic recordkeeping, which my office has been fully utilizing.

In addition, when I was new to the permit writer position many years ago, there was an option to visit the sites we permit. However, this has always been optional and usually only when the enforcement team (an entirely new division) already had plans to visit the specific site. Regarding my specific position and as my management has stated many times, site visits are and always will be 100% optional and therefore my work would also be 100% remote capable.

2) Explanation for "How approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals."

The approval of this remote work request would in no way diminish the Agency's ability to accomplish its mission and meet its operational goals. I would still be within 5 miles of an EPA Regional office (from the final few houses we are deciding between to accommodate my wife's work situation) and I would not require any subsidies or accommodations as that is how my current remote work situation is as well (I am currently within 5 miles of my current office and have no subsides or accommodations). Therefore, aside from working in a nearby state, I would still be effectively completing all my work and not diminishing the Agency's ability to accomplish its mission and still meet its operational goals as I am currently doing so remotely now. To take it a step further, the cost of my office space along with maintenance would also be savings for the Agency as I do not need to be in the office to successfully perform my duties and to meet the Agency's operational goals.

The Agency's agreed upon AFGE-Remote Work Article states that "remote work has been and can continue to be beneficial for the Agency operations, the workforce, and the environment." Approval of my remote work application would result in the "reduction in the agency's carbon footprint, increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, enhanced health and safety (reduced viral transmission), cost savings, appropriate workspace for focused work, and improved emergency preparedness" as also stated in the Agency's Remote Work Article." Lastly, approval of my remote work application would **Ex. 6 Personal Privacy (PP)**

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) that helps make a difference to the environment, human health, and jobs that we love. Thank you for your consideration.

Attachment 1 - Remote Work Application, Tim Rehder

Duties and How They Will Be Performed in a Remote Environment

Promote and facilitate renewable energy and energy efficiency projects on brownfields and Superfund sites. This work involves coordination with and outreach to:
renewable energy developers, property owners, local governments, Department of Energy and its National Renewable Energy Lab, and environmental organizations. Work also involves reviewing designs and research papers relevant to renewable energy on contaminated lands, and evaluating candidate properties.

Communication with relevant parties occurs via telephone, email, Teams and Zoom Calls. All design documents and papers are available electronically. With the pandemic appearing to be over, it's likely that more site visits and in person meetings will be scheduled. For those, I'll usually travel from my house rather than the Wynkoop office.

Manage targeted brownfield assessments (TBA) and review brownfield grant applications for the Region 8 Brownfields program. Work involves coordinating with TBA applicants, local officials, TBA contractors, State environmental offices to get access to sites, approving sampling plans, overseeing contractor efforts, reviewing deliverables and discussing deliverables such as sampling reports and cleanup plans to applicants and local officials.

Communication with relevant parties occurs via telephone, email, Teams and Zoom Calls. All TBA applications and deliverables are available electronically as are assessment and clean up grant proposals. It's expected that occasional site visits will be necessary.

Representing Region 8 on National and Regional Workgroups. At the current time those assignments include:
Repowering America's Land national workgroup in which strives to develop and share best practices for getting renewable energy projects onto contaminated lands.
Clean Renewable Energy Opportunities workgroup which
develops model language for EPA enforcement settlements.
Federal Executive Order workgroup which is tasked with assisting Federal Agencies in Region 8 with meeting the renewable energy goals set forth in the President's Executive Order.
National Sustainability Subgroup which is tasked with developing EPA's plans for meeting the climate adaptation and mitigation goals set forth by the new administration.
Climate Workgroup: National EPA workgroup whose goal is to catalog best practices by for climate mitigation that have been developed by states, cities and towns

This work involves participating in Teams and Zoom calls as well as reviewing journal articles/papers and drafting papers for review by the workgroups. Communications with individual workgroup members and subgroups are often handled via telephone and email.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. Explanation of Effective Remote Work Performance:

a. My duties in the LCRD Brownfields Program are portable.

My Duties in the Brownfields Program rarely require in office meetings, paper files or special equipment that can only be found at 1595 Wynkoop. My work as an environmental scientist largely involves contact with community officials, contractors and participation on national workgroups and research in support of workgroups. All of which can be done via TEAMS, ZOOM, the internet or the telephone. I've had little or no trouble completing my work remotely during the pandemic, in fact I only visited the Denver office only twice during the pandemic and one of those was for a required upgrade to my badge.

b. My work can be performed at least as effectively at my remote location.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) While I do sometimes miss the in-person interactions and the new ideas that can sometimes result, I believe the lack of distractions at my remote work location allows me to focus more effectively on research and problem solving.

Prior to the pandemic, the lion's share of my work involved engaging with EPA Headquarters, the Department of Energy, the National Renewable Energy Lab and brownfield communities throughout Region 8. All of those interactions occurred via telephone. The new tools: TEAMS/ZOOM/Google Meet have made those communications more effective, in many cases.

c. My work can be performed independently with minimal in-person review.

Prior to the pandemic, I performed my work with a large degree of independence. The checks in my supervisors were largely informal and sometimes there where long periods between the check ins. Since the pandemic I've been doing regular, more formal check ins (usually bi-weekly, and I think that has actually resulted in my supervisors having a better understanding of my work and me have a better understanding of their expectations. I've been lucky to have supervisors that do a very good job during weekly staff meetings of making sure I know about organization priorities and changes

d. My work requires minimal in-person collaboration.

For the reasons I discussed in answer "b" above, my work can in fact be accomplished with minimal in-person collaboration. In the rare instances when in-person collaboration is needed, I'll drive to the Wynkoop office, or drive to a light-rail station and take the train in. It will take 90 to 120 minutes depending upon traffic, very doable.

e. Approving my remote work application will not require reassignment of work.

I've discussed the possibility of remote work with my supervisor and we've agreed that no reassignment of work will be necessary.

f. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

During the pandemic, Ex. 6 Personal Privacy (PP) Ex. 6 Personal Privacy (PP) In each location I was able to obtain internet connections and telephone service that allowed me to perform my work. I've been in the new house for over two months and plan to be here for the foreseeable future. I can't foresee a circumstance that would cause a significant disruption to communication with internal or external colleagues, clients or stakeholders.

g. My work rarely requires access to in-office resources.

As described in answer "a" above my work is almost completely portable. There may be occasions, e.g. 2 to 3 times/year, when I'll need to drop by the office for a piece of equipment (e.g. a GIS device for survey work). But I don't foresee the frequency to be greater than that. My program has successfully transitioned to all electronic records, and I've had no trouble accessing them over the last two years, or rather when I did have trouble it was due to system-wide failures of the Agencies systems: such failures would have affected me if I were in the office.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:

a. Remote work will not increase, and will likely decrease, costs to the Agency.

There may be de minimis costs associated with my mileage reimbursements when I travel to Denver Internation Airport for agency travel. But over the last 10 years my airport

trips have been infrequent and I don't expect that to change. The same goes for trips into the office for say an annual team retreat.

However, the Agency will likely save money by approving my remote work application, because:

- The Agency will no longer need to pay my transit subsidy.
- The Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates a new lease agreement for the Denver office.
- The Agency's operations and maintenance costs will also decrease (slightly), as there will be no need to clean an office space for me at the Denver office.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions. This is particularly true in the Denver metro area, where commuting to the office is a major contributor or to Denver's brown cloud as well as its status as a non-attainment zone.

Mandi F. Rodriguez - Remote Work Explanation/Justification

I have effectively performed all my duties via 100% telework during the Pandemic for two years. I have met or exceeded my performance critical elements from my remote work location including meeting the Agency's ability to accomplish our mission and meet operational goals. While working remotely I have continued to keep my strong working relationships interacting with customers, key stakeholders, and counterparts within and outside of EPA. I also would continue to collaborate with staff, participate in required meetings and meet deadlines for requests from various offices such as the Budget Office/OSRTI/staff.

My duties can be completed remotely i.e., updating budget spreadsheets for SEMD, review and prepare commitment notices for cooperative agreements and IA's, process PR's in EAS and BAP Forms, using my purchase card for those purchase requests that meet the requirement, process recertifications of funds from deobligations, review CDW commitments, unliquidated obligations, and superfund dashboard. I have adapted to the remote work schedule over the last two years continuing to perform above and beyond measures.

I feel that I have the additional skills and ability to work effectively remotely continuing to provide great customer service, strengthening work relationships, and continuing communication with coworkers on a personal level as well. Remote work has been an asset to assist with my work (saving hours in commute time, reducing my stress level, reducing the carbon footprint) and improving my family life balance.

Tien, Alysia – Remote Work Attachment

Attachment- Supplemental Remote Work Application Information

Section 2. Employee's Approved Schedule:
As of date of application submission:

- My approved schedule type is the **Maxi-flex schedule**
- Example hours provided below (start and end times for each day typically vary plus/minus an hour depending on workload- hours on other days would shift as a result). If any deviations occur to my schedule beyond plus/minus an hour, I communicate those to my supervisor to ensure she does not have any questions or concerns:

Week 1	Mon	Tue	Wed	Thu	Fri
	Ex. 6 Personal Privacy (PP)				
Week 2	Mon	Tue	Wed	Thu	Fri
	Ex. 6 Personal Privacy (PP)				

- As per the Maxi-flex schedule requirements, I have always accounted for all hours worked each pay period and have provided my supervisor, in advance of the upcoming workweek, access to my proposed biweekly work schedule. My proposed schedule is provided on a Maxi-flex pay period timesheet and electronically available through a continuously shared Microsoft OneNote page with my supervisor.
- If approved for Remote Work, I will continue to provide my proposed work schedule to my supervisor in advance of the upcoming workweek (in alignment with updated core work hour flexibilities in the most recent AFGE/EPA agreement- i.e., updated core hours are 11:00 A.M. to 2:00 P.M., Tuesday through Thursday for Maxi-flex work schedules) and keep in communication with her throughout the workweek for any adjustments beyond plus/minus an hour each day.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am applying for Remote Work as defined in the AFGE Remote Work Article:
Remote Work. Remote Work is a type of alternative work arrangement by which an employee is scheduled to perform work within or outside the local commuting area of an agency worksite and is not expected to report to an agency worksite on a regular and recurring basis. Remote Work Location (RWL). The Remote Work Location (RWL) is an approved work location other than the Official Agency Worksite. An RWL will generally be a single location (e.g., a residence), a group of locations (e.g., a campus, industrial park), or other approved worksite, and may or may not be within the LCA (as that area is defined in 5 CFR 351.203) of the Official Agency Worksite. An employee may maintain other approved alternative work locations (AWLs) in addition to the RWL. For the purposes of this Article, the RWL is the employee's Official Worksite.

Performance of all duties as effectively from RWL as from R8 Denver Office:

All work assigned to me has been successfully performed since full telework (i.e., remote work) was implemented Agency-wide in 2020 (due to Covid-19 pandemic conditions) and no work assignments have been reassigned as a result of changing to my RWL. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Through the duration of remote work, all internal EPA communications and work has been successfully performed from my RWL using access to the EPA network/program drives for document sharing, email, phone, and virtual communication tools (e.g., Microsoft Teams). The successful completion of work products without "in-person" interaction has also been successfully documented in the program, during and prior to the Covid-19 pandemic, as one individual within the program is permanently located in the Montana EPA Office. He has been able to successfully collaborate, maintain professional working relationships and complete work products in coordination with program staff and management located at the Region 8 Denver Office and our RWLs.

Work performed for my position can be performed independently and requires minimal in-person collaboration or review. My position primarily includes work that has been successfully accomplished portably, as follows:

- NPDES permit writing based on permit applications that have been submitted, monitoring data submitted in the EPA ICIS database, previously issued permits, online tools (e.g., USGS surface water database information, Fish and Wildlife Service Endangered Species online IPAC database) and information contained on EPA shared drives. All the information from these sources, used in permit writing and development, is available electronically and can be obtained and transmitted for necessary coordination through electronic or shared drive mechanisms. Any hardcopy records, should they not be available electronically, can be accessed and supplied electronically to me through the Region 8 Records Center;
- North Dakota state oversight activities- these duties primarily include document review, which is available electronically, and email/phone coordination and communications with North Dakota state counterparts; and
- Technical support- examples of this work include:
    - phone and email inquiries from permittees/facilities across Region 8, internal EPA employees, and R8 states/Tribes to request technical or permit related information;
    - support and coordination for whole effluent toxicity through phone or email communications with other EPA staff or headquarters workgroup members; and
    - development of technical documents and procedures for the Wastewater Section through coordination (via phone or email) with other members of the program.
- All other communication/coordination with external stakeholders has been performed without regular in-person interactions. Since many external stakeholders are located across Region 8 states or outside of the Region 8 Denver Office, communications are

primarily handled with phone calls, emails and/or virtual communication tools (e.g., Microsoft Teams) regardless of whether I am physically stationed at the Region 8 Denver Office or my RWL. Therefore, differences in how communication is handled when working remotely are de minimus, as there is no in-person interaction necessary regardless of where I am physically located.

- This position may require occasional site visits and/or travel to various locations across Region 8 (e.g., future state PQR reviews, facility visits for permit development) however, these would be infrequent (e.g., on average, maybe once per 1-3 years). If travel occurs, I would be able to perform all travel duties regardless of my duty station. The differences in my ability to travel, planning and associated costs would be de minimus due to the proximity of the current RWL to the Region 8 Denver Office (i.e., Broomfield, CO relative to Denver, CO).
- Based on my official position description and job duties, the duties associated with my current position will remain consistent and there is not a likelihood that they will change in a manner that would reduce eligibility for Remote Work in the foreseeable future.

<u>How approval will not dimmish the Agency's ability to accomplish its mission and meet operational goals:</u>
Based on the AFGE Remote Work Article, use of maximum telework by EPA has enabled the Agency to continue most of its operations remotely without interruption throughout the COVID-19 pandemic. Telework and remote work can be leveraged as a tool to enhance talent recruitment and retention, and advancing diversity, equity, inclusion, and accessibility in the EPA workforce.

Additionally, as established in the AFGE Remote Work Article, Remote Work can also yield many benefits, including:

- cost savings;
- protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions;
- reduction in the agency's carbon footprint;
- increased productivity and performance;
- enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation;
- heightened employee morale;
- increased work/life balance;
- enhanced health and safety (reduced viral transmission);
- appropriate workspace for focused work;
- retain talent and institutional knowledge;
- and improved emergency preparedness.

In line with this, specific benefits and de minimus impacts to my Remote Work approval include:

- From a health and safety perspective, approval of Remote Work will be ideal for the Agency as it allows better separation for Covid-19/pandemic health and safety concerns.
- I will no longer require physical office cubical space, which allows the Region to move towards a reduction in overall leasing space needs. A reduction of in-person staff physically located at the Region 8 Denver Office can reduce overall building rent (i.e.,

less space needed), lighting/electrical costs, fewer equipment (e.g., desk, phone) and supply (e.g., ink/printing/paper) requirements, and utility savings (e.g., reduced water usage).

- My RWL office equipment needs (e.g., laptop, monitor, keyboard, mouse, etc.) will be less than those that have already been issued, or would be issued, to me at the Region 8 Denver Office (i.e., will no longer need physical office phone, desk, chair, file cabinet, etc.).
- Transportation (RTD) passes/reimbursement no longer needed (estimated annual cost of $1,482). By not commuting, I will also be supporting the protection of environmental quality by decreasing the need for additional traffic congestion and vehicle emissions. My daily commute is approximately 32 miles. EPA estimates that the average passenger vehicle emits about 411 grams of CO_2 per mile, so this would be a savings of 13,152 grams of CO_2 daily.
- Fewer missed days/hours due to inclement weather. Since Remote Work has begun, I have been able to maintain consistent regular working hours during inclement weather days (i.e., have not needed to take additional time/leave for commuting, early dismissals, or inability to make it into the office due to inclement weather). I have also been provided with enhanced health and safety by not commuting to/from the Region 8 Denver Office during hazardous weather conditions that can quickly escalate throughout the course of a workday.
- I do not anticipate a change to locality pay due to my RWL (i.e., located in Broomfield, CO), as it is within the same Denver metro area as the Region 8 Denver Office.
- Additionally, costs associated with any anticipated recall to the EPA Region 8 Denver Office would not be excessive due to the portable nature of my work (e.g., limited amount of materials/equipment needed at RWL) and close vicinity of my RWL to the EPA Region 8 Denver Office (i.e., materials can be transported by the employee back to the Region 8 Denver Office, as needed, within a workday and without any associated move expenses).
- Over the course of my remote work, I have, and will continue to be, reasonably available to colleagues, supervisors, and the public to complete work assignments to the same extent as if I were at the Region 8 Denver Office. I have and will continue to maintain the level of performance in alignment with a Remote Work Agreement.
    - Over the course of my remote work, I have had no foreseen disruptions to communication with internal or external clients/customers (e.g., public, state and local entities, stakeholders) or customer service concerns with any Agency customers or stakeholders (e.g., public, states, industry). I have not been made aware of any issues/complaints from internal or external entities regarding disrupted communication. I can produce communication records showing timely responses to inquiries received and have also received verbal compliments from both internal employees and external (e.g., tribal) stakeholders on timeliness and assistance received while working remotely.
    - In all instances, if I have been unable to work at the RWL due to circumstances beyond my control (e.g., sickness, unanticipated personal circumstances, etc.), I have contacted my supervisor to let her know and requested the appropriate leave, where applicable. Contact has been in a timely manner, typically within thirty

(30) minutes of such an inability. If the circumstance has occurred/been identified before my regularly scheduled hours, contact with my manager has been made prior to my start time. If the circumstance occurs/is identified after I have already begun working, the communication to my supervisor is made as soon as possible, before logging off my workstation.

Over the course of the approximate 2-year period in which I have been working remotely, I have only needed to access in-office resources three times:

- In one instance, I needed to obtain some hardcopy files and personnel records from my office cubicle. I was easily able to gain approval for access to the building and get the necessary files within my regular work hours. On another occasion, I had to schedule an appointment to get a wireless router and pulse secure re-installed into my computer to resolve technical issues I was experiencing. I was able to schedule and come in the same morning the issues were initially experienced, to get them resolved. On a final occasion, I needed to get my PIV card updated in line with its regular Agency scheduled update. I was able to schedule an appointment online and gain security access to come into the office around my work schedule, so that it did not interfere with any meetings or work assignments.
- On all occasions, I had no issues gaining management approval and access to the building in a timely manner to perform the work-related functions. These instances demonstrate that the need for me to come into the office is very infrequent (i.e., 3 times in 2 years) to successfully complete my job. However, should the need arise, the proximity of my RWL to the Region 8 Denver Office makes it easily achievable for me to access in-office resources or report to the office.

Additionally, since my RWL is located within the commuting area of the EPA Region 8 Denver Office, I can report to the location as necessary to access to any necessary government furnished equipment servicing and repair. This aligns with processes and responsibilities outlined in the AFGE Remote Work Article:

> *The Agency remains responsible for service and maintenance of Agency equipment… Employees within the Local Commuting Area may be required to report to the Official Agency Worksite for service and maintenance of Agency equipment.*

Overall, the technology I need to perform my duties is available and has been fully functional. When issues have arisen, many have been on a larger Regional/Agency-wide scale (i.e., network outages, connectivity issues, etc.) and would have impacted my work regardless of whether I was working at the Region 8 Denver Office or RWL. For all technological issues, I have successfully maintained communication with my supervisor so that she is aware of the issue and have still accomplished the work of the Agency in an effective and timely manner. The Region 8 IT Help Desk has also been an invaluable asset that I have used to resolve any specific issues for my computer or make requests for additional technological resources I have needed. They have been able to assist me virtually from my RWL to resolve all major technological issues I have experienced, typically with a single conversation.

Turner, Darion – Remote Work Application/Agreement Text

Over the course of my 6 years at EPA, I have been alloted telework along with regular work. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) Also, not commuting at least 1.5 hours leads to more efficiency and effectiveness for duty as to not have the feeling of being drained before the work day has started.

Approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals. This can be due to a decrease in salary costs, as I reside in Colorado Springs, thus reducing locality pay and costs of commuting programs. The absence of commuting also decreases emissions and the Agency's carbon foot print.

Wauters, Patrick – Remote Work Application/Agreement Text

My work duties are all fully portable. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Wyatt, Jean – Remote Work Application/Agreement Text

I will continue to have regular and consistent communication with team members and all other EPA colleagues as I always have and as needed. My work duties include preparation and review of reports, project management, and extensive multi-agency collaboration and coordination all of which i can conduct at my RWL. .All these tasks can be completely and seamlessly performed from my RWL as demonstrated over the last 21 months. I will continue to work as cost effectively as possible and conduct my work as efficiently as possible. I have clearly demonstrated my ability to accomplish the agency's mission by working at my RWL as indicated by my accomplishments, demonstrated leadership, and **Ex. 6 Personal Privacy (PP)** Working permanently in my RWL will also benefit the environment by reducing my environmental impacts which is also a goal of our agency. Working via a RWL will also be a cost and space savings for the govt. Thanks for your consideration..

Zachman, Angela – Remote Work Application/Agreement Text

I have an effective and efficient remote work environment that has been working well for the past two years. This office space is a separate room in a Ex. 6 Personal Privacy (PP) The space is sufficiently equipment with a sitting and standing desk, extra monitors, printer, phone, and reliable high-speed Internet. It is important to note that I do have a hot spot for backup in the event the Internet is slow or down. I will be remaining within commutable distance and available/willing to come into the office for mail pickup, meetings, centralized travel, or other needs.

I my current role as RPM a remote working environment not only meets the needs of the agency but is enhanced by it. I have a quite room where I can be on meetings, watch training and conduct meetings without the use of headphones or the distractions of office life. Remote work also allows me the quite distraction free space to concentrate and focus when researching and writing. Additionally, I can connect with coworkers as needed on TEAMS or through TEAMS chats. The ability to have a quiet space is ideal for working with stakeholders as I am able to maintain professional and timely communication. This working environment has proven to be ideal for both the agency and I and I wish to continue exceeding operational goals.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Sisay Ashenafi	**Job Title & Grade:** Environmental Protection Specialist GS - 12
AAship/Region and Division: ORA - PAB - CIS	**Address of Official Agency Worksite:** 1595 Wynkoop St
Employee's Work Phone: (303) 312 - 6138	**Employee's Work E-mail Address:** ashenafi.sisay@epa.gov
First-line Supervisor: Chris Wardell	**First-line Supervisor's Work Phone:** (303) 312 - 6062
Proposed Start Date: 5/9/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number:	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 4/1/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My main responsibilities for my position at the EPA are to act as a Project Officer (PO) for Technical Assistance Grants (TAG), coordinator for Technical Assistance Service for Communities (TASC) contract and to process procurement requests for the Community Involvement Section. All these responsibilities can be done remotely.

My duties as a PO for TAGs are to review grant applications and work with the EPA site team to award funding. Once award is made, I'm responsible for monitoring the activities of the grantee and insure they are in compliance with TAG regulations. I mainly use email/teleconference to communicate with TAG recipients and EPA site team as I monitor the grantee progress. Even prior to the covid pandemic, it was very rare for me to go out to a Superfund site to accomplish my PO duties. Post award monitoring for all the grants are done electronically on the internet.

As the coordinator for the Technical Assistance Service for Communities contract, I'm responsible for coordinating contractual actions between Region 8 and HQ. This position requires me to review and confirm contractual actions have

Approval/Disapproval (attach documentation):

- [x] Approved
- [ ] Disapproved (cite reason(s) below)

Employee's Signature: SISAY ASHENAFI	Digitally signed by SISAY ASHENAFI Date: 2022.04.11 09:52:25 -06'00'	**Date:** 4/11/2022
Supervisor's Signature: Wardell, Christopher	Digitally signed by Wardell, Christopher Date: 2022.04.11 09:59:41 -06'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.22 16:44:55 -06'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Ashenafi, Sisay – Remote Work Application/Agreement Text

My main responsibilities for my position at the EPA are to act as a Project Officer (PO) for Technical Assistance Grants (TAG), coordinator for Technical Assistance Service for Communities (TASC) contract and to process procurement requests for the Community Involvement Section. All these responsibilities can be done remotely.

My duties as a PO for TAGs are to review grant applications and work with the EPA site team to award funding. Once award is made, I'm responsible for monitoring the activities of the grantee and insure they are in compliance with TAG regulations. I mainly use email/teleconference to communicate with TAG recipients and EPA site team as I monitor the grantee progress. Even prior to the covid pandemic, it was very rare for me to go out to a Superfund site to accomplish my PO duties. Post award monitoring for all the grants are done electronically on the internet.

As the coordinator for the Technical Assistance Service for Communities contract, I'm responsible for coordinating contractual actions between Region 8 and HQ. This position requires me to review and confirm contractual actions have been accomplished per the agreed upon terms and conditions. I do this by communicating with CICs and RPMs for the Superfund sites that are on the ground overseeing the work. I also review and confirm charges by the contractor. All those responsibilities are done through communications by email/ teleconference.

I also manage procurement requests for the Community Involvement Section. The request and approvals of procurements are done through an online platform. I'm responsible for submitting the procurement requests and insuring all approval are made prior to any purchase being made. Once the requests are approved, payment is made either by calling the vendor or using their online platform. These responsibilities don't require my presence in the office.

Ex. 6 Personal Privacy (PP)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Laura Atkins	**Job Title & Grade:** Budget Analyst - GS-13
AAship/Region and Division: Region 8, Mission Support Division	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6397	**Employee's Work E-mail Address:** atkins.laura@epa.gov
First-line Supervisor: Marshelle Fox	**First-line Supervisor's Work Phone:** (303) 312-7833
Proposed Start Date: 2/27/2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☐ Yes

☑ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** N/A

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 11/14/2019 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: ***Please see the attached Remote Work Justification document*** **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: LAURA ATKINS Digitally signed by LAURA ATKINS Date: 2022.02.08 19:17:44 -06'00'	**Date:** 02/08/2022
Supervisor's Signature: Fox, Marshelle Digitally signed by Fox, Marshelle Date: 2022.02.10 12:31:07 -07'00'	**Date:** 02/10/2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.21 15:57:44 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. Explanation of Effective Remote Work Location (RWL) Performance

a. My duties are 100% portable and can be completed as effectively at my RWL as from the Region 8 office.

My work as a Budget Analyst is entirely portable and does not routinely require in-person activities at the Denver office. Much of this work is specifically listed in the AFGE/EPA Articles as appropriate for remote work and/or telework. This includes reviewing and writing, research, analytical work, and computer technology-oriented tasks. Some specific examples of this work include:

- **Reviewing and writing** - I am a sole author and contributor to internal and external guides for Region 8 specific budget processes. For example, I wrote a document on how to identify and fix negatives on budget reports (June 2021), I contributed to the FY2021 R8 Joint Year-End Closeout memo (May 2021), I contributed to the FY2021 R8 Resource Guidance memo (March 2021), I wrote the FY2021 and FY2022 Program Budget Report Guides (November 2020 and October 2021), and I compiled the Financial System Shutdown Region 8 internal memo (February 2022).
- **Research** - This is a task I complete daily, reviewing the issuance of funds and troubleshooting spending discrepancies. Additionally, I am routinely tasked with pulling large sets of data from the financial system when historical trends are needed by management.
- **Analytical work** – My tasks are highly analytical with a significant portion of my time spent in budget reporting. I work with a software application that pulls spending data from the financial system and merges it with internally issued suballowance information. Throughout the year I respond to internal (Budget Management Section) and external (Region 8 customers) requests for information to assist in the full utilization of Region 8's budget.
- **Computer technology-oriented tasks** – I am the Budget Management Section's SharePoint site Coordinator and I actively utilize the site to post information and to collaborate with the budget team and the region. I am proficient in several Microsoft applications including InfoPath and Power Automate and I utilize these systems to create Region 8 budget specific electronic forms. I am also a Funds Control Officer and work within the Agency's financial system and procurement applications to commit funds for Agency priorities. Additionally, I am a volunteer for the Office of Mission Support's pilot testing of new software program, testing new applications before they are launched across the Agency.

As a member of the region's Response Support Corp, I was also able to demonstrate the capability to assist remotely in December 2020, deploying as a Deputy Finance Section Chief on the Oregon Wildfire response.

Additionally, my work does not include tasks that are designated as inappropriate for remote work and/or telework, like emissions testing or laboratory trials.

b. My work history over the last two years demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office.

I have a demonstrated track record of effectively performing my work as a Budget Analyst working from my RWL without close, in-person supervision since March 2020. A significant task that was completed in the current remote environment was the transition of the region's budget reports from AO Bud, a Microsoft Access system, to reports that were created using Business Objects and are posted daily to the Budget Management Section's SharePoint site. Another task I independently completed was the migration of hard copy hiring request forms to electronic forms that are generated, routed, and saved within a SharePoint site using Microsoft Power Automate and InfoPath. In fact, Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

c. My work can be performed independently with minimal in-person review.

The nature of my work requires me to utilize resource management systems that are administered by EPA headquarters. A few of these systems include Compass Financials, Compass Business Objects Reporting (CBOR), and the Next Generation Grants System (NGGS). If I experience issues with these systems, I enter a help desk ticket and a technician from headquarters assists remotely with resolving the problem. There is no need to be in the office to complete the work or to request assistance or in-person review.

d. My work requires minimal in-person collaboration.

My work involves collaboration that can be performed remotely, and it does not regularly require in-person collaboration. Over the last two years, I have effectively collaborated virtually with the team members in my branch and section. For example, I recently completed a complex task that required the input from members of the Budget Management Section and the Cost Documentation and Financial Operations Section. Utilizing the Teams app, I held meetings to obtain feedback on a report I built that displays payroll data for Superfund Special Account sites.

My virtual collaboration with Region 8 employees demonstrates that my work can be done remotely, and if any instances arise (likely irregularly and infrequently) where my management or I prefer that I collaborate with Region 8 employees in person, I can be recalled to the Denver office, as it is a quick nonstop flight from Portland and there are several flights available throughout the day.

My ability to interact and respond to team members and regional stakeholders is highest within the remote setting. This is because I am more often at my remote work setting than if I was in a cubicle. When away, I update my Teams status and calendar daily to show my availability - showing when I leave and when I will return. If I am away from my work setting for more than a business day, I provide information on how I can be reached or I provide the contact information for a designated backup.

I am proficient in utilizing tools and systems to maximize electronic collaboration currently available to EPA employees – which includes but is not limited to SharePoint, Power Automate, OneDrive, and InfoPath. Using these systems and tools I have increased the Budget Management Section's ability to receive requests electronically from regional stakeholders.

This includes the budget reprogramming request tool, the annual fund exception request process, recertification of funds request, and the hand allowance form. These forms are automated so that routing is in place and is automatically sent to the appropriate manager for review and approval. This replaces the need to hand deliver and scan the hard copy forms. Six out of eight electronic forms I have built were completed independently within the current remote environment.

e. Approving my remote work application will not require reassignment of work.

Approving my remote work application will not require reassignment of work, as my work can be performed equally as effectively from a RWL. I have similarly not relied on administrative staff any differently during my remote work than while I was working in the Denver office.

f. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

There have not been disruptions to communication over the last two years while I have worked from my RWL, and there will be no foreseen disruptions. I have utilized existing EPA technologies to be available while working remotely. For example, I forward my work phone to my personal cell; keep my Outlook calendar up to date with my daily availability; have Teams messenger on while in duty status; I make my proposed schedule for the next pay period available to my supervisor; and I provide a weekly task status update to my supervisor.

The technology I need to perform my duties is available and fully functional. I have internet capable of handling multiple, simultaneous video calls; a functioning phone; and dual-monitors - just like in the Denver office. I have not had any technological disruptions over the past two years that prevented me from performing my duties or required me to return to the Denver office.

I have complied with my Telework Agreement for the duration of my time at the Agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

g. My work does not require access to in-office resources.

My work does not require access to in-office resources. In the records context, I have successfully maintained electronic records, rather than paper, for the entirety of my time working from my RWL and for much of my time prior to working remotely. The Budget Management Section has also transitioned away from using hard copy documents. In 2020 I led the effort to standardize how the team saves and

organizes documents. These files are now more easily accessible and promote a streamlined approach in how the documents are saved and accessed.

Additionally, I have not needed and will not need regular access to the Denver office for in-office resources, like mail or records. Further, the keeping of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping." (Mandate M-12-18). EPA is moving forward with this transition to an electronic records environment, which further evidences I will not need regular access to the Denver office.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission

a. Remote work will not increase, and will likely decrease, costs to the Agency.

The Agency will likely save money by approving my remote work application. For example, the Agency will no longer need to pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Denver office.

There is also a cost savings to the Agency due to the locality pay of Portland being less than Denver. An estimated $3,359 will be saved annually in these costs alone due to my location (considering the 2022 General Schedule locality pay tables). Additionally, I am completely moved out of Denver and would not need any relocation costs to be paid if that was available.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, . . . enhanced health and safety (reduced viral transmission), . . . and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

As explained by the Agency, approving my remote work application also can result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, . . . [and] appropriate workspace for focused work[.]" These benefits apply in my situation, as I find working at my RWL to be more productive, allow for focused work without interruptions, and results in high performance ratings. It also increases my morale and my desire to remain at the Agency.

Overall, the approval of this remote request strengthens the Agency's ability to accomplish its mission and meet its operational goals. I am the most efficient in a remote setting – promptly responding to and being available for team members and regional customers. I am a highly motivated team member of the Budget Management Section - completely capable of working remotely with a demonstrated record of high performance in completing tasks and recommending ways to improve internal processes when needed.

I appreciate your willingness to review this request. I feel fortunate to work for such a great region doing the outstanding work of protecting human health and the environment.

Any additional information or examples needed of my work history can be provided.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Virginia E. Boyd	**Job Title & Grade:** Contract Specialist / GS-13
AAship/Region and Division: Region 8 / MSD	**Address of Official Agency Worksite:** 1595 Wynkoop St., Denver, CO 80202
Employee's Work Phone: 303-312-6542	**Employee's Work E-mail Address:** boyd.gina@epa.gov
First-line Supervisor: Sarah Hulstein	**First-line Supervisor's Work Phone:** 303-312-6014
Proposed Start Date: February 13, 2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on February 4, 202 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All duties have been performed for the previous two years under a 100% telework status. Ex. 6 Personal Privacy (PP) Ex. 6 Personal Privacy (PP) My workload does not require reassignment to another peer and, I have taken on work assignments from my leadership and peers, completing tasks under their purview in addition to all of my work assignments from home, successfully. As proven during this time frame my workload does not require access to in-office resources. I do not foresee any disruption to contracting business practices to include maintaining communication with internal or external constituents and I have been successful in providing quality customer service to program offices and with contractors. My position does not require routine in-person interaction with management or other colleagues. Ex. 6 Personal Privacy (PP) Ex. 6 Personal Privacy (PP) Ex. 6 Personal Privacy (PP) The technology required to perform my assigned duties is available and fully functional, and I have assumed full responsibility for ensuring that my workspace meets professional office standards

Approval/Disapproval (attach documentation):

☑ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: VIRGINIA BOYD Digitally signed by VIRGINIA BOYD Date: 2022.02.07 08:33:17 -07'00'	**Date:** 02/07/2022
Supervisor's Signature: SARAH HULSTEIN Digitally signed by SARAH HULSTEIN Date: 2022.02.08 17:28:50 -07'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.21 15:48:57 -06'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: CLAYTON BEAN	**Job Title & Grade:** PHYSICAL SCIENTIST, GS-12
AAship/Region and Division: REGION 8, AIR & RADIATION DIVISION	**Address of Official Agency Worksite:** 1595 WYNKOOP STREET, DENVER, CO 80202
Employee's Work Phone: (303) 312-6143	**Employee's Work E-mail Address:** BEAN.CLAYTON@EPA.GOV
First-line Supervisor: SCOTT JACKSON	**First-line Supervisor's Work Phone:** (303) 312-6107
Proposed Start Date: MARCH 27, 2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☐ Yes

☑ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 2/12/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: SEE ATTACHMENT **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: CLAYTON BEAN Digitally signed by CLAYTON BEAN Date: 2022.02.23 15:20:40 -07'00'	**Date:** FEBRUARY 23, 2022
Supervisor's Signature: SCOTT JACKSON Digitally signed by SCOTT JACKSON Date: 2022.02.25 09:10:24 -07'00'	**Date:** 2-25-22
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.29 10:27:56 -06'00'	**Date:** 29 MAR 2022
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Remote Work Application for Clayton Bean

Attachment

Justification for Remote Work Eligibility

Ex. 6 Personal Privacy (PP)

This narrative will describe in detail my eligibility for remote work, including how I meet the required criteria, among other things. Specifically, I will cover how:

- All of my work is portable;
- My tasks or work assignments can be performed at least equally effectively at the remote work location (RWL);
- Approving the RWL would not require reassignment of current work or tasks to other staff;
- My work rarely requires access to in-office resources;
- There will be no foreseen disruption to communication with internal or external clients/customers (e.g., public, state and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry);
- My position does not require in-person interface with management officials or other colleagues on any routine basis;
- I have a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic);
- Technology needed to perform my duties is available and fully functional; and
- I continue to comply with the terms of my written and approved Remote Work Agreement (*this is not a requirement that I can meet until the agreement is approved, but I do have and comply with a telework agreement*).

A People Plus schedule screenshot, Telework Training Certificate, Remote Work Safety Checklist, and this narrative, together with EPA Form 3181-13 constitute my remote work application.

1. **Explanation of Effective Remote Work Location (RWL) Performance:**

    a. Duties of a Physical Scientist "SIP Rule Writer" are portable and do not routinely require in person activities at the Denver office.

My work in the Air and Radiation Division - Air Quality Planning Branch as a Physical Scientist. My job duties are to evaluate State Implementation Plans (SIPs) and write corresponding rules for publishing in the Federal Register, this involves portable work that does not routinely (if ever) require in-person activities at the Denver office. Much of this work is specifically listed in the AFGE/EPA Articles as appropriate for remote work and/or telework. This includes research, writing tasks, document review, calls and virtual meetings, and coordination on policy development. All states submit SIPs to EPA through the online Central Data Exchange portal, and only in the rarest of situations would a state submit part of a submission in a physical medium (e.g., data storage device or paper). State/EPA and region/HQ coordination on the SIP or rule development is accomplished through virtual meetings, email, and phone communications. The rule drafting process is entirely electronic, as is the electronic concurrence and signature process. Likewise, publishing the proposed and final rules are also wholly electronic. Therefore, my work is essentially 100% completely portable and remote work eligible without a necessity to go into the Denver office location for day-to-day routine work responsibilities.

There are some extremely infrequent tasks that may be part of my job duties in the future, which could necessitate my participation in-person, however this does not necessarily indicate that these duties would be performed at the Denver office location. These tasks involve my participation in public hearings or public listening sessions. From past experience, these public hearings or listening sessions are held in the state or regional area of which these actions pertain. Historically, my involvement in these public hearings has been limited to about one instance per year, typically occurring over the course of one day. This is not routine work. My need to be present at these public hearings and listening sessions was predicated in my more general job role in the Air Quality Planning Branch in the past. However, my job duties have now become specialized to Regional Haze work, and it is unlikely that my participation would be required at non-Regional Haze related public hearings and public listening sessions, or at a minimum the frequency of my participation will likely be reduced compared to the past. Additionally, during the pandemic, my participation in headquarters initiated public listening sessions was on a volunteer basis and the sessions were conducted via video conferencing. From the recent success of virtual public hearings, I suspect that these virtual methods may become more common in the future, thus potentially reducing the frequency of travel for such events.

Half of the public hearings and public listening sessions I have been involved with were located outside of the state of Colorado and if a public hearing or listening session necessitates my participation in the future, it is probable that it would not be at the Denver office (there is a 1:6 likelihood it would be located in Colorado). Therefore, my participation would not be an additional financial burden on the agency as all other staff attending the meeting would also have a realized expense for travel outside of the Denver commuting area.

Finally, my job duties do not include tasks that are designated as inappropriate for remote work and/or telework, such as on-site visits, inspections, or face-to-face activities with the public. In order to successfully complete my job functions I only need a telephone, computer, and internet connection.

b. My work history over the last two years demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office.

I have a demonstrated record of effectively performing my work as a Physical Scientist working remotely without close, in-person supervision since March 2020. I began working at EPA in 2015 as a paid student intern at Region 1. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) The majority of this work, which began prior to the pandemic and stretched up to the time that I moved into Regional Haze work, in August 2021, was performed while working fully remote. That I was able to successfully cover the job duties of the Interstate Transport lead and the Utah Ozone lead, Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

While working remotely these last two years, I have effectively performed a wide array of duties. These include Region 8 lead for Interstate Transport, Region 8 lead for Utah Ozone (encompassing three ozone nonattainment areas with complex state and tribal issues), Region 8 Science Council member, Region 8 Awards Board member, Region 8 Regional Haze Team member, and I am currently the Western States Sublead for the National Regional Haze Workgroup. Most recently, OGC and OAQPS headquarters staff, the Eastern States Regional Haze Sublead, and I planned and successfully conducted a three-day virtual Regional Haze Summit that was lauded for its execution and outcome.

Now that all my work is Regional Haze related, my regional duties include the review and evaluation of complex Regional Haze Second Planning Period SIPs and First Planning Period litigation work as assigned. This involves researching laws and regulations, internal and external communications via phone; email; and virtual meetings, drafting comment letters and responses, and drafting SIP proposals and final rule actions in line with the Agency's positions. It could also involve creating Federal Implementation Plans for unapprovable SIPs. On a national level as the Western States Sublead, I coordinate communications between the regions and headquarters, plan; coordinate; conduct; and participate in twice monthly Regional Haze Workgroup meetings, manage communications and documents on a national level, and act as the western states liaison to headquarters as needed or directed. All these job duties have been and can continue to be conducted and executed while fully remote. I also remain a member of the Science Council and the Awards Board and those duties are all fully remote capable.

This work is representative of my current and future duties, thus per the AFGE/EPA agreed upon Remote Work Article, I will retain my remote work eligibility. As evidenced by the work I have completed remotely to date, my position is performed effectively via virtual interfacing with others and does not require in-person meetings on a routine basis.

c. My work can be performed independently with minimal in-person review.

By OPM's definition and per the aforementioned description of my work activities, the work I perform at the GS-12 level as a GS-1301 Physical Scientist is of an *independent* nature under general administrative supervision:

"[U]nder general administrative supervision, and with wide latitude for the exercise of independent judgment, to perform professional, scientific, or technical work of marked difficulty and responsibility requiring extended professional, scientific, or technical training and experience which has demonstrated leadership and attainment of a high order in professional, scientific, or technical research, practice, or administration ..."[1]

My work to date as a GS-12 has been independent in nature and has been reviewed by GS-13 and GS-14 colleagues with general supervision by my immediate supervisor. Over the last two years, no undue burden of supervisory or management resources has been directed toward my work because I have been able to successfully perform the full job functions of my position. This is further evidence of my ability to effectively work remotely.

d. My work requires minimal in-person collaboration.

My work involves collaboration that can be performed remotely, and it does not regularly or routinely require in-person collaboration. Over the last two years, I have effectively collaborated virtually with technical staff, attorneys, and administrative staff within Region 8 and in other EPA regions and the headquarters offices, as well as with state and tribal governments.

My collaboration with staff working in other EPA offices or with state or tribal governments is of a virtual and remote nature. If it were required that I travel to a state for a public hearing or public listening session or any other state or tribe and EPA meeting, it would be probable that other EPA staff based at the Denver office would also need to travel to such a state or tribal location. Travel costs would be incurred by EPA colleagues as well as myself, therefore the financial burden to the agency from my RWL outside the local commuting area would be minimal, if not comparable to other agency costs incurred by my colleagues.

e. Approving my remote work application will not require reassignment of work.

Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively from my RWL. Over the last two years, there has been no change in my work because of a need to be in the office. The work that the Air Quality Planning Branch performs is all of a portable nature. Occasionally, we receive letter correspondence or notification that has required administrative staff to walk down a hallway and place a letter (which has already been scanned and emailed to pertinent staff) in the cubicle of the person who deals with such assignments. I believe that there have only been two instances in the preceding two years where administrative staff have brought a physical piece of mail to my office location. I note that the gracious delivery of such mail is not unique to the past two years. Administrative staff hand delivered mail to us in our office locations prior to the pandemic telework flexibilities.

[1] https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/standards/1300/gs1300p.pdf

f. There will be no foreseen disruptions to communication with internal or external stakeholders.

During work hours, I am always available to EPA and outside entities. I have used, and will continue to use, all available technology while working remotely. My work phone number is forwarded to my personal cell phone, I use MS Teams and other approved instant messaging; video conferencing; and collaboration programs, my calendar is kept up-to-date with my availability, and I provide my proposed schedule to my supervisor each week. In fact, due to the benefits associated with remote work, I am more available to my coworkers, and state and tribal contacts than in the preceding two years. With my work number forwarding, I have assisted state and tribal staff outside of normal work hours. Previously these infrequent calls would have gone straight to voicemail, but with call forwarding I can choose to take a short call, thus improving intergovernmental relations with our stakeholders.

I have all the technology I need to perform my duties remotely. My current telework site has adequate internet capable of handling all job functions, I own a cell phone, and I have a stand-alone workstation (in a room with a door that provides for private and uninterrupted work during on-duty work hours) with internet and electrical access, desk, lamp, and chair. Technological interruptions have been minimal over the past two years. I have had a brief internet outage while comcast worked on our apartment building's internet infrastructure, and I have had two brief power outages due to wind-felled trees that were restored quickly. Additionally, last year I received an upgraded and new EPA laptop, which functions without problem.

I have complied with my Telework Agreement for the duration of my time at the Agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

g. My work rarely requires access to in-office resources.

The function of my job and of those in the Air Quality Planning Branch rarely requires access to in-office resources. I and as a branch, we, work with electronic submittals. As previously explained, SIPs are submitted electronically, the work we do in research; writing tasks; document review; calls and virtual meetings; and coordination on SIP or policy development is all electronic. The SIP approval process involves input from many regional and headquarters stakeholders. This routine routing of the SIP is all handled electronically through a concurrence chain known as the Region 8 Routing Bot. The Air and Radiation Division has been a leader in electronic concurrence and our actions do not involve physical signature on physical documents. All work activities, with very few exceptions, can be performed remotely. In very rare instances it may be necessary to research a document that is housed in the federal archives or the Region 8 Records Center. In early discussions with my immediate supervisor, this rare issue of potentially needing access to a historical document in physical form was brought up, however it was not seen as a limiting or problematic factor to applying for permanent remote work outside the commuting area. We discussed that a coworker could retrieve the physical document if that

situation ever occurred. This would not be a burden on the agency, nor would it transfer a substantial workload to that colleague. It would at most be a slight inconvenience. In my tenure at EPA, I have only requested records from the Region 8 Records Center one time only. Consequently, I have not needed and will not need regular or routine access to the Denver office for in-office resources, like letters or physical records. Further, the use of and keeping of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping." (Mandate M-12-18). EPA is moving forward with this transition to an electronic records environment, which further indicates I will not need regular or routine access to the Denver office. If any rare situation arises that necessitates retrieval of a physical record or letter, the impact to the Agency will be *de minimis*, as a solution has already been proposed to my immediate supervisor that is not a burden to EPA.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:

a. Remote work will not increase, and will likely decrease, costs to the Agency.

EPA will save money by approving my remote work application because I will live in an OPM Locality Pay Area, resulting in a significantly lower salary cost to the Agency. Living outside the commuting area also means that I will no longer need a transit subsidy for commuting to the Denver office. Additionally, the Agency will not need to include me in their calculations for office space in the Denver office when EPA negotiates the next lease agreement. The Agency's operations and maintenance costs will also decrease, as they will not maintain or clean an office space for me at the Denver office.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

Allowing remote work furthers the Agency's mission of protecting human health and the environment through "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, . . . enhanced health and safety (reduced viral transmission), . . . and improved emergency preparedness." The Front Range is currently classified as a "serious" ozone nonattainment area. It is weeks away from being bumped up to the higher "severe" classification. Remote work removes vehicles from the road during peak ozone formation times on the commute home. Approval of my remote work application will result in the removal of my vehicles from the Denver ozone nonattainment areas. It will also mean that I will not contribute daily commuting emissions in the airshed of my RWL.

Approval of my remote work application may also result in many workplace cobenefits, identified by EPA, including, "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, . . . [and] appropriate workspace for focused work[.]" I break from this application narrative to relate that Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) Remote work and liberal telework policies may allow the Region to hire and retain younger

employees, but that start at a lower pay grade, considering that the Denver area's rent and home prices have shot to the moon...

3. **Explanation Why Remote Work Outside the Commuting Area Will Save the Agency Financial Resources and Only Incur De Minimus Expense**

   a. Cost to the Agency will not increase, and will likely decrease, financial burden to the Agency.

I currently reside within the local commuting area for Denver, Colorado. Denver has a locality payment adjustment of 28.10% over the base pay rate. My pay grade of GS-12 equates to $87,491 per year.

Although I have not moved outside of the Denver commuting area yet, I will be living in the regional area of Phoenix, AZ. The locality pay for this region is substantially lower than the locality pay rate for the Denver area. The table below details the current 2022 pay rates from OPM for this locality area.

OPM LOCALITY PAY AREA	LOCALITY PAY ADJUSTMENT	SALARY AT GS-12	SAVINGS TO EPA	PERCENT SAVINGS TO EPA
DENVER-AURORA, CO	28.10%	$ 87,491		
PHOENIX-MESA-SCOTTSDALE, AZ	20.84%	$ 82,533	$ 4,958	5.66%

The Agency will see a cost savings to my employ. Dollar amount savings of my salary reduction is $4,958. The percentage of my salary that the agency will no longer pay is a savings of 5.66%.

As is evidenced above, the Agency will save money by approving my remote work application. These figures do not account for other savings, such as a transit subsidy, office space, and building maintenance and cleaning.

In the rare situation that I would need to return to the office, I have performed a simple search of airline flights departing from these potential work locations and arriving at the Denver office, then returning the following day. I chose a next day nonstop trip and a nonstop trip two weeks out to account for planned and unplanned travel. Taxes and fees are included in prices. Results are tabulated below.

OPM LOCALITY PAY AREA FLYING TO DENVER, CO (Round Trip)	NEXT DAY TRAVEL	TWO WEEK OUT TRAVEL
PHOENIX-MESA-SCOTTSDALE, AZ	$ 415	$ 108

I also checked the GSA Per Diem rates for the Denver area. Assuming a two-day trip, first and last day of travel Meals and Incidentals (M&I) is $59.25 and one night in a hotel ranges between $153 - $199, depending on the month.

A non-exhaustive search of our Region's states' capital cities shows that flights originating from Phoenix and arriving at the capital cities are generally lower than the flight costs to Denver, and the hotel and M&I expenses are also lower.

From these searches, it is likely that the total cost of a trip into Denver or a capital city within our region would be a *de minimus* expense to the Agency that does not exceed the salary savings from working in a lower locality pay area.

I find it extremely unlikely that I would be called into the office on next day travel; it simply does not match my job description or known duties. It is also unlikely that I would be traveling more than once per year given my past history of travel, and current and foreseeable job duties. Moreover, if I am to travel due to a public hearing or public listening session, travel costs would likely be incurred by all Air and Radiation Division employees attending the event, not just myself. Therefore, it is reasonable to conclude that work related travel would not be a financial burden on the Agency.

Management considerations for approval of remote work applications require an accounting of "[h]ow accessible a RWL is to an Official EPA facility for government furnished equipment servicing and repair". This is a consideration that should be taken into account should my government furnished equipment need service, repair, or replacement *in person*. EPA has multiple offices in Las Vegas, NV (a 300-mile distance from Phoenix) and EPA Region 9 has office space at a federal building in Phoenix, AZ. Travel over these distances should not be a burden or more than a *de minimus* cost to the Agency.

4. Conclusion on Eligibility of Approval of This Remote Work Application

Given the required attached documentation and the above information explaining my eligibility, I am remote work eligible. I respectfully request to be granted remote work eligibility. Once approved for remote work, I will be able to pursue housing with certainty and at that point will update EPA with the necessary physical location information. Thank you for your consideration.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Morgan Charles	**Job Title & Grade:** Grants Management Specialist GS - 9
AAship/Region and Division: Mission Support Division	**Address of Official Agency Worksite:** 1595 Wynkoop Street Denver, CO 80202
Employee's Work Phone: 303-312-6752	**Employee's Work E-mail Address:** charles.morgan@epa.gov
First-line Supervisor: Sarah Hulstein	**First-line Supervisor's Work Phone:** 303-312-6014
Proposed Start Date: April 24, 2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 1/27/2021 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I started working for the EPA during the pandemic on December 6, 2020 and have been working 100% virtually with no requirement to come into the office. As a Grant Management Specialist, the duties are portable and do not require any in-person activities at the Denver office. All of my job functions are computer-based and utilize systems that are all online with no needed paper files. The grants section files are all maintained and filed electronically. All internal and external meetings can be held remotely using Microsoft Teams. Finally, based on my work history and participation within my current position I will continuously demonstrated my abilities to perform all assigned duties effectively and to standard. I am requesting remote work within the same locale of the Region 8 office.

Approval/Disapproval (attach documentation):

- [x] Approved
- [ ] Disapproved (cite reason(s) below)

Employee's Signature: MORGAN CHARLES	Digitally signed by MORGAN CHARLES Date: 2022.04.08 15:58:25 -06'00'	**Date:**
Supervisor's Signature: SARAH HULSTEIN	Digitally signed by SARAH HULSTEIN Date: 2022.04.08 16:02:01 -06'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.22 15:32:46 -06'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Amy Clark	**Job Title & Grade:** Environmental Scientist GS-1301, Grade 13
AAship/Region and Division: Region 8, Water Division	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-7014	**Employee's Work E-mail Address:** clark.amy@epa.gov
First-line Supervisor: Stephanie Dejong	**First-line Supervisor's Work Phone:** 303-312-6362
Proposed Start Date: 4/1/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** N/A

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 5/27/15 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Work performed for my position can be performed independently and requires minimal in-person collaboration or review. My position primarily includes work that has been successfully accomplished portably, as follows:

• NPDES permit writing based on permit applications that have been submitted, monitoring data submitted in the EPA ICIS database, previously issued permits, online tools (e.g., USGS surface water database information, Fish and Wildlife Service Endangered Species online IPAC database) and information contained on EPA shared drives. All the information from these sources, used in permit writing and development, is available electronically and can be obtained and transmitted for necessary coordination through electronic or shared drive mechanisms. Any hardcopy records, should they not be available electronically, can be accessed and supplied electronically to me through the Region 8 Records Center;

• Utah state oversight activities- these duties primarily include document review, which is available electronically, and email/phone coordination and communications with Utah state counterparts; and

Approval/Disapproval (attach documentation):

☑ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Clark, Amy	Digitally signed by Clark, Amy Date: 2022.02.20 18:04:31 -07'00'	**Date:** 2/20/22
Supervisor's Signature: STEPHANIE DEJONG	Digitally signed by STEPHANIE DEJONG Date: 2022.03.04 09:33:52 -07'00'	**Date:** 3/4/22
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.23 17:25:41 -06'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Clark, Amy – Remote Work Application/Agreement Text

Work performed for my position can be performed independently and requires minimal in-person collaboration or review. My position primarily includes work that has been successfully accomplished portably, as follows:

• NPDES permit writing based on permit applications that have been submitted, monitoring data submitted in the EPA ICIS database, previously issued permits, online tools (e.g., USGS surface water database information, Fish and Wildlife Service Endangered Species online IPAC database) and information contained on EPA shared drives. All the information from these sources, used in permit writing and development, is available electronically and can be obtained and transmitted for necessary coordination through electronic or shared drive mechanisms. Any hardcopy records, should they not be available electronically, can be accessed and supplied electronically to me through the Region 8 Records Center;

• Utah state oversight activities- these duties primarily include document review, which is available electronically, and email/phone coordination and communications with Utah state counterparts; and

• Technical support- examples of this work include:

o phone and email inquiries from permittees/facilities across Region 8, internal EPA employees, and R8 states/Tribes to request technical or permit related information;

o support and coordination for whole effluent toxicity through phone or email communications with other EPA staff or headquarters workgroup members; and

o development of technical documents and procedures for the Wastewater Section through coordination (via phone or email) with other members of the program.

• All other communication/coordination with external stakeholders has been performed without regular in-person interactions. Since many external stakeholders are located across Region 8 states or outside of the Region 8 Denver Office, communications are primarily handled with phone calls, emails and/or virtual communication tools (e.g., Microsoft Teams) regardless of whether I am physically stationed at the Region 8 Denver Office or my RWL. Therefore, differences in how communication is handled when working remotely are de minimus, as there is no in-person interaction necessary regardless of where I am physically located.

• This position may require occasional site visits and/or travel to various locations across Region 8 (e.g., future state PQR reviews, facility visits for permit development) however, these would be infrequent (e.g., on average, maybe once per 1-3 years). If travel occurs, I would be able to perform all travel duties regardless of my duty station. The differences in my ability to travel, planning and associated costs would be de minimus due to the proximity of the current RWL to the Region 8 Denver Office (i.e., Highlands Ranch, CO relative to Denver, CO).

• Based on my official position description and job duties, the duties associated with my current position will remain consistent and there is not a likelihood that they will change in a manner that would reduce eligibility for Remote Work in the foreseeable future.

Ex. 6 Personal Privacy (PP)

All work assigned to me has been successfully performed since full telework (i.e., remote work) was implemented Agency-wide in 2020 (due to Covid-19 pandemic conditions) and no work assignments have been reassigned as a result of changing to my RWL. Through the duration of remote work, all internal EPA communications and work has been successfully performed from my RWL using access to the EPA network/program drives for document sharing, email, phone, and virtual communication tools (e.g., Microsoft Teams).

Remote work will also reduce carbon emissions from personal vehicles and rail transportation. I currently have to drive to a light rail station in my personal vehicle and then take the rail train to work. This will greatly reduced GHG emissions which is a priority for this Administration.

Additionally, remote work will have a cost benefit savings to the Agency. I plan to return my EcoPass if this application is approved. Also, I will use home electronics (monitor, printer, lights, mouse/keyboard, desk, etc) reducing energy consumption at the office building. Also, my cubicle space would not be needed thus reducing our commercial real estate space which equates to thousands of dollars a year in rent. Overall, remote work aligns with this Agency's mission to reduce environmental impacts and have a healthy work/life balance.

I also plan to stay within the locality area and am not planning to leave the state, so I could come into the office (if needed) and my locality pay will not change (thus not create a larger locality pay or burden for Region 8). Lastly, during the past two years, I was able to get through any obstacles and IT issues (including the issuance of a new laptop and credentials in 2021) and still meet work duties/mission of the Agency while being remote.

I have also had fewer missed days/hours due to inclement weather. Since Remote Work has begun, I have been able to maintain consistent regular working hours during inclement weather days (i.e., have not needed to take additional time/leave for commuting, early dismissals, or inability to make it into the office due to inclement weather). I have also been provided with enhanced health and safety by not commuting to/from the Region 8 Denver Office during hazardous weather conditions that can quickly escalate throughout the course of a workday.

Over the course of my remote work, I have, and will continue to be, reasonably available to colleagues, supervisors, and the public to complete work assignments to the same extent as if I were at the Region 8 Denver Office. I have and will continue to maintain the level of performance in alignment with a Remote Work Agreement.

Over the course of my remote work, I have had no foreseen disruptions to communication with internal or external clients/customers (e.g., public, state and local entities, stakeholders) or customer service concerns with any Agency customers or stakeholders (e.g., public, states, industry). I have not been made aware of any issues/complaints from internal or external entities regarding disrupted communication. I can produce communication records showing timely responses to inquiries received and have also received verbal compliments from both internal employees and external (e.g., tribal) stakeholders on timeliness and assistance received while working remotely.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Anntasia Copeland	**Job Title & Grade:** Enforcement Specialist GS13
AAship/Region and Division: R8 Superfund & Emergency Management Division	**Address of Official Agency Worksite:** 1595 Wynkoop St Denver, CO 80202
Employee's Work Phone: 303-312-6764	**Employee's Work E-mail Address:** copeland.anntasia@epa.gov
First-line Supervisor: Joe Poetter	**First-line Supervisor's Work Phone:** poetter.joe@epa.gov
Proposed Start Date: 2/14/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 11/28/2016 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am in my 7th year as an EPA employee, 6 of those years I've spent in Superfund Enforcement, both in Region 6 and Region 8. I have regularly teleworked (and/or worked full time telework during the COVID-19 pandemic) for over 6 years. I'm well versed in staying connected digitally and have a strong support network to reach out to if any assistance is needed. I've been able to effectively perform my job remotely with no need to go into a physical office. I have found that working remotely has greatly improved my productivity as I am free from distraction and the burden of daily commuting. My request to work remotely will in no way diminish the Agency's ability to accomplish its mission and meet its operational goals.

Approval/Disapproval (attach documentation):

☑ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ANNTASIA COPELAND	Digitally signed by ANNTASIA COPELAND Date: 2022.01.27 16:27:07 -07'00'	**Date:** 1/27/2022
Supervisor's Signature: Poetter, Joe	Digitally signed by Poetter, Joe Date: 2022.02.04 11:37:56 -07'00'	**Date:** 2/4/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.08 14:22:33 -07'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Nevetta Chapman	**Job Title & Grade:** Accountant GS-12
AAship/Region and Division: Region 8, Mission Support Division	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver CO 80202
Employee's Work Phone: 303-312-6944	**Employee's Work E-mail Address:** chapman.nevetta@epa.gov
First-line Supervisor: Karren Johnson	**First-line Supervisor's Work Phone:** 303-312-6159
Proposed Start Date: 5/2/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 3/24 & 3/30/22 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: See Attachment 1 **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)		
Employee's Signature: NEVETTA CHAPMAN	Digitally signed by NEVETTA CHAPMAN Date: 2022.03.30 11:12:34 -06'00'	**Date:** 3/30/2022
Supervisor's Signature: KARREN JOHNSON	Digitally signed by KARREN JOHNSON Date: 2022.04.04 09:18:43 -06'00'	**Date:** 04/04/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.22 14:27:49 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Attachment 1

Nevetta Chapman – Telework & Remote Work Explanation/Justification
Karren Johnson – Chief, Cost Documentation & Financial Ops Section (MSD-FMC)

I have effectively performed all my duties via 100% telework during the Pandemic for two years. I have **Ex. 6 Personal Privacy (PP)** from my remote work location including meeting the Agency's ability to accomplish our mission and meet operational goals. While working remotely I have continued to keep my strong working relationships interacting with customers, key stakeholders, and counterparts within and outside of EPA. I have continued to collaborate with staff, participate in required meetings and meet deadlines for various requests from various offices such as, HQ, Cincinnati Finance Center (CFC), Budget and regional programs.

My duties can be completed remotely. I have continued to Work collaboratively with regional managers and program staff to plan, establish and implement targeted special accounts for payroll charging for the upcoming fiscal year according to the standard operating procedures. I manage special accounts in accordance with OCFO Resource Management Directives (RMDS) along with other policies and guidance, and internal procedures. I continue to provide great customer service in all aspects of my work. I continue to maintain communication and work with my supervisor on the status of projects, issues, problems and in general check ins. Coordinates reconciliation of negative special account fund code balances with regional program offices and servicing finance centers. I participate in meetings with Program staff members and managers on the management, reclassification, and closeout of special accounts, as well as targeted special account payroll. Maintain accounts and provide assistance as requested by the Program staff or others as needed. I continue to coordinate awareness and resolution of discrepancies – performing financial reviews and reconciliations of special accounts.

As the Oversight Billing Coordinator, I report and maintain EPA Lean Management System (ELMS) spreadsheets for the Oversight Billing process to ensure the 100day benchmark is met. I also track and prepare Oversight billings, forward the Oversight Billing Packages through email to Potentially Responsible Parties (PRPs), as well as the Program and CFC. Complete and provide Control Forms to CFC for each Special Account billing for Account Receivables to be created in the EPA accounting systems and tracking Special Account payments, and report and maintain the accrual spreadsheets. Historically, billing packages were forwarded by certified mail. I no longer have to keep track of the green cards to confirm a billing was received by the PRP, which in some instances, it was weeks before we knew that the PRP had not received their bill. Other times we never received a returned green card. By sending the billings electronically they are received immediately, and I am notified in most of the cases, that it has been received by the receiving party.

I perform data entry of PHS Officer payroll re-allocations into COMPASS and conduct a reconciliation to ensure accurate integration. I have continued to update Payroll Cost Allocation Tables by performing data entry of new project initiatives, project code codes, project notebooks and direct work codes in COMPASS. I have continued to add direct work codes, update, provide instructions and/or outreach as needed to employees' PeoplePlus profiles as requested. I have successfully completed two Financial year-end processes which includes regional direct work code clean up and rollover.

The work I perform, as explained above, demonstrates my work is largely performed independently while fulfilling the critical elements of my position. I consistently complete all assigned work and urgent operational matters of concern at the request of my supervisor, regional leadership, internal/external parties or the agency level. I do this independently with the commitment to ensuring EPA's mission and goals are a priority.

There have not been disruptions to communication while I have worked from my RWL, and there will be no foreseen disruptions. I have utilized existing EPA technologies to be available while working remotely. For example, I forward my work phone to my personal cell; keep my outlook calendar up to date with my daily availability; have Teams messenger on while in duty status; and ensure all sick/annual is approved timely to let my supervisor know when I will be out of the office. In addition, perthe ELMS meetings and monthly meetings, our Team discusses priorities, policy/process updates and/or changes, workload, regional activities, etc.

The technology I need to perform my duties is available with fully functional capabilities. I have internet capable of handling multiple, simultaneous video calls; a functioning phone; multiple monitors; and a work desk-just like in the Denver office. I have not had any technological disruptions over the past year and six months that prevented me from performing my duties or requiring me to return to the Denver office. If a technical issue arises in the future, I can travel to the Denver Office for equipment servicing or repair because my RWL is 22 miles from the Denver Office.

Though there is no expectation of travel for my position, if the situation arises, I would fly out of the same airport (Denver International) while working remotely as I would from the Denver office. Further, the Agency will not incur more than de minimis travel costs if I need to return to the Denver office for technology or work reasons, like an annual in-person retreat, as I live less than ten miles from the Denver office. For the same reason, the Agency will not need to pay for hotel or meal costs if I need to return to the Denver office.

My work history working for the Federal Government and my work ethic demonstrates my effectiveness to effectively perform not only my duties but to fill-in where necessary when Team vacancies exist. I feel that I have the motivation, necessary skills, and ability to work effectively remotely, continuing to provide great customer service, strengthening work relationships, and continuing communication with co-workers on a personal level as well. Remote work has been an asset to assist with my work (saving hours in commute time, reducing my stress level, reducing the carbon footprint) and improving my family life balance.

Over the last two years I have adapted to the remote work schedule, transitioned work activities to a digital platform (where needed) and continue to perform above and beyond expectations.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Emily Crawford-Block	**Job Title & Grade:** Grants Management Specialist/ GS12 Step 1
AAship/Region and Division: REgion 8, MSD	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO
Employee's Work Phone: 303-312-6037	**Employee's Work E-mail Address:** CrawfordBlock.Emily@epa.gov
First-line Supervisor: Sarah Hulstien	**First-line Supervisor's Work Phone:** 303-312-6014
Proposed Start Date: 3/27/2022	**If Temporary, Proposed End Date:** No proposed end date

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 1/20/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: See attached document titled ECB RWL supporting documentation **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)		
Employee's Signature:	EMILY CRAWFORD-BLOCK Digitally signed by EMILY CRAWFORD-BLOCK Date: 2022.02.07 12:08:46 -07'00'	**Date:** 2/7/2022
Supervisor's Signature:	SARAH HULSTEIN Digitally signed by SARAH HULSTEIN Date: 2022.02.07 13:13:39 -07'00'	**Date:**
AA/RA (or designee) Signature:	DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.21 16:49:02 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Crawford-Block, Emily - Remote Work Attachement

How the employee can perform all their duties as effectively from the RWL as from the Official Agency Worksite;

I have been working for EPA since December 2020 and, since that date, I have been working from home due to the pandemic. Transitioning to remote work was a smooth process for me as I was a remote worker for the US Peace Corps for approximately 4 years in Virginia prior to coming to Colorado in 2019. All my work as a grant specialist is portable and I have already set up a workstation that adheres to the safety checklist (see attached form 3181-8). As mentioned, I have been performing my tasks as a grants specialist since December 2020 proving that I can perform my work very effectively as a remote worker. I feel that I am more effective and efficient in my position working remotely as there are minimal distractions in my home office. Because we have a new E-filing system, my position does not require any access to in-office resources or filing systems. There has been and will be no foreseen disruption to communication with any internal or external recipient/stakeholder. I will continue to give excellent customer service, internally and externally. My position does not require an in-person interface with management officials or other colleagues on any routine basis and if I do need to meet with management or colleagues, Microsoft Teams has been a great tool for any 'face to face' meetings needed and has allowed me to build relationships between both colleagues and stakeholders. My work assignments are independent and require minimal in-person collaborations. When collaborations are needed, as mentioned, Microsoft teams has proven to be an excellent tool for working with colleagues and management across the agency, both regionally and nationally. I have a demonstrated track record of meeting and exceeding performance plan objectives without close supervision and am an active member of the grants management team. This rings true during my time with EPA as well as other federal agencies where I have worked remotely.

There will be no relocation costs as my current telework location will continue to be my RWL. So, the impact on the agency will be minimal. If there are any impacts, they will be in favor of the agency as there will be more space for other employees and there will be no public transit costs needed for my eco pass. If I'm recalled back to the agency or if I need to come into an EPA facility for equipment and repair, the associated costs will be minimal as I still live with in the local commuting area.

Approval of this request will not diminish the agency's ability to accomplish its mission and meet its operational goals because of the following:

Microsoft teams allows for collaboration amongst team members so the aspect of working in person is not diminished and we can operate as normal, completing the tasks that advance the mission of the agency and assuring those tasks have minimal interruptions.

As a remote worker, I will be able to work during weather closings while in person workers may not be able to. That will assure that operations can continue during a time when it otherwise may be temporarily halted.

I am always reasonably available to colleagues, supervisors and public to the same extent as if I were in an official agency worksite.

If problems or obstacles occur, I will work with my supervisor so that the work of the agency can be accomplished in an effective and timely manner.

I will continue to notify my supervisor if I'm unable to work at the RWL due to circumstances beyond my control and will request leave when applicable.

I will be available to be recalled to the agency with in a 24-hour advance notice to further the mission of the agency as well as the operational goals of the agency as needed.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Benjamin D'Innocenzo	**Job Title & Grade:** Financial Analyst GS-13
AAship/Region and Division: Region 8, Mission Support Division FMC	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6342	**Employee's Work E-mail Address:** dinnocenzo.benjamin@epa.gov
First-line Supervisor: Karren Johnson	**First-line Supervisor's Work Phone:** (303) 312-6159
Proposed Start Date: 5/2/2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: (303) 312-6342	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System. I am approved for a Maxiflex schedule. I have attached an example of my schedule, which changes between pay periods.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable. I have attached the "Employee Self-Certification Safety Checklist" for my RWL. See Attachment 2.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 4/6/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

I have attached evidence of completing the required training. See Attachment 3.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:		
Please See Attachment 1 **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)		
Employee's Signature: BENJAMIN DINNOCENZO	Digitally signed by BENJAMIN DINNOCENZO Date: 2022.04.06 13:56:33 -06'00'	**Date:** 4/6/2022
Supervisor's Signature: KARREN JOHNSON	Digitally signed by KARREN JOHNSON Date: 2022.04.14 10:32:14 -06'00'	**Date:** 04/14/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.05.09 18:05:52 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Benjamin D'Innocenzo - Remote Work Application: Attachment 1

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a Financial Analyst, the lion share of my work is easily done remotely, away from my official agency worksite. The work is largely portable, tasks and assignments can be performed equally as effectively at my preferred AWL, no reassignment of tasks would be necessary, I do not foresee any lapses in communication working from my preferred AWL, in person interfacing is not currently a requirement of my position on a routine basis and I have regularly completed and exceeded the expectations of my assigned performance plan objectives for the entirety of my time at EPA (6+ years).

By and large, working remotely during the past two years has not negatively impacted my work, performance, or the EPA's ability to meet the objectives of the Financial Analyst role as it relates specifically to financial assurance and ability to pay objectives.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Engels, Alan V.J.S.	**Job Title & Grade:** Regional FOIA Officer /GS-0306-13
AAship/Region and Division: R08-ORC-LCFB	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, Colorado
Employee's Work Phone: 303-312-6306	**Employee's Work E-mail Address:** engels.alan@epa.gov
First-line Supervisor: Brian Joffe	**First-line Supervisor's Work Phone:** 303-312-6499
Proposed Start Date: 4/1/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on July 17, 2017 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: Please see attached Word Document "Engels Remote Work Additional Comments" to address this section. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: ALAN ENGELS Digitally signed by ALAN ENGELS Date: 2022.04.11 15:40:23 -06'00'	**Date:**
Supervisor's Signature: BRIAN JOFFE Digitally signed by BRIAN JOFFE Date: 2022.04.12 10:46:50 -06'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.05.02 17:12:15 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Engels, Alan – Remote Work Attachment

Remote work eligibility requirements:

1. Is all work is portable - The Region 8 FOIA Unit receives all requests through the National FOIA Office (NFO) via the FOIA processing portal (currently FOIAonline), in accordance with 40 CFR 2.101(a) all requests must be submitted to the NFO. Any request submitted to regional offices are not considered valid FOIA requests. All assignments to Subject Matter Experts, Managers and Attorneys related to the processing of a FOIA request is accomplished using the same system. When necessary, the unit uses email to convey additional instructions, clarification with EPA employees and or with the requester. All email correspondence is uploaded to the FOIA processing portal as an Administrative Record to meet records retention of 2 years, and all responsive materials are released via the same system to ensure records are maintained for their retention of 6 years. When communications with the requester are conducted via phone or MS-Teams to clarify requests, the unit follows up with the requester via email to ensure any changes / modifications are documented and approved by the requester. The unit uses R8RB to send all response letters to Division Directors for signature. In cases where the requester seeks documents be provided on CD/DVD the unit has been providing requesters responsive material via Go AnyWhere Client Services with a 10-day window / 10 download attempts before the link is no longer active. This method eliminates the need to create and mail CD/DVDs and greatly reduced the time required for requesters to access responsive documents. The unit also reviews accounting records and records payments to the FOIA processing portal to ensure requesters are not delinquent with the agency. The unit has been actively involved with several national FOIA projects in which all work can be accomplished using existing systems which can all be accessed from remote locations.

2. Can tasks or work assignments can be performed at least equally effectively at the remote work location (RWL); The unit has maintained a zero backlog of FOIA requests for the past 3 years and has maintained all incoming correspondence via FOIAonline and the regional FOIA Office's SharePoint page to ensure all records are properly maintained. The unit has proven over the past two years working remotely work assignments can be preformed as effectively as in person, if not better, because there are less disruptions to completing assigned work. As my function requires me to make calls to requesters and employees others in the office had often asked me to lower my voice because my loud voice created a distraction for them. Working remotely, I am not a distraction to others and have found myself to be more productive than when I was in-office.

3. RWL would not require reassignment of current work or tasks to other staff – All work is portable and does not require any reassignment of current work. During the past 2 years while working remotely the unit has only received 5 pieces of official mail, which when notified, the FOIA Officer arranged to go to ethe office to determine what actions if any were required. This methodology would continue with approval of RWL.

4. Work rarely requires access to in-office resources – The Records Center and SMEs assigned to FOIA requests pull, scan, and place records on the Network Drive for managers, attorneys, and division directors to approve and the unit to upload to the FOIA processing portal before moving the records to a shared one drive space for preservation. As a result, it is very rare to require access to in office resources. In the event there is a need to access these resources, approval from supervisor will be sought when appropriate, or arrangements to come to access in-office resources.

5. Any unforeseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g.,

public, states, industry) – There are not unforeseen disruptions to communications anticipated. I have high speed internet and use my personal cellphone which us connected to the office phone number via EC 500. Should any disruption occur, I would notify my supervisor of the disruption and provide an expected time when the issue should be resolved.

6. The position does not require in-person interface with management officials or other colleagues on any routine basis - There are no current requirements for in-person interface with management officials or colleagues on a routine basis. All communications have been accomplished without incident and in a timely manner via email or teams calls before and during the pandemic.

7. Demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic) – During the pandemic the unit has maintained a zero backlog of FOIA requests; Participated in interviews to hire a new employee and train the employee to meet and exceed agency standards for processing FOIAs. The new employee was selected to receive the DOJ Sunshine Award for New Employees presented in March 2022.; Successfully developed and led training for two divisions to ensure regional staff were up-to-date on FOIA processing procedures, moved the FOIA unit to using the R8RB system to obtain digitally signed correspondence for FOIA, developed a one stop SharePoint Page to house all regional resources and documents related to FOIA processing and approved documents for release; Successfully participated in several national FOIA groups – FOIA Training to develop training for FOIA staff across the agency; Led the FOIA Delinquency Reduction Group of more than 22 FOIA professionals across the agency to clear more than 14,500 lines of debt totaling more than $4.8 million to ensure proper accounting and collection of debt owed to the agency, reported system errors for correction and identified more than 80 instances in which requesters overpaid the agency for responses resulting in more than $35K in refunds; and recommended the write-off of about 450 lines of debt reported by FOIAonline that we never sent to account that were more than 2 years old and less than $250. Write -Off Memo recommendations were approved by the National FOIA Office. Provide assistance to interim FOIA Officer of Region 9, after the FOIA Officer retired after more than 30 years of service. Provide assistance to Region 6 to identify and correct more than 900 FOIA records which did not reflect FOIA invoices or payments that were not part of the FOIA Delinquency Reduction Group. One of 3 regional representatives to the National FOIA Officer to develop new system requirements and assist in evaluation of FOIA processing systems to replace FOIAonline before the system is set to sunset in September 2023. Provide regional leadership with reports relating to FOIA activities and processing.

8. Technology needed to perform duties is available and fully functional – All are available and fully functional. The FOIA unit is always looking at current and emerging technologies within the agency to aid in making the user interfaces with systems and applications better for internal and external customers. The FOIA processing portal is a 3rd party system accessible by internal and external customers via the internet. Security protocols are set in place to ensure external customers can only access responsive materials already released, while internal customers can utilize the system to search for records and access requests with less restrictions, based on user profiles. Email collections are reviewed via e-Discovery services called Relativity, which is also a web-based system accessible by all EPA personnel assigned to review emails pertaining to a specific request. The unit uses SharePoint to house final responsive documents and final responsive letters awaiting signatures to ensure senior leadership has access to the final production of responsive materials related to a request. The unit also uses the 30 day network drive to collect potentially responsive materials from SMEs, the record center, and other resources so they can be accessed to determine responsiveness and releasability. If redactions are required on these records the Adobe Acrobat DC is used to mark and apply redactions and reduce the overall size of responsive materials to ensure the best use of agency resources. Once a FOIA is complete, all

responsive records are move to a shared One Drive location to ensure released records are preserved in the event the FOIA processing portal is inaccessible. The unit uses Go AnyWhere Web Client Services to deliver records to requesters or internal customers when the volume of records is too large for easy access via the FOIA processing portal or other agency resources. The use of this technology provides instant access to records sent using the systems verse having to spend time creating and delivering CD/DVD via mail. This has greatly enhanced the unit's ability to properly function during the pandemic when access to mail services were extremely limited. The unit works with the Records Center to provide SMEs with indices of potential responsive records using its databases, recalls records from the federal records center, then scans those documents with high-speed scanners to ensure the best use of agency time and resources. The unit has developed training materials for internal users to ensure they have all the resources available to complete tasks in a timely manner. When needed the unit provides additional training to users to make the process and flow the most efficient it can be. Region 8 FOIA is a leader within the agency FOIA Community in analyzing, developing and providing training both inside the region and to counterparts across the agency. The unit has developed tracking and fee worksheets that are used across the agency and continues to review how the data is used to enhance the data collection process. The unit uses MS-Teams which it has integrated into its SharePoint Page to provide training, conduct meetings, share screens to enhance training, and to communicate with requesters if multiple personnel all need to be present on the call. Finally, the unit preserves all email correspondence related to a request by uploading them into the FOIA processing portal as administrative records for records retention, and for use by agency officials should the requester submit an appeal to the final response. The unit has been preserving all FOIA records in digital format for the past 4 years.

9. Complies with the terms of written and approved Remote Work Agreement – Ex. 6 Personal Privacy (PP) Ex. 6 Personal Privacy (PP) led the FOIA Unit to become an agency leader in the proper administration of FOIA, Debt collection of FOIA, reduced the time required by SMEs and managers to collect, scan, review, and prepare final responses by approximately 35%. These accomplishments were obtained by leveraging new technologies and having FOIA staff take over responsibility for all administrative functions, including the uploading of documents, for all FOIA responses.
Changes in FOIA regulations over the last 3 years require requesters to submit their request directly through the FOIA processing portal or send their requests to the National FOIA Office to be entered into the system. As a result of this change, the regional FOIA Offices rarely receive Official Mail from requesters that previously required scanning of the request and entering them into the system. On the rare occasion a request is received in this manner, and I am notified of such mail I would go to the office, retrieve the Official Mail and communicate with the requester on how and where to submit their request for it to be officially recognized as a proper FOIA request. I have access to all systems and applications required to maintain a successful FOIA program in a timely and effective manner without any need or requirements to conduct business from the regional offices nor is there a need for face-to-face meetings to complete any FOIA work. I am confident that in light of these accomplishments and the units demonstration to accomplish the agency's mission remotely that I will be able to comply with the terms of my written and approved Remote Work Agreement. As part of the agreement, I will ensure to:

a. Inform my supervisor in advance of any anticipated change in their remote work location and submitting request for change to Remote Work Agreement;
b. Recertify telework agreements, if directed.
    i. When there is a change in RWL;
    ii. Every 12 months (or less frequently, at the discretion of management); or
    iii. To synchronize annual recertifications if a particular organization's annual recertification time period is sooner than 12 months, so I can be recertified at the same time;
c. Communicate as needed with my supervisor to receive assignments and complete work in accordance with supervisors' instructions;

d. Adhere to the terms and conditions of the applicable, approved Remote Work Agreement
e. Maintain communication with the supervisor while working remotely;
f. Work with the supervisor to overcome problems or obstacles as they occur so the work of the organization is accomplished in an effective and timely manner;
g. Comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials;
h. Work to the extent feasible in the event the Agency announces changes to its operating status, including changes to dismissal and closure procedures; and
i. Be available to report to the Official Agency Worksite on a non-routine basis following adequate notice as defined above.

If there are any questions or elements that I have not covered I am more than happy to address them. If there are changes in work assignments or processing procedures, I will notify my supervisor of those changes to ensure I am in compliance with my Remote Work Agreement.

Upon approval of the Remote Work Agreement, I will make arrangements to remove all personal items from my work cubical and turn in any agency equipment assigned to me that is no longer in use to allow the agency to utilize my currently assigned workspace.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jaquelina Easley	**Job Title & Grade:** Budget Analyst & GS-13
AAship/Region and Division: MSD	**Address of Official Agency Worksite:** 1595 Wynkoop St, Denver, CO 80202
Employee's Work Phone: 303-312-6758	**Employee's Work E-mail Address:** easley.jackie@epa.gov
First-line Supervisor: Marshelle Fox	**First-line Supervisor's Work Phone:** 303-312-7833
Proposed Start Date: ASAP	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 6/8/2015 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
See attached "Justification" document **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: JAQUELINA EASLEY Digitally signed by JAQUELINA EASLEY Date: 2022.01.25 10:27:27 -07'00'	**Date:** 2/23/2022
Supervisor's Signature: MARSHELLE FOX Digitally signed by MARSHELLE FOX Date: 2022.02.23 09:57:15 -07'00'	**Date:** 2/23/2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.30 15:16:12 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Easley, Jaquelina - Remote Work Attachment

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and howapproval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My current position as Budget Analyst with the Budget Management Section consists of performing budget formulation and providing advice to my customers in a timely, accurate and detailed manner and making sure the analysis is considering all appropriate budgetary laws, guidelines, and stakeholders.

I maintain up to date knowledge of Agency's Approved Operating Plan, laws, directions, guidelines for each operating program within assigned Line of Business to insure orderly and prudent commitment of public funds are utilized to the correct goal, objective, National Program Manager (NPM), program project, activity and budget object class.

I ensure funding documents/amendments/modifications/commitments are being entered into the financial system and processed timely and accurately. I certify the availability of funds; reconcile records and financial transactions to ensure the accuracy of accounting data and proper signatures; assign accurate Document Control Number (DCN).

I communicate with my supervisor by keeping her informed, in a timely manner, of the status of important formulation activities and their impact on the region's goals, objectives, NPMs, program projects, activities and budget object classes.

I prepare weekly, monthly, and quarterly reports on expenses, contracts, grants and Divisional budgets in a timely manner. I manage the Region 8 travel budget and issue funds to the 9 Divisions. I'm also responsible for the R8 annual travel priority funds.

I mentor and coach fellow co-workers and utilize the Teams application daily. For the past two years, while on mandatory telework because of COVID, I have performed all my duties plus volunteered to take on additional work like the Working Capital Fund functions. I have been able to perform all my duties remotely and changed the way I do business when it comes to printing documents and using an electronic filing system.

My efforts working remotely has saved the Government in the cost of using a network printer, ink and paper, office supplies, utilities, office space, security and phone. I've reduced my carbon footprint by not driving to the office four days a week and parking in a public space, reduced the use of dry-cleaning services by 98%, and reduce the overall use of utilities. When working remotely I perform a full day's work unlike when in the office I would be interrupted by co-workers constantly keeping me from completing assignments in a timelier manner.

In the past two years, I have only been in the office once for the replacement of my PIV card and to clean out my physical office of personal items.

In closing all my work is portable, all tasks or work assignments can be performed at least equally effectively at the RWL and working remotely causes no impediment to effectively accomplish work. Remote work arrangement does not require reassignment of my work to others and the work rarely requires access to in-office resources. I have all the needed technology that is required and is fully functional.

Ex. 6 Personal Privacy (PP)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jessica Felts	**Job Title & Grade:** Environmental Protection Specialist/GS9
AAship/Region and Division: Region 8 SEMD	**Address of Official Agency Worksite:** 1595 Wynkoop St Denver, CO 80202
Employee's Work Phone: 303-312-6296	**Employee's Work E-mail Address:** felts.jessica@epa.gov
First-line Supervisor: V. Jasmin Guerra	**First-line Supervisor's Work Phone:** 303-312-6508
Proposed Start Date: 2/1/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: 303-312-6296	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 12/13/2021 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
I have worked from my requested RWL throughout my tenure at EPA. I will continue to complete my daily work and accomplish work goals. I have a designated workspace to be able to perform all duties and can be reached by phone, email, or teams by supervisors and other colleagues during the hours listed on my approved work schedule. I will immediately relay any changes to that schedule to my supervisor. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: JESSICA FELTS Digitally signed by JESSICA FELTS Date: 2022.01.31 14:28:28 -07'00'	**Date:** 1/31/2022
Supervisor's Signature: VALERIA GUERRA Digitally signed by VALERIA GUERRA Date: 2022.02.11 06:20:25 -07'00'	**Date:** 2/11/2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.04 09:18:13 -07'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Samuel J Fernandez	**Job Title & Grade:** Grants Specialist GS12
AAship/Region and Division: 8MSD-GAGM	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver CO 80202-1129
Employee's Work Phone: 303-312-6360	**Employee's Work E-mail Address:** fernandez.sam@epa.gov
First-line Supervisor: Sarah Hulstein	**First-line Supervisor's Work Phone:** 303-312-6014
Proposed Start Date: 05/02/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☐ Yes

☒ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☒ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System. I am approved for a Maxiflex schedule. I have attached an example of my schedule, which changes between pay periods.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.
I have attached the "Employee Self-Certification Safety Checklist" for my RWL. See Attachment 2.

Section 4. Employee Certification and Signature

Samuel Fernandez

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 3/3/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: **Please see Attachment 1.** **Approval/Disapproval (attach documentation):** [X] Approved [ ] Disapproved (cite reason(s) below)	
Employee's Signature: Samuel Fernandez	**Date:** 03/29/2022
Supervisor's Signature: Sarah Hulstein	**Date:** 4/12/2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.04.22 16:16:02 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Samuel Fernandez – Remote Work Application: Attachment 1

Explain how you can perform all your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

1. Explanation of Effective RWL Performance

a. Duties as a Grants Management Specialist are portable and do not routinely require in person activities at the Denver Office.

My position and work assignments as a Grants Management Specialist involves entirely portable work does not require routinely in-person interface with management, colleagues, or stakeholders at the Denver Office. Which includes, managing grant and cooperative agreement workload, document review, including receiving and reviewing grant applications, processing assistance agreements for award, electronic filing, monitoring and performing post-award management activities such as baseline reports and project close-out, writing tasks, communicating policies and procedures to EPA staff, grant applicants and grant recipients, providing interpretation and clarification, resolve specific grant issues on complex situation that may arise and make appropriate recommendation where there are deficiencies. All these activities are appropriate for remote work and/or telework and will not diminish the agency's ability to accomplish its mission and meets its operational goals.

b. My position and work assignments do not require an in-person interface with management, colleagues, or stakeholders. Through conference calls, virtual meetings, email, and Microsoft teams/chat have been excellent tools which have allowed me to continue to work collaborative and effectively with supervisor, colleagues both regionally and nationally and grants applicants and grant recipients. Working from my RWL prior to the pandemic and during the pandemic has not diminished the Agency's ability to accomplish its mission and meets its operation goals.

c. I have demonstrated a Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) Work activities do not include tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

d. The work I perform which I explained above, is consistent with the level of responsibility under job description as a Grants Management Specialist GS-12-1109. I am effectively able to manage workload and meet deadlines in a RWL by working independently, providing self-motivation, while having the ability to assess and initiate all work task independently with minimal distraction in RWL.

The technology I need to perform my duties is available and fully functional. I have internet capable of handling multiple, simultaneous video calls; a functioning phone; multiple monitors; awork desk—just like in the Denver office. I have not had any technological disruptions over the

past two years that prevented me from performing my duties or required me to return to the Denver office. Even if such a technical issue arose in the future that required me to return to the Denver office for equipment servicing or repair, I am available to return to the Denver Office to resolve computer issues.

I have complied with my Telework Agreement for over 12 years during my time at the Agency, including the two years during the pandemic, while serving in my current position. I will continue to comply with the terms of any approved Remote Work Agreement.

e. Working from RWL allows me to better maintain my work/life balance. I am more focused and engaged in working in my own environment with no distractions which allows me to control my environment and focus more on my work, which increases productivity for the agency. Working remotely will allow me to remain productive and will not diminish the agency's ability to accomplish its mission and meet its operational goals.

2. Explanation why remote Work will Benefit, Not Diminish, The Agency's Mission:

a. Remote work will not increase, and will decrease, cost to the Agency.
As the Agency agreed in the Remote Work Article, "certain costs to the Agency may be de minimis for those Remote Workers within the Local Commuting Area.

This is true in my situation. The Agency will continue to save money by approving my remote work application by continuing by saving costs by continuing to not pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. The Agency's operations and maintenance cost will also decrease, as they do not need to maintain or clean an office space for me at the Denver office.

b. **Remote work furthers the Agency's mission of protection human health and the environment.** As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint…enhanced health and safety (reduced viral transmission), and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

As explained by the Agency, approving my remote work application also can result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, and appropriate workspace for focused work." These benefits apply in my situation, as I find working at my RWL to be more productive, allows for focused work without interruptions and

results in a higher performance and increases my morale and promotes the agency's mission, while protecting and improving health wellness.

c. Conference calls, virtual meetings, emails, Microsoft teams and chat allows for collaborations amongst team members, EPA staff and grant recipients. The aspect of working in person is not diminished as we operate as normal from RWL by completing the Agency tasks that advance the mission of the agency, assuring there are minimal interruptions.

d. RWL decreases distractions, which leads to increased productivity – huge benefit to the agency…remote work allows employees and the agency to focus on what really matters – performance and productivity.

e. Prior to the pandemic and during the pandemic as a remote worker, there were no disruptions in continuing to be able work during weather closures. RWL will assure that the agency's operations can continue during unforeseen weather conditions.

f. The technology I need to perform my duties is available and fully functional. I have internet capability of handling video calls; multiple monitors; a functioning phone line; work desk and lumbar support chair – just like in the Denver office, printer, office supplies and digital workplace platform which allows me to have access to all the program apps needed to perform all my duties effectively from the RWL as from the official Denver office and the ability to accomplish the Agency's mission and meet its operations goals.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Brian Fredericks	**Job Title & Grade:** Grants Management Specialist
AAship/Region and Division: Region 8/MSD	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO, 80202
Employee's Work Phone: 303-312-6388	**Employee's Work E-mail Address:** fredericks.brian@epa.gov
First-line Supervisor: Sarah Hulstein	**First-line Supervisor's Work Phone:** 303-312-6014
Proposed Start Date: 04/15/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☐ Yes
☑ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: 303-312-6388	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☐ New Request ☑ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 03/01/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: Attached **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: BRIAN FREDERICKS Digitally signed by BRIAN FREDERICKS Date: 2022.04.11 14:41:46 -06'00'	**Date:** 04/11/2022
Supervisor's Signature: SARAH HULSTEIN Digitally signed by SARAH HULSTEIN Date: 2022.04.12 17:27:23 -06'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.04.29 14:01:52 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Brian Fredericks Remote Work Application:

I have recently returned to the EPA after a gap in service. I was a Grants Management Specialist (GMS) for Region 8's Mission Support Division from (Oct 2018-March 2020). I've returned in the same position as before. I've also returned to an EPA that has significantly improved its capacity to support telework and remote work for federal employees. Currently, I have approximately 12 ½ years of federal service, and have successfully utilized telework agreements for approximately 6 years of this time. During my time as a GMS at the EPA, I have successfully teleworked with support from my supervisor and management team in the past (pre-covid), and presently. I have successfully onboarded, re-acquainted myself to my position as a GMS, and began administering grants, all from an RWL/telework capacity. It is important to note that prior to my break in service, my position as a GMS was required to complete in-person filing duties. This was the singular duty of my position necessary to come into the office. This has been addressed, and an E-filing system has been implemented. All GMS work activities including, but not limited to, grant administration, review, monitoring, closeout and communication can be performed as, or more, effectively in a remote work location. There has been, and will be, no foreseen disruption to communication with any internal or external recipient/stakeholder. I will continue to give excellent customer service, internally and externally. My position does not require an in-person interface with management officials or other colleagues. My work assignments are independent and require no in-person collaborations. When collaborations are needed, Microsoft Teams has proven to be an excellent tool for working with colleagues and management across the agency, both regionally and nationally. All work-related technology is available and fully functional. There would be no reassignment or change of current work to other staff in the event of RWL approval. Approval of this request will not diminish the agency's ability to accomplish its mission and meet its operational goals. If problems or obstacles occur, I will work with my supervisor so that the work of the agency can be accomplished in an effective and timely manner. All approved telework and remote work terms will continue to be complied with. I feel completely comfortable in my ability to complete all aspects of my position remotely, and feel confident that I have the trust and support of my colleagues and management to continue to perform my work as a GMS in a RWL.

Brian Fredericks

Grants Management Specialist

Fredricks, Brian – Remote Work Attachment

Grant Specialist Major Duties

- Demonstrates a sound and thorough understanding of the laws and regulations pertaining to the award and management of financial assistance agreements, exhibits the ability to research and apply those laws and regulations to any situation.
- Reviews awards, manages and closes grants through effective coordination with program offices and recipients. Completes workload in a timely manner through effective planning and tracking.
- Reviews grant applications, FRs/CNs, CRs and inherits within the established deadlines.
- Issues grant awards and amendments within the established deadlines upon receipt of a completed grant application, Funding Recommendation (FR) and Commitment Notice or informs supervisor in advance that service standard may be missed.
- Reviews FR and instructs project officers or returns incomplete FRs/CRs back to draft. Performs grant management activities with a high degree of quality and productivity.
- Documents and maintains grant files.
- Demonstrates knowledge of ongoing work including relevant technical program issues and anticipates problems to prevent their occurrence/impact.
- Works closely with recipients, EPA Finance Center and POs to resolve large drawdown or other financial issues.
- Makes progress in closing out regional grants by closing grants in accordance with EPA Order. Works to close out the 99% and 90% assigned grant closeouts in an efficient manner.
- Demonstrates initiative by coordinating assigned responsibilities with the program offices and shares revised/new program information with the team members in timely manner.
- Works closely with PO, recipient, and others to provide guidance and work through any grant compliance issues.
- Provides constructive feedback on program implementation, procedures and operations without discrediting other individuals or organizational units.
- Shares ideas, program knowledge, technical expertise and common experiences with team members. Participates in weekly meeting, team training, and other GMO lead meetings.
- Reads and responds to email and voice mail messages within 48 hours. Completes and submits weekly reports on time.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Alexas Gilbert	**Job Title & Grade:** Information Technology, GS-13
AAship/Region and Division: Region 8, Office of Regional Counsel	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6850	**Employee's Work E-mail Address:** gilbert.alexas@epa.gov
First-line Supervisor: Brian Joffe	**First-line Supervisor's Work Phone:** (303) 312-6499
Proposed Start Date: April 10, 2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** N/A

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 8/31/2017 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
Please see attachment "Alexas Gilbert Remote Work Application - Narrative." **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: ALEXAS GILBERT Digitally signed by ALEXAS GILBERT Date: 2022.03.17 15:37:49 -06'00'	**Date:**
Supervisor's Signature: BRIAN JOFFE Digitally signed by BRIAN JOFFE Date: 2022.03.22 09:29:26 -06'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.04.01 11:27:53 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Alexas Gilbert – Remote Work Application, Narrative

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. Explanation of Effective RWL Performance:

a. The duties of an IT eDiscovery Specialist are entirely portable and do not require travel into the Denver office.

Work as an IT eDiscovery specialist involves entirely portable work that does not require in-person activities at the Denver office. Much of this work is specifically listed in the AFGE/EPA Articles as appropriate for remote work and/or telework. This includes computer technology-oriented tasks, analytical work, and online training. By its very definition, the work of an eDiscovery specialist involves work with electronically available information, hence the title eDiscovery or electronic Discovery. This electronic information is entirely portable and has only become more portable as the Agency has been transitioning its resources to the Microsoft 365 government cloud environment.

The majority of the job duties for an eDiscovery specialist are computer technology oriented. The largest percentage of my job duties revolve around programming, analyzing, and utilizing the eDiscovery computer platform known as Relativity in support of FOIA requests and litigation discovery document reviews. Additional eDiscovery job duties include coordinating centralized electronic collections with EPA's eDiscovery Division and organizing and tracking the availability and collection status of Agency data. These duties are also computer technology-oriented tasks and involve the use of Agency provided computer programs such as Microsoft SharePoint, Excel, and Access.

The tasks associated with the eDiscovery specialist position do not include tasks designated as inappropriate for remote work and/or telework such as site-dependent activities or work at EPA facilities.

Due to the fact that so much of the eDiscovery specialist work is centered around utilizing computer technology, the work is entirely portable, and the eDiscovery specialist position is ideally suited for remote work.

b. All the tasks and work assignments of an eDiscovery specialist can be performed as effectively or more effectively at the remote work location (RWL).

As outlined above, the job duties associated with an eDiscovery specialist are portable and therefore can be conducted as effectively at the RWL as in the Denver office and require only an Agency issued computer and internet access. Indeed, the work of an eDiscovery specialist can be performed more effectively at the RWL versus at the Denver office. This is because the duties of an eDiscovery specialist are very analytical and technical in nature. Programming work within Relativity requires a high degree of attention to detail and concentration. For each Relativity workspace, my job duties require detailed programming to create a customized document review workflow. The size of Relativity workspaces can vary from several hundred documents to several tens of thousands of documents. The disposition of all collected documents needs to be accounted for and this requires a high level of attention to detail and

uninterrupted time. The advantage of the RWL over the Denver office is an environment free from distractions that are common at the Denver office such as overhearing colleagues conversing on the phone, on conference calls, or in the office hallways.

Ex. 6 Personal Privacy (PP)

c. Approving my remote work application would not require reassignment of current work or tasks.

Approving my remote work application will not require any reassignment of current work or tasks, as they can be performed equally as effectively from an RWL. As evidenced over the last two years, I have been able to successfully carry out the job duties associated with an eDiscovery specialist due to the portable nature of the work. There is currently no work or tasks or foreseeable future work or tasks that I have that would need to be reassigned in order to ensure they are accomplished.

d. The work of an eDiscovery specialist rarely requires access to in-office resources.

My current and foreseeable future tasks and work assignments as an eDiscovery specialist do not require access to resources available at the Denver office. As outlined above, the job duties of an eDiscovery specialist are centered on computer technology-oriented tasks and as such, the work can be accomplished equally as effectively from the RWL using an Agency issued computer as in the Denver office. I do not use hard copy documents in my normal course of business and all my records are maintained electronically. Should any infrequent or irregular situations arise where I need to return to the office, any costs to the Agency will be de minimis as my RWL is within the local commuting area.

e. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

There have not been disruptions to communication over the last two years while I have worked from my RWL, and there will be no foreseen disruptions. While working fully remotely since March 2020, I have been able to utilize the technology that EPA has made available to communicate effectively with internal clients and stakeholders such as other EPA employees, managers, and team members. For example, I participate in meetings with team members and managers using Microsoft Teams and conduct Relativity trainings virtually using Microsoft Teams. I utilize Microsoft Outlook to effectively communicate via email with team members, EPA employees, managers, and other stakeholders and I use

the Agency provided EC 500 to forward my work phone to my cell phone to be available for any incoming business phone calls. The technology needed to perform the job duties of an eDiscovery specialist at my RWL are available and fully functional and include an Agency provided computer, an internet connection of sufficient speed and bandwidth, multiple computer monitors, and a functioning phone. I have not had any technological disruptions over the past two years that prevented me from performing my duties and any computer issues have been able to be resolved with the R8 service desk virtually accessing my computer. Should any technical issue arise in the future that cannot be resolved virtually, I could easily return to the Denver office for computer servicing or repair as my RWL is within the local commuting area.

f. The job duties of an eDiscovery specialist do not require in-person interface with other colleagues or management officials on any routine basis.

The job duties for an eDiscovery specialist are focused on computer technology-oriented tasks and as such are largely conducted independently without requiring regular in-person interface with other colleagues or management. As mentioned above, any work that does require collaboration with team members or management can and has been conducted effectively virtually for the last two years while working fully remotely.

g. I have demonstrated a track record of meeting performance plan objectives and working without close in-person supervision.

As outlined above, during the last two years of working fully remotely, Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Currently, I am successfully handling the Relativity workspace document review for one of the largest FOIA requests to come into region 8, over 98,000 documents and involving 17 reviewers from ORC and the water division. This Relativity work is being performed while working fully remote from my RWL. Additionally, while working fully remotely, I have assisted on 4 litigation cases in various aspects of discovery including generating Agency collection plans, searching thru Agency data in support of discovery, and collaborating with DOJ and Agency counsel. One of these cases, Gold King Mine, is one of the largest cases in region 8 to go through the fact discovery process.

h. The technology needed to perform the duties of an eDiscovery specialist are available and fully functional at my RWL.

As mentioned above, the technology needed to successfully perform all the job duties for an eDiscovery specialist are available at my RWL. These include an Agency issued computer, internet service, and phone service. There is no technology available at the Denver office which I would need to perform my work that is not also available at my RWL. Should an unforeseen or irregular circumstance arise where travel into the Denver office is required, I could easily travel into the Denver office as my RWL is within the local commuting area.

i. Compliance with Telework and Remote Work Agreement

I have complied with my Telework Agreement for the duration of my time at the Agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

2. **Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:**

a. Remote work furthers the Agency's mission of protecting human health and the environment.

As stated in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, . . . enhanced health and safety (reduced viral transmission), . . . and improved emergency preparedness."

Additionally, as stated in the Remote Work Article, remote work can result in many workplace benefits including "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, . . . [and] appropriate workspace for focused work[.]" As mentioned above, the duties of an eDiscovery specialist involve detailed and analytical work and working at my RWL would allow me to be more productive by eliminating interruptions common at the Denver office.

b. Remote work will not increase, and will likely decrease, costs to the Agency.

Approving my remote work application will likely lead to a cost savings for the Agency. For example, the Agency will no longer need to pay my transit subsidy for commuting into the Denver office. Additionally, if I am working remotely from my RWL, the Agency will have additional flexibility when it comes to my office space. The Agency could save the cost of my office space when the next lease agreement for the Denver office is negotiated.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Donald Goodrich	**Job Title & Grade:** Environmental Scientist GS-13
AAship/Region and Division: Region 8 LSASD	**Address of Official Agency Worksite:** 1595 Wynkoop St., Denver CO 80202
Employee's Work Phone: 303-312-6687	**Employee's Work E-mail Address:** Goodrich.Donald@epa.gov
First-line Supervisor: Mark Burkhardt	**First-line Supervisor's Work Phone:** 303-462-9469
Proposed Start Date: 2/14/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 5/26/2015 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work duties and responsibilities are primarily focused on Superfund Analytical and Data Validation Support. This includes coordinating all Contract Laboratory Program (CLP) activities in the Region as the Regional CLP COR and Regional Sample Control Coordinator along with being a TOCOR on the ESAT Analytical Task Order. My roles and responsibilities are 100% portable and have been since the start of my career at the EPA in 2008. I have been teleworking for a least one to two days a week for several years until the Covid pandemic where the transition was seamless to 100% remote work. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) I have demonstrated the ability to work independently and efficiently with minimal supervision and would make an ideal candidate for 100% remote work from my RWL.

I will continue to communicate and collaborate with team members, RPMs, OSCs, toxicologists and other EPA colleagues in Region 8 and across the country from my RWL. These tasks can be entirely performed seamlessly from my

Approval/Disapproval (attach documentation):

- [x] Approved
- [ ] Disapproved (cite reason(s) below)

Employee's Signature: DONALD GOODRICH	Digitally signed by DONALD GOODRICH Date: 2022.01.31 14:12:32 -07'00'	**Date:**
Supervisor's Signature: MARK BURKHARDT	Digitally signed by MARK BURKHARDT Date: 2022.02.07 06:38:40 -07'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.22 17:32:36 -06'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Goodrich, Donald – Remote Work Application/Agreement Text

My work duties and responsibilities are primarily focused on Superfund Analytical and Data Validation Support. This includes coordinating all Contract Laboratory Program (CLP) activities in the Region as the Regional CLP COR and Regional Sample Control Coordinator along with being a TOCOR on the ESAT Analytical Task Order. My roles and responsibilities are 100% portable and have been since the start of my career at the EPA in 2008. I have been teleworking for a least one to two days a week for several years until the Covid pandemic where the transition was seamless to 100% remote work. I have proven

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) I have demonstrated the ability to work independently and efficiently with minimal supervision and would make an ideal candidate for 100% remote work from my RWL.

I will continue to communicate and collaborate with team members, RPMs, OSCs, toxicologists and other EPA colleagues in Region 8 and across the country from my RWL. These tasks can be entirely performed seamlessly from my RWL. Working from my RWL will also save the government money by reducing my carbon footprint while attributing to the Agencies operational goals and reducing impacts on the environment.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Stephanie Gordon	**Job Title & Grade:** Financial Management Specialist, GS-12
AAship/Region and Division: Region 8, Mission Support Division	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6845	**Employee's Work E-mail Address:** gordon.stephanie@epa.gov
First-line Supervisor: Karren Johnson	**First-line Supervisor's Work Phone:** (303) 312-6159
Proposed Start Date: March 27, 2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** N/A

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System. I am approved for a Maxiflex schedule. I have attached an example of my schedule, which changes between pay periods.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable. I have attached the "Employee Self-Certification Safety Checklist" for my RWL. See Attachment 2.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 2/15/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

I have attached evidence of completing the required training. See Attachment 3.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:		
Please see Attachment 1. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)		
Employee's Signature: STEPHANIE GORDON	Digitally signed by STEPHANIE GORDON Date: 2022.02.28 15:21:03 -07'00'	**Date:**
Supervisor's Signature: KARREN JOHNSON	Digitally signed by KARREN JOHNSON Date: 2022.03.02 14:45:45 -07'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.21 18:12:59 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Stephanie Gordon

Remote Work Application: Attachment 1

1. **Explanation of Effective Remote Work Location (RWL) Performance:**

   a. Duties of a Financial Management Specialist are portable and do not routinely require in person activities at the Denver Office.

As a Financial Management Specialist in the Mission Support Division under the Fiscal Management and Planning Branch, my position resides in the Cost Documentation and Financial Operations Section, Financial Operations Team. The work/duties I am responsible for and perform, is listed in the AFGE/EPA Articles as appropriate for remote work. I am requesting to work remotely from my current residence located in Aurora, Colorado, which will be my Remote Work Location (RWL). My residence is within the local commuting area (LCA) of the Official Agency Worksite in Denver, Colorado.

The duties of my job as it relates to my Performance Plan (Customer Service, Teamwork and Cooperation, Travel Management, Time, and Attendance Management), can and have been performed successfully and a hundred percent remotely, for the last two years. Even for in-person versions of my duties like conducting new employee onboards, this work has not necessitated travel to the Denver Office, nor has it required in-person activities at the Denver Office due to enhanced technology at the Environmental Protection Agency (EPA), making this task fully functional remotely.

   b. My work history over the last two years demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office.

I have a demonstrated track record of effectively performing my work from my RWL without close, in-person supervision since March 2020. As my position is self-directed and requires minimal supervision, I have and continue to be responsive to the organization, team, and customers wile adhering to all policies and procedures. I continuously keep supervisor, team lead, and co-workers informed about the status of projects pending and completed. Whenever and wherever needed, I have and continue to pitch in to help.

I serve as the point of contact (POC) for assigned organizations, preparing, and managing travel for all domestic, emergency, international, third party, invitational, details, and rotational assignments (cradle to grave) using the travel request system (TRS) and Concur travel management system. I access Citi Financial Manager to process travel card applications and monitor travel card statements to process travel vouchers. In addition, I serve as the timekeeper for assigned organizations utilizing People Plus effectively serving as an expert and POC for time and attendance related functions and issues. I have exhibited exceptional skills in organizing multiple assignments and adjusting to changing priorities. I develop and offer suggestions for organizational and work process

improvements that substantially increase results, efficiency, and effectiveness. I demonstrate exceptional leadership in promoting teamwork and collaboration. I have and continue to perform a wide array of duties within and outside the scope of my job. I have developed and maintained close working relationships with internal and external customers. This has built effective partnerships that have facilitated working across boundaries, groups, and organizations, and has contributed to the success of my working remotely. Through verbal and written communication, I have been providing customer-centric approach, displaying courteous and tactful behavior while building rapport with customers and interacting to effectively solve issues. This has been well received and easily understood by the target audience. These duties while working remotely have been performed successfully with no disruption to communication or performance using People Plus, Concur, Travel Request System, Citi Financial, Outlook, Teams chat and video conferencing, Skype, SharePoint, Microsoft Word, Excel, and PowerPoint, Adobe Acrobat Reader.

This has shown to be a level of exceptional performance. The quality and quantity of the work has consistently surpassed expectations. Products or services have provided exemplary models for addressing the most difficult and complex work challenges. Products are consistently produced ahead of the expected timeframes and consistently comply with applicable statutes, regulations, policies, and procedures. This in turn evidences my ability to perform all work at least equally effectively from my RWL.

In addition, while working remotely, Ex. 6 Personal Privacy (PP)
Ex. 6 Personal Privacy (PP)
Ex. 6 Personal Privacy (PP) I have effectively performed a wide array of additional duties/assignments such as supporting the deployments for California, Oregon, Colorado Wildfires, Hurricanes Harvey, Irma, Maria, and Immigration HHS Mission. I have, while working remotely, received multiple emails, Ex. 6 Personal Privacy (PP) Ex. 6 Personal Privacy (PP) both within and outside of my division, expressing appreciation for the quality of my work.

As evidenced by the work I have performed remotely, my position is performed effectively via virtual interfacing with management officials and has not and does not require in-person meetings with them on a routine basis.

c. My work can be performed independently with minimal in-person review.

The work I perform which is explained above, is consistent with a Level C or above level of responsibility under OPM's Position Classification Standard for Financial Management Specialist Series, GS-501. By OPM's definition, this work is largely performed independently, which evidences its appropriateness for remote work.

d. My Work requires minimal in-person collaboration.

Through technological advancements and the availability of new collaboration tools, I have remained engaged and connected both internally and externally to meet customer needs and have not diminished performance or agency operations.

My work involves collaboration that can be performed remotely, and it does not regularly require in-person collaboration. Over the last two years, I have effectively collaborated virtually with supervisor, team members, team lead, senior leadership staff, and EPA staff within Region 8 as well as external customers.

My virtual collaboration with Region 8 employees demonstrates that my work can be done remotely, and if any instances arise (likely irregularly and infrequently) where management or I prefer collaboration with Region 8 employees be in person, I can easily be recalled to the Denver office as it is 21 miles from my RWL.

Further, collaboration with staff working in other EPA offices or with external customers outside Denver will not require travel to the Denver office, and I would be traveling from the same airport regardless of whether I work from my RWL or the Denver office.

e. Approving my remote work application will not require reassignment of work.

Approving my remote work application will not require reassignment of work, as the work can be performed equally and as effectively from an RWL.

f. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

Over the last two years while I have worked from my RWL, there have not been disruptions to communication, and there will be no foreseen disruptions. Through existing EPA technologies, I have been very accessible and reliable while working remotely. This has been achieved by forwarding my work phone to my cell phone and checking voice messaging frequently; keeping my outlook calendar up to date, having Teams messenger on while in a duty status; being at hand for video chat; and ensuring my Supervisor and Team Lead are made aware of my availabilities.

The technology I need to perform my duties is available and fully functional. I have internet capable of handling multiple, simultaneous video calls; a functioning phone; multiple monitors; and a standing work desk. This is equal to what I have at the Denver office. Even if such a technical issue arose in the future that would require me to return to the Denver office for equipment servicing or repair, I could easily resolve this issue because my RWL is 21 miles from the Denver office.

I have complied with my Telework Agreement for the duration of my time at the Agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

g. My work rarely requires access to in-office resources.

My work rarely requires access to in-office resources. I have maintained electronic records for travel and time keeping documents, as well as any other pertinent documents, rather than paper for the entirety of my time working from my RWL. More so, all my time prior to the 2-year working remotely, my travel tasks had transitioned away from maintaining hard copy documents. Instead, important documents are sent throughout via email or attached to request submitted in the travel request system. As well, with enhanced technology, the use of electronic signatures rather than "wet" signatures has proven beneficial to working remotely. With this said, I have not needed and will not need regular access to the Denver office for in-office resources, like mail or records. Further, the keeping of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping." (Mandate M-12-18). EPA is moving forward with this transition to an electronic records environment, which further evidences I will not need regular access to the Denver office. If any infrequent, irregular situations arise when I need to return to the office, any costs to the Agency will be *de minimis*, as my RWL is 21 miles from the Denver office.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:

a. Remote work will not increase and will likely decrease costs to the Agency.

My working remotely could prove to be cost effective for the Agency and Government. As the Agency agreed in the Remote Work Article, "certain costs to the Agency may be *de minimis* for those Remote Workers Within the Local Commuting Area." This is true in my situation. While I have not and do not travel for my job, in the event, I would fly out of the same airport while working remotely as I would from the Denver office. Further, the Agency will not incur more than *de minimis* travel costs if I need to return to the Denver office for technology or work reasons as I live 21 miles from the Denver office. For the same reason, the Agency will not need to pay for hotel costs if I need to return to the Denver office.

The Agency will likely benefit and save money by approving my remote work application. For example, the Agency will no longer need to pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. There will also be reduced cost of office supplies. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Denver office.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the Agency's carbon footprint, …enhanced health and

safety (reduced viral transmission), …and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's statues as Clean Air Act non-attainment zone.

As explained by the Agency, approving my remote work application also can result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment, and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, …[and] appropriate workspace for focused work." These benefits apply in my situation, as I find working at my RWL to be more productive, allow for focused work without interruptions, and results in higher performance ratings. It also increases my morale and my desire to remain at the Agency.

Overall, Well-practiced remote work programs can improve employee performance and engagement, and maximize organizational mission productivity, efficiency, and government stewardship.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Tempa Chanel Holland-Graves	**Job Title & Grade:** Grants Management Specialist GS-12
AAship/Region and Division: 8MSD-GAGM	**Address of Official Agency Worksite:** 1595 Wynkoop Street
Employee's Work Phone: 303-312-6368	**Employee's Work E-mail Address:** graves.tempa@epa.gov
First-line Supervisor: Sarah Hulstein	**First-line Supervisor's Work Phone:** 303-312-6014
Proposed Start Date: 04/10/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 02/02/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: See Attachment A **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: Graves, Tempa Digitally signed by Graves, Tempa Date: 2022.03.14 15:22:40 -06'00'	**Date:** 03/14/2022
Supervisor's Signature: SARAH HULSTEIN Digitally signed by SARAH HULSTEIN Date: 2022.03.15 11:48:53 -06'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.04.07 14:21:06 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Tempa Graves – Remote Work Application: Attachment 1

Explain how you can perform all your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

1. Explanation of Effective RWL Performance

a. Duties as a Grants Management Specialist are portable and do not routinely require in person activities at the Denver Office.

My position and work assignments as a Grants Management Specialist involves entirely portable work does not require routinely in-person interface with management, colleagues, or stakeholders at the Denver Office. Which includes, managing grant and cooperative agreement workload, document review, including receiving and reviewing grant applications, processing assistance agreements for award, electronic filing, monitoring and performing post-award management activities such as baseline reports and project close-out, writing tasks, communicating policies and procedures to EPA staff, grant applicants and grant recipients, providing interpretation and clarification, resolve specific grant issues on complex situation that may arise and make appropriate recommendation where there are deficiencies. All these activities are appropriate for remote work and/or telework and will not diminish the agency's ability to accomplish its mission and meets its operational goals.

b. My position and work assignments do not require an in-person interface with management, colleagues, or stakeholders. Through conference calls, virtual meetings, email, and Microsoft teams/chat have been excellent tools which have allowed me to continue to work collaborative and effectively with supervisor, colleagues both regionally and nationally and grants applicants and grant recipients. Working from my RWL prior to the pandemic and during the pandemic has not diminished the Agency's ability to accomplish its mission and meets its operation goals.

c. I have demonstrated a historic track record of over 20 years prior to the pandemic as well as over the last two years while in the pandemic that I can perform this work equally effectively from a RWL as at the Denver office Ex. 6 Personal Privacy (PP) supervision of work activities. Work activities do not include tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

d. The work I perform which I explained above, is consistent with the level of responsibility under job description as a Grants Management Specialist GS-12-1109. I am effectively able to manage workload and meet deadlines in a RWL by working independently, providing self-motivation, while having the ability to assess and initiate all work task independently with minimal distraction in RWL.

The technology I need to perform my duties is available and fully functional. I have internet capable of handling multiple, simultaneous video calls; a functioning phone; multiple monitors; awork desk—just like in the Denver office. I have not had any technological disruptions over the

past two years that prevented me from performing my duties or required me to return to the Denver office. Even if such a technical issue arose in the future that required me to return to the Denver office for equipment servicing or repair, I am available to return to the Denver Office to resolve computer issues.

I have complied with my Telework Agreement for over 20 years during my time at the Agency, including the two years during the pandemic, while serving in my current position. I will continue to comply with the terms of any approved Remote Work Agreement.

e. Working from RWL allows me to better maintain my work/life balance. I am more focused and engaged in working in my own environment with no distractions which allows me to control my environment and focus more on my work, which increases productivity for the agency. Working remotely will allow me to remain productive and will not diminish the agency's ability to accomplish its mission and meet its operational goals.

2. Explanation why remote Work will Benefit, Not Diminish, The Agency's Mission:

a. Remote work will not increase, and will decrease, cost to the Agency.
As the Agency agreed in the Remote Work Article, "certain costs to the Agency may be de minimis for those Remote Workers within the Local Commuting Area.

This is true in my situation. The Agency will continue to save money by approving my remote work application by continuing by saving costs by continuing to not pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. The Agency's operations and maintenance cost will also decrease, as they do not need to maintain or clean an office space for me at the Denver office.

b. **Remote work furthers the Agency's mission of protection human health and the environment.** As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint…enhanced health and safety (reduced viral transmission), and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

As explained by the Agency, approving my remote work application also can result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, and appropriate workspace for focused work." These benefits apply in my situation, as I find working at my RWL to be more productive, allows for focused work without interruptions and

results in a higher performance and increases my morale and promotes the agency's mission, while protecting and improving health wellness.

c. Conference calls, virtual meetings, emails, Microsoft teams and chat allows for collaborations amongst team members, EPA staff and grant recipients. The aspect of working in person is not diminished as we operate as normal from RWL by completing the Agency tasks that advance the mission of the agency, assuring there are minimal interruptions.

d. RWL decreases distractions, which leads to increased productivity – huge benefit to the agency…remote work allows employees and the agency to focus on what really matters – performance and productivity.

e. Prior to the pandemic and during the pandemic as a remote worker, there were no disruptions in continuing to be able work during weather closures. RWL will assure that the agency's operations can continue during unforeseen weather conditions.

f. The technology I need to perform my duties is available and fully functional. I have internet capability of handling video calls; multiple monitors; a functioning phone line; work desk and lumbar support chair – just like in the Denver office, printer, office supplies and digital workplace platform which allows me to have access to all the program apps needed to perform all my duties effectively from the RWL as from the official Denver office and the ability to accomplish the Agency's mission and meet its operations goals.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Elizabeth Greenwald	**Job Title & Grade:** Budget Analyst, GS-13
AAship/Region and Division: Region 8, Mission Support Division	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-6770	**Employee's Work E-mail Address:** greenwald.beth@epa.gov
First-line Supervisor: Marshelle Fox	**First-line Supervisor's Work Phone:** 303-312-7833
Proposed Start Date: August 28, 2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** N/A

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 1/21/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
Please see Attachment 1 - Remote Work Justification. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: ELIZABETH GREENWALD Digitally signed by ELIZABETH GREENWALD Date: 2022.07.14 11:24:05 -06'00'	**Date:** July 14, 2022
Supervisor's Signature: MARSHELLE FOX Digitally signed by MARSHELLE FOX Date: 2022.07.14 11:36:01 -06'00'	**Date:** July 14, 2022
AA/RA (or designee) Signature: MARK SMITH Digitally signed by MARK SMITH Date: 2022.08.08 15:10:29 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Greenwald, Elizabeth – Remote Work Attachment

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Due to the pandemic, I have worked from a remote work location for the past two years, proving that all my duties are portable. As a Budget Analyst (GS-0560-13), I manage a $90 million payroll budget for Region 8, Mission Support Division in Denver, Colorado, which includes all appropriations except for the IIJA appropriations. My primary responsibilities are as follows:

1) Develops and maintains cooperative relationships with co-workers and team members. Builds effective partnerships that facilitate working across boundaries, groups, or organizations. Respects and values individual differences and diversity by treating everyone fairly and professionally. Works constructively with others to reach mutually acceptable agreements to resolve conflicts.

- Training a co-worker to manage payroll and positions for the IIJA, including setting up new workcodes and override codes, position management spreadsheet, providing information on hiring status, training on how to do projections and upload information into the OCFO payroll dashboard.
- Provide charging and spending advice that reflect timely, accurate and detailed analysis considering all appropriate budgetary laws, guidelines, and stakeholders across the Region to staff and management.
- Assist with interviews for new staff in our group.
- Provide Budget 101 training for interested parties; part of the extended onboarding project to provide this presentation to new employees.
- Work with my counterparts in other Regions on payroll issues, both practical and policy issues.
- Our entire team has been working remotely for the last 2 and a half years successfully.

2) Examines and interprets the Agency's enacted budget, while considering critical relationships between program plans and budgetary needs in order to construct a response to a situation, series of events or issues. The result of analysis models provides clear and concise evidence or decision support for defensible recommendations.

- Red flag review – to determine the payroll dollars Region 8 will receive for the upcoming fiscal year. We have been successful in receiving the maximum payroll we have asked for during the last 3 years.
- Worked with LSASD and OCFO to get FTE realigned to match the LSASD implementation plan for charging for FY22.
- Provide projections and position snapshots on an ongoing basis to keep management apprised of how we are spending our payroll dollars.

- Worked on national projects such as WR funding methodology, system issues, payroll discussions, etc.
- Position Distribution Plan (PDP) I manage the PDP for Region 8 and provide monthly snapshots to management regarding the status of our positions, as well as weekly updates on the status of hiring actions to our HR office and others. During the pandemic (fully remotely), I successfully worked on a Paid Intern Workgroup that implemented a new program to hire paid interns.
- I provide a variety of information based on requests I receive – for example, status of attrition and hiring, updating the RA briefing book, providing information to the time and travel team in order to maintain reporting relationships in the system.
- Charging plans – making sure charging is aligned with the budget as much as possible and communicating plans and the need for decisions to management.

3) Examines and interprets the Agency's enacted budget, while considering critical relationships between program plans and budgetary needs. Ensure that all financial resources in R8's operating plan are allocated and utilized effectively, accurately and efficiently. Accurately interprets procedures, policies and programs related to budget execution. Maintains and monitors records to document spending for certification each year. Evaluate, interpret, and compile budget data to accurately answer special requests for information.

- Perform ad hoc queries of raw data from automated financial systems and use this data to prepare clear and understandable reports which can be used to analyze data and make recommendations.
- Ecopass contract – analysis of costs and working with my colleagues in the Region resulted in successful placement of the contract for 2022.
- I am the Funds Certifying Officer for non-salary payroll spending, including settlements, liability insurance reimbursements, non-Ecopass transit costs, and PCS moves. All funding is completed in a timely manner.
- Data entry into national systems (BFS, Payroll Dashboard) is completed the same way remotely as it is in the office.
- Workcode rollover for each fiscal year has been smooth, efficient and timely.
- Workcodes are entered into People Plus as people onboard – this is done in such a way as to prevent errors and timecard corrections to the maximum extent possible.
- Perform reprogrammings of payroll funds as allowed.
- Continue to maintain the Budget Reports System until full transition has occurred.
- Keep Supervisor advised of any issues.
- Delivers quality products and/or services that support the Agency's strategic plan, programs, policies, and/or organizational annual performance plans and budget priorities that meet customer needs.
- Organizes and set priorities for routine work. Complete quality work withing required time frames and complies with established policies and procedures.

- Communicates clearly, professionally, timely, effectively and accurately representing the organization by keeping well-informed of Agency policies and programs.
- Produce written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices.
- Independently develops and implements solutions to problems and offers suggestions for improvements without supervisory intervention within delegated authority of job responsibility.
- Works effectively with subordinates, peers, and superiors.

Portability: I have worked successfully for over 2 years remotely. All of my work is portable and can be performed on my laptop, using the tools available and access to the systems I need. My work is representative of my current and future duties, so I will retain my remote work eligibility.

Equal Effectiveness: My work history over the span of the pandemic demonstrates that I can perform this work as effectively from a RWL as I can the Denver office. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

No reassignment of work: During the last 2 years, I have not had to assign any of my work to other staff as a result of working remotely, and my colleagues have not had to assign work to me as a result of their remote work status. The Budget Management Section has been successfully remote during the entire pandemic.

In-office resources: During the last 2 years, I have only had to come into the office to receive a new PIV card. I expect I would only need rare access to in-office resources, probably 2-3 times per year at most.

Communications: My work involves collaboration that can be performed remotely and does not require in-person interface. There have been no disruptions to communications and there are no foreseen disruptions. Communication is via Teams calls, Teams chat and Outlook email. I have been and plan to continue to be available while working remotely. I forward my work phone to my home phone, keep my outlook calendar up-to-date, and have my Teams messenger on while in duty status. Our Budget Management Section (BMS) Team has Team meetings once a week to collaborate and address issues and discuss processes. I meet with my supervisor remotely on a weekly basis and provide written updates regarding my work status and progress.

In-person Interface: My position does not require in-person interface with management officials on any routine basis. Microsoft Teams has served as a more than adequate tool for briefings and meetings, both within my unit and outside of it.

Performance: I have been able to perform all my duties remotely in an effective and efficient manner. Deadlines are met consistently. I have always worked independently and without close supervision and have continued to do so while working remotely. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Technology: I am able to utilizing available technology to complete my work. Agency systems such as Compass Financials, Compass Data Warehouse, Compass Business Objects Reporting (CBOR), Budget Formulation System (BFS), SharePoint, the BMS G: drive, OBIEE, and the BMS Team page allow me to successfully do my job.

Remote Work Agreement: I have complied with all terms of remote work the last 2 years and will continue to comply with the terms of my remote work agreement in the same manner, which includes meeting deadlines, accurate timekeeping, availability, and maintaining a safe work environment.

Location: My remote work location is 8 miles from the Official Agency Worksite (Denver Regional Office) as the crow flies. There is no impact to locality pay. No relocation costs are applicable.

Changing duties: If my duties change in the future within this group, all other positions within the unit have already been approved for Remote Work, so any changing duties can be handled remotely.

Travel costs: I would only travel from my RWL to the office (no field work). The cost per trip is estimated to be $10.00. I explained above that I expect this would be rare.

Transit subsidy: Currently, I drive my own car to work, and so don't utilize a transit subsidy. If I did, it would be an Ecopass, which in FY22 costed $96.00.

Being able to work remotely has not decreased my productivity or affected my performance. It has allowed me to become more efficient technologically and has changed the way I do business when it comes to printing documents and using the electronic filing system, which in turn decreases my carbon footprint. Working remotely has increased my productivity and performance by reducing the time I must commute, while allowing me to advance the mission of the Agency in protecting human health and the environment. Thank you for your consideration.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Donald Scott Haggitt Jr	**Job Title & Grade:** Budget Analyst GS-12
AAship/Region and Division: R8 MSD/FMPB/BMS	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver CO, 80202
Employee's Work Phone: 303-312-6548	**Employee's Work E-mail Address:** haggitt.scott@epa.gov
First-line Supervisor: Marshelle Fox	**First-line Supervisor's Work Phone:** 303-312-7833
Proposed Start Date: 05/01/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 01/19/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: See Attachment 1 **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: DONALD HAGGITT Digitally signed by DONALD HAGGITT Date: 2022.02.23 09:45:23 -07'00'	**Date:** 2/23/2022
Supervisor's Signature: MARSHELLE FOX Digitally signed by MARSHELLE FOX Date: 2022.02.23 09:58:44 -07'00'	**Date:** 2/23/2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.21 17:12:06 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Haggitt, Donald - Remote Work Attachment

1. Explanation of Effective RWL Performance:

a. Duties of a Budget Analyst are portable and do not routinely require in person activities at the Denver office.

Work as a Budget Analyst involves entirely portable work that does not routinely require in-person activities at the Denver office. Much of this work is specifically listed in the AFGE/EPA Articles as appropriate for remote work and/or telework. This includes research, writing tasks, document review, calls, and virtual meetings.

All Budget Analyst tasks for the last two years have been performed remotely without detriment or delay to any assigned tasks. Even for in-person versions of these tasks, they typically do not necessitate travel to the Denver office. These tasks do not require the use of technology or assistance from others that can not be achieved from a remote location. None of my work does includes tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

b. My work history over the last two years demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office.

I have a demonstrated track record of effectively performing my work as a Budget Analyst working from my RWL without close, in-person supervision since March 2020. I, in fact, have been able accomplish learning my position, effectively accomplish all tasks, and in some instances improve upon procedures. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

This work is representative of my current and future duties, so I will retain my remote work eligibility. As evidenced by the work I have performed remotely, my position is performed effectively via *virtual* interfacing with management officials and does not *require* in-person meetings with them on a routine basis.

c. My work can be performed independently with minimal in-person review.

The work I perform which includes, identifying existing and/or anticipated violations of budgetary laws and guidelines and assist customers to come and/or stay in compliance. I must also maintain up to date knowledge of Agency 's approved operating Plan, laws, directions and guidelines. I analyze financial and budgetary relationships to develop recommendations for reprogramming funds between Budget Object Classes and or Program Results Codes to best support program execution. All these tasks require no more than a laptop with WiFi connection to accomplish. When there is a need for review or supervisor consultation, this can be accomplished thru submission electronically or at times tele-conference is appropriate.

d. My work requires minimal in-person collaboration.

My work involves collaboration that can be performed remotely, and it does not regularly require in-person collaboration. I Perform continuing analysis of each operating budget within my assigned line of business to ensure orderly and prudent commitment of public funds. I must communicate clearly professionally and timely to customers and supervisors in order to accomplish my work. Provides resource management advice and perform data entry. This is so I can evaluate, interpret, and compile budget data to accurately answer special requests for information. Once again, these tasks require no more than a laptop, Wifi, and a reliable phone to accomplish. None of these tasks or responsibilities require face to face interactions.

Over the last two years, I have effectively collaborated virtually with co-workers, technical staff within Region 8 and in other EPA offices, as well as with outside parties. My virtual collaboration with Region 8 employees demonstrates that my work can be done remotely, and if any instances arise (likely irregularly and infrequently) where my management or I prefer that I collaborate with Region 8 employees in person, I can easily be recalled to the Denver office, as I will still be within the vicinity of the regional office from my RWL.

Further, collaboration with staff working in other EPA offices or with parties outside Denver is generally remote, due to that type of collaboration typically occurring outside of the Denver outside. Any in-person collaboration with staff working in other EPA offices or with outside parties typically would not require travel to the Denver office, and I would be traveling from the same airport regardless of whether I work from my RWL or the Denver office.

e. Approving my remote work application will not require reassignment of work.

Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively from a RWL. In fact, in my personal history of remote work, I have taken over as the Budget Analyst for more and larger divisions as needed to relieve some of the workload for other Budget Analysts while on remote duty the last two years.

f. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

There have not been disruptions to communication over the last two years while I have worked from my RWL, and there will be no foreseen disruptions. I have utilized existing EPA technologies to be very available while working remotely. For example, I forward my work phone to my personal cell; keep my outlook calendar up-to-date with my daily availability; have Teams messenger on while in duty status; and make my proposed schedule for the next pay period available to my supervisor. I work with my supervisor to ensure when I take time off, there are no scheduling conflicts and Budget Management Section will have sufficient coverage.

The technology I need to perform my duties is available and fully functional. I have internet capable of handling multiple, simultaneous video calls; a functioning phone; multiple monitors; and a devoted office within my RWL that is even larger than my cubicle at the Denver office. My RWL office is also free of noise or other disruptions, even more-so than the downtown location. I have not had any technological disruptions over the past two years that prevented me from performing my duties or required me to return to the Denver office. Even if such a technical issue arose in the future that required me to return to the Denver office for equipment servicing or repair, I could easily resolve it because my RWL is a short drive from the Denver office.

I have complied with my Telework Agreement for the duration of my time at the Agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

g. My work rarely requires access to in-office resources.

My work rarely requires access to in-office resources. In the records context, I have successfully maintained electronic records, rather than paper, for the entirety of my time working from my RWL. My work has also transitioned away from using hard copy documents. Instead, we have transitioned to receiving and sending documents to and from co-workers and customers via email, rather than hard copy. I also sign documents using electronic signatures, rather than "wet" signatures. Accordingly, I have not needed and will not need regular access to the Denver office for in-office resources. Further, the keeping of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping." (Mandate M-12-18). EPA is moving forward with this transition to an electronic records environment, which further evidences I will not need regular access to the Denver office. If any infrequent, irregular situations arise when I need to return to the office, any costs to the Agency will be *de minimis*, as my RWL is a short distance away.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:

a. Remote work will not increase, and will likely decrease, costs to the Agency.

As the Agency agreed in the Remote Work Article, "certain costs to the Agency may be *de minimis* for those Remote Workers Within the Local Commuting Area." This is true in my situation. Should I need to travel for work, I would fly out of the same airport while working remotely as I would from the Denver office. Further, the Agency will not incur more than *de minimis* travel costs if I need to return to the Denver office for technology or work reasons, like an annual in-person retreat, as I live in the vicinity of the Denver office. For the same reason, the Agency will not need to pay for hotel costs if I need to return to the Denver office.

The Agency will likely save money by approving my remote work application. For example, the Agency will no longer need to pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Denver office.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, . . . enhanced health and safety (reduced viral transmission), . . . and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

As explained by the Agency, approving my remote work application also can result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, . . . [and] appropriate workspace for focused work[.]" These benefits apply in my situation, as I find working at my RWL to be more productive, allow for focused work without interruptions, and results in higher performance ratings It also increases my morale and my desire to remain at the Agency.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Andrea Harris	**Job Title & Grade:** Budget Analyst GS-12
AAship/Region and Division: R08-MSD-FMPB-BMS	**Address of Official Agency Worksite:** 1595 Wynkoop Street Denver, CO 80202
Employee's Work Phone: 303-312-7039	**Employee's Work E-mail Address:** harris.andrea@epa.gov
First-line Supervisor: Marshelle Fox	**First-line Supervisor's Work Phone:** 303-312-7833
Proposed Start Date: April 24, 2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: 303-312-7039	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 03/11/2020 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: Attached **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: Harris, Andrea Digitally signed by Harris, Andrea Date: 2022.04.07 12:42:09 -06'00'	**Date:** April 7, 2022
Supervisor's Signature: MARSHELLE FOX Digitally signed by MARSHELLE FOX Date: 2022.04.13 11:50:30 -06'00'	**Date:** April 13, 2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.05.20 09:31:50 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Andrea Harris Remote Work Application Attachment 1

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am requesting to work remote to coincide with the work schedule of my team members. At least 80% of my teammates are remote. On the job training, mandatory training, and team meetings are conducted remotely and electronically using voice, video, and screen-sharing. EPA has made available many electronic systems and application which does not require employees to be physically in the office to use. As an experienced analyst, I am accustomed and comfortable using electronic tools and systems to successfully collaborate and communicate with team members remotely. As a Budget Analyst with the EPA, my assigned job duties are performed electronically and are portable.

The approval of this remote request will not diminish the Agency's ability to accomplish its mission and meet its operational goals. I intend to use knowledge and experience gained from prior agencies to accomplish the mission and operational goals of the EPA. The EPA has made available many tools and applications to promote a cohesive telework and remote work environment allowing employees to perform their job duties effectively as an individual and as a team member.

As an EPA employee, I will use familiar tools such as Microsoft TEAMS, Outlook, and SharePoint to stay connected with managers, team members, and co-workers daily. Through EPA Pulse Connection, I can connect to the EPA Portal and use the various travel, training, budget, and financial applications to receive the required training and to perform essential job duties. Using the available tools and applications, I can learn, interact, share, and collaborate with team members and staff.

As a Budget Analyst and Funds Control Officer for the Fiscal Management & Planning Branch, I will review and approve travel funding and travel voucher corrections. In addition, I have other major responsibilities assigned as a Budget Analyst:

1. Assist the Budget Officer by providing expert advice to all staff, administrative resource managers, and program managers on budget management principles and policies, current internal control requirements, federal appropriation law, and funds control functions. Monitors and advises resource managers to meet fiscal deadlines in ensuring efficient utilization of available funds. Serves as a Regional budget representative on national work groups which directly affect EPA's long-term funds control policies and practices.
2. Assists in overall coordination of all appropriations. Develops the Region's budget submission to Headquarters, which involves the review and consolidation of all Regional Office budgets. Executes funding amid limitation targets and allocates new funding provided by National Program Managers (NPMs). Tracks special funding packages (Congressional add-ons) and reports the budget status in Congressional reporting formats as needed. Monitors and executes assigned appropriated funds in detail. Develops and recommends options for use of Special Headquarters issued budgets and discretionary funding. '
3. Develops and recommends improvements to the Budget Office's areas of responsibility and makes recommendations to the Budget Officer on analytic projections which should be considered for inclusion in the current workplan.

4. Develops, formulates and executes the regional budget for assigned appropriations or accounts. Negotiates budget adjustments with regional resource managers and Headquarters budget officials. Oversees the allotment of funds, revisions of allotment and other changes in the use of funds. Exercises budgetary control over funds and the necessary actions to avoid deficiencies and, when necessary, to secure reapportionment or supplemental appropriations. Prepares periodic reports on the progress of programs and recommends to management necessary adjustments in financing. Coordinates throughout the fiscal year the implementation of issuances of additional funding, reductions due to Congressional and Agency budget cuts, requests for the redistribution of carryover funds, requests for recertification of funds, and the reprogramming of funds between programs and object classes to meet regional goals. Advises resource and program managers on the status of their funds and the options open to allow for reprogramming to meet their goals.
5. Reviews budgetary and accounting reports to assess financial performance of responsibility centers on a continuing basis, including monitoring fund usage to prevent over-obligation of funds and to identify excess funds for reprogramming to meet shortfalls. Oversees preparation of sub-allowances for responsibility centers. Verifies that procurement funding documents conform to budget and accounting policies and requirements through regularly scheduled reviews. Develops budget reports tailored to specific audiences including the Budget Officer, Comptroller, Senior Management and other Management Officials.
6. Provides advice and assistance to regional resource managers on the budgetary implications of special instructions issued by EPA Headquarters, the General Accounting Office (GAO) and the Office of Management and Budget (0MB). Assesses impact of new instructions on regional policies and procedures and makes related recommendations to the Budget Officer. Reviews and executes budget requests and spending actions submitted by regional resource managers for conformance to Regional and Agency requirements.
7. Develops budgetary policy statements and Regional Orders as directed by the Budget Officer.
8. Perform Funds Control Officer duties.
9. Develops and prepares internal management reports to furnish regional management with timely and easily understandable information regarding financial status and operations for their use in making decisions affecting regional operations. In addition, oversees the preparation or recurring and special internal management reports with timely and readily understandable information concerning financial resource status and operations.
10. Manages system of Regional Advice of Allowances for assigned appropriations or accounts which document authority of regional managers to use budgetary resources to carry out their programs.
11. Establishes and implements an annual process by which work-years are allocated within Region 8, preparing an allocation package which justifies the distribution of work years across the region. Provides analyses to support allocation decisions by the RA/DRA. Provides technical assistance to Offices in establishing resource distributions within individual programs.
12. Assists the Budget Officer in reviewing the operations and maintenance of the Region's budget systems to see that they satisfy the needs of the Region and meet the requirements of the Agency, Treasury Department, Office of Management and Budget, and the General Accounting Office.
13. Performs other duties as assigned.

Harris, Andrea Digitally signed by Harris, Andrea
Date: 2022.04.12 12:12:19 -06'00'

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Andrea Harris	**Job Title & Grade:** Budget Analyst GS-12
AAship/Region and Division: R08-MSD-FMPB-BMS	**Address of Official Agency Worksite:** 1595 Wynkoop Street Denver, CO 80202
Employee's Work Phone: 303-312-7039	**Employee's Work E-mail Address:** harris.andrea@epa.gov
First-line Supervisor: Marshelle Fox	**First-line Supervisor's Work Phone:** 303-312-7833
Proposed Start Date: August 29, 2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☐ Yes

☑ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: 303-312-7039	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☐ New Request ☑ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 03/11/2020 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
Approval/Disapproval (attach documentation): ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: Harris, Andrea Digitally signed by Harris, Andrea Date: 2022.08.01 08:52:03 -06'00'	**Date:** August 1, 2022
Supervisor's Signature: Fox, Marshelle Digitally signed by Fox, Marshelle Date: 2022.08.02 11:42:32 -06'00'	**Date:** August 2, 2022
AA/RA (or designee) Signature: MARK SMITH Digitally signed by MARK SMITH Date: 2022.09.16 13:36:29 -06'00'	**Date:** Sept 16, 2022 (app amended 9/9/22)
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Darla Hohman	**Job Title & Grade:** Environmental Scientist, GS-13
AAship/Region and Division: Region 8 ECAD RCRA/OPA/UST Branch	**Address of Official Agency Worksite:** 1595 Wynkoop St. Denver, CO 80202
Employee's Work Phone: 303-312-6263	**Employee's Work E-mail Address:** hohman.darla@epa.gov
First-line Supervisor: Janice Pearson	**First-line Supervisor's Work Phone:** 303-312-6354
Proposed Start Date: 4/24/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 5/28/2015 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: SeeAttached. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: DARLA HOHMAN Digitally signed by DARLA HOHMAN Date: 2022.03.29 14:14:53 -06'00'	**Date:** 3/29/2022
Supervisor's Signature: JANICE PEARSON Digitally signed by JANICE PEARSON Date: 2022.03.29 15:29:29 -06'00'	**Date:** 03/29/2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.04.22 14:20:16 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

3/29/2022

I have demonstrated throughout the maximum telework period that I can effectively complete my obligations working remotely. I have continued to settle enforcement cases including 9 cases in 2020 and 2021. I have still been able to conduct inspections as travel has allowed and will continue to be able to do so working remotely full time. In 2020 I conducted 8 SPCC inspections and in 2021, I conducted 7 SPCC inspections. I have also continued to assist facilities in returning to compliance.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

I have demonstrated that I can still communicate and participate fully as a member of the OPA team. I continue to participate in all meetings and have been readily accessible when needed.

None of my numbers including cases settled, 308 information requests sent, and inspections conducted along with compliance assistance activities and complaint follow ups have changed during our forced remote work period, so I don't anticipate anything changing.

Darla Hohman

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Keith Holbeach	**Job Title & Grade:** Program Analyst, GS13
AAship/Region and Division: Region 8, MSD	**Address of Official Agency Worksite:** 1595 Wynkoop St, Denver CO 80202
Employee's Work Phone: 3033126082	**Employee's Work E-mail Address:** holbeach.keith@epa.gov
First-line Supervisor: Adrea Young	**First-line Supervisor's Work Phone:** 3033126059
Proposed Start Date: March27, 2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** N/A

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 02/07/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: Please see Attachment 1 **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: KEITH HOLBEACH Digitally signed by KEITH HOLBEACH Date: 2022.03.03 14:01:00 -07'00'	**Date:** 03/03/2022
Supervisor's Signature: ADREA YOUNG Digitally signed by ADREA YOUNG Date: 2022.03.07 10:35:02 -07'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.04.01 11:45:20 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Keith Holbeach – Remote Work Application: Attachment 1

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. Explanation of Effective RWL Performance:

a. Duties of a Program Analyst are portable and do not routinely require in person activities at the Denver office.

Work as a Program Analyst involves entirely portable work that does not routinely require in-person activities at the Denver office. Much of this work is specifically listed in the AFGE/EPA Articles as appropriate for remote work and/or telework. This includes research, updating workstations, equipment orders, calls and virtual meetings, and software installation.

Some of the tasks that required my in-person presence, such as laptop imaging, have been added to the Service Desk contract and will be performed by the contractors on-site.

Lastly, my work does not include tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

b. My work history over the last two years demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office.

I have a demonstrated track record of effectively performing my work as a Program Analyst working from my RWL without close, in-person supervision since March 2020. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

This work is representative of my current and future duties, so I request approval of my remote work eligibility. As evidenced by the work I have performed remotely, my position is performed effectively via *virtual* interfacing with management officials and does not *require* in-person meetings with them on a routine basis.

c. My work can be performed independently with minimal in-person review.

The work I perform—which as explained above, includes keeping workstations updated with all security requirements, ordering equipment, and managing contracts—does require engagement with supervisors, like reviewing written work before it becomes final and discussing issues prior to presenting information to computer end-users, it can be performed effectively remotely, as evidenced by the past two years.

d. My work requires minimal in-person collaboration.

My work involves collaboration that can be performed remotely, and it does not regularly require in-person collaboration. Over the last two years, I have effectively collaborated virtually with computer end-users and technical staff within region 8 and in other EPA offices, as well as with outside parties.

My virtual collaboration with region 8 employees demonstrates that my work can be done remotely, and if any instances arise (likely irregularly and infrequently) where my management or I prefer that I collaborate with region 8 employees in person, I can easily be recalled to the Denver office, as it is less than ten miles from my RWL.

Further, collaboration with staff working in other EPA offices or with parties outside Denver is generally remote, due to that type of collaboration typically occurring outside of the Denver metro area. Any in-person collaboration with staff working in other EPA offices or with outside parties typically would not require travel to the Denver office.

e. Approving my remote work application will not require reassignment of work.

Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively from a RWL. In fact, in my personal history of remote work, I have taken over as the region 8 Desktop Team lead which has not necessitated work being reassigned to other systems administrators while working remotely.

f. There will be no foreseen disruptions to communication with internal or external clients or stakeholders.

There have not been disruptions to communication over the last two years while I have worked from my RWL, and there will be no foreseen disruptions. I have utilized existing EPA technologies to be very available while working remotely. For example, I keep my outlook calendar up to date with my daily availability; have Teams messenger on while in duty status; and frequently check my work phone voicemail. There will be no foreseen disruption to this this practice, as my RWL is less than ten miles from the Denver office.

The technology I need to perform my duties is available and fully functional. I have internet capable of handling multiple, simultaneous video calls; a functioning phone; and a functioning government-issued laptop—just like in the Denver office. I have not had any technological disruptions over the past two years that prevented me from performing my duties or required me to return to the Denver office. Even if such a technical issue arose in the future that required me to return to the Denver office for equipment servicing or repair, I could easily resolve it because my RWL is less than ten miles from the Denver office.

I have complied with my Telework Agreement for the duration of my time at the Agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

g. My work rarely requires access to in-office resources.

My work rarely requires access to in-office resources. In the records context, I have successfully maintained electronic records, rather than paper, for the entirety of my time working from my RWL and for much of my time prior to working remotely. My work has also transitioned away from using hard copy documents. Instead, we have transitioned to receiving and sending documents to and from parties via email, rather than hard copy mail, and to using electronic signatures, rather than "wet" signatures. Accordingly, I have not needed and will not need regular access to the Denver office for in-office resources, like mail or records. Further, the keeping of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping." (Mandate M-12-18). EPA is moving forward with this transition to an electronic records environment, which further evidences I will not need regular access to the Denver office. If any infrequent, irregular situations arise when I need to return to the office, any costs to the Agency will be *de minimis*, as my RWL is less than ten miles away.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission:

a. Remote work will not increase, and will likely decrease, costs to the Agency.

As the Agency agreed in the Remote Work Article, "certain costs to the Agency may be *de minimis* for those Remote Workers Within the Local Commuting Area." This is true in my situation. Though I have not traveled on official business while at the EPA, if travel were required in the future I would fly out of the same airport while working remotely as I would from the Denver office. Further, the Agency will not incur more than *de minimis* travel costs if I need to return to the Denver office for technology or work reasons, like an annual in-person retreat, as

I live less than ten miles from the Denver office. For the same reason, the Agency will not need to pay for hotel costs if I need to return to the Denver office.

The Agency will likely save money by approving my remote work application. For example, the Agency will no longer need to pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Denver office.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, . . . enhanced health and safety (reduced viral transmission), . . . and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

As explained by the Agency, approving my remote work application also can result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, . . . [and] appropriate workspace for focused work[.]" These benefits apply in my situation, as I find working at my RWL to be more productive, allow for focused work without interruptions, and results in higher performance ratings It also increases my morale and my desire to remain at the Agency.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Katharine Maria Houston	**Job Title & Grade:** Contracting Officer, GS-13
AAship/Region and Division: 8MSD-GA-B	**Address of Official Agency Worksite:** 1595 Wynkoop St., Denver, CO 80202
Employee's Work Phone: 303-312-7022	**Employee's Work E-mail Address:** houston.maria@epa.gov
First-line Supervisor: Sarah Hulstein	**First-line Supervisor's Work Phone:** 303-312-6014
Proposed Start Date: 3/1/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** N/A

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 5/22/2015 & 2/1 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
I have been performing all of my duties for the last two (2) on a 100% telework status. This work has included electronic work product, answering of phones, and participating in virtual meetings and conferences and providing virtual consultations with clients (Program Offices). I have taken on work assignments from my leadership and peers, successfully completing all tasks independently from home. I am not required to travel for my job. I do not foresee any disruption to contracting business practices to include maintaining communication with internal or external constituents and I have been successful in providing quality customer service to program offices and with contractors. My position does not require routine in-person interaction with management or other colleagues.	Ex. 6 Personal Privacy (PP)
Ex. 6 Personal Privacy (PP)	
Approval/Disapproval (attach documentation): ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: K HOUSTON Digitally signed by K HOUSTON Date: 2022.02.01 15:35:08 -07'00'	**Date:** 2/1/2022
Supervisor's Signature: SARAH HULSTEIN Digitally signed by SARAH HULSTEIN Date: 2022.02.15 16:53:19 -07'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.21 17:19:40 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Houston, Katharine – Remote Work Application/Agreement Text

I have been performing all of my duties for the last two (2) on a 100% telework status. This work has included electronic work product, answering of phones, and participating in virtual meetings and conferences and providing virtual consultations with clients (Program Offices). I have taken on work assignments from my leadership and peers, successfully completing all tasks independently from home. I am not required to travel for my job. I do not foresee any disruption to contracting business practices to include maintaining communication with internal or external constituents and I have been successful in providing quality customer service to program offices and with contractors. My position does not require routine in-person interaction with management or other colleagues Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) As proven during the past 2 years, my workload does not require access to in-office resources. The technology required to perform my assigned duties is available and fully functional, and I have assumed full responsibility for ensuring that my workspace meets professional office standards.

Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively from a Remote Work Site. I believe that approval of this request will not diminish the Agency's ability to accomplish its mission and meets its operational goals. The Agency will likely save money by approving my remote work application. For example, the Agency will no longer need to pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Denver office. Additionally, allowing me to continue working remotely can further the Agency's mission of protecting human health and the environment via protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, enhance health and safety through reduced viral transmission of any illness. It will also improve emergency preparedness as I will already be out of the office. This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

Approving my remote work application also can result in many workplace benefits, including increased productivity and performance, increasing employee morale, & increasing work/life balance. These benefits especially apply in my situation, as I find working at my RWL to be more productive, allows for more focused work without interruptions, and it increases my morale and my desire to remain at the Agency. Ex. 6 Personal Privacy (PP)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Tara Hubner	**Job Title & Grade:** Physical Scientist 1301, GS-13
AAship/Region and Division: LCRD	**Address of Official Agency Worksite:** 1595 Wynkoop St, Denver, CO 80202
Employee's Work Phone: 303-312-6597	**Employee's Work E-mail Address:** hubner.tara@epa.gov
First-line Supervisor: Amy Hensley	**First-line Supervisor's Work Phone:** 303-312-6176
Proposed Start Date: 10/1/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 1/31/2017 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My duties as a physical scientist in the RCRA Branch include creating, editing, reviewing, and commenting on electronic environmental documents, letters, emails and presentations as well as participating in regular meetings with my team, Region 8 staff and leadership, other EPA regions as well as regulated facilities and state agencies. I have been able to execute these duties seamlessly during the Agency's maximum telework period. Ex. 6 Personal Privacy (PP) Ex. 6 Personal Privacy (PP) My regular work duties do not require access to the office or any equipment beyond my agency issued computer, and I maintain effective communication with my colleagues and supervisor. As such, working remotely will not hinder my ability to accomplish position duties or achieve the Agency's goals.

Approval/Disapproval (attach documentation):

- [x] Approved
- [ ] Disapproved (cite reason(s) below)

Employee's Signature: TARA HUBNER Digitally signed by TARA HUBNER Date: 2022.09.12 09:14:13 -06'00'	**Date:**
Supervisor's Signature: AMY HENSLEY Digitally signed by AMY HENSLEY Date: 2022.09.16 08:41:00 -06'00'	**Date:**
AA/RA (or designee) Signature: MARK SMITH Digitally signed by MARK SMITH Date: 2022.10.12 10:57:55 -06'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix A – EPA Remote Work Agreement

Employee's Name: Laura Jenkins	**Job Title, Pay Plan, Series & Grade:** Public Affairs Specialist, 1035, GS-13
Office/Region and Division: Region 8	**Address of Regular Office or Worksite:** 1595 Wynkoop, Denver, CO 80108
Employee's Work Phone: 303-312-6256	**Employee's Work Email Address:** Jenkins.Laura@epa.gov
Supervisor's Name: Andrew Mutter	**Supervisor's Work Phone & Email Address:** 303-312-6448
Proposed Start Date: 3/1/22	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Commuting Area of Regular Office or Worksite:

(●) Yes ( ) No

(Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ( ) Yes ( ) No

Request:

Select one: (●) New Request ( ) Request for Modification to Existing Agreement

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

(●) Approved

( ) Disapproved (cite reason(s) below)

Employee's Signature:	LAURA JENKINS	Digitally signed by LAURA JENKINS Date: 2022.04.14 10:28:45 -06'00'
Supervisor's Signature:	ANDREW MUTTER	Digitally signed by ANDREW MUTTER Date: 2022.04.14 12:52:12 -06'00'
AA/RA (or designee) Signature:	DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.05.09 17:45:42 -06'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

EPA Form 3181-7

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Davionn Johnson	**Job Title & Grade:** Financial Management Specialist, GS-12
AAship/Region and Division: Region 8, Mission Support Division (MSD)	**Address of Official Agency Worksite:** 1595 Wynkoop St. Denver, Co 80202
Employee's Work Phone: (303) 312-6656	**Employee's Work E-mail Address:** johnson.davionn@epa.gov
First-line Supervisor: Karren Johnson	**First-line Supervisor's Work Phone:** (303) 312-6159
Proposed Start Date: 03/25/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 03/24/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have begun virtual telework with the EPA during the pandemic and have successfully executed all assigned tasks and duties since on-boarding May 2020. My assigned duties as a Financial Management Specialist do not require in-person activities. My core functions are computer-based and utilize systems software and websites that can be accessed remotely. I have a home office with two 32" dual monitors which passes the EPA remote safety checklist to accommodate my work requirements. I have received IT support virtually without any delays to my work, however, my home residence is 20 miles away from the R8 office in the case I need to get in-person support. I reside within the Region 8 locality so there will be no chances or cost comparisons needed upon approval. Remote work with my assigned duties can easily be accomplished while working from home.

Approval/Disapproval (attach documentation):

- [x] Approved
- [ ] Disapproved (cite reason(s) below)

Employee's Signature: DAVIONN JOHNSON	Digitally signed by DAVIONN JOHNSON Date: 2022.03.24 15:22:34 -06'00'	**Date:** 03/24/2022
Supervisor's Signature: KARREN JOHNSON	Digitally signed by KARREN JOHNSON Date: 2022.03.31 14:11:03 -06'00'	**Date:** 03/31/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.22 14:37:33 -06'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Margaret Kennedy	**Job Title & Grade:** Environmental Engineer, GS-12
AAship/Region and Division: AFGE / Region 8, Water Division	**Address of Official Agency Worksite:** 1595 Wynkoop St, Denver, CO 80202
Employee's Work Phone: 303.312.6644	**Employee's Work E-mail Address:** KENNEDY.MARGARET@EPA.GOV
First-line Supervisor: Stephanie DeJong	**First-line Supervisor's Work Phone:** 303.312.6362
Proposed Start Date: 10/10/2022	**If Temporary, Proposed End Date:** NA

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** NA

Request:

Check one: ☐ New Request ☑ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 10/09/202 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: Please see Attachment #3. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)		
Employee's Signature: MARGARET KENNEDY	Digitally signed by MARGARET KENNEDY Date: 2022.10.03 09:47:52 -06'00'	**Date:**
Supervisor's Signature: STEPHANIE DEJONG	Digitally signed by STEPHANIE DEJONG Date: 2022.10.07 15:28:59 -06'00'	**Date:** 10/7/22
AA/RA (or designee) Signature: MARK SMITH	Digitally signed by MARK SMITH Date: 2022.12.16 15:41:30 -07'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Matthew Lang	**Job Title & Grade:** Physical Scientist, GS-11
AAship/Region and Division: Region 8, Air and Radiation Division	**Address of Official Agency Worksite:** 1595 Wynkoop St, Denver, CO 80202
Employee's Work Phone: (303) 312-6709	**Employee's Work E-mail Address:** lang.matthew@epa.gov
First-line Supervisor: Scott Jackson	**First-line Supervisor's Work Phone:** (303) 312-6107
Proposed Start Date: 11/20/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 3/2/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I've successfully performed the duties of my position throughout the maximum telework situation Ex. 6 Personal Privacy (PP)
Ex. 6 Personal Privacy (PP)
Ex. 6 Personal Privacy (PP) My work is entirely performed electronically through systems/applications like Microsoft Office/SharePoint, SPeCS, FDMS, Teams, Regulations.gov and therefore is readily accomplished at a RWL. I've now had the opportunity to compare my work completed in-office in the current hybrid workplace with my work during the maximum telework period and my productivity is the same if not greater when done at a RWL. The recouped time from not needing to take public transit to the Official Agency worksite allows for more uninterrupted and focused work when working to meet deadlines. Furthermore, weather impacts are almost a non-issue when working from a RWL since there are no commuting concerns which allows for uninterrupted work when there is inclement weather. Meetings for my branch and division are held virtually given varying telework and remote work schedules in the modern hybrid workplace. Therefore, in terms of engagement with coworkers,

Approval/Disapproval (attach documentation):

- [x] Approved
- [ ] Disapproved (cite reason(s) below)

Employee's Signature: MATTHEW LANG Digitally signed by MATTHEW LANG Date: 2022.10.24 18:07:33 -06'00'	**Date:** 10/24/2022
Supervisor's Signature: SCOTT JACKSON Digitally signed by SCOTT JACKSON Date: 2022.11.01 15:38:25 -06'00'	**Date:** 11/1/2022
AA/RA (or designee) Signature: MARK SMITH Digitally signed by MARK SMITH Date: 2022.12.14 13:27:42 -07'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Lang, Matthew – Remote Work Application/Agreement Text

I've successfully performed the duties of my position throughout the maximum telework situation,

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) My work is entirely performed electronically through systems/applications like Microsoft Office/SharePoint, SPeCS, FDMS, Teams, Regulations.gov and therefore is readily accomplished at a RWL. I've now had the opportunity to compare my work completed in-office in the current hybrid workplace with my work during the maximum telework period and my productivity is the same if not greater when done at a RWL. The recouped time from not needing to take public transit to the Official Agency worksite allows for more uninterrupted and focused work when working to meet deadlines. Furthermore, weather impacts are almost a non-issue when working from a RWL since there are no commuting concerns which allows for uninterrupted work when there is inclement weather. Meetings for my branch and division are held virtually given varying telework and remote work schedules in the modern hybrid workplace. Therefore, in terms of engagement with coworkers, there is no decrease in engagement and I find myself and my coworkers more readily accessible. For these reasons, approval of this request will not diminish the Agency's ability to accomplish its mission and meet operational goals.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Laverne B. Lewis	**Job Title & Grade:** Financial Management Specialist, GS-11
AAship/Region and Division: Region 8, Mission Support Division	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6907	**Employee's Work E-mail Address:** lewis.laverne@epa.gov
First-line Supervisor: Karren Johnson	**First-line Supervisor's Work Phone:** (303) 312-6159
Proposed Start Date: March 27, 2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** N/A

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System. I am approved for Straight 8 schedule. I have attached an example of my schedule

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

I have attached the "Employee Self-Certification Safety Checklist" for my RWL. See Attachment 2.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on__03/22/2022__ date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

I have attached evidence of completing the required training. See Attachment 3.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
Please see Attachment 1. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: LAVERNE LEWIS Digitally signed by LAVERNE LEWIS Date: 2022.03.30 11:29:55 -06'00'	**Date:** 03/30/2022
Supervisor's Signature: KARREN JOHNSON Digitally signed by KARREN JOHNSON Date: 2022.03.30 12:58:30 -06'00'	**Date:** 03/30/2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.04.22 14:44:44 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Laverne B. Lewis

Remote Work Application: Attachment 1

1. Explanation of Effective Remote Work Location (RWL) Performance:

a) Duties as a Financial Management Specialist are portable and do not routinely require in person activities in the Denver Office (Region 8)

My job title is a Financial Management Specialist in the Mission Support Division under the Fiscal Management and Planning Branch. My position resides under the Cost Documentation and Financial Operation Section. I currently serve as a Financial Management Specialist for the Financial Operation Team. The work/duties I'm responsible for and perform, are listed in the AFGE/EPA Articles as appropriate for remote work and/or telework. I am requesting to work remotely from my current address in Aurora Co which will be my remote location (RWL). My residence is within the local commuting area (LCA) of the Official Agency Worksite in Denver, Colorado.

The duties of my job as it relates to my Performance Plan (Customer Service, Teamwork and Cooperation, Travel Management, Time and Attendance Management), can and have been performed successfully and a hundred percent remotely, for the last year and six months. Even for in-person versions of my duties like conducting new employee onboards, this work has not necessitated travel to the Denver Office, nor has it required in-person activities at the Denver Office due to enhanced technology at the Environmental Protection Agency (EPA), making this task fully functional remotely.

b) My work history over the last one year and six months demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office

I was hired on 08/02/2020 during the pandemic and I have worked at the Alternative Worksite. During this time, I was capable to train, accomplish, and perform all assigned duties remotely for the last year and six months. I have been able to provide customer support even through remote work effectively. My tasks can change quickly which I have accomplished quickly even while out of the office Remote Work Location (RWL) and not going into the office. This is due to agency and regional processes, policies, and requirements.

I serve as the point of contact (POC) for assigned organizations, preparing, and managing travel for all domestic, emergency, international, third party, invitational, details, and rotational assignments (cradle to grave) using the travel request system (TRS) and Concur travel management system. I access Citi Financial Manager to process travel card applications and monitor travel card statements to process travel vouchers. In addition, I

serve as the timekeeper for assigned organizations utilizing People Plus effectively serving as an expert and POC for time and attendance related functions and issues. I have exhibited exceptional skills in organizing multiple assignments and adjusting to changing priorities.

I have demonstrated a track record that I can effectively perform my work as a Financial Management Specialist from my RWL without close, in-person supervisor since August 02, 2020. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

This work is a representative of my current and future duties, so I will retain my remote work eligibility. I can perform my current position effectively via virtual interacting with management official or colleagues and does not require in person meeting with them on a routine basis.

I demonstrate exceptional leadership in promoting teamwork and collaboration. I have and continue to perform a wide array of duties within and outside the scope of my job. I have developed and maintained close working relationships with internal and external customers. This has built effective partnerships that have facilitated working across boundaries, groups, and organizations, and has contributed to the success of my working remotely. Through verbal and written communication, I have been providing customer-centric approach, displaying courteous and tactful behavior while building rapport with customers and interacting to effectively solve issues. This has been well received and easily understood by the target audience. These duties while working remotely have been performed successfully with no disruption to communication or performance using People Plus, Concur, Travel Request System, Citi Financial, Outlook, Teams chat and video conferencing, Skype, SharePoint, Microsoft Word, Excel, and PowerPoint, Adobe Acrobat Reader.

There is no foreseen disruption to communication. I am not required to print any work-related documents since everything is basically a stand only system.

Lastly, my work does not included tasks that are designated as inappropriate for remote work and/or telework, like physical protection or facilities or site-dependent activities.

c) My work can be performed independently with minimal in-person review

The work I perform – which as explained above demonstrates my work is largely performed independently while fulfilling the critical elements of my position. I consistently complete all assigned work and urgent operational matters of concern at the request of my lead, supervisor, regional leadership or at agency level. I do this independently with the commitment to ensuring EPA's mission and goals are a priority.

d) My work requires minimal in-person collaboration

My work involves collaboration that can be performed remotely and does not regularly require in-person collaboration. Over the last year and six months I've effectively collaborated virtually with employees, managers, team members, technical staff, RLT, and SLT within the Region and other EPA offices as well as outside parties.

My virtual collaboration with employees demonstrates that my work can be accomplished remotely, and if my supervisor requested that I collaborate with an employee at the Denver Office my RWL location is only 22 miles.

Further, collaboration with staff working in other EPA offices or with parties outside Denver are generally remote, due to that type of collaboration typically occurring outside of the Denver office. Any in-person collaboration with staff working in other EPA offices or with outside parties typically would not require travel to the Denver Office, and I would be traveling from the same airport (Denver International Airport) regardless of whether I work from my RWL or the Denver Office.

e) Approving my remote work application will not require reassignment of work

Approving my remote work application will not require reassignment of my work, as the work can be performed equally and effectively from my RWL. In fact, and as I explained above in the work history of my work. I've displayed on numerous occasions that I'm able to not only meet the expectation of my roles and responsibilities, but I've exceeded expectation of completing my assigned work, or special assignments and addressing urgent operation matters in Region 8 as well as outside of the region. Since being hired, I have served as a back-up for time and attendance during the holidays when team members take a break for the season. In addition, there has never been an occasion where any of my workload had to be transferred or given to someone else because I was unable to fulfill and/or perform my duties.

f) <u>There will be no foreseen disruptions to communication with internal or external clients or stakeholders</u>

There have not been disruptions to communication over the last year and six months while I have worked from my RWL, and there will be no foreseen disruptions. I have utilized existing EPA technologies to be very available while working remotely. For example, I forward my work phone to my personal cell; keep my outlook calendar up to date with my daily availability; have Teams messenger on while in duty status; and ensure all sick/annual is approved timely to let my lead/supervisor know when I will be out of the office. In addition, our team does ELM's meetings to discuss current events, update to status of policies to timekeeping/travel, and supervisor has monthly meetings with the staff.

The technology I need to perform my duties is available with fully functional capabilities. I have internet capable of handling multiple, simultaneous video calls; a functioning phone; multiple monitors; and a work desk-just like in the Denver office. I have not had any technological disruptions over the past year and six months that prevented me from performing my duties or requiring me to return to the Denver office. If a technical issue arises in the future, I can travel to the Denver Office for equipment servicing or repair because my RWL is 22 miles from the Denver Office.

Since being hired during the pandemic, I have complied with my Telework Agreement for the duration of my time at the Agency. I will continue to comply with the terms of any approved Remote Work Agreement.

g) <u>My work rarely requires access to in-office resources</u>

My work rarely requires access to in-office resources, In the records context, I have successfully maintained electronic records, rather than paper, for the entirety of my time working from my RWL. In the last year and six months, my work does not require hard copy documents. Instead, we receive and send documents to and from employees via email (Outlook) and use electronic signatures, rather than "wet" signatures. Accordingly, I have not needed and will not need regular access to the Denver office for in-office resources, like mail or records. Further, the keeping of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping." (Mandate M-12-18). EPA is moving forward with this transition to an electronic records environment, which further evidences I will not need regular access to the Denver office. If any infrequent, irregular situations arise when I need to return to the office, any costs to the Agency will be *de minimis*, as my RWL is less than 22 miles.

2. Explanation Why Remote Work Will Benefit, Not Diminish, The Agency's Mission

a) Remote work will not increase, and will likely decrease, costs to the Agency

As the Agency agreed in the Remote Work Article, "certain costs to the Agency may be *de minimis* for those Remote Workers Within the Local Comminuting Area." This is true in my situation. Though there is no expectation of travel for my position, if the situation arises, I would fly out of the same airport (Denver International) while working remotely as I would from the Denver office. Further, the Agency will not incur more than *de minimis* travel costs if I need to return to the Denver office for technology or work reasons, like an annual in-person retreat, as I live less than twenty- two miles from the Denver office. For the same reason, the Agency will not need to pay for hotel or meal costs if I need to return to the Denver office.

b) Remote work furthers the Agency's mission of protecting human health and the environment

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, . . . enhanced health and safety (reduced viral transmission), . . . and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

As explained by the Agency, approving my remote work application also can result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, . . . [and] appropriate workspace for focused work[.]" These benefits apply in my situation, as I find working at my RWL to be more productive, allow for focused work without interruptions, and results in higher performance ratings It also increases my morale and my desire to remain at the Agency.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Dyllan Lial	**Job Title & Grade:** Contracting Specialist GS13
AAship/Region and Division: Region 8 Grants Acquisition & IA Branch	**Address of Official Agency Worksite:** 1595 Wynkoop St Denver CO 80202-2632
Employee's Work Phone: 303-312-6402	**Employee's Work E-mail Address:** lial.dyllan@epa.gov
First-line Supervisor: Gayle Barajas	**First-line Supervisor's Work Phone:** 303-312-6260
Proposed Start Date: 9/25/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: 303- 312-6402	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 9/27/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

EPA form 3181-13. Revised 01/22. Previous editions are obsolete.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: I have a dedicated Office and have been remote since 3/2020. I have maintianed a top 3 actions and dollar amount awarded along with the review and award for 4-6 junior CS. I have no concerns about performing my duties at my remote work location.
Approval/Disapproval (attach documentation): ☒ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature:	**Date:** 9/27/2022
Supervisor's Signature: GAYLE BARAJAS Digitally signed by GAYLE BARAJAS Date: 2022.10.04 11:16:12 -06'00'	**Date:**
AA/RA (or designee) Signature:	**Date:** 12-6-22

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Nancy Manlet	**Job Title & Grade:** Financial Management Specialist
AAship/Region and Division: Region 8 - Mission Support Division	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6167	**Employee's Work E-mail Address:** manlet.nancy@epa.gov
First-line Supervisor: Karren Johnson	**First-line Supervisor's Work Phone:** (303) 312-6159
Proposed Start Date: March 27, 2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: (303) 312-6167	**Alternate Phone Number (if available):** N/A

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

I am approved for a straight 8-hour schedule. Please see Attachment 4.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

I have attached the "Employee Self-Certification Safety Checklist" for my RWL. See Attachment 2.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 02/22/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

I have attached evidence of completing the required training. Please see Attachment 3.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
Please see Attachment 1.	
Approval/Disapproval (attach documentation): ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: NANCY MANLET Digitally signed by NANCY MANLET Date: 2022.03.17 14:41:02 -06'00'	**Date:** 03/17/2022
Supervisor's Signature:	**Date:** 03/28/2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.04.22 14:11:52 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Nancy Manlet

Remote Work Application: Attachment 1

1. **Explanation of Effective Remote Work Location (RWL) Performance:**

   a. Duties as a Financial Management Specialist are portable and do not routinely require in person activities in the Denver Office.

I'm a Financial Management Specialist in the Mission Support Division under the Fiscal Management and Planning Branch. My position resides in the Cost Documentation and Financial Operation Section. The work/duties I'm responsible for and perform, are listed is in the AFGE/EPA Articles as appropriate for remote work and/or telework. I am requesting to work remotely from my current address in Aurora, Colorado which will be my remote location (RWL). My residence is within the local commuting area (LCA) of the Official Agency Worksite in Denver, Colorado.

My roles and responsibilities are as follows:

UNPAID TRAVEL

By using CONCUR, MS Excel and Outlook, I produce a daily report which depicts the current status of all travel, from authorization to payment. I send email notifications to travelers, noting any deficiencies where the employee is not in compliance with the established timeframes that have been determined by management.

TRAVEL vs. PAYROLL

In support of the Cost Documentation Team for cost recovery purposes, I developed the travel vs. payroll report, which is designed to tracks all superfund travel vouchers in combination with payroll data. I maintain spreadsheets which identify accounting discrepancies and provide a status of any corrections that are needed prior to the preparation of cost packages. The report is processed monthly to compare superfund site travel information to the payroll accounting information and to assist with the timeframes needed for email notifications to the traveler of the delinquencies. This process utilizes CBOR, MS Excel, MS Access, Acrobat Reader, MS Word, Outlook, and Compass Data Warehouse (CDW).

SPECIAL ACCOUNT REPORT

I perform monthly updates to Special Accounts reports which show available balances and spending for FTE-targeted Superfund sites, which are then distributed every month to regional managers for review. To produce this report, I use CBOR, MS Excel, and MS Access.

COMPTIME, OVERTIME, TRAVEL COMPTIME

I produce a bi-weekly payroll report, which is used by the Financial Ops Team, to assist with the reconciliation process for comparing employee's PeoplePlus payroll charges to the Leave Request charges for Comptime, Overtime, and Travel Comptime. I utilize CBOR and MS Excel.

ULO Application Database

I am the primary point of contact for the Unliquidated Obligations (ULO) Application Database for the region, which includes reconciliation and monitoring data. This data is used to determine the validity of expiring and non-expiring funds with no activity over 180 days. I coordinate with program offices to ensure that all items have been reviewed and coded properly. I send emails if additional action is required. Additionally, I assist with the required end-of-year certification information.

Open Commitments Database

I am the primary point of contact for maintaining and monitoring open commitment financial data. I coordinate with the Budget Management Section to monitor the progress and status of the items identified through completion. Additionally, I assist with the required end-of-year certification information.

In addition, these duties include customer service to all Region 8 employees, managers, co-workers, team members, team lead, and supervisor. My duties require that I have access to agency systems such as PPL, Concur, CBOR, Compass, Outlook, MS Access, MS Excel, MS Word, Acrobat Reader, agency and regional SharePoint, Teams chat and video conferencing, R8 Travel Request System, Fed Talent, and ULO Application Database,

While my tasks require customer support, I have performed these tasks successfully while working remotely for the last two years without in-person contact.

Lastly, my work does not include tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

b. My work history for the last two years demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office.

I've demonstrated that I can effectively perform my work as a Financial Management Specialist working from my RWL without close, in-person supervision since March 2020. While working from my RWL Ex. 6 Personal Privacy (PP) As explained in the description below, Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

While working remotely I'm able to communicate successfully using email, telephone, and Teams chat and video conferencing. I attend and participate in required trainings, regional and agency meetings, stakeholder meetings (upon request), and EOY meetings. I utilize tools such as Teams, Share Point, Travel Request System, Microsoft Word, Microsoft Access, Excel Spreadsheets, and Adobe Acrobat Reader.

These tasks that I am performing remotely constitutes my ability to communicate effectively without in-person contact and retain my current remote work eligibility.

c. My work can be performed independently with minimal in-person review.

The tasks which I perform, as explained above, demonstrates my ability to work independently while fulfilling the critical elements of my position. I collaborate with my Team Lead via email, Teams chat, Teams call and Teams meeting which alleviates the need for any face-to-face communication. We have developed a productive relationship where we can share information and ideas toward a common goal.

d. My work requires minimal in-person collaboration.

My work involves collaboration that can be performed remotely and does not regularly require in-person communication. Over the last two years I've effectively collaborated virtually with employees, managers, team members, and technical staff within the region and other EPA offices. If instances arise where my manager requests any face-to-face meetings, I can easily return to the office.

e. Approving my remote work application will not require reassignment of my work.

Approving my remote work application will not require reassignment of my work, as the work can be performed effectively from my RWL. In fact, and as I explained above in the work history, I've shown that I'm capable of meeting and of exceeding the expectations of my roles and responsibilities. Additionally, there has never been an instance when my assigned tasks had to be given to another person due to my inability to perform my duties.

f. There will be no foreseen disruptions to communicate with internal or external stakeholders.

There have been no disruptions to communication over the last two years working from my RWL, and there are no foreseen disruptions. EPA's existing technologies are available to me, and I've been able to utilize them to the fullest while working remotely. For example, I've forwarded my work phone number to my home phone, keep my Outlook calendar up to date with my daily availability, and have my Teams messenger on while in duty status.

The technology I need to perform my duties is available and fully functional at my RWL. I have internet capabilities for handling multiple video calls, a functioning phone, dual monitors, and a work desk. I have not had any technological disruptions over the past two years that prevented me from performing my duties. Furthermore, if I experience any technical issue that cannot be fixed remotely by our IT staff, I could easily travel to the Denver office for equipment service or repair, as my RWL is less than 10 miles away.

I have complied with my Telework Agreement for the duration of my time at the agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

g. My work rarely requires access in-office resources.

My work rarely requires access in-office resources. In the record context, I have successfully maintained electronic records, rather than paper, for the entirety of my time working from my RWL I've done this before the pandemic as well as during the last two years working from home. My work does not require hard copy documents. Instead, we receive and send documents to and from individuals via email and use electronic signatures. Also, the storing of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping". (Mandate, 12-18). EPA is moving forward with this transition to electronic records environment, which is further evidence I will not need regular access to the Denver office. If any frequent, irregular situations arise when I need to return to the office, any costs to the Agency will be *de minimis*.

2. Explanation Why Remote Work Will Benefit, Not Diminish, the Agency's Mission.

a. Remote work will not increase, and likely decrease, costs for the Agency.

As the agency agreed in the Remote Work Article, "certain costs to the Agency may be *de minimis* for those Remote Workers within the Local Commuting Area". This is true in my case. I am not required to travel for work but if the situation arose, I would be flying out of Denver International Airport (DIA) which is the same distance from the Denver office as from my RWL. Also, the agency would not incur more than *de minimis* costs. This same rule applies local travel costs.

By approving my remote work application, the agency's costs will likely decrease due to the costs for unoccupied office spaces and for maintenance/cleaning of my cubicle at the Denver office.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental equality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon print, enhanced health and safety (reduced viral transmission), and improved emergency preparedness". This is particularly true in my case

because I was driving to the Denver office 4 time a week. By approving my RWL application, I will no longer be contributing to Denver's status as Clean Air Act non-attainment zone.

As explained by the Agency, approving remote work application can also result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment, and retention of a diverse workforce from areas of the country for which the Federal employment has traditionally required relocation, retain talent, and institutional knowledge, heightened employee morale, increased work/life balance ….. [and] appropriate workspace for focused work[.]" These benefits apply in my situation, as I find working from RWL to be more productive, more focused on work without interruptions, and increases my morale.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Janee Moore	**Job Title & Grade:** Financial Management Specialist GS-11
AAship/Region and Division: Region 8, Mission Support Division	**Address of Official Agency Worksite:** 1595 Wynkoop St. Denver, Co 80202
Employee's Work Phone: 303-312-7028	**Employee's Work E-mail Address:** Moore.Janee@epa.gov
First-line Supervisor: Karren Johnson	**First-line Supervisor's Work Phone:** 303-312-6159
Proposed Start Date: March 1, 2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on Sept. 21, 2021 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I started working with the EPA during the pandemic, so I have never worked in the EPA office building and require no reassignment of work. Duties of a Financial Management Specialist are portable and do not require in person activities at the Denver office. Any and all meetings and training can be performed remotely. My work does not include tasks that are designated as inappropriate for remote work. My home office is set up and passes all expectations of the EPA remote safety checklist. I have invested in dual monitors in order to work with an office feel and promote productivity. The portability of my Agency laptop can be easily carried or moved if I need to access the local office at any time for IT repair or any return to office scenario. I will maintain physical access to the office for IT, impromptu training, or emergency reporting. I am requesting remote access within the same locale of the region 8 worksite, so there will be no changes or cost comparisons needed upon approval. Finally, my work history and participation within my position demonstrate the ability to perform all expected duties efficiently and independently and not hinder productivity while also participating in all meetings, trainings, and availability to be reached at all times during scheduled work hours.

Approval/Disapproval (attach documentation):

- [x] Approved
- [ ] Disapproved (cite reason(s) below)

Employee's Signature: Moore, Janee	Digitally signed by Moore, Janee Date: 2022.02.07 10:51:46 -07'00'	**Date:** February 7, 2022
Supervisor's Signature: KARREN JOHNSON	Digitally signed by KARREN JOHNSON Date: 2022.02.09 10:41:32 -07'00'	**Date:** 02/09/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.08 13:19:14 -07'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Casey Moorhead	**Job Title & Grade:** Environmental Protection Specialist, GS-12
AAship/Region and Division: Region 8, SEMD	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6144	**Employee's Work E-mail Address:** moorhead.casey@epa.gov
First-line Supervisor: Joe Poetter	**First-line Supervisor's Work Phone:** (303) 312-6186
Proposed Start Date: May 7, 2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** N/A

Request:

Check one: ☐ New Request ☑ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on July 24, 2019 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: Please see Attachment 1.		
Approval/Disapproval (attach documentation): ☑ Approved ☐ Disapproved (cite reason(s) below)		
Employee's Signature: CASEY MOORHEAD	Digitally signed by CASEY MOORHEAD Date: 2022.04.05 10:36:17 -06'00'	**Date:** 4/5/2022
Supervisor's Signature: Poetter, Joe	Digitally signed by Poetter, Joe Date: 2022.04.12 08:36:49 -06'00'	**Date:** 4/12/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.19 13:21:00 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Casey Moorhead – Remote Work Application: Attachment 1

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Explanation of effective RWL performance:

1. *All of the employee's work is portable.*

My work as a Superfund Enforcement Specialist can be done entirely remotely. On a regular basis, I review documents, conduct research, organize cost information, and develop enforcement cases all from my RWL. In the past two years, I have not encountered any obstacles to completing my work that were a result of working remotely.

2. *Tasks or work assignments can be performed at least equally effectively at the remote work location (RWL).*

I have access to all of the necessary equipment and resources to perform tasks and work assignments as, if not more, effectively in my RWL than in the Denver office. I find that remote work allows me to focus on my tasks without the distractions and interruptions that come with working in the office.

3. *Approving the RWL would not require reassignment of current work or tasks to other staff.*

Over the last two years working remotely, I have been able to successfully complete all of my work without reassigning Superfund Sites or other cost recovery team responsibilities to other enforcement specialists. I have taken on several new sites since the start of the pandemic and have remained an active and engaged member of my site teams.

4. *Employee's work rarely requires access to in-office resources.*

My team has effectively adapted to fully remote work over the past two years so that my daily tasks and responsibilities can be completed from my home office. I have the ability to route documents for concurrence via SharePoint, digitally sign PDFs, and edit files concurrently. Whenever I need to send documents to a potentially responsible party (PRP), coworkers, or our enforcement support contractor, I always do so over email or through the GoAnywhere File Transfer software if the files are large and/or contain confidential information. I can also request large documents through this software from PRPs so the mailing of hard copies is minimized wherever possible, as is the need to travel to the office to retrieve mail. In the uncommon event that I need to return to the office, any costs to the Agency will be *de minimis*, as my RWL is within the local commuting area (less than two miles from the Denver office).

5. *There will be no foreseen disruption to communication with internal or external clients/customers (e.g., public, state and local entities, stakeholders) or to customer service with any agency customers or stakeholders (e.g., public, states, industry).*

My communication with internal and external clients/customers has not been at all impacted by the transition to remote work. I will be able to continue building professional relationships with my colleagues from my RWL, and I will continue communicating with contractors and PRPs via phone, email, and Teams as necessary.

6. *The employee's position does not require in-person interface with management officials or other colleagues on any routine basis.*

My work can be done independently without in-person meetings with management or with colleagues. Teams video calls with screen sharing has replaced any need to gather in the office on a regular basis. As needs arise, I can easily organize virtual meetings with my supervisor and colleagues. I keep my calendar up-to-date and always have my Teams open during work hours so my coworkers know if I am available to chat or call.

7. *The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic).*

Ex. 6 Personal Privacy (PP)

8. *Technology needed to perform duties is available and fully functional.*

Whenever I have encountered technology issues or needed to install software onto my laptop, I have been able to promptly set up remote sessions with the R8 Help Desk. I have a reliable internet connection at my RWL. I also have an external monitor, keyboard, mouse, and a standing desk, which allow me to complete my work as, if not more, comfortably and efficiently than in the office.

9. *The employee continues to comply with the terms of his or her written and approved Remote Work Agreement.*

I have complied with my Telework Agreement for the duration of my time at the Agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

Explanation of why remote work will benefit, not diminish, the Agency's mission:

Not only will working remotely potentially decrease costs to the Agency by saving on transit subsidies, but it will also help further EPA's mission to protect human health and the environment by reducing vehicle emissions, thus decreasing the Agency's carbon footprint. Allowing remote work also increases employee morale, allowing EPA to retain talent and institutional knowledge.

Casey Moorhead – Remote Work Application: Attachment 1

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Explanation of effective RWL performance:

1. *All of the employee's work is portable.*

My work as a Superfund Enforcement Specialist can be done entirely remotely. On a regular basis, I review documents, conduct research, organize cost information, and develop enforcement cases all from my RWL. In the past two years, I have not encountered any obstacles to completing my work that were a result of working remotely.

2. *Tasks or work assignments can be performed at least equally effectively at the remote work location (RWL).*

I have access to all of the necessary equipment and resources to perform tasks and work assignments as, if not more, effectively in my RWL than in the Denver office. I find that remote work allows me to focus on my tasks without the distractions and interruptions that come with working in the office.

3. *Approving the RWL would not require reassignment of current work or tasks to other staff.*

Over the last two years working remotely, I have been able to successfully complete all of my work without reassigning Superfund Sites or other cost recovery team responsibilities to other enforcement specialists. I have taken on several new sites since the start of the pandemic and have remained an active and engaged member of my site teams.

4. *Employee's work rarely requires access to in-office resources.*

My team has effectively adapted to fully remote work over the past two years so that my daily tasks and responsibilities can be completed from my home office. I have the ability to route documents for concurrence via SharePoint, digitally sign PDFs, and edit files concurrently. Whenever I need to send documents to a potentially responsible party (PRP), coworkers, or our enforcement support contractor, I always do so over email or through the GoAnywhere File Transfer software if the files are large and/or contain confidential information. I can also request large documents through this software from PRPs so the mailing of hard copies is minimized wherever possible, as is the need to travel to the office to retrieve mail. In the uncommon event that I need to return to the office, any costs to the Agency will be *de minimis*, as my RWL is within the local commuting area (less than two miles from the Denver office).

5. *There will be no foreseen disruption to communication with internal or external clients/customers (e.g., public, state and local entities, stakeholders) or to customer service with any agency customers or stakeholders (e.g., public, states, industry).*

My communication with internal and external clients/customers has not been at all impacted by the transition to remote work. I will be able to continue building professional relationships with my colleagues from my RWL, and I will continue communicating with contractors and PRPs via phone, email, and Teams as necessary.

6. *The employee's position does not require in-person interface with management officials or other colleagues on any routine basis.*

My work can be done independently without in-person meetings with management or with colleagues. Teams video calls with screen sharing has replaced any need to gather in the office on a regular basis. As needs arise, I can easily organize virtual meetings with my supervisor and colleagues. I keep my calendar up-to-date and always have my Teams open during work hours so my coworkers know if I am available to chat or call.

7. *The employee has a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic).*

Ex. 6 Personal Privacy (PP)

8. *Technology needed to perform duties is available and fully functional.*

Whenever I have encountered technology issues or needed to install software onto my laptop, I have been able to promptly set up remote sessions with the R8 Help Desk. I have a reliable internet connection at my RWL. I also have an external monitor, keyboard, mouse, and a standing desk, which allow me to complete my work as, if not more, comfortably and efficiently than in the office.

9. *The employee continues to comply with the terms of his or her written and approved Remote Work Agreement.*

I have complied with my Telework Agreement for the duration of my time at the Agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

Explanation of why remote work will benefit, not diminish, the Agency's mission:

Not only will working remotely potentially decrease costs to the Agency by saving on transit subsidies, but it will also help further EPA's mission to protect human health and the environment by reducing vehicle emissions, thus decreasing the Agency's carbon footprint. Allowing remote work also increases employee morale, allowing EPA to retain talent and institutional knowledge.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: James Parker	**Job Title & Grade:** Budget Analyst
AAship/Region and Division: R08-MSD-FMPB-BMS	**Address of Official Agency Worksite:** 1595 Wynkoop Street Denver, CO 80202
Employee's Work Phone: 303-312-6328	**Employee's Work E-mail Address:** Parker.James.E@epa.gov
First-line Supervisor: Marshelle Fox	**First-line Supervisor's Work Phone:** 303-312-7833
Proposed Start Date: October 10, 2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: 303-312-6328	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☐ Remote Work Training taken on 6/30/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
Approval/Disapproval (attach documentation): ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: Parker, James E Digitally signed by Parker, James E Date: 2022.10.03 13:02:02 -06'00'	**Date:** 10/3/2022
Supervisor's Signature: Marshelle R. Fox Digitally signed by Marshelle R. Fox Date: 2022.10.17 12:12:30 -06'00'	**Date:** 10/17/2022
AA/RA (or designee) Signature: MARK SMITH Digitally signed by MARK SMITH Date: 2022.12.06 16:25:12 -07'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Christine Portillos	**Job Title & Grade:** Financial Managment Specialist, GS-13
AAship/Region and Division: Region 8, Mission Support Division	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-7284	**Employee's Work E-mail Address:** portillos.christine@epa.gov
First-line Supervisor: Karren Johnson	**First-line Supervisor's Work Phone:** (303) 312-6159
Proposed Start Date: March 27, 2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** N/A

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System. I am approved for a Maxiflex schedule. I have attached an example of my schedule, which changes between pay periods.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable. I have attached the "Employee Self-Certification Safety Checklist" for my RWL. See Attachment 2.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 2/16/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

I have attached evidence of completing the required training. See Attachment 3.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:		
Please see Attachment 1. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)		
Employee's Signature: CHRISTINE PORTILLOS	Digitally signed by CHRISTINE PORTILLOS Date: 2022.02.22 09:08:34 -07'00'	**Date:**
Supervisor's Signature: KARREN JOHNSON	Digitally signed by KARREN JOHNSON Date: 2022.03.02 09:36:15 -07'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.07 13:36:32 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Christine Portillos

Remote Work Application: Attachment 1

1. **Explanation of Effective Remote Work Location (RWL) Performance:**

   a. Duties as a Financial Management Specialist are portable and do not routinely require in person activities in the Denver Office.

I'm a Financial Management Specialist in the Mission Support Division under the Fiscal Management and Planning Branch. My position resides in the Cost Documentation and Financial Operation Section. I currently serve as the Team Lead for the Financial Operations Team. The work/duties I'm responsible for and perform, is listed is in the AFGE/EPA Articles as appropriate for remote work and/or telework. I am requesting to work remotely from my current address in Aurora, Colorado which will be my remote location (RWL). My residence is within the local commuting area (LCA) of the Official Agency Worksite in Denver, Colorado.

My roles and responsibilities are the following: Team Management, People Plus (PPL) Coordinator, Concur Travel Coordinator, International Travel Coordinator, Travel Request System Coordinator, Agency Program Coordinator, Compass Coordinator, and the Compass Business Object Reporting (CBOR) Coordinator. In addition, these duties include customer service to all Region 8 employees, managers, external and internal customers, co-workers, and counterparts throughout the agency. My duties require that I access agency systems such as PPL, Concur, CBOR, Compass, Outlook, System Access Request application, agency and regional SharePoint, Teams chat and video conferencing, R8 Travel Request System, Fed Talent, ULO Database, Business Automated Platform (BAP), and Citi Financial Manager.

While my tasks require customer support, and the customer support can be provided in person, I have performed these tasks successfully while working remotely for the last two years. Even for in person versions of my tasks they typically do not necessitate travel to the Denver office. This is also considering last minute tasks due to agency and regional processes, policies, and requirements that can continuously change of which I've managed without going into the office.

Lastly, my work does not include tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

   b. My work history for the last two years demonstrates that I can perform this work at least equally effectively from a RWL as the Denver office.

I've demonstrated a track record of effectively performing my work as a Financial Management Specialist working from my RWL without close, in-person supervision since March 2020. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

While working from my RWL I've performed an array of duties. Due to the agency's approved technology, I've been able to access the various systems as well as software tools needed to effectively work from my RWL. I've also been able to complete special assignments and urgent operational matters of concerns. At the request of my supervisor, and regional leadership, or at the agency directive level I've successfully worked and was an integral part of deployments i.e., California Wildfires, Oregon Wildfires, Colorado Wildfires, Harvey, Irma, and Maria Hurricanes, HHS Special Mission Detail, Emergency Responses, Agency's realignment, and the COVID19 Pandemic. Also, while working remotely, Ex. 6 Personal Privacy (PP) within and outside of my division, Ex. 6 Personal Privacy (PP) from managers, and employees expressing appreciation for the quality of my work.

During the time while working remotely I'm able to communicate successfully using email, telephone, and Teams chat and video conferencing. I attend and participate in required trainings, regional and agency meetings, stakeholder meetings, and EOY meetings. I utilize tools such as Teams, Share Point, Travel Request System, Microsoft Word, Microsoft Access, Excel Spreadsheets, PowerPoint, and Adobe Acrobat Reader. I provide new supervisor and employee onboard overviews and ensure appropriate access to agency systems are granted to employees, and managers as needed. I've briefed Regional Administrators, Assistant Regional Administrator's, Division and Deputy Directors. I provide extensive training and guidance to the Financial Operations Team to ensure accuracy, consistency, and timely customer support in Region 8 as well as outside of the region.

I've effectively performed collateral duties to include working closely with HR and Senior Leadership on the continuous and fluid changes of payroll and travel policies especially during the COVID 19 Pandemic. Due to the unprecedent pandemic and continuous changing of the agency's policies/requirements for payroll and travel I as the Team Lead oversee the Financial Operations Teams processes and procedures regarding time and travel and ensure adherence and compliance to the agency's policy and procedural changes. This requires extensive amount of communication, collaboration, and coordination with OCFO, OTS, OMS, and the Cincinnati Finance Center. I continue to maintain healthy working relationships within my team as well as throughout the region and agency. I maintain awareness and knowledge of the agency's system updates, system maintenance, early payroll close-outs, end of year guidance, and effectively provide timely communication and guidance throughout Region 8.

I've also had the opportunity to be a part of Region 8 Environmental Justice Action Team (EJAT) for approximately one year which ended July of 2021. While participating I assisted with the pilot EJAT training for the regional training, initiated, and met with MSD co-workers to address MSD's part in the EJAT Action Dashboard. Lastly, I briefed our regional SRO on current EJAT events. I was able to accomplish these additional duties while working from my RWL.

This work is representative of my current and future duties, so I will retain my current remote work eligibility. As evidence by the work, I performed remotely, my position is performed effectively via *virtual* interfacing with management officials and does not require in person meetings with them on a routine basis.

c. My work can be performed independently with minimal in-person review.

The work I perform which is explained above demonstrates my work is largely performed independently while fulfilling the critical elements of my position. I contribute to a climate of trust and skillfully develop productive relationships and networks to advance goals. I consistently complete special assignments and urgent operational matters of concerns at the request of my supervisor, regional leadership or at agency level. I do this independently with the commitment to ensuring EPA's mission and goals are a priority.

d. My work requires minimal in-person collaboration.

My work involves collaboration that can be performed remotely and does not regularly require in-person collaboration. Over the last two years I've effectively collaborated virtually with employees, managers, team members, technical staff, RLT, and SLT within the region and other EPA offices as well as outside parties.

My virtual collaboration with employees demonstrates that my work can be accomplished remotely, and if instances arise (likely irregularly, infrequently) where my manager prefers that I collaborate with Region 8 employees in person I can easily be recalled back to the Denver office as it is no more than 21 miles from my RWL.

Further, collaboration with staff working in other EPA offices or with parties outside Denver are generally remote, due to that type of collaboration typically occurring outside of the Denver office. Any in-person collaboration with staff working in other EPA offices or with outside parties typically would not require travel to the Denver office, and I would be traveling from the same airport regardless of whether I work from my RWL or the Denver office.

e. Approving my remote work application will not require reassignment of my work.

Approving my remote work application will not require reassignment of my work, as the work can be performed equally and effectively from my RWL. In fact, and as I explained above in the work history of my work, I've displayed on numerous occasions that I'm able to not only meet the expectations of my roles and responsibilities, but I've exceeded expectations of completing special assignments, and address urgent operation matters in Region 8 as well as outside of the region. In addition, there has never been an occasion where any of my workload had to be transferred or given to someone else because I was unable to fulfill and/or perform my duties.

f. There will be no foreseen disruptions to communicate with internal or external stakeholders.

There have been no disruptions to communication over the last two years that I have worked from my RWL, and there are no foreseen disruptions. EPA's existing technologies are available to me, and I've been able to utilize them to the fullest while working remotely. For example, I've

forwarded my work phone number to my cell phone; keep my Outlook calendar up to date with my daily availability; have my Teams messenger on while on duty status; and I submit my proposed work schedule prior to each pay period. There will be no foreseen disruptions to this practice, as my RWL is less than 21 miles from the Denver office.

The technology I need to perform my duties is available and fully functional at my RWL. I have internet capable of handling multiple, simultaneous video calls; a functioning phone; multiple monitors and a work desk ----- just like the Denver office. I have not had any technological disruptions over the past two years that prevented me from performing my duties or required me to return to the Denver office. Even if such a technical issue arose in the future that required me to return to the Denver office for equipment servicing repair, I could easily resolve it because my RWL is less than 21 miles from the Denver office.

I have complied with my Telework Agreement for the duration of my time at the agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

g. My work rarely requires access in-office resources.

My work rarely requires access in-office resources. In the record context, I have successfully maintained electronic records, rather than paper, for the entirety of my time working from my RWL I've done this before the pandemic as well as during the last two years working from home. My work does not require hard copy documents. Instead, we receive and send documents to and from individuals via email and use electronic signatures rather than "wet" signatures. Accordingly, I have not needed and will not need regular access to the Denver office for in-office resources like mail, or records. Further, the keeping of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping". (Mandate, 12-18). EPA is moving forward with this transition to electronic records environment, which is further evidence I will not need regular access to the Denver office. If any frequent, irregular situations arise when I need to return to the office, any costs to the Agency will be *de minimis*, as my RWL is less than 21 miles away.

2. Explanation Why Remote Work Will Benefit, Not Diminish, the Agency's Mission.

a. Remote work will not increase, and likely decrease, costs for the Agency.

As the agency agreed in the Remote Work Article, "certain costs to the Agency may be *de minimis* for those Remote Workers within the Local Commuting Area". This is true in my situation I'm not required to travel for work but if I did, I would fly out of the same airport while working remotely as I would from the Denver office. Further, the agency would not incur more than *de minimis* travel costs if I need to return to the Denver office for technology or work reasons, like an annual in-person retreat, as I live less than 21 miles from the Denver office. For the same reason, the Agency will not need to pay for hotel costs if I needed to return to the Denver office.

The agency will likely save money by approving my remote work application. For example, the Agency will no longer need to pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Denver office.

b. Remote work furthers the Agency's mission of protecting human health and the environment.

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental equality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon print, . . enhanced health and safety (reduced viral transmission). . . and improved emergency preparedness". This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as Clean Air Act non-attainment zone.

As explained by the Agency, approving remote work application can also result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment, and retention of a diverse workforce from areas of the country for which the Federal employment has traditionally required relocation, retain talent, and institutional knowledge, heightened employee morale, increased work/life balance ….. [and] appropriate workspace for focused work[.]" These benefits apply in my situation, as I find working from RWL to be productive, allow for focused work without interruptions, and results in higher performance ratings. This also increases my morale and my desire to remain with the agency.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Dianna Risko	**Job Title & Grade:** Government Information Specialist, GS-12
AAship/Region and Division: Region 8, Office of Regional Counsel	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-6889	**Employee's Work E-mail Address:** risko.dianna@epa.gov
First-line Supervisor: Brian Joffe	**First-line Supervisor's Work Phone:** 303-312-6499
Proposed Start Date: 4/24/2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☐ Yes

☑ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 8/19/2021 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: See Attachment 1. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: DIANNA RISKO Digitally signed by DIANNA RISKO Date: 2022.03.04 11:12:35 -07'00'	**Date:** 3/4/2022
Supervisor's Signature: BRIAN JOFFE Digitally signed by BRIAN JOFFE Date: 2022.03.10 15:22:48 -07'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.04.01 10:50:21 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Dianna Risko – Remote Work Application: Attachment 1

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. **Explanation of Effective RWL Performance –**

   a. Duties of a Government Information Specialist are portable.
   My duties as a Government Information Specialist involve entirely portable work, that do not routinely require in-person activities at the Official Agency worksite.

   My work does not include tasks that are designated as inappropriate for remote work, like physical protection of facilities or site-dependent activities.

   b. I have completed all tasks and work assignments outside of the Official Agency worksite in Denver since my employment with the agency began in November 2020.
   I was able to quickly learn the intricacies of my position without in-person training or guidance during maximum telework COVID protocols.

Ex. 6 Personal Privacy (PP)

While working from my RWL, I have effectively performed a wide array of duties. These include corresponding with requesters regarding the scope of requests and fee issues; coordinating with records custodians, database managers, supervisors, attorneys, and leadership to provide complete FOIA responses; providing input on regional processes, procedures, and trainings; uploading and ensuring proper coding of thousands of responsive documents for FOIA responses; and assisted in maintaining zero backlogged requests for the region.

I have also effectively performed collateral duty assignments while working remotely, including participation on the Employee Viewpoint Survey Workgroup, in hopes of improving moral within Region 8; and coordination with the Regional FOIA Officer and National FOIA Office on a FOIA Delinquency Report project,

to ensure that invoicing and payments are accurately recorded for the Agency's FOIA program.

This work is representative of my current and future duties, so I will retain my remote work eligibility.

c. Approval of this request would not require reassignment of any current work to other staff.
Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively from my RWL. In fact, in my personal history of remote work, I have taken over FOIA requests from other regional FOIA Coordinators who needed to offload cases for various reasons. Moreover, I have not had any of my FOIA requests reassigned to other FOIA Coordinators while working remotely. I have similarly not relied on administrative staff any differently during maximum telework than would be necessary if working from the Official Agency worksite.

d. Duties of a Government Information Specialist rarely requires access to in-office resources.
My duties as a Government Information Specialist rarely requires access to in-office resources. I have not required access to in-office resources in the past 16 months and do not anticipate any need.

e. There are no foreseen disruptions to communications with internal or external clients/customers or customer service with any agency customers or stakeholders.
There have not been any disruptions to communications over the last 16 months while I have worked from my RWL, and there are no foreseen disruptions. I have utilized existing EPA technologies to be very available while working remotely. For example, I forward my work phone to my personal cell; keep my outlook calendar up-to-date with my daily availability; have Teams messenger on while in duty status; and work a set schedule. There are no foreseen disruptions to these practices.

f. Duties of a Government Information Specialist does not require in-person interface with management officials or other colleagues on any routine basis.
As evidenced by the work I have performed remotely, my position is performed effectively via virtual interfacing with management officials and other colleagues, and does not require in-person meetings with them on a routine basis.

g. I have a demonstrated track record of meeting performance plan objectives and working without close in-person supervision.
I have a demonstrated track record of effectively performing my work as a Government Information Specialist while working from my RWL without close, in-person supervision since starting with the Agency in November 2020.

h. The technology needed to perform the duties of a Government Information Specialist are available to me and are fully functional.
The technology I need to perform my duties is available and fully functional. I have internet capable of handling multiple, simultaneous video calls, a functioning phone, multiple monitors, and a dedicated work area. I have not had any technological disruptions over the past 16 months that prevented me from performing my duties.

Although my RWL is outside of the Local Commuting Area of the Official Agency worksite, the Official Agency worksite is very accessible with many transportation options, and I could be onsite with short notice if the need arose.

i. I will continually comply with the terms of my written and approved Remote Work Agreement.
I have complied with my Telework Agreement for the duration of my time at the Agency and I will continue to comply with the terms of any approved Remote Work Agreement.

2. Explanation Why Remote Work Will Not Diminish the Agency's Mission –

a. Remote work furthers the Agency's mission of protecting human health and the environment.
As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental quality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the agency's carbon footprint, . . . enhanced health and safety (reduced viral transmission), . . . and improved emergency preparedness." This is particularly true in the Denver metro area, where commuting to the office contributes to Denver's status as a Clean Air Act non-attainment zone.

As explained by the Agency, approving my remote work application also can result in many workplace benefits, including: "increased productivity and performance, enhanced recruitment and retention of a diverse workforce from areas of the country for which Federal employment has traditionally required relocation, retain talent and institutional knowledge, heightened employee morale, increased work/life balance, . . . [and] appropriate workspace for focused work[.]" These benefits apply in my situation, as I find working from my RWL allows for focused work without interruptions and results in higher productivity. It also increases my morale and my desire to remain at the Agency.

b. Remote work will not increase, and will likely decrease, costs to the Agency.
The Agency will likely save money by approving my remote work application. Since my RWL is within a different Locality Pay Area than my Official Agency worksite, the Agency will save approximately 8.5% of my salary each year due to

difference in locality pay. In 2022, this would be approximately $7,486 in salary savings. If I was to be recalled to the office, travel costs would be de minimis comparatively.

The Agency will also have the option to save the cost of my office space in the Official Agency worksite when the Agency negotiates the next lease agreement. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean an office space for me at the Official Agency worksite.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Emily Rodriguez	**Job Title & Grade:** Financial Technician GS9/10
AAship/Region and Division: Region 8, MSD	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6960	**Employee's Work E-mail Address:** rodriguez.emily@epa.gov
First-line Supervisor: Karren Johnson	**First-line Supervisor's Work Phone:** (303) 312-6159
Proposed Start Date: May 2, 2022 or Prior to Entry to the Building	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** N/A

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System. I am approved for a Maxiflex schedule. I have attached an example of my schedule, which changes between pay periods.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable. I have attached the "Employee Self-Certification Safety Checklist" for my RWL. See Attachment 2.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 2/25/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

I have attached evidence of completing the required training. See Attachment 3.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
Please see Attachment 1. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: Rodriguez, Emily Digitally signed by Rodriguez, Emily Date: 2022.03.10 15:30:29 -07'00'	**Date:**
Supervisor's Signature: KARREN JOHNSON Digitally signed by KARREN JOHNSON Date: 2022.03.29 15:07:33 -06'00'	**Date:** 03/29/2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.04.22 14:56:39 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Emily Rodriguez

Remote Work Application (Attachment 1)

1. Explanation of Effective RWL Performance:

a. Duties of a Financial Technician are portable and do not routinely require in person activities at the Denver office.

Work as a Financial Technician involves entirely portable work that does not routinely require in-person activities at the Denver office. The work/duties I'm responsible for and perform are listed in the AFGE/EPA Articles as appropriate for remote work and/or telework. I am requesting to work remotely from my current address in Denver CO which will be my remote work location (RWL). My residence is within the local commuting area of the official agency worksite also in Denver CO.

My roles and responsibilities are completed using the Agency's systems: People Plus (PPL), Concur Travel, JIRA Travel Request system, CBOR, Compass Data Warehouse, SharePoint, Outlook, Teams chat and video conferencing, Fed Talent, MS Access, MS Excel. MS Word, PDF, and Citi Financial Manager. Primary contact and includes customer service to MSD/LSASD, and backup to ARD/LCRD. Also serves as backup to other staff/team members at Team Leads discretion.

My work does not include tasks that are designated as inappropriate for remote work and/or telework, like physical protection of facilities or site-dependent activities.

Below is a summary of my roles and responsibilities:

Customer Service: provides service that is prompt, professional, and responsive to customer concerns. Works with customers, co-workers, Team Lead, and supervisor to meet goals, schedules, and deadlines. Communicates effectively verbally and in writing to customers within and outside organizations and with all levels of leadership in Region 8. Resolves complaints and issues expeditiously with tact and diplomacy.

Returns phone calls within 24 hours and checks voicemail regularly. Provides customer with verification emails upon receipt of assignment. Delivers service within the standard timeframes, or if delays are unavoidable, contacts the customer in advance to notify and explain. Keeps the Team Lead informed of delays.

Teamwork & Collaboration: Promotes a climate of mutual respect, trust, fairness, openness, professionalism, and accountability. Collaborates with others through information sharing, coordination, cooperation, problem solving and negotiation. Courteous, cooperative, works effectively with peers and superiors actively to accomplish goals.

Notifies Team Lead of arising issues in completing assignments before deadlines. Discusses issues requiring attention and works together with others to find and implement solutions. Demonstrates flexibility and cooperation in adapting to changes in priorities and procedures and is available for special assignments.

Attends team and staff meetings unless otherwise excused.

Travel Management: Serve as the point of contact for assigned organization's travelers. Delivers quality products and/or services that support the Agency's mission and that meet customer expectations. Organize and sets priorities for routine work. Completes quality work within required time frames. Prepares and manages travel for all domestic and invitational travelers. Keeps JIRA travel system up to date to ensure proper tracking of incoming and outgoing travel daily. Ensures that most economical mode of transportation is being used. Follows up on action items to ensure timely completion. Handles general requests for cost analysis for individual and group travel. Identifies critical travel issues and addresses to Team Lead. Completes special assignments at the request of the Team Lead's discretion, and urgent operational matters of concern.

Prior to travel departure ,ensures that Travel Authorizations are approved, funded and e-tickets are issued prior to traveler arriving at the airport. Once travel is completed, ensures Travel Vouchers are processed and routed to traveler for signature.

Time and Attendance Management: Serve as the timekeeper or backup timekeeper for assigned organizations, while maintaining pertinent payroll records appropriately. Serve as point of contact for time and attendance related issues. Delivers quality products and/or services that support the Agency's mission and that meet customer expectations. Organize and sets priorities for routine work. Completes quality work within required time frames. Prepares and distributes necessary PPL reports, including but not limited to Missing Time and Attendance, Prior Pay Period Corrections and Compensatory Time. Completes schedule changes for assigned organizations. Reconciles leave reports with timecards and communicates discrepancies/corrections to employee. Provides on boarding sessions with new employees.

Identifies critical time and attendance issues and addresses to Team Lead. Completes special assignments at the request of the Team Lead and relative to highly urgent operational matters of concern.

Travel vs Payroll: Assist the Cost Recovery Team by identifying discrepancies before cost packages are processed. Process a report, on a month basis, reconciling superfund site travel information to the payroll accounting information. Discrepancies noted are entered onto a spreadsheet for tracking purposes and assist with the timeframes needed for email notifications of delinquencies. Sends email notifications to travelers, identifying any accounting discrepancies. Continuous follow up to ensure resolution.

While my duties require customer support and can be provided in person, I have performed these tasks successfully while working remotely for the last two years without in-person contact. The tasks I perform do not necessitate travel to the Denver office.

b. My work history for the last two years demonstrates that I can perform this work effectively from a RWL as the Denver office.

I've demonstrated a track record of effectively performing my work as a Financial Technician working from my RWL without close, in-person supervision since March 2020. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

While working from my RWL, I have performed a wide array of duties. I have been able to access the various agency systems as well as software tools needed to effectively work from my RWL. I've also been able to complete special assignments and urgent operational matters of concerns. I've successfully worked and was an integral part of deployments, i.e., fires, hurricanes, floods, emergency responses and the COVID 19 pandemic. I have also received multiple emails from supervisors and employees expressing their appreciation for the quality of my work.

While remote working I'm able to communicate successfully using email, telephone, and Teams. I attend and participate in required trainings, and regional meetings. I provide new employee onboard overviews and ensure appropriate access to agency systems are provided.

I continue to maintain healthy working relationships within the team as well as throughout the region and agency. I maintain awareness and knowledge of the agency's system updates, system maintenance, and early payroll closeouts.

As demonstrated by the work I have performed remotely, this work is largely performed independently, which demonstrates it appropriateness for remote work. My position is performed effectively via virtual interfacing and does not require in-person meetings on a routine basis.

c. My work can be performed independently with minimal in-person review.

The work I perform which as explained above demonstrates my work is largely performed independently while fulfilling the critical elements of my position. I contribute to a climate of trust and skillfully developed productive relationships to advance goals. I consistently complete special assignments and urgent operational matters of concerns at the request of my Team Lead and Supervisor. I do this independently with the commitment to ensuring EPA's mission and goals are a priority.

d. My work requires minimal in-person collaboration.

My work involves collaboration that can be performed remotely and does not regularly require in-person collaboration. Over the last two years I've effectively collaborated virtually with employees, managers, team members and technical staff within Region 8, as well as with outside parties.

My virtual collaboration with employees demonstrates that my work can be accomplished remotely, and if any instances arise (likely irregularly, and infrequently) where my manager prefers that I collaborate

with region 8 employees in person, I can easily be recalled back to the Denver office, as it is less than six miles from my RWL.

e. Approving my remote work application will not require reassignment of work.

Approving my remote work application will not require reassignment of work, as the work can be performed equally as effectively from an RWL.

f. There will be no foreseen disruptions to communications with internal or external clients or stakeholders.

There have been no disruptions to communication over the last two years while I have worked from my RWL, and there will be no foreseen disruptions. I have utilized existing EPA technologies to be very available while working remotely. For example, I forward my work phone to my personal cell; keep my outlook calendar up to date with my daily availability; have Teams messenger on while in duty status; and I submit my proposed work schedule prior to each payperiod.

The technology I need to perform my duties is available and fully functional. I have internet capable of handling multiple, simultaneous video calls, a functioning phone, and a standing work desk. I have not had any technological disruptions over the past two years that prevented me from performing my duties or required me to return to the Denver office. If such technical issues arise in the future that required me to return to the Denver office for equipment servicing or repair, I could easily resolve it because my RWL is less than 6 miles from the Denver office.

I have complied with my Telework Agreement for the duration of my time at the Agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

g. My work rarely requires access in office-resources.

My work rarely requires access to in-office resources. In the records context, I have successfully maintained electronic records, rather than paper, for the entirety of my time working from my RWL and for much of my time prior to working remotely. My work has also transitioned away from using hard copy documents. Instead, we have transitioned to receiving and sending documents to and from varies parties via email, rather than hard copy mail, and to using electronic signatures, rather than handwritten signatures. Accordingly, I have not needed and will not need regular access to the Denver office for in-office resources, like mail or records. Further, the keeping of electronic records is consistent with the federal mandate that "to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping." EPA is moving forward with this transition to an electronic records environment, which further indications I will not need regular access to the Denver office. If any infrequent, irregular situations arise when I need to return to the office, any costs to the Agency will be minimal, as my RWL is less than six miles away.

2. **Explanation Why Remote Work Will Benefit, Not Diminish, the Agency's Mission.**

a. Remote work will not increase, and likely decrease costs for the Agency.

As the Agency agreed in the Remote Work Article "certain costs to the Agency may be minimal for those Remote Workers Within the Local Commuting Area." This is true in my situation. I'm not required to travel for work but if I did, I would fly out of the same airport while working remotely as I would from the Denver office. Further, the Agency will not incur more than minimal travel costs if I need to return to the Denver office for technology or work reasons, like an annual in-person retreat, as I live less than six miles from the Denver office. For the same reason, the Agency will not need to pay for hotel costs if I need to return to the Denver office.

The Agency will likely save money by approving my remote work application. For example, the Agency will no longer need to pay my transit subsidy for commuting to the Denver office. In addition, the Agency will have the option to save the cost of my office space in the Denver office when the Agency negotiates the next lease agreement for the Denver office. The Agency's operations and maintenance costs will also decrease, as they do not need to maintain or clean office space for me at the Denver office.

b. Remote work furthers the Agency's mission of protection human health and the environment.

As the Agency agreed in the Remote Work Article, allowing remote work can further the Agency's mission of protecting human health and the environment via "protection of environmental equality by reducing commutes and in turn reducing traffic congestion and vehicle emissions, reduction in the Agency's carbon print, enhanced health, and safety (reduced viral transmission), and improved emergency preparedness". This is particularly true in my case. If necessary, I drive to the Denver office. By approving my RWL application, I will no longer be contributing to Denver's status as Clean Air Act non-attainment zone.

As explained by the Agency, approving my remote work application can also result in many workplace benefits, including, "increased productivity and performance, enhanced recruitment, and retention of a diverse workforce from areas of the country for which the Federal employment has traditionally required relocation, retain talent, and institutional knowledge, heightened employee morale, increased work/life balance [and] appropriate workspace for focused work." These benefits apply in my situation, as I find working from my RWL improves performance and productivity by providing a distraction-free work environment and allow for focused work without interruptions. It also increases my morale.

Improves performance and productivity by providing a distraction-free work environment.

I have adapted/transitioned to a new environment and have been incredibly successful. Provides greater flexibility. Allows government services to continue during emergency situations. My home office is so much larger and more appealing than my office cubicle.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Maryann Rule	**Job Title & Grade:** Budget Analyst GS-13
AAship/Region and Division: R8 MSD-FMPB-BMS	**Address of Official Agency Worksite:** 1595 Wynkoop St., Denver, CO 80202
Employee's Work Phone: 303-312-6783	**Employee's Work E-mail Address:** rule.maryann@epa.gov
First-line Supervisor: Marshelle Fox	**First-line Supervisor's Work Phone:** 303-312-7833
Proposed Start Date: As soon as return to work takes effect	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 2/1/22 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: See Attached **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: MARYANN RULE Digitally signed by MARYANN RULE Date: 2022.02.23 11:23:30 -07'00'	**Date:** 2/23/2022
Supervisor's Signature: MARSHELLE FOX Digitally signed by MARSHELLE FOX Date: 2022.02.23 11:47:02 -07'00'	**Date:** 2/23/2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.21 17:41:05 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Maryann Rule – Remote Work Application Attachment 1

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. **Explanation of effective RWL Performance:**

All of my duties as a Budget Analyst are portable and do not require in person activities at the Denver Office. During the last two years (3/2020 – 3/2022) of the Covid pandemic, I have successfully accomplished my responsibilities and job assignments at my RWL as effectively, if not more, than in person at the Denver Office.

My duties and work assignments that are outlined in my PARS and my position description are all portable and include but not limited to; analysis of the enacted budget; budget execution; track and manage the Regional Support and MSD Operating Budget and Spending Plans; Funds Control Officer and WCF Alternate Account Manager for multiple service agreements. I develop SOPs, review documents and provide budget and technical guidance. I effectively utilize MS Office products such as Excel, Word, PowerPoint as well as SharePoint, Compass Financials, EAS, PCORS, eBusiness and NGGS.

I have demonstrated that I can working independently without close in-person supervision. I have good work habits such as organizational and planning skills, routinely meet work deadlines, am dependable and have participated in many workgroups with members of my team. I have completed and consistently met the deadlines for all mandatory training Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

My work involves collaboration that can be performed remotely and does not require in-person interface. There have been no disruptions to communications and there are no foreseen disruptions. Communication is via Teams calls, Teams chat and Outlook email. I am available while working remotely. I forward my work phone to my home phone, keep my outlook calendar up-to-date, and have my Teams messenger on while in duty status. Our BMS Team has once a week Teams meetings to collaborate and address issues or discuss processes and my supervisor periodically schedules one on one check-ins. Workgroups that I am assigned to are conducted via Teams. I track my weekly work tasks and meetings, and these are submitted to my supervisor every week to show my productivity. I schedule once a month, budget check-ins with the MSD Deputy and conduct on-going as needed meetings with MSD Branch Chiefs and staff.

Approving my remote work application will not require the reassignment of work. I have performed my duties effectively from RWL and have not had any of my work reassigned. I have taken on additional duties managing and monitoring Working Capital Fund Service Agreements for MSD-IMB as a result of a staff member retirement. This encompasses substantial time training, learning and writing SOPs and collaborating with other team and Agency staff.

My workspace is fully functional with a separate office space that includes a desk, an ergonomic chair, dual monitors and an assortment of office supplies that I would use in the Denver office environment and does not require me to access in-office resources. My work has transitioned from hard copy documents to electronic copies that are maintained on our shared G: or SharePoint site for other staff to access. This is consistent with the federal mandate for agencies to eliminate paper and use electronic recordkeeping. I have the appropriate technology including network and internet access. I have access to tech support when needed for the systems that I utilize. I have not had any technology disruptions that have prevented me from performing my duties and I am in the local commuting area so if the need arises for replacement or service to my computer laptop, it is a short commute.

I have complied with my Telework Agreement for the duration of my time at the Agency, including the two years during the pandemic. I will continue to comply with the terms of any approved Remote Work Agreement.

2. **Explanation why remote work will benefit, not diminish, the Agency's ability to accomplish its mission and meet its operational goals:**

The Agency will likely save money as it will no longer need to pay my transit subsidy for commuting to the Denver office. The Agency may also save in the cost of my office space when the next lease is negotiated as well as the need to maintain or clean an office space for me. Allowing remote work can further the Agency's mission of protecting health and the environment by reducing commutes, which reduces traffic congestion and vehicle emissions, resulting in a positive impact on the environment.

The benefits of remote work have positively impacted me professionally and personally and allow for a distraction free workspace. I find that working remotely I've increased my productivity and performance, improved morale and I have benefitted from increased work/life balance.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: James Sander	**Job Title & Grade:** Program Analyst - GS-0343-12
AAship/Region and Division: Region 8, Budget Management Section	**Address of Official Agency Worksite:** 1595 Wynkoop Street (8MSD-FM, Denver, CO 80202-1129
Employee's Work Phone: 303-312-7042	**Employee's Work E-mail Address:** sander.james@epa.gov
First-line Supervisor: Marshelle Fox	**First-line Supervisor's Work Phone:** 303-312-7833
Proposed Start Date: 08 May 2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: 303-312-7042	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 14APR2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

1. Explanation of effective RWL Performance: All my duties as a Program Analyst (WCF Service Mgr) are portable and do not require in person activities at the Denver Office. During the last two years (3/2020 – present) of the Covid pandemic, I have successfully carried out my responsibilities and job assignments at my RWL as effectively, if not more, than in person at the Denver Federal Center. Many of the Budget Management Section staff are in an approved, remote work status and my onboarding training is virtual. My role specific training is virtual. I interact with shareholders and WCF customers virtually. I am a recent transfer to US EPA Region 8 – Budget Management Section from the US Geological Survey – Central Energy Resources Science Center; yet, over the past two in my previous positior Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Approval/Disapproval (attach documentation):

- [x] Approved
- [ ] Disapproved (cite reason(s) below)

Employee's Signature: Sander, James Digitally signed by Sander, James Date: 2022.05.03 14:12:25 -06'00'	**Date:** 03MAY2022
Supervisor's Signature: MARSHELLE FOX Digitally signed by MARSHELLE FOX Date: 2022.05.04 07:19:56 -06'00'	**Date:** 5/04/2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.05.31 16:43:33 -06'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Sander, James – Remote Work Application/Agreement Text

1. Explanation of effective RWL Performance: All my duties as a Program Analyst (WCF Service Mgr) are portable and do not require in person activities at the Denver Office. During the last two years (3/2020 – present) of the Covid pandemic, I have successfully carried out my responsibilities and job assignments at my RWL as effectively, if not more, than in person at the Denver Federal Center. Many of the Budget Management Section staff are in an approved, remote work status and my onboarding training is virtual. My role specific training is virtual. I interact with shareholders and WCF customers virtually. I am a recent transfer to US EPA Region 8 – Budget Management Section from the US Geological Survey – Central Energy Resources Science Center; yet, over the past two in my previous position. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) Over the past two years (03/2020-present); I beyond successfully supervised a field Science Center's administrative operations (admin ops) group with three direct reports providing financial and administrative support for 70+ FTEs and 10+ contractor/volunteer/science emeriti staff in a full remote status. During the period, I supervised all direct reports, promoting all staff members, engaging in disciplinary actions, and successfully deploying Collaborative Action and Dispute Resolution resources as needed; in order, to maintain 100% up-time of Admin Op's customer experience functions and meet the financial management mission. I lead the Center's Admin Ops through two successful year-end closes with the Center closed-in-the-black, all carryover balances IAW with USGS HQ financial requirements, all reimbursable agreements and WCF processed accurately and in a timely fashion. In addition, to our financial responsibilities, our team successfully met all Rocky Mountain Region administrative requirements and datacalls (inventory, facilities and space needs, high and low dollar procurements, and position management/staffing) in a 100% telework/remote status with no disruption to administrative support to staff, shareholders, and line/program authorities. Also, I facilitated the restaffing of the staff through guiding hiring panels for fifteen positions of which twelve new hirers had no prior federal experience. I onboarded and trained these thirteen new federal staff in the government workplace environment as a remote worker. I was awarded 6 STAR awards between 30/2020-12/2021 for my facilitation of the restaffing process, induction of new staff, and maintenance of Admin Ops customer support. I have a proven record of accomplishment of producing outstanding customer experience and meeting financial requirements while in a remote work status.

My duties and work assignments that are outlined in my position description are all portable and include but not limited to; analysis of the enacted budget; budget execution; track and manage the RH WCF Service Agreement; Funds Control Officer and additional duties to be assigned by Section Chief. I manage a service agreement for Region 8 and interact virtually with COR, various other WCF staff, and R8-BMS team members, review documents and provide budget and technical guidance. I effectively use MS Office products such as Excel, Word, PowerPoint as well as SharePoint, Compass Financials, PCORS, eBusiness and other government systems.

I have proven that I can working independently without close in-person supervision in my previous appointment with the US Geological Survey Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) I have 21st C work habits such as embracing unified communication techniques (MS Communicator/Teams, SHPT, MS Office, Google Tools, SaaS tools, and cloud-based applications) since 2008, certified agile project management methods, advanced

organizational and backwards planning skills. I meet work deadlines and datacalls, am accountable and have taken part in many virtual workgroups with staff disbursed between Denver, CO, Reston, VA, Washington DC, Moffit Field, CA, Woods Hole, Ma, Flagstaff, AZ, Portland, OR, Minneapolis, MN, Atlanta, GA, Bozeman, MT, Los Cruz, MN, and Las Vegas, NV in previous federal positions, Ex. 6 Personal Privacy (PP) Ex. 6 Personal Privacy (PP) I have completed and consistently met the deadlines for all mandatory training.

My work involves remote collaboration and does not require in-person interface. There have been no disruptions to communications and there are no foreseen disruptions. Communication is via Teams calls, Teams chat and Outlook email. I am available while working remotely. I forward my work phone to my home phone, keep my outlook calendar up-to-date, and have my Teams messenger on while in duty status. Our BMS Team has once a week Teams meetings to collaborate and address issues or discuss processes and my supervisor periodically schedules one on one check-ins. Workgroups that I am assigned to are conducted via Teams. I track my weekly work tasks and meetings, and these are submitted to my supervisor every week to show my productivity. I will schedule bi-weekly check-in with my supervisor once I am ramped up in role, weekly WFC check-ins BMS trainer and conduct on-going as needed meetings with MSD Branch Chiefs and staff.

Approving my remote work application will not require the reassignment of work. I have performed my duties effectively from RWL and have not had any of my work reassigned. In fact, in my previous role as an USGS Administrative Officer I assumed the duties of our Budget Analyst when they were detailed in 2021 and assumed the duties of our Budget Analyst and Administrative Operations Specialist after their promotions. I took on a detail assignment in 2021 to be assigned as one of the USGS' two Diversity and Inclusion Program Managers (Duty Station- Reston, VA, while I was remote in Denver, CO) successfully completing the profiling of 80+ American university in close proximity to underserved communities and USGS cost centers and advised the Diversity and EEO chief remotely, while participating in remote work groups to execute Executive Order 13985 On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government. This encompassed embracing unified communication, agile project management, and virtual, strategic communication, and collaborating with other team and Agency staff.

My workspace is fully functional with a separate office space that includes a standing desk, an ergonomic chair, extra monitor, and an assortment of office supplies that I would use in the Denver office environment and does not require me to access in-office resources. My work and training have transitioned from hard copy documents to electronic copies kept on our shared G: or SharePoint site for other staff to access. This is consistent with the federal mandate for agencies to cutdown on paper and use electronic recordkeeping. I have the proper technology including network and internet access. I have access to tech support when needed for the systems that I use. I have not had any technology disruptions that have prevented me from performing my duties and I am in the local commuting area so if the need arises for replacement or service to my computer laptop, it is a short commute.

I have followed my Telework Agreement for the duration of my time with the DOI-US Geological Survey, including the two years during the pandemic. I will continue to follow the US EPAs terms of any approved Remote Work Agreement.

2. Explanation why remote work will benefit, not diminish, the Agency's ability to accomplish its mission and meet its operational goals: The Agency will save money as it will not apply for transit subsidy to commute to the Denver office. The Agency may also save in the cost of my office space when the next lease is negotiated as well as the need to support or clean an office space for me. Allowing remote work can further the Agency's mission of protecting health and the environment by reducing commutes, which reduces traffic congestion and vehicle emissions, resulting in a positive impact on the environment.

The benefits of remote work have positively affected me professionally and personally and allow for a distraction free workspace. I find that working remotely I have increased my productivity and performance, improved morale and I have benefitted from increased work/life balance.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Tyler Schmitt	**Job Title & Grade:** Budget Analyst GS:12-5
AAship/Region and Division: Region 8 - MSD - FMPB - BMS	**Address of Official Agency Worksite:** 1595 Wynkoop St, Denver CO 80202
Employee's Work Phone: 303-312-6618	**Employee's Work E-mail Address:** schmitt.tyler@epa.gov
First-line Supervisor: Marshelle Fox	**First-line Supervisor's Work Phone:**
Proposed Start Date: 7/1/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 2/14/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
Please see attached word document. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: TYLER SCHMITT Digitally signed by TYLER SCHMITT Date: 2022.06.09 11:08:35 -06'00'	**Date:** 6/9/2022
Supervisor's Signature: MARSHELLE FOX Digitally signed by MARSHELLE FOX Date: 2022.07.05 09:07:16 -06'00'	**Date:**
AA/RA (or designee) Signature: MARK SMITH Digitally signed by MARK SMITH Date: 2022.07.28 16:20:56 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Schmitt, Tyler – Remote Work Text

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My current position as Budget Analyst with the Budget Management Section consists of performing budget formulation and providing advice to my customers in a timely, accurate and detailed manner and making sure the analysis is considering all appropriate budgetary laws, guidelines, and stakeholders.

I maintain up to date knowledge of Agency's Approved Operating Plan, laws, directions, guidelines for each operating program within assigned Line of Business to insure orderly and prudent commitment of public funds are utilized to the correct goal, objective, National Program Manager (NPM), program project, activity, and budget object class.

I ensure funding documents/amendments/modifications/commitments are being entered into the financial system and processed timely and accurately. I certify the availability of funds; reconcile records and financial transactions to ensure the accuracy of accounting data and proper signatures; assign accurate Document Control Number (DCN).

I communicate with my supervisor by keeping her informed, in a timely manner, of the status of important formulation activities and their impact on the region's goals, objectives, NPMs, program projects, activities and budget object classes.

I prepare weekly, monthly, and quarterly reports on expenses, contracts, grants and Divisional budgets in a timely manner. I manage the Division Budgets for LCRD and RAIO, as well as assist in funding Travel. I manage the Region 8 Infrastructure Investment and Jobs Act (IIJA) budget and issue funds to the respective Divisions involved. I'm also responsible for the R8 IIJA Payroll charging and tracking, as well as the IIJA WCF Service Agreement.

I assist and support my fellow co-workers and utilize the Teams application daily. For the past two years, while on mandatory telework because of COVID, I have performed all my duties plus volunteered to take on additional work like the IIJA functions. I have been able to perform all my duties remotely and changed the way I do business when it comes to printing documents and using an electronic filing system.

My efforts working remotely has saved the Government in the cost of using a network printer, ink and paper, office supplies, utilities, office space, security and phone. When working remotely I perform a full day's work unlike when in the office I would be interrupted by co-workers constantly keeping me from completing assignments in a timelier manner.

In the past two years, I have only been in the office once for the replacement of my PIV card and to clean out my physical office of personal items.

In closing all my work is portable, all tasks or work assignments can be performed at least equally effectively at the RWL and working remotely causes no impediment to effectively accomplish work. Remote work arrangement does not require reassignment of my work to others and the work rarely requires access to in-office resources. I have all the needed technology that is required and is fully functional.

Ex. 6 Personal Privacy (PP)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Lindsay Seeger	**Job Title & Grade:** Sr. Grant Specialist 1109 GS13
AAship/Region and Division: Region 8, Management Support Division	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-6564	**Employee's Work E-mail Address:** Seeger.Lindsay@epa.gov
First-line Supervisor: Sarah Hulstein	**First-line Supervisor's Work Phone:** 303-312-6014
Proposed Start Date: March 27, 2022	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 3/4/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: See Attachment 1 **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: LINDSAY SEEGER Digitally signed by LINDSAY SEEGER Date: 2022.03.28 13:52:32 -06'00'	**Date:**
Supervisor's Signature: SARAH HULSTEIN Digitally signed by SARAH HULSTEIN Date: 2022.04.12 16:44:30 -06'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.05.09 17:55:33 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Lindsay Seeger - Remote Work Application: Attachment 1

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals

1. Explanation of Effective RWL Performance:

   I have been working for EPA since January 2016 and between January 2017 and March 2020, I worked from home anywhere from 1 to 3 days a week. Since March 2020, I've been fully remote and have not had to go into the office other than to update my PIV card and get a new computer. Everything else has been entirely remote. All my work as a Senior Grants Specialist is portable, and I have already set up a workstation that adheres to the safety checklist (see attached form 3181-8). I feel that I am more effective and efficient in my position working remotely as there are minimal distractions in my home office. My position does not require an in-person interface with management officials or other colleagues on any routine basis and when I do need to meet with management or colleagues. Teams has been a great tool for any 'face to face' meetings needed and has allowed me to continue to build relationships with colleagues and stakeholders.

   Also as a Senior Grant Specialist, I have found that working remotely and sharing screens over Teams for staff training purposes has been even more efficient than training in the office. It allows us to switch back and forth between sharing and observing seamlessly. I can really tell if the team is picking up the content, and if they know where to locate resources etc. If I did return to the office and were to train my colleagues (many of whom have already been approved for remote work and have never been in the office), it would be me sharing my screen with them over Teams, but from the office. Utilizing Teams has also been amazingly efficient for staff meetings, program meetings, as well as Grant Forums. The Teams technology has been so much more streamlined and error proof than when we were in the office. We used to hold Grant Forums in person and had many more technical issues. Now, we can do everything through Teams where EPA staff can follow along on their end and then we have the recordings for them to look back on again and again.

   Because we have a new E-filing system, my position does not require any access to in-office resources or filing systems. With the remaining paper files that I do have in the office, I plan to coordinate with my supervisor to get those archived and or electronically copied into the e filing system. There has been, and will be, no foreseen disruption to communication with any internal or external recipient/stakeholder. I will continue to give excellent customer service, internally and externally. I have a demonstrated track record of meeting and exceeding performance plan objectives

without close supervision and am an active member and lead in the grants management office.

2. There will be no relocation costs as my current telework location will continue to be my RWL. So, the impact on the agency will be minimal. If there are any impacts, they will be in favor of the agency as there will be more space for other employees and there will be no public transit costs needed for my eco pass. If I'm recalled back to the agency or if I need to come into an EPA facility for equipment and repair, the associated costs will be minimal as I still live with in the local commuting area.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Karen Simpson	**Job Title & Grade:** Environmental Protection Specialist GS12
AAship/Region and Division: Region 8, WD, TFSB	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-6449	**Employee's Work E-mail Address:** simpson.karen@epa.gov
First-line Supervisor: Benjamin Bents	**First-line Supervisor's Work Phone:** 303-312-6435
Proposed Start Date: May 1, 2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on March 9, 2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
As a project officer for several grants programs, I utilize web-based applications in order to complete my day-to-day tasks such as IGMS, CDX, and Compass Data Warehouse. I often work independently but in the event that I do need to connect with grantees or colleagues, I use features provided through Microsoft Outlook, Microsoft Teams (chat, call, video calls), and collaborate on documents using Microsoft OneDrive and Sharepoint. Given that the nature of my work and all of my assigned tasks can be completely remotely given the tools provided by EPA, approval of this request will not diminish my ability to complete my work nor the Agency's ability to accomplish its mission.	
Approval/Disapproval (attach documentation): ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: KAREN SIMPSON Digitally signed by KAREN SIMPSON Date: 2022.03.09 11:31:06 -07'00'	**Date:**
Supervisor's Signature: BENJAMIN BENTS Digitally signed by BENJAMIN BENTS Date: 2022.03.09 14:31:46 -07'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.26 13:24:27 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Bailey Smith	**Job Title, Pay Plan, Series & Grade:** Life Scientist GS-12
Office/Region and Division: R8 Water Division	**Address of Regular Office or Worksite:** 1595 Wynkoop Street Denver, CO 80202
Employee's Work Phone: 303-312-6940	**Employee's Work Email Address:** smith.bailey@epa.gov
Supervisor's Name: Lisa Kahn	**Supervisor's Work Phone & Email Address:** 303-312-6896
Proposed Start Date: 11/7/2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Note- new address for Bailey Smith

Employee's Signature: BAILEY SMITH Digitally signed by BAILEY SMITH Date: 2022.11.04 07:25:16 -06'00'

Supervisor's Signature: LISA KAHN Digitally signed by LISA KAHN Date: 2022.11.09 12:07:32 -07'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	MARK SMITH Digitally signed by MARK SMITH Date: 2022.12.16 15:46:44 -07'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Desmond Nii Laryea Tetteh	**Job Title & Grade:** Grants Management Specialist / GS-11
AAship/Region and Division: R8	**Address of Official Agency Worksite:** 1595 Wynkoop St, Denver, Co 80202
Employee's Work Phone: 303-312-6224	**Employee's Work E-mail Address:** Tetteh.Desmond@epa.gov
First-line Supervisor: Sarah Hulstein	**First-line Supervisor's Work Phone:** Hulstein.Sarah@epa.gov
Proposed Start Date: 2/14/2021	**If Temporary, Proposed End Date:** N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 2/28/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I joined the EPA on February 14th, 2021, till date. I received all my grants specialist training through remote training due to the pandemic. My remote training went well without any difficulties because of my prior remote work experience with the Veterans Affairs. I have been working effectively and efficiently to complete all tasks assigned to me as a grant specialist without any close supervision. I'm able to communicate effectively with all recipients, POs and colleagues through Microsoft teams, emails, phone and as well as setting up meeting when necessary. I'm able to collaborate successfully with POs as well as any employees throughout the agency through Microsoft Teams regarding any assignments that are assigned to me. I have been able to provide excellent customer service externally and internally without any issues and I will continue to do so as a grants specialist. I am very competent with the E-filing system within, and my position does not require any access to in-office resources. I am also able to work during weather closures.

Concerning RWL, there won't be relocation costs as my current telework location will be the same. When having

Approval/Disapproval (attach documentation):

- [x] Approved
- [ ] Disapproved (cite reason(s) below)

Employee's Signature:	Tetteh, Desmond — Digitally signed by Tetteh, Desmond Date: 2022.04.07 09:23:33 -06'00'	**Date:**
Supervisor's Signature:	SARAH HULSTEIN — Digitally signed by SARAH HULSTEIN Date: 2022.04.12 15:59:43 -06'00'	**Date:**
AA/RA (or designee) Signature:	DEBRA THOMAS — Digitally signed by DEBRA THOMAS Date: 2022.05.02 16:48:16 -06'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Tetteh, Desmond – Remote Work Application/Agreement Text

I joined the EPA on February 14th, 2021, till date. I received all my grants specialist training through remote training due to the pandemic. My remote training went well without any difficulties because of my prior remote work experience with the Veterans Affairs. I have been working effectively and efficiently to complete all tasks assigned to me as a grant specialist without any close supervision. I'm able to communicate effectively with all recipients, POs and colleagues through Microsoft teams, emails, phone and as well as setting up meeting when necessary. I'm able to collaborate successfully with POs as well as any employees throughout the agency through Microsoft Teams regarding any assignments that are assigned to me. I have been able to provide excellent customer service externally and internally without any issues and I will continue to do so as a grants specialist. I am very competent with the E-filing system within, and my position does not require any access to in-office resources. I am also able to work during weather closures.

Concerning RWL, there won't be relocation costs as my current telework location will be the same. When having equipment issues or whenever I am supposed to report at the agency facility, the associated cost will be minimal as I live within the local commute area.

I will be available when needed by the agency within 12-24hrs advance notice concerning any mission the agency requires me to support.

I will always be available to Supervisors, colleagues and public to the same extent as if I were in an official agency worksite.

Having Microsoft teams allows me to continue to collaborate and communicate with my colleagues and recipients. The collaboration amongst team members is essential as the aspect of working in person is not diminished and we can operate as normal, completing the tasks that advance the mission of the agency and assuring those tasks have minimal to no interruptions.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Katlyn Tovar	**Job Title & Grade:** Grants Specialist, 13
AAship/Region and Division: OMS R8	**Address of Official Agency Worksite:** 1595 Wynkoop St, Denver, CO 80202
Employee's Work Phone: 303-312-6681	**Employee's Work E-mail Address:** tovar.katlyn@epa.gov
First-line Supervisor: Sarah Hulstein	**First-line Supervisor's Work Phone:** 303-312-6014
Proposed Start Date: 5.1.22	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 6/12/20 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
Approval/Disapproval (attach documentation): ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: KATLYN TOVAR Digitally signed by KATLYN TOVAR Date: 2022.03.14 13:52:46 -06'00'	**Date:** 3.14.22
Supervisor's Signature: SARAH HULSTEIN Digitally signed by SARAH HULSTEIN Date: 2022.03.15 12:11:49 -06'00'	**Date:**
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.26 13:42:02 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Cinna Vallejos	**Job Title & Grade:** Environmental Protection Specialist GS13
AAship/Region and Division: R8SEMD-PAB	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO 80260
Employee's Work Phone: 303-312-6376	**Employee's Work E-mail Address:** vallejos.cinna@epa.gov
First-line Supervisor: Valeria Guerra	**First-line Supervisor's Work Phone:** 303-312-6508
Proposed Start Date: March 30, 2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 05/27/2015 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

At my remote work location I have designated and private office space. I have the required equipment and ensure the conditions allow me to complete all my daily work activities. My duties/work is 100% portable using the laptop, applications and the secure access provided to me through by the EPA to access electronic files and information. necessary to complete my day-to-day work. Over the last two years I have worked remotely and I have demonstrated that My duties as a environmental protection specialist in the Superfund Program are portable and do not regularly require that I be in person at the Denver office. My work includes frequent calls and virtual meetings with agency partners, National work groups and EPA staff, data entry into EPA systems, writing and review of various documents and process development and training other grant project officers. My work does not include tasks that are designated as inappropriate for remote work. I also continue to successfully perform collateral duty assignments as an EEO Counselor. I can perform my duties equally effective from a RWL as in the Denver office.

Approval/Disapproval (attach documentation):

- [x] Approved
- [ ] Disapproved (cite reason(s) below)

Employee's Signature:	CINNA VALLEJOS Digitally signed by CINNA VALLEJOS Date: 2022.03.03 07:28:54 -07'00'	**Date:**
Supervisor's Signature:	VALERIA GUERRA Digitally signed by VALERIA GUERRA Date: 2022.03.03 12:10:08 -07'00'	**Date:** 3/3/2022
AA/RA (or designee) Signature:	DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.23 15:51:57 -06'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Edna Walton	**Job Title & Grade:** Budget Analyst GS 13
AAship/Region and Division: Region 8 Mission Support Division	**Address of Official Agency Worksite:** 1595 Wynkoop Street
Employee's Work Phone: 303-312-6130	**Employee's Work E-mail Address:** Walton.Edna@epa.gov
First-line Supervisor: Marshelle Fox	**First-line Supervisor's Work Phone:** 303-312-7833
Proposed Start Date: 2/28/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 2/5/2006 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: See Attachment A. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: EDNA WALTON Digitally signed by EDNA WALTON Date: 2022.02.17 05:08:55 -07'00'	**Date:** 02-17-2022
Supervisor's Signature: MARSHELLE FOX Digitally signed by MARSHELLE FOX Date: 2022.02.23 09:53:25 -07'00'	**Date:** 2/23/2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.23 17:55:28 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Edna Walton Narrative

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Due to the pandemic, I have worked from a remote work location for the past two years, proving that all my duties are portable. As a Budget Analyst, I manage three of the agency's largest appropriations for the region which are, Superfund, Superfund Special Accounts and State and Tribal Assistance Grants (STAG). My primary responsibilities are as follows:

1) Assist Headquarters in the formulation of the Region's portion of the Agency's Budget. Perform funding certification for the Superfund, Superfund Special Account, State & Tribal Assistance Grants, Oil and Leaking Underground Storage Tanks appropriations.

- Maintain up to date knowledge of Agency's approved operating plan, budget related laws, directives, and guidelines for each operating program within assigned Line of Business to ensure allocated funds are expended accurately and efficiently at the correct goal, objective, National Program Manager (NPM), program project, activity, and budget object class levels.
- Provides budget formulation advice that reflect timely, accurate and detailed analysis considering all appropriate budgetary laws, guidelines, and stakeholders.
- Certify the availability of funds. Resolve Status of Funds discrepancies in a timely manner.
- Reconcile records and financial transactions to ensure the accuracy of accounting data.

2) Ensure resources in Region 8's Operating Plan are allocated and utilized accurately, effectively and efficiently. Accurately interprets procedures, policies and programs related to Budget execution. Maintains and monitors the Region's official financial records in the Agency's and Regional financial management systems.

- Identify existing and/or anticipated violations of budgetary laws or guidelines and assist customers to come into compliance.
- Provide budget execution advice to ensure appropriate information is being entered into agency financial management systems and processed timely and accurately.
- Resolve Status of Funds report discrepancies quickly and accurately.
- Advice Supervisor on current budget execution, monitoring and financial records, and program related issues, which may affect the Region's ability to properly execute the budget and planned goals.
- Develop and maintain standard operating procedures.

3) Examines and interprets the Agency's enacted budget, while considering critical relationships between program plans and budgetary needs to construct a response to situations, series of events, or issues. The result of analysis models provides clear and concise evidence or decision support for defensible recommendations.

- Evaluate, interpret, and compile budget data to accurately answer special requests for information.
- Perform ad hoc queries of raw data from automated financial systems and use this data to prepare clear and understandable reports which can be used to analyze data and make recommendations.
- Analyze financial and budgetary relationships to develop recommendations for reprogramming funds between budget object classes and or program results codes to best support program execution.
- Perform continuing analysis of each operating program within assigned Line of Business to ensure orderly and prudent commitment of funds.
- Keep Responsibility Centers/Divisions and Offices informed of their overall status of funds.
- Keep Supervisor advised of any issues.

4) Coordinates with all parties in implementing all phases of the budget process for the regional Divisions. Develops, implements, and coordinates administrative operations, including budget/program planning process for the Divisions; formulates operating plan and negotiates distribution of budget resources to optimally meet Division needs and priorities. Maintains tracking systems to prepare management reports to reflect accurate and timely status of budgets and ensures optimum use of resources/budget and adherence to the Agency's mission. Audits Divisions budget reports to ensure allocations are not exceeded as determined by the Budget Management Section.

- Delivers quality products and/or services that support the Agency's strategic plan, programs, policies, and/or organizational annual performance plans and budget priorities that meet customer needs.
- Organize and set priorities for routine work. Completes quality work withing required time frames and complies with established policies and procedures.
- Communicates clearly, professionally, timely, effectively and accurately representing the organization by keeping well-informed of Agency policies and programs.
- Produce written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices.
- Independently develops and implements solutions to problems and offers suggestions for improvements without supervisory intervention within delegated authority of job responsibility.
- Works effectively with subordinates, peers, and superiors.

My work involves collaboration that can be performed remotely and does not require in-person interface. There have been no disruptions to communications and there are no foreseen disruptions. Communication is via Teams calls, Teams chat and Outlook email. I am available while working remotely. I forward my work phone to my home phone, keep my outlook calendar up-to-date, and have my Teams messenger on while in duty status. Our Budget Management Section (BMS) Team has Team meetings once a week to collaborate and address issues and discuss processes. My supervisor periodically schedules one on one check-ins. Workgroups that I am assigned to are conducted via Teams.

Utilizing available technology and access to Compass Financials, Compass Data Warehouse, Compass Business Objects Reporting (CBOR), Budget Formulation System (BFS), SharePoint, the BMS G: drive, and BMS Team page, I have been able to perform all my duties remotely in an effective and efficient manner. Deadlines are met consistently. Ex. 6 Personal Privacy (PP) Ex. 6 Personal Privacy (PP) I routinely Ex. 6 Personal Privacy (PP). I have always worked independently and without close supervision and have continued to do so while working remotely.

Being able to work remotely has not decreased my productivity or affected my performance. It has allowed me to become more efficient technologically and has changed the way I do business when it comes to printing documents and using the electronic filing system, which in turn decreases my carbon footprint.

The approval of this remote request will not diminish the Agency's ability to accomplish its mission and meet its operational goals. Due to the pandemic, I have worked from a remote work location for the past two years. My work has been performed with equal effectiveness as working in the office with respect to quality, quantity, timeliness, customer service, and other aspects of accomplishing the EPA's mission. There has not been any adverse impact on my work performance while working remotely. I have online access to all necessary tools and resources needed to complete daily tasks and work assignments. I have a demonstrated track record of meeting performance plan objectives and working without close supervision. Working remotely will not require the reassignment of work. In fact, working remotely has increased my productivity and performance which allows me to advance the mission of the Agency in protecting human health and the environment.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Terry Whitfield	**Job Title & Grade:** Contract Specilist GS13
AAship/Region and Division: Region 8	**Address of Official Agency Worksite:** 1595 Wynkoop St, Denver CO 80202-2632
Employee's Work Phone: 303-312-6260	**Employee's Work E-mail Address:** Whitfield.Terry@epa.gov
First-line Supervisor: Gayle Barajas	**First-line Supervisor's Work Phone:** 303-312-6260
Proposed Start Date: 9-11-2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☐ Yes

☑ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 9-12-2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

EPA form 3181-13. Revised 01/22. Previous editions are obsolete.

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: I am able to perform all the duties required of my position as Contract Specialist due to knowledge of all the systems required to do the job effectively. I also have over two years experiance working remotely from the main office and being highly production in that role. **Approval/Disapproval (attach documentation):** ☒ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: Terry W Whitfield	**Date:** 9/12/2022
Supervisor's Signature: Gayle Barajas	**Date:** 9/26/2022
AA/RA (or designee) Signature: MARK SMITH Digitally signed by MARK SMITH Date: 2022.12.06 09:45:11 -07'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Caroline Williams	**Job Title & Grade:** Environmental Protection Specialist
AAship/Region and Division: ORA / Region 8 / Public Affairs Branch	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver CO 80202
Employee's Work Phone: 303-312-6299	**Employee's Work E-mail Address:** williams.caroline@epa.gov
First-line Supervisor: Andrew Mutter	**First-line Supervisor's Work Phone:** 303-312-6448
Proposed Start Date: March 13, 2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: same as above	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.
I am approved for a Maxiflex schedule. I have attached a screenshot from People Plus to verify Maxiflex approval and an example of my typical schedule, which changes between pay periods.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on **10/1/2015** (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: See attached. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: CAROLINE WILLIAMS Digitally signed by CAROLINE WILLIAMS Date: 2022.02.15 19:19:30 -07'00'	**Date:**
Supervisor's Signature: ANDREW MUTTER Digitally signed by ANDREW MUTTER Date: 2022.02.25 11:23:47 -07'00'	**Date:** 25 Feb 2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.04.22 13:37:27 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Caroline Williams
R8 ORA, Public Affairs Branch

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work is entirely portable and does not require in-person activities at the Denver office. My work history over the last two years (during the pandemic) demonstrates I can perform the work equally effectively from a remote work location (RWL) as the Denver office. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) No work assignments have been reassigned or will need to be reassigned as a result of remaining at my RWL.

I have remotely managed all aspects of the Information Center to include:

- Responses to public inquiries are completed through phone calls (using my personal phone) or emails and logged into spreadsheet shared by Info Center staff.
- Updates to Yellow Pages (subject matter expert tool) are received through email, Teams chat or calls with R8 staff and logged into restricted spreadsheet shared by Info Center staff.
- Updates to the Info Center protocol document are completed electronically and shared with Info Center staff.
- Any reporting requirements are completed routinely using information retrieved electronically and reported via email.
- SEE timecards are approved remotely using the available NOWCC time reporting technology.
- Regular staff meetings with Info Center staff (SEE employees) occur using Teams.
- SEE personnel and recruiting actions are completed remotely. I set-up interviews with electronic calendar invitations; conduct interviews with potential candidates using Teams; complete forms to process security background checks electronically; train new employee via Teams and through shared documents; conduct discussions with NOWCC recruiting staff/management virtually or by phone.

Note: For onboarding SEE staff, MSD has a process in place for a new SEE employee to pick up CAC card (badge) and laptop at the R8 Denver office directly. However, I chose to physically go into the R8 Denver location on the employee's first day to greet the employee in-person and ensure the onboarding process went smoothly. There is no requirement to do so since MSD is setup to issue equipment/badge without the SEE's Monitor (me); however, I believe it is more welcoming for me to be there in-person on an employee's first day. The proximity of my RWL to the Region 8 Denver Office makes it easily achievable to report to the office on a rare occasion such as this.

I remotely perform Internal Communications duties such as posting ShoutOuts/WARS/8net events/bulletins/banners; sending out Mass Mailers; Town Hall meetings using available technology.

I remotely complete the GPO process for printing products. Print projects are submitted electronically and forwarded to FedEx/GPO as attachments. Discussions regarding revisions take place via Teams or

phone calls. FedEx now accepts bank card information over the phone and there is no need to present the bank card in person. Programs can pick-up completed orders directly from FedEx/GPO or there is an option to mail completed products to the requester.

My work does not require in-person meetings. I accomplish meetings and team projects virtually using phone calls, Teams, Sharepoint, shared network/program drives or other software/technology. I have been able to successfully collaborate, maintain professional working relationships and complete work products in coordination with program staff and management located at the Region 8 Denver Office and our RWLs.

I use existing EPA technologies to remain available while working remotely and I do not foresee any communication disruptions. For example, I forward my work phone to my personal cell; keep my outlook calendar up to date with my daily availability; use out-of-office auto replies, use Teams chat/call/video; and I make my proposed schedule for the next pay period available to my supervisor.

The equipment (EPA issued laptop, personal printer, personal phone) I need to perform my duties is available and functional. If a technical issue arises with EPA issued laptop, I can receive assistance remotely via the R8 IT Help Desk and if I need to return to the Denver office for equipment service or repair, I can easily do so as I am within the Denver commuting area. When connectivity issues have arisen, many have been on a larger Regional/Agency-wide scale (i.e., network outages) and would impact my work regardless of whether I am working at the Region 8 Denver Office or RWL. For all technological issues, I have successfully maintained communication with my supervisor so that he is aware of the issue, and I still accomplished the work of the Agency in an effective and timely manner

My work does not require in-office, paper records. I have successfully maintained electronic records, rather than paper, for the entirety of my time working from my RWL and for much of my time prior to working remotely. We have transitioned to receiving and sending documents via email, rather than hard copy mail, and to using electronic signatures.

The work described above is representative of my current and future duties, so I do not anticipate any change that would affect my remote work eligibility.

Specific benefits and de minimus impact to my Remote Work approval include:

- I will no longer require physical office cubical space, which allows the Region to move towards a reduction in overall costs (rent, lighting/electrical costs), less equipment (desk-phone, desk, chair, file cabinet, etc) and supplies (ink/printing/paper) requirements, and utility savings (reduced water usage).
- I will be supporting the protection of the environment by decreasing traffic congestion and vehicle emissions. My daily commute is approximately 56 miles.
- I expect there will be no change to locality pay since my RWL (Longmont, CO) is within the same Denver metro commuting area (Cost of Living Allowance COLA) as the Region 8 Denver Office.
- Costs associated with any necessary recall to the EPA Region 8 Denver Office would be de minimis, due to the portable nature of my work and close vicinity of my RWL to the EPA Region 8 Denver Office (i.e., materials can be transported by the employee back to the Region 8 Denver Office, as needed, within one workday and without any associated move expenses).

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kendra Wilborn	**Job Title & Grade:** Budget Analyst GS-0560-13
AAship/Region and Division: Region 8 Mission Support Division	**Address of Official Agency Worksite:** 1595 Wynkoop Street, Denver, CO, 80202
Employee's Work Phone: 303-312-6797	**Employee's Work E-mail Address:** wilborn.kendra@epa.gov
First-line Supervisor: Marshelle Fox	**First-line Supervisor's Work Phone:** 303-312-7833
Proposed Start Date: March 13, 2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☑ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number:	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 2/24/22 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: See attached. **Approval/Disapproval (attach documentation):** ☑ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: KENDRA WILBORN Digitally signed by KENDRA WILBORN Date: 2022.02.24 13:40:50 -07'00'	**Date:** February 24, 2022
Supervisor's Signature: MARSHELLE FOX Digitally signed by MARSHELLE FOX Date: 2022.03.01 11:42:58 -07'00'	**Date:** March 1, 2022
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.04.07 14:40:54 -06'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Kendra Wilborn Remote Work Request

Work Schedule: My work schedule has been approved by my supervisor.

Q1. Explain how you can perform all your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

The work for my position, as a Budget Analyst is portable, and does not require me to be in the office every day. Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) Below is list of my duties that I continue to complete successfully on a regular basis.

- Budget Execution and Monitoring
  - I am currently the Funds Control Officer, FCO, for Air and Radiation Division, ARD, and Superfund Emergency Management Division, SEMD. I am responsible for funding Procurement Requests, Grants, Commitment Notices, and purchase card requests for both divisions, I am also the FCO for the Records Contract.
  - Provide guidance and advice about use of funds. Identify any potential issues with using specific funding such as recertified or carryover funds.
  - Work with division counterparts to resolve open commitments and unliquidated obligations.
  - Update my supervisor of any issues that will affect the management and execution of funds.
- Communication and Customer Service
  - I attend SEMDs monthly budget meetings via Microsoft Teams. Quarterly plans are discussed and updated for the different types of SF funding, and other appropriations.
  - Collaborate with Contracts to ensure high priority PRs are funded in a timely manner in addition to amending PRs to reduce/increase funding for a PR.
  - Work with the RLO to fund the Records Contract. The RLO creates the PR and I fund the request. We also review the balances for the contract.
  - Update my supervisor on any potential issues that need to be addressed.
  - Participating in meetings with team members to reprogram, recertify funds and learn and create new processes that will help our section.
- Budget Management
  - Attending Budget Execution meeting in HQ via Microsoft Teams that provide updates and guidance on different appropriations, and upcoming deadlines.

- Learning how to reprogram funding between divisions and swop out carryover funds for current year fund.
- Learning how to recertify funding to come back to the region.

Approval of my request will not dimmish my ability to accomplish the Agency's mission or operational goals because all my work can be successfully completed by having access to EPA systems and on-line applications via the internet. If there is ever a need to be on-site, I can be at the Wynkoop office as needed. I am requesting to work within the locality pay area. Below are some benefits remote working.

- Increased Productivity
  - During the pandemic I have been able to focus better on my work with less distractions. My work is detailed oriented, and some parts can be time consuming. I can take breaks as needed, and that helps with my performance.

- Decreased commute time to work
  - I would take the commuter rail to the Regional Office each day. There are times where the rail was delayed due to various issues. I would then be late for work and must stay late to make up my time or take annual leave. Working from home has eliminated this issue and I am able to begin work on time each day.

- Fewer Sick Days
  - Ex. 6 Personal Privacy (PP) to Ex. 6 Personal Privacy (PP) Working from home has reduce the need to take leave.