This checklist is intended to guide managers in determining if an employee should work on site or remotely—or a hybrid of the two to best support Technical Solutions' operations.

Please note: Flexible work arrangements must support Technical Solutions' business commitments. Approval is at the sole discretion of management.

Instructions: If the answer is YES to one or more of the questions below, the employee most likely should be working full-time on-site.

	Yes	No	N/A
1. Is there a physical component to the job requiring the employee to be on-site (i.e., printing work packages, work site inspections, on-site job execution)?			
2. Does the work performed require frequent direct interaction with the workforce, program managers or internal/external customers, or does it impact productivity?			
3. Does the work require significant in-person interaction to be accomplished successfully or efficiently?			
4. Does the work involve regular use of classified information or classified systems?			
5. Are there any foreign nationals who reside at the employee's flexible work location?			
6. Do the terms of the contract the employee is supporting prohibit telework?			
7. If the contract allows, is contract officer approval required?			

If the responses to the questions above are NO, review the questions below. In general, the more YES responses, the more likely an employee should be on-site to better support Technical Solutions' operations.

	Yes	No	N/A
8. Does the work performed consist of manual tasks that require close supervision with limited opportunity for judgment and independent discretion?			
9. Have the work assignments proven to be more effective when performed on-site?			
10. Is this a supervisor who has responsibility for on-site work, new employees and/or employees who need physical supervision?			
11. Are there any impacts to other team members or customers if this work is performed remotely (pushing work to others, not providing support, etc.)?			
12. Is this a new employee who needs on-site orientation, training and networking to build a foundation to support him/her?			
13. Does this employee need direct (physical) supervision based on their skill level and job responsibilities?			
14. Are there performance issues with this employee that would be better managed in person?			
15. Will it be difficult to assess the employee's performance fairly as compared to peers working on-site?			

16. Will it be difficult to assess and measure the employee's progress on daily/weekly tasks?			
17. Will it be more difficult to communicate and stay connected with the employee compared to others working on-site?			
18. Will the employee's professional career development be negatively impacted if the employee is not working on-site?			
19. As compared to peers, will the employee receive significantly less communication/ information if working off-site?			
20. Is the employee a more senior employee who is needed on-site to help guide/mentor/ develop less experienced employees?			