DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS
1741 MARSHALL ROAD
FORT BLISS, TX 79916

AMIM-BLG-ZA (690)

POLICY MEMORANDUM # 28 26-Apr-2024

SUBJECT: United States Army Garrison Fort Bliss Telework Policy

1. References:

a. Telework Enhancement Act of 2010, Public Law No. 111-292, 09 December 2010.

b. United States Office of Personnel Management 2021 Guide to Telework and Remote Work in the Federal Government, November 2021.

c. Title 5, Code of Federal Regulations (CFR), Chapters 551 and 610, 01 June 2022.

d. Headquarters United States Army Installation Management Command (IMCOM) and Army Environmental Command (AEC), Policy Memorandum 690-610-1, Telework Program, 05 July 2022.

2. Purpose. To prescribe guidance on the management and use of telework capabilities. This policy defines supervisor and employee responsibilities and outlines policies and procedures for administering the Telework Program.

3. Applicability. This guidance is applicable to all Department of the Army, United States Army Garrison-Fort Bliss (USAG-FB), Texas, Appropriated Fund (APF) and Non-Appropriated Fund (NAF) Civilian employees. This memorandum does not change any obligations or arrangements, schedules, leave policies, or other provisions contained in any Collective Bargaining Agreement (CBA) affecting employees within USAG-FB. This memorandum does not apply to employees performing operational 12 or 24-hour shift work to include Department of the Army Police Officers and Firefighters. This policy services as a guideline but does not include all scenarios, applicable laws and regulations regarding telework. Further guidance is available through the U.S. Office of Personnel Management website at https://www.opm.gov/ and stated references.

4. Telework Guidelines.

a. In alignment with Installation Management Command (IMCOM) policy, the USAG-FB Garrison Commander recognizes the use of a wide range of workplace flexibilities to include telework opportunities for the USAG-FB Civilian workforce. Given the requirements of the mission and the nature of the operations, duties exist in many or most aspects of USAG-FB mission that are eligible for telework. Telework is an arrangement established to facilitate

the accomplishment of work. It is a discretionary workplace flexibility consistent with mission and operations, which promotes workforce efficiency, emergency preparedness, quality of life, and decreased energy consumption. Telework must not diminish employee performance, USAG-FB missions, or operations.

b. Leaders at all levels will incorporate telework as part of their strategy to improve talent acquisition. Telework enables us to sustain productivity and improve employee satisfaction. This policy provides guidance for an effective hybrid work environment consisting of in-person and virtual staff. The following outlines the elements critical to the success of the program, such as, professional, and high performing managers, supervisors, and personnel; required technology, and training.

c. Employees are not eligible to utilize the capabilities outlined under regular and recurring telework, and the USAG-FB authorized Alternate Work Schedule (AWS) program, which includes Compressed Work Schedules (CWS) or Regular Day Off (RDO), and Flex schedules concurrently. Both programs are privileges not entitlements and only one of the programs may be in effect for an individual employee at any one time.

d. USAG-FB Directors/Support Office Chiefs and supervisors ensure proper coding of eligibility of both position and employee records by referencing the Defense Civilian Personnel Data System Telework and Remote Work Codes (Enclosure 1). Employees are coded as recurring or situational for telework. USAG-FB Directors/Support Office Chiefs or supervisors ensure codes are updated if an employee's eligibility status changes.

e. Determination of telework eligibility is on a case-by-case, position-by-position basis, as determined by the mission and/or the immediate supervisor. Unless deemed ineligible due to mission of position or by failure to meet position or employee criteria outlined in paragraph 4l., Civilian employees are coded as eligible to telework as situational, at a minimum.

f. Collective Bargaining. Provisions in this regulation apply unless defined differently in a collective bargaining agreement. Where changes affect bargaining unit employees, subordinate organizations are reminded to fulfill their statutory and contractual labor relations obligations. Contact servicing Civilian Human Resources Agency (CHRA) Labor Management Employee Relations (LMER) Specialist for guidance and assistance as necessary prior to implementation.

g. All personnel shall be treated fairly and consistently for the purpose of work requirements, periodic appraisals of job performance, training, rewarding, reassigning, promoting and disciplinary actions to include reduction in grade, removal and other acts requiring management discretion.

h. Mission-critical employees in positions not typically eligible for telework and/or supervisors may telework on a situational basis only when deemed feasible.

i. Family Care. Employees may not engage in regular/recurring telework with the intent of or for the sole purpose of meeting Family Member care responsibilities while performing official duties. While performing official duties, teleworkers are expected to arrange for Family care just as they would if they were working in the office. There may be special circumstances for a short-term solution to meet unique Family care challenges that will apply to situational telework arrangements. These situations will be managed and approved on a case-by-case basis through the employee's chain of command.

j. Types of Telework. There are three (3) types of authorized telework arrangements available to USAG-FB Civilian employees: Regular/Recurring, Situational (also referred to as ad hoc), and remote. These three (3) options provide the command and employees the maximum flexibility in determining the telework arrangement that best fits the employee and organizational needs.

(1) Regular/Recurring. An approved work arrangement where eligible employees regularly work at an alternative worksite as part of an approved schedule during a bi- weekly pay period. Routine telework will not exceed eight (8) hours per day and will typically parallel those hours used at the employee's traditional worksite. Regular/ Recurring telework will not exceed four (4) days per biweekly pay period (with a maximum of two (2) telework days per week, unless otherwise arranged and approved.

(a) The official worksite for an employee covered by a regular/recurring telework agreement is the location of the traditional worksite for the employee's position. The employee is scheduled to report physically at least three (3) times per week or six (6) times per biweekly pay period on a regular and recurring basis to the traditional worksite.

(b) Directors/Support Office Chiefs have the discretion to implement a weekly or biweekly "core day" in which all personnel in their organization are required to be physically present at their regular worksite. Telework schedules account for regular core days where the employee is expected to be in the office. Supervisors work with employees to ensure telework schedules meet mission requirements.

(c) Employees permitted to participate in the USAG Fort Bliss Civilian Fitness Health Promotion Program (CFHPP) may also participate in a regular/recurring telework schedule at the discretion of the employee's Director/Support Office Chief. In alignment with the stated guidelines of the program, the employee must check-in with their supervisor immediately prior to and after approved one-hour session by pre-determined communicatory method (e.g., phone, e-mail, TEAMS chat, text, etc.).

(2) Situational/Ad hoc**.** Telework approved on a case-by-case basis, where hours worked are not part of a previously approved, ongoing, and regular telework schedule (e.g., inclement weather, medical appointment, special work assignments, or accommodation of special circumstances). Telework is also considered situational even though it may occur continuously for a specific period and is referred to as intermittent, unscheduled, or ad hoc telework. Some examples of where an intermittent arrangement may work well include, but are not limited to, the following:

(a) Medical situations where employees are recovering from illness or injury and are temporarily unable to physically report to the normal duty station. When an employee has a medical appointment near their residence, and it is more productive to telework prior to or after the appointment rather than commuting back and forth to the traditional worksite.

(b) On approved reasonable accommodation arrangement. Telework requests for reasonable accommodation must first be coordinated with the Fort Bliss Equal Employment Opportunity (EEO) office, Legal, and designated CHRA Branch to ensure they comply with the EEO reasonable accommodation guidelines/processes.

(c) Emergency Situations.

(i) Mission Essential. Civilian employees who perform mission-essential duties may be required to work from home or an alternative worksite such as a telework center during an emergency. Civilian employees identified as mission essential are required to complete a DD Form 2946, Department of Defense (DoD) Telework Agreement (Enclosure 2). The telework agreement should address the telework location and work expectations. Supervisors include a description of emergency duties with the telework agreement if emergency duties are different from the employee's normal duties. During any period that Fort Bliss is operating under a Continuity of Operations Plan (COOP), that plan supersedes the telework policy and the provisions of the telework agreement.

(ii) Pandemic Health Crisis. Civilian employees with COOP responsibilities, and employees who do not have COOP responsibilities, but are trained and equipped to telework, may be asked to telework to prevent the spread of disease, viruses, or other health risks. These employees may telework on a regular basis to ensure proficiency and telework effectiveness in continuing operations. Employees in positions not typically eligible for telework may telework on a situational basis when feasible. These employees shall have a signed DD Form 2946 in place.

(iii) Weather or Safety Event. When adverse weather is anticipated, Civilian employees who have approved telework agreements (regular and recurring or situational) are expected to telework if it is determined they could have reasonably anticipated a weather emergency (e.g., post-closing or delayed opening), even if it is not their specified telework day. If adverse weather is anticipated for the following day within one (1) or more hours of the end of the employee's workday, employees with approved telework agreements take reasonable steps (i.e., take their laptop home) to prepare to perform telework at the approved telework site. If the employee could not reasonably telework given their circumstances, to include loss of power at home; unanticipated family care; unable to prepare for telework; or otherwise, unable to perform productive work, the supervisor may exercise the discretion to grant weather and safety administrative leave if declared by the Garrison or Installation Commander. Early dismissal is addressed on a case-by-case basis by the Commander based on the time of dismissal and the feasibility of employees having more than one (1) hour remaining in their workday.

(3) Remote. Remote work is for unique circumstances only and will only be approved by the DGC. Directors/Support Office Chiefs must justify the basis for recommending the DGC approve remote telework.

k. Telework Agreements.

(1) Telework is flexible for both management and employees, but it is not an entitlement. It does not change the terms and conditions of an employee's appointment.

(2) Employee participation is voluntary and subject to authorized management official's approval unless the employee's duties are designated as mission essential, and the employee is required to report to an alternative worksite or the employee's telework agreement addresses this requirement.

(3) Requests to telework must be consistent with mission accomplishment and customer satisfaction with an expectation that employees' performance is not degraded.

(4) All telework requests are considered and determined on a case-by-case basis in a timely manner.

(5) There must be no modifications to performance standards to accommodate a teleworking situation.

(6) As with any supervisory relationship, agreement and understanding of the performance of work assignments or training requirements while on telework are established in advance of the telework event.

(7) The official duty station remains the participant's regular worksite for the purposes of determining pay and benefits, unless otherwise specified.

l. Telework Eligibility. Eligibility for regular and recurring telework requires both position eligibility and employee eligibility. USAG-FB employees receive notification of their eligibility at the time of assignment and anytime there is a change to their individual or position's eligibility.

(1) Position Eligibility. Initially, position coding in Defense Civilian Personnel Data System (DCPDS) determines eligibility for participation in the telework program. The nature of the work is considered in determining eligibility. Work suitable for telework depends on job requirements and content rather than job title or type of appointment. Supervisors must coordinate with the local CHRA Branch if a change to the employee's position description and coding in DCPDS is required.

(a) Eligible Positions. Positions involving tasks and work activities that are transitory in nature, do not depend on the employee being at the regular worksite, and are conducive to supervisory oversight at the alternate worksite. Positions shall not be designated ineligible strictly based on the occupation, series, or grade.

(b) Ineligible Positions. Positions not eligible for regular and recurring telework are those positions involving tasks that are not suitable to be performed away from the regular worksite to include:

(i) Requirement of an on-site activity or face-to-face personal contact that cannot be handled remotely or at an alternative worksite (e.g., front facing customer service areas, hands-on contact with machinery, or equipment, guard duties, emergency services, etc.).

(ii) Require a subject matter expert (SME) available to provide continuous office coverage; or where the employee's office team contains insufficiently qualified employees to provide that capability.

(iii) Require daily access to classified information or materials and data that would present a security risk or breach of confidentiality to the activity or a possible breach of privacy to individuals.

(iv) Require daily access to special technology, facilities or equipment that cannot be provided at the alternate worksite.

(v) Those in a trainee, intern or entry-level program are deemed eligible only for situational/ad hoc telework not routine (regular and recurring) telework during the first year of employment, or until the supervisor determines the employee has demonstrated sufficient performance to be eligible for situational telework earlier than one (1) year.

(vi) Supervisory positions are ineligible for regular, and recurring telework.

(2) Employee Eligibility. To participate in regular/recurring telework, a civilian employee must have and maintain at least a fully successful performance rating [e.g., three (3) overall rating or better in accordance with DCPDS rating criteria for the previous rating cycle].

(a) If an employee's performance falls below the fully successful level at any time during the current rating cycle, the supervisor notifies the Director or Support Office Chief as applicable, and immediately coordinates with LMER to determine termination of the employee's telework agreement. If the agreement is terminated, the employee is not eligible for telework again until the employee's level of performance has returned to a minimum of fully successful level for a period of at least 180 days.

(b) USAG-FB Civilian employees must maintain high standards of conduct. Employees are ineligible for telework if their conduct has resulted in disciplinary action within the past twelve months or have unresolved security issues that might influence telework eligibility (e.g., personal conduct, handling protected information, or use of information technology systems).

(c) Supervisors set standards for telework during initial performance plan and review them during regular counseling sessions. Employees are afforded necessary face-to-face

time with their supervisor and peers to provide guidance as employees onboard and learn their organization's and USAG-FB mission and processes.

(3) Ineligible Employees. Personnel may not be eligible for telework if they have been officially disciplined as listed below. Supervisors and Directors will coordinate with LMER prior to denying any telework request.

(a) Absent Without Leave (AWOL). An employee who has been officially disciplined for being absent without permission may be deemed ineligible per management/supervisor discretion.

(b) Employees who are officially disciplined for violations of subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties, (5 U.S.C. 6502(a)(2)(A),(B)). The term "official discipline" should be understood as a disciplinary action that results in the placement of a document in an employee's Official Personnel File (OPF).

(c) Violations that result in disciplinary action within the past twelve months, or for any unresolved security issue that might influence telework ability (e.g., based on personal conduct, handling protected information, or use of information technology systems).

m. Telework Application and Approval Process.

(1) Prior to approval, every eligible telework participant must have an up to date completed and signed Department of Defense (DD) Form 2946, Telework Agreement, regardless of whether telework is routine or situational/ad hoc (see Encl 2) or download a copy at https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2946.pdf.

(a) Under Component - Specific Terms and Conditions section of the form, the supervisor includes a concise reason for teleworking; specific, achievable goals/tasks to be performed during telework; daily schedule including start, end, and lunch time; and any specific communication necessary.

(b) A copy is maintained by the employee and supervisor in accordance with Army Records Information Management System (ARIMS) guidelines.

(2) Prior to telework approval, every telework participant and associated supervisor must attend and receive a training certificate by completing the following mandatory training and complete as refresher training every two years: Telework Fundamentals-Employee training at Telework Fundamentals - Employee Training at https://www.opm.gov/telework/training/employee-telework-fundamentals/index.htm; and approving supervisors at https://www.opm.gov/telework/training/manager-telework-fundamentals/index.htm.

(3) Telework requests are forwarded through the employee's chain of command in accordance with the Designated Telework Approval Authority (DAA) (see Table 1) below.

Type of Telework	Days (per pay period)	Designated Approval Authority
Regular/Recurring	1 - 4 Days	Director or Support Office Chief
♦ Situational	NTE 5 Days	First Line Supervisor
♦ Situational	Over 5 Days	Director or Support Office Chief
Remote		Fort Bliss Deputy to the Garrison Commander

Table 1: Designated Telework Approval Authority

(a) The designated supervisor signs at line 13 as appropriate for approval or disapproval. The participating employee, and designated approval authority, must sign the agreed-upon telework agreement before teleworking can begin**.** Telework participation approval is as follows:

(i) If the supervisor agrees to the telework request, the supervisor forwards the telework agreement to the DAA with supporting documentation using the completed DAA Framework for Telework Determination checklist (Enclosure 3), as applicable for determination and signature.

(ii) If an employee's telework request is denied under the guidance of LMER, by the first-line supervisor or above, the disapproval is submitted in writing and given to the employee. Denial or termination of telework agreements should be based on business reasons (e.g., the telework agreement fails to meet organizational needs or the employee's performance does not meet the prescribed standard etc.).

(b) If an employee's request for telework is denied or cancelled, the employee has the right to file an administrative grievance. If the employee deems the denial is based on his or her race, color, religion, sex, national origin, physical or mental disability, age, genetic information, or retaliation, the employee may contact the USAG-FB EEO office. All documentation is retained by the employee's supervisor and a copy provided to the employee.

n. Supervisor Responsibilities.

(1) Upon receipt of a request for telework, review the DD Form 2946 to ensure proper completion. Supervisors annotate employee telework requirements and any additional instructions in the "Component-Specific Terms and Conditions section of DD Form 2946 and discuss with the employee.

(2) Ensure employee understands that by signing the DD Form 2946, they are certifying that they are working in a safe environment and that the supervisor may visit the

alternate worksite if they suspect that safety standards are not being met and Government-furnished equipment (Enclosure 4) is not being properly maintained. Visits are conducted by appointment only.

(3) Make recommendations to the DAA for approval or disapproval of telework requests and obtain an approved (signed) telework agreement from the authorized management official for the employee prior to allowing telework on the Telework Agreement.

(4) Communicate expectations of telework arrangements, including core days, attendance at meetings, staff communication to teleworking and non-teleworking employees in the workgroup, and requirements for teleworking during a weather or safety event. Additional expectations not already conveyed to employees through another source are documented under the Component-Specific Terms and Conditions section of DD Form 2946.

(5) Ensure time spent teleworking is coded appropriately in ATAAPS or Blueforce by the employee before certifying time.

(6) Ensure a copy of the telework agreement (approved or denied/terminated) and telework training certificate are retained in the employee's personnel files for two (2) years after the telework agreement has been signed. The documents must be available for review during ARIMS inspections or audits, and for use as a basis for annual reporting requirements. Note: Telework Agreements should be reviewed by the Director, the teleworker, and the teleworker's first line supervisor, and revalidated at least every two (2) years, or when changes are required.

(7) Review, revalidate or update telework eligibility codes and DD Form 2946 in the following instances: (a) annually, (b) change in employee's position and/or duties, and (c) upon assignment as a supervisor.

(8) First line supervisors may request termination of telework agreement/s if that supervisor determines the mission is being impacted or if the employee's performance has been adversely impacted by telework.

(a) Absent extraordinary circumstances, telework employees are provided a two-week notice regarding a termination or change to their telework agreement.

(b) All termination of telework agreements are kept by the supervisor for a period of two (2) years and are available for inspection/audit purposes, as needed.

(c) Some reasons a supervisor may recommend termination of a telework arrangement include, but are not limited to:

(i) The arrangement no longer supports the mission.

(ii) Performance/conduct fails to meet eligibility requirements.

(iii) Normal production or quality of work is not being maintained.

(iv) Failure to follow the telework procedures outlined in this policy.

(v) Technology change requires a return to the regular office.

(vi) Employees undergoing counseling or discipline for leave abuse.

(vii) Employee is required at the regular worksite.

o. Return to Regular Worksite.

(1) Teleworkers may be required to return to the regular worksite on scheduled telework days based on operational or mission requirements to include, trainings, meetings, events, etc. A recall to the office for operational reasons either by the supervisory chain or personal decision is not a termination of the telework agreement. Requests by teleworkers to change their scheduled telework day(s) in a particular week or biweekly pay period may be considered and should be accommodated by the supervisor when practical, and consistent with mission requirements.

(2) Due to mission requirements, there may be instances when an employee must report to the regular worksite (e.g., to attend an unscheduled meeting, a meeting not appropriate to reschedule, hardware maintenance, or compliance updates) after their telework day has begun. In these instances, time spent commuting to work is considered duty time. Normal commute time plus half (½) hour, not to exceed a maximum of two (2) hours, is granted for an employee to prepare to return to work and travel to their required worksite and coded as regular time. Regular duty time is not authorized for return travel to the telework site; once an employee returns to the worksite they are expected to stay, however, employees may take leave to return home.

(3) If a situation arises at the employee’s telework worksite that results in the employee being unable to continue working (e.g., power outage, loss of internet, or illness), the employee's supervisor determines the appropriate course of action on a case-by-case basis. Depending on the situation, the supervisor may grant the teleworker:

(a) Excused absence (in case of emergency dismissal or closing only).

(b) Offer the teleworker the option to take leave or compensatory time off (if applicable).

(c) Require the employee to report to work at the traditional worksite.

p. Safeguarding Information. Telework employees are responsible for safeguarding all official information, data and government equipment as required by applicable laws and

regulations. Classified information is not removed from the regular worksite and relocated to the alternate worksite under any circumstances.

q. Safety. Employees must have a safe and adequate place to work offsite that is free from interruptions and provides the necessary level of security and protection for government property and information. Therefore, telework employees designate one area in their home as the alternate worksite per the telework agreement and as required under the Telework Enhancement Act. If a telework employee has an accident, is injured or suffers a work-related illness while conducting official duties at an approved alternative worksite, the employee must immediately notify the supervisor. The supervisor investigates all such reports immediately after receiving notification. The government's potential exposure to liability for injuries or illnesses the employee incurs while teleworking is restricted to the area designated as the official worksite. Injured employees are covered by the following:

(1) Appropriated Fund teleworkers are covered by the Federal Employees Compensation Act (FECA). Injuries will be reported through the authorized Department of Labor Employee Compensation Operations and Management Portal (ECOMP) website at https://www.ecomp.dol.gov/#/ and the USAG-FB Safety Office using the Army Safety Management Information System (ASMIS) at https://asmis.safety.army.mil/.

(2) Non-Appropriated Fund teleworkers are covered by the Longshoreman and Harbor Workers' Compensation Act.

r. Standards of Conduct. Employees who telework continue to be bound by DoD standards of conduct while working at the alternate worksite and using Government furnished equipment. All standards governing ethical behavior remain in effect, regardless of where or when work is performed.

s. Employee Responsibilities.

(1) Use of Government-Furnished Equipment to include computer equipment and software, with appropriate security measures, are required for telework with unclassified data (see Enclosure 4). The Common Access Card (CAC) is used to enable logon and entry into Information Technology (IT) systems and applications that reside on DoD computer networks and systems. Non-Government devices or personal devices should not be connected to a government furnished computer. However, personally owned external monitors may be connected to DoD-issued laptops/computers in telework environments via Video Graphics Array (VGA), Digital Visual Interface (DVI), High-Definition Multimedia Interface (HDMI), or Display Port, but not via Universal Serial Bus (USB).

(2) Employees in a telework status adhere to their approved work schedule. Employees accurately document, and supervisors certify time and attendance in ATAAPS and Blueforce. See codes below and use Enclosure 5 for APF ATAAPS guide.

(a) “TW” - Telework regular (and recurring)

(b) “TS” – Telework ad hoc/situational (ad hoc non-medical)

(c) “TM” – Telework Medical (ad hoc or regular/recurring for medical reasons)

(3) Non-Appropriated Fund (NAF) employee’s hours are recorded in EPAY for telework by utilizing the below secondary reporting category rates. Supervisors edit the Regular Time (REG) punch to add the appropriate telework coding in the reporting category column of the timecard:

(a) RR-Twork – Regular Recurring Telework

(b) S-Twork – Situational Telework

(4) Use and maintain only established Army electronic e-mail account, Government-issued and approved equipment (e.g., laptop), and approved standard software to conduct official government business. The employee, through hand receipt or sub-hand receipt, is solely responsible for the safeguarding and security of government issued equipment, including email and software. The equipment is for authorized official use only and is not connected to any unauthorized devices. Property accountability is maintained in accordance with applicable regulations.

(5) Safeguard all official information and data as required by applicable law and regulation. Controlled Unclassified Information (CUI) may be taken to an alternate worksite, provided the employee takes necessary precautions to protect the data consistent with DoD, Army, IMCOM, USAG-FB directives, regulations, and policies.

(6) Remain active on Microsoft Teams for phone calls and teleconferencing. Employees must be available during their regularly scheduled work hours to customers, supervisors, and coworkers, regardless of the worksite location. Other employees at the official duty site are not responsible for the teleworker’s duties while that employee is teleworking, nor will the teleworker burden employees at the official duty site with additional work.

(7) Be responsible for their availability and information sharing with the workgroup, and for ensuring the success of the telework arrangement.

(8) Ensure office phones are forwarded to home, mobile or unit phones and are operational during telework hours. Automatic “Out of Office” replies will not be used while teleworking.

(9) Physically return to work if they experience internet connectivity issues and a lack of ability to reliably connect to the internet and perform work functions for two (2) or more hours.

(10) Physically return to work for any change in mission requirements, “all hands” or other events that require physical attendance.

(11) Become familiar with and follow requirements of the Telework Management Control Checklist (Enclosure 6) when teleworking.

(12) An employee may withdraw their regular/recurring telework agreement at any time. Section IV of DD Form 2946 (Enclosure 2), Notice of Telework Arrangement Cancellation, must be completed by the supervisor and signed by the authorizing management official and employee as an acknowledgment of the effective date and reason for termination.

t. Appointed Administrative Roles and Responsibilities.

(1) First line Supervisors are responsible and serve as the point of contact on administrative matters to ensure adherence to the USAG-FB telework program. They will maintain all corresponding administrative files in the employee's personnel files.

(2) Each Directorate/Garrison Support Organization appoint at minimum, a primary and alternate Telework Coordinator (TC) in writing as an additional duty. The TC supports telework tracking for their organization. Directorates may also appoint additional TCs to the division level. The TCs provide support and maintain the Telework PERSTAT Tracker on the SharePoint site at https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R-USAG-Bliss/SitePages/USAG-FORT-BLISS-TELEWORK.aspx.

(3) TCs maintain an up-to-date list of teleworkers and make data readily available for inspections and audits to ensure compliance with stated USAG-FB, IMCOM, Army, DoD and OPM guidance telework guidance.

(4) Directorate/Support Office Information Management Offices (IMO)/Information Technology Specialists (ITS) have the responsibility to implement any prescribed automation policies and procedures related to the execution of the telework program. This includes ensuring employees eligible for telework have the necessary equipment to perform their daily operations. Organization IMOs/ITS will:

(a) Ensure authorized telework personnel are issued functional Government-Furnished equipment to include computer equipment and software, with appropriate security measures for working with unclassified data. In no case is other government equipment to be provided in an employee's home at government expense without the approval of the Organization Director or Support Office Chief. USAG-FB assumes no responsibility for any operating costs associated with an employee performing telework at an alternate worksite, including home maintenance, insurance, and utilities. USAG-FB is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the government is liable under the Federal Tort Claims Act or Military and Civilian Employees Claims Act.

(b) Provide required customer support as reasonable, such as Help Desk support.

5. This policy is effective upon signature and remains in effect until superseded or rescinded. A copy of this policy will be posted on all official bulletin boards and official websites and made available upon request.

6. The point of contact for this policy is the Directorate of Human Resources (DHR), Workforce Development and Administrative Services (WDAS) at (915) 568-1767 or (915) 568-5327.

"Original Signed"
BRENDAN R. GALLAGHER
COL, IN
Commanding

6 Encls
1. DCPAS Telework Codes
2. Sample 2946 (Telework Agreement)
3. DAA Determination Checklist
4. Use of Gov't Equipment
5. ATAAPS Telework Codes and Instructions
6. Management Control Checklist (Telework)