

## TELEWORK DUTY STATION CHANGE

When an employee of a court or federal public defender organization (FPDO) teleworks and is not required to report to the employing court or FPDO at least twice each biweekly pay period on a regular and recurring basis (other than during temporary telework, e.g., during a medical recovery period, weather emergency, or pandemic health crisis), the employee's official duty station must be changed to the telework site (JCUS-SEP 10). This form must be submitted to the Administrative Office along with a Personnel Action Request to support such a Change in Duty Station, and must be completed in addition to other forms required as part of the Judiciary's Telework Policy (see [Guide, Vol. 12, § 1030, Documentation](#)). Locality pay determinations and tax reporting will be based on the official duty station (telework site) provided on this form.

The court or FPDO is responsible for notifying the Administrative Office of any subsequent changes in the employee's telework site.

Employee's Name: \_\_\_\_\_

Employee's ID Number:  
*(HRMIS Empl ID)* \_\_\_\_\_

Circuit/District of Employing Court  
or FPDO: \_\_\_\_\_

Court Unit Type:  
*(e.g., Clerk's Office, Probation, etc.)* \_\_\_\_\_

Location of Employing Court or FPDO:  
*(e.g., City/State)* \_\_\_\_\_

Effective Date of Change in Duty  
Station: \_\_\_\_\_

How often is the employee required to  
report to the employing office? *(e.g., once  
per pay period, once per month, quarterly, semi-  
annually, not at all)* \_\_\_\_\_

Address of Telework Site:  
*(e.g., home or other alternative work site)*  
\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City County State Zip Code*

By signing below, the employee certifies that all the information above is correct, and agrees that he/she is responsible for notifying the employing office if any information changes.

\_\_\_\_\_  
*Employee's signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Appointing officer's signature* \_\_\_\_\_  
*Date*