

**United States Department of Agriculture
Center for Veterinary Biologics**

Standard Operating Procedure

Using Teleworks for Drafting Inspection Reports

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Using Teleworks for Drafting Inspection Reports

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Using Teleworks for Drafting Inspection Reports

1. Purpose and Scope

This Standard Operating Procedure (SOP) outlines the procedures for drafting inspection reports using Teleworks. This is an alternative for Biologics Specialists to prepare inspection reports at home rather than in the office. Guidelines for Teleworks are available from the Human Resources website at: http://inside.aphis.usda.gov/mrpbs/manuals_guides/telework/teleworks.html.

2. Teleworks Regulations - Human Resources Desk Guide, Subchapter 4368

2.1 Prior to being approved to work at home, the employee must complete the Self-Instructional training for Teleworks and have an approved Teleworks workplace agreement in place. The Teleworks online system is used for submission, routing, training, and approval of the M&RP Form 210-R, *Teleworks Application*.

2.2 A new agreement will need to be signed annually (an electronic reminder is sent to the individual). No new training will be needed on an annual basis.

3. Prior Approval

Prior to working at home to draft an inspection report, the employee must have the prior approval form (**ICFRM0003**, *Inspection Report Teleworks Request*) signed by the employee's supervisor. This form can be found in the Inspection and Compliance Manual. This form should be completed and authorized by the respective supervisor prior to conducting the inspection.

4. Returning to the Office Following an Inspection

Following an inspection, the employee will return to the office on their next working day to prepare their timesheets, travel voucher, and determine if they have any situation(s) that need immediate attention.

5. Guidelines on Working at Home

5.1 Inspection Team Member

- Within the first three working days of returning to the office following an inspection, the employee has an opportunity to work at home for up to one day to draft the inspection report.

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- Immediately after working at home the one day, the employee will print out the draft of the inspection report and give a copy to their supervisor.
- The hand-written notes from the inspection and drafted inspection notes in the inspection report template should be turned in to the inspection team leader as required by the performance standards.

5.2 Inspection Team Leader

- Once the team leader receives notes from all of the inspection team members, they will have an opportunity to work at home to draft the final inspection report within the first three working days of receiving all the team's inspection notes.
- Immediately after working at home the one day, the employee will print out the draft of the inspection report and give a copy to their supervisor.
- The team leader will have the completed inspection report and hand-written notes to their supervisor as required by the performance standards.

5.3 Inspection Leader – no team

- Within the first three working days of returning to the office following an inspection, the employee has an opportunity to work at home for one day to draft the inspection report.
- Immediately after working at home the one day, the employee will print out the draft of the inspection report and give a copy to their supervisor.
- The hand-written notes from the inspection and the final inspection report should be turned into the employee's supervisor for review as required by performance standards.

6. Additional Guidelines

- This SOP applies per inspection travel authorization (regardless of the number of inspections conducted), not per firm.
- Time recorded on the Time and Attendance Log needs to accurately reflect time worked on the inspection report.

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- This opportunity is a privilege, and appropriate progress will be determined by each supervisor. If there are abuses, the privilege will be discontinued for that employee.

7. Summary of Revisions

- The Contact has been changed from John Mitzel to Renee Schnurr.
- The term “Flexiplace” has been changed to “Teleworks” to reflect updates in the program.