Initiating a Workplace Flexibility Agreement (WFA)

1. Access the WFA Solution system at [https://wfas.nih.gov/](https://wfas.nih.gov/)
   The system works best on the Google Chrome browser.

2. Select the ![icon] icon in the top right-hand corner to open the “Actions” dropdown
   This is where all WFA actions are located.

3. Select “Initiate New Workplace Flexibility Agreement” from the “Actions” dropdown options
   You will then be taken to the “Initiate New Workplace Flexibility Agreement” screen. Available information from NED will be auto-populated.

   If you have not completed the required trainings, an error message will appear listing which trainings must be completed in order to submit a WFA. Please note that it may take up to 24 hours for completed trainings to be reflected in the system.

   **Required Trainings:**
   - Current FY Privacy Refresher Training
   - Current FY Information Security Awareness Refresher Training
   - Remote Access Training
   - Workplace Flexibilities, Instruction 990-1

4. Complete the “Employee Information” fields
   Your Supervisor should auto-populate from NED. If the incorrect Supervisor is listed, contact your Administrative Officer (AO).

5. Complete the “Proposed Arrangement” fields
   For information/definitions on the available types of work schedules review the Available Work Schedule Types page. The “Street Address” should reflect your alternate worksite address (i.e., home address).

6. Complete the “Bi-Weekly Tour of Duty” fields
   This section will be adjusted based on the “Proposed Type of Work Schedule” you selected. Below are examples of a basic or compressed work schedule versus a flexible work schedule. Before proceeding, ensure you have completed all fields for both “WEEK ONE” and “WEEK TWO”.

   ![Basic or Compressed Work Schedule]
   ![Flexible Work Schedule]
Initiating a Workplace Flexibility Agreement (WFA)

7 Acknowledge the “Continuity of Operations and “Emergency Response Group” Status”
All employees requesting a WFA must select the first checkbox to acknowledge your reading and understanding. The second checkbox should be selected if applicable.

8 Review the “Terms and certifications” field
Your Supervisor will complete the “Terms and certifications of Workplace Flexibility Agreement” field if applicable.

9 Complete the “Comments” field (optional)
Use the “Comments” field to include any additional information you’d like submitted with your WFA request.

10 Select “Initiate” to submit your WFA request
Ensure all fields are complete prior to selecting “Initiate”.

11 Select “Accept” on the “Terms and Certification of Workplace Flexibilities Arrangement” pop-up
Once you have submitted your WFA request, an email will be sent to your Supervisor.

What happens next?
In order to check the status of your WFA, go to the “In-Process Agreements” tab in the WFA Dashboard. For pending agreements, the “Current Step” column displays the current workflow step. Once the Agreement is approved, it will show up under the “Completed Agreements” tab.

NOTE: The start date of the WFA is the date it is approved.

Additional Actions Available in the System
Within the system, you can perform the below additional functions, located within the “Actions” dropdown menu after selecting the icon in the top right-hand corner.

- Edit personal information
- Modify a WFA
- Terminate a WFA
- Renew a WFA

To submit a question, please contact: NICHDWorkplaceFlexibilities@mail.nih.gov
Proposed Arrangements and Types of Work Schedules

Remote – Within the Local Commuting Area
A local remote work schedule allows an employee to work at an official worksite/alternative worksite within the Local Commuting Area (LCA) of the agency. Local remote work schedule employees have no expectation to report to the agency worksite on a regular/recurring basis; however, there may be some frequency for onsite presence.

Remote – Outside the Local Commuting Area
A non-local remote work schedule allows an employee to work at an official worksite/alternative worksite, which does not need to be within the LCA of the agency. Non-local remote work schedule employees have no expectation to report to the agency worksite on a regular/recurring basis.

Routine Telework
A routine telework work schedule requires the employee be onsite two (2) or more days per pay period. The telework dates must be specified in the WFA.

Situational/Ad Hoc Telework
A situational/ad hoc telework work schedule allows an employee to telework on a case-by-case basis as the need arises. The availability of situational/ad hoc telework must be specified in the WFA.

Alternative Work Schedule (AWS) Only
An AWS may include a Compressed Work Schedule (CWS) or a Flexible Work Schedule (FWS). CWS employees work longer days in order to have several regular days off each pay period. FWS employees are permitted to determine their own tour of duty, within the parameters and under the requirements set by the institute.