



**U.S. Citizenship  
and Immigration  
Services**

March 9, 2020

Danielle Spooner  
President  
American Federation of Government Employees  
National Citizenship and Immigration Services Council 119  
P.O. Box 4091  
Sunnyside, NY 11104

Dear Ms. Spooner:

Consistent with the provisions of Article 9(a) of the 2016 Master Agreement Between U.S. Citizenship and Immigration Services and American Federation of Government Employees-National Citizenship and Immigration Services Council 119 (2016 CBA), this letter is to formally serve notice that the Agency intends to implement a nationwide Remote Work Program.

**Nature and Scope of Change**

The Agency intends to implement the Remote Work Program throughout every office within the Agency. Remote work is a flexible work arrangement in which an employee works most or all of the time from a different geographic area at a location other than a “brick-and-mortar” worksite provided by USCIS, and the employee does not report to a USCIS-provided worksite on a regular basis of at least 2 days per pay period as required for employees approved for telework. Remote work enables employees to work at an approved official duty station (for example, the employee’s residence) outside the local commuting area (generally, 50 miles or more).

Determinations whether existing or proposed Remote Work agreements are in the best interest of USCIS, whether an employee is eligible to participate in the Remote Work Program, and whether the agency should enter into a Remote Work agreement with an employee will be made by management. Management will consider employee requests to work remotely where there is a compelling business reason to support the agreement, the Remote Work agreement is in the best interest of the agency, and there is no negative impact on mission accomplishment.

**Reason for Change**

The Agency is seeking to establish effective and efficient remote work arrangements to support a more flexible and agile work environment without diminishing employee performance or mission accomplishment. The focus and purpose of this change is to establish protocols for

effective and efficient Remote Work agreements as the agency moves toward building a more flexible work environment.

**Plans for Implementing the Change**

The Agency proposes to open the application process no sooner than the date the Agency's labor obligations have been fulfilled.

**Necessity for the Change**

The Remote Work Program will allow USCIS to further support and pursue the Agency's mission and enables employees to work at an approved alternative worksite outside the local commuting area from the employing office where the employee is assigned. Remote Work agreements promote workplace opportunities for eligible USCIS employees without negatively affecting the Agency.

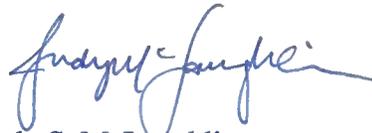
**Point of Contact**

Please direct any questions regarding this initiative to the USCIS Chief Negotiator:

Jonathan C. Theodule  
USCIS Labor and Employee Relations  
633 3rd Street NW, 7th Floor  
Washington, DC 20529  
(202) 233-2565  
[Jonathan.C.Theodule@uscis.dhs.gov](mailto:Jonathan.C.Theodule@uscis.dhs.gov)

In accordance with the provisions of the 2016 CBA, the Union has fifteen calendar days to respond with a demand to bargain and to provide initial negotiable proposals. Any response to this notice should be submitted in writing in accordance with Article 16, to Mr. Theodule.

Sincerely,



Judy S. McLaughlin  
Chief  
Labor and Employee Relations Division  
Human Capital and Training

Enclosure: USCIS Remote Work Guidance