



United States Department of Agriculture

# Agricultural Marketing Service

Creating Opportunities for Farmers and Businesses

Dear AMS Employees,

USDA's Office of Human Resources Management (OHRM) has delayed the effective date of the new telework directive to **March 5**. They extended the timeframe to give employees additional time to update their transit benefits and makes changes in transportation, child care arrangements, and work schedules.

As a result today's **Telework Town Hall is postponed until further notice**.

The extension includes completing the new USDA Telework Agreement, AD-3018, as well. That means that telework-eligible employees have until March 5 to complete the form and obtain their supervisor's signature. Employees who choose to opt out of participation in the telework program will need to complete the new agreement. Employees with a home official duty station, however, do not need to complete a new telework agreement.

We understand that many of you still have questions about implementation of the new telework directive. OHRM is developing a frequently asked questions (FAQ) document to help address many of these questions, and we will let you know as soon as that FAQ is available.

If you have questions regarding the telework agreement, please contact our Telework Coordinator, Tara Coker at [tara.l.coker@aphis.usda.gov](mailto:tara.l.coker@aphis.usda.gov) or by phone at 301-851-2883.