

Attachment 3: OIT Checklist

Employee has attended training on the following communication tools:

	OIT Rep Initials & Date
EC-500 <ul style="list-style-type: none">• Ability to use EC-500 to forward office phone to cell or home phone• Ability to remotely activate and deactivate EC-500 service	
Remote Access System (RAS) <ul style="list-style-type: none">• File sharing via personal drive (P:) and/or USG shared drives (G:) and (S:)• Ability to access productivity software and applications	
Remote Access to Email & Voicemail <ul style="list-style-type: none">• Ability to access email via the web at www.gmail.com• Ability to access voicemail from any phone at 301-738-6006	
Voicemail via email <ul style="list-style-type: none">• Ability to access voicemail as an email attachment via Gmail or smartphone email client	

Employee Name: _____

Employee Signature: _____

PLEASE RETURN A COPY OF THIS SIGNED FORM TO USG-HR ALONG WITH ATTACHMENT 1:
TELEWORK AGREEMENT AND PLAN