

USCIS Service Center Operation – Telework Home Site Inspection Checklist

Date of Inspection: _____
Participant: _____ Time Arrived: _____ Time Departed: _____
Home Phone: _____ Telework Schedule: _____
Cell #: _____
Address: _____ City State: _____
Division/Team/Supervisor Name: _____
Compliance Officer: _____
Special Instructions: (Pets in Fence, etc.): _____

Pets: Y N

Do Pets present an unsafe condition for the Compliance Officer or Government Property: Y N

Are pets in area of work:
Y N

Workspace/Environment: Does the workspace meet standards described in the USCIS Telework Management Directive: Y N Comments: _____

Work Material and Storage: Does work material storage meet standards: Y N
Annotate DHS/CIS Inventory (barcode) numbers from CPU, monitor and printer and make any pertinent comments:

Security: Do the workspace and general conditions facilitate Telework Security Requirements and Safeguarding of Sensitive Personally Identifiable Information: Y N
Comments: _____

Is Participant providing childcare during working hours? Y N
Comments: _____

Ask the Participant, "Explain in your own words the requirements for safeguarding sensitive PII, SBU, FOUO and other government property between the traditional worksite and the alternate worksite. Did they state that they must remain in their physical control?: Y N
Comments: _____

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Ask the Participant, “Explain in your own words the USCIS Records recovery procedures”.

Did they state that upon recall they must be able to return all files to the traditional worksite within 24 hours?: Y N
Did they state that they must be able to reply by phone or e-mail to specific about the contents of an A-file in their possession within 6 hours?: Y N

Comments: _____

If not in use, are the following items kept in a locked and secure location and storage container? If in use, can the employee show how these items can be locked in a secure location and storage container when not in use?

Sensitive PII, SBU, FOUO Y N N/A
Decision Stamps: Y N N/A
Security Ink and Ink Pads: Y N N/A
Token: Y N N/A

Comments: _____

Is the employee in compliance with all instructions related to the disposal of work materials containing sensitive Personally Identifiable Information (PII), Sensitive But Unclassified (SBU), and For Official Use Only (FOUO)?: Y N
Comments: _____

Workload Audit: Case type(s) present in residence: _____

NFTS Materials: Total Number of cases/material present: _____
Total from Manifest or NFTS print out : _____

Audit Sample = 10% of total files. Verify sample for “Date Received in” and “Location”

Audit 100% Pass: Y N If “No”, then additional sample of 10% audit must be audited.

Second Audit 100% Pass: Y N N/A If “No” all work materials must be returned to Service Center and rescanned into NFTS.

NON-NFTS Materials:

Non-NFTS tracked work materials will be audited solely by total count against existing manifests, registers or distribution tracking means, which must be completed by employee and provided to first-line supervisor before Telework participant removes files from Service Center. If files present do not match manifest, Compliance Officer should contact Service Center Management for instructions. Comments: _____

Safety:

Outdoor stairs with four or more steps equipped with handrails? Y N N/A
Indoor stairs with four or more steps equipped with handrails? Y N N/A
Aisles, doorways and stairs free of obstructions? Y N
Phone lines/electrical cords secured under desk/along baseboards: Y N
Surge protector used for IT Equipment: Y N
Access to operational fire extinguisher: Y N
Operational Smoke Detector within 20 ft and on same floor as Telework Office Space: Y N

Comments: _____

Compliance Officer Signature: _____ Date: _____