

**From:** [tonya@ishareknowledge.com](mailto:tonya@ishareknowledge.com)  
**To:** [FOIA Resource](#)  
**Subject:** [External\_Sender] FOIA Request- Telework  
**Date:** Wednesday, April 3, 2024 7:20:29 PM

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Dear Madam or Sir:

It is understood that your agency needs to establish a policy under which eligible employees may be authorized to telework (5 U.S.C. 6502(a)(1)(A)). Based upon your agency's policy,

Can you please provide the following data in xls or cvs format from years 2019 to December 2023, the following information by agency and sub-agency and/or division categorized by SES and GS levels when possible:

- o the total number of employees employed full time and part time o the number of employees eligible to participate in telework (5 U.S.C. 6502(a)(1)(B))
- o the number of employees who are participating in telework (5 U.S.C. 6502(a)(1)(B))
- o the number of employees who list their primary residence as their alternate worksite and report to the agency worksite on a regular and recurring basis o the number of employees who are participating in a flexible work arrangement where their alternate worksite may be within or outside the local commuting area and they are not required to report to the agency worksite on a regular and recurring basis o the number of eligible employees authorized to telework who have entered into a written telework agreement with their supervisor as a pre-condition to participation (5 U.S.C. 6502(b)(2)) o the number of eligible employee authorized to telework who have not entered into a written telework agreement with their supervisor as a pre-condition to participation (5 U.S.C. 6502(b)(2)) but are still allowed to telework o the number of eligible employee authorized to telework who have maintained their acceptable levels of employee performance or agency operations, in accordance with OPM performance management guidelines (5 U.S.C. 6502(b)(1)) o the number of eligible employee authorized to telework who have not maintained their acceptable levels of employee performance or agency operation o to list the appropriate steps management has taken if it has had to deny or revoke telework for employees who have been disciplined for specified misconduct (5 U.S.C. 6502(a)(2)) (5 U.S.C. 6502(b)(1), 6503(a)(4))
- o the number of eligible employee authorized to telework who have been denied or revoked telework agreements when these employees have been disciplined for specified misconduct (5 U.S.C. 6502(a)(2)) o the number of employees who have been denied telework agreements because their jobs require the handling of secure materials inappropriate for telework or whose work requires on-site activity (except in an emergency as determined by the head of the agency) (5 U.S.C. 6502(b)(4)) o the number of newly staffed employees hired to manage teleworkers to maintain compliance with their telework agreements, as required by 5 U.S.C. 6502(b)(3) o the number of re-assigned employees required to manage teleworkers to maintain compliance with their telework agreements, as required by 5 U.S.C. 6502(b)(3) o the number of employees assigned new duties required to manage teleworkers to maintain compliance with their

telework agreements, as required by 5 U.S.C. 6502(b)(3) o the number of (a) employees and number of (b) incidents per employee where appropriate steps to terminate the arrangement if non-compliance is not promptly corrected.

Finally, referencing the FOIA regulation at Title 10, Code of Federal Regulations (CFR), Section 1004.9(a), here are my responses:

1. The subject of the request relates specifically to the the manner by which telework and/or remote work arrangements impact direct operations and activities of the government (efficiencies, productivity, and service quality) for instance.
2. The informative value of the information to be disclosed is very likely to contribute to an understanding of government operations or activities and how its best practices could be replicated in the private sector or vice versa.
3. The requester intends to collect, analyze and disseminate the data so that its disclose will contribute to the general public's understanding of telework and remote work.
4. The dissemination of this data collected and analyzed will not be re-sold. It will be made available as open-sourced resource.
5. The disclosure of the information collected is very likely to contribute "significantly" to public understanding of government operations or activities as it relates to telework and remote work.

I am unable to pay fees to obtain this information and respectfully request that the agency consider the above information as necessary to grant a fee waiver.

My address is: Tonya Mead, 46583 Carlyle Court, Sterling, VA 20165 My phone is: 703.919.0984 My email is: [tonya@ishareknowledge.com](mailto:tonya@ishareknowledge.com)

Sincerely,

Tonya Mead