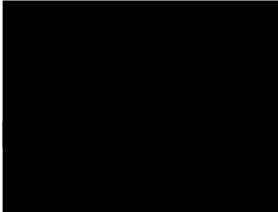




Sent via Email <[tonya@ishareknowledge.com](mailto:tonya@ishareknowledge.com)>



RE: Freedom of Information Act Request NGC24-252

Dear Ms. Mead:

This is in response to your Freedom of Information Act (FOIA) request to the National Archives and Records Administration (NARA), dated April 3, 2024, which we received in our office on the same date, via a referral to the [foia@nara.gov](mailto:foia@nara.gov) inbox. We assigned your request the above internal tracking number. In your request, you stated:

*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*

NATIONAL ARCHIVES and  
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8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

*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.*

NARA is the repository for documents and materials created in the course of business conducted by agencies of the Executive branch of the United States Federal government. We estimate that less than 5% of these records are designated as permanent records for legal or historical purposes. Federal agencies usually transfer their permanent records to NARA no earlier than 15 years from the date of creation, but we receive many well after 30 years from the date of creation. NARA is not a repository for state or municipal records.

After conducting a search, we located one record responsive to your request. We are releasing the one responsive record in full with no redactions. Be advised, not all parameters sought are tracked by our agency. The FOIA does not require agencies to create new records or to conduct research, analyze data, or answer questions when responding to requests.

This completes the processing of your FOIA request.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal within ninety (90) calendar days from the date of this letter via regular U.S. mail or email. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency's decision. If you submit your appeal in writing, please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." If you submit your appeal by email please send it to [FOIA@nara.gov](mailto:FOIA@nara.gov), also addressed to the Deputy Archivist of the United States. Please be sure to explain why you believe this response does not meet the requirements of the FOIA. All correspondence should reference your case tracking number **NGC24-252**.

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our FOIA Public Liaison Gary M. Stern for assistance at:

National Archives and Records Administration  
8601 Adelphi Road, Room 3110  
College Park, MD 20740-6001  
301-837-1750  
[ngc.foia.liaison@nara.gov](mailto:ngc.foia.liaison@nara.gov)

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is noted below:

Office of Government Information Services

National Archives and Records Administration  
8601 Adelphi Road—OGIS  
College Park, MD 20740-6001  
[ogis@nara.gov](mailto:ogis@nara.gov)  
<https://www.archives.gov/ogis>  
202-741-5770 or toll free 1-877-684-6448

Thank you for contacting the National Archives and Records Administration. Please feel free to contact me directly if you have any questions or further concerns.

Sincerely,

Ashley Bryan  
Government Information Specialist  
Operational FOIA and Access Division  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, Maryland, 20740-6001  
301-837-3642

Source: Tonya J. Mead