



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON, FORT CAVAZOS  
1001 761ST TANK BATTALION AVENUE  
FORT CAVAZOS, TEXAS 76544-5002

AMIM-CAG-ZA (690-900d2)

29 MAY 2024

MEMORANDUM FOR ALL U.S. Army Garrison Fort Cavazos Directorates and Offices

SUBJECT: Delegation of Authority – Telework Agreements

1. References.

a. AMIM-CG (25-50a), Subject: Delegation of Authority #2 - Delegation of Signature Authority, 28 Sep 2023, Row #60 – Telework/Remote Work.

b. AMIM-HRC-T (690-900d2), Subject: IMCOM Policy Memorandum – IMCOM Directorate (ID) Telework Program, 29 Nov 2022 (enclosure).

c. AMIM-REA-HR (690-300g), Subject: Delegation of Authorities for Civilian Human Resources Authorities and Military Awards, 14 Oct 2022, Row #50 – Telework/Remote Work.

2. IAW reference c, Garrison Commanders have the authority to delegate approval of telework and remote work for civilian employees no lower than the director level. Delegated authority must be explicit, in writing, and executed IAW U.S. Army Installation Management Command (IMCOM) policy and procedural guidance at reference b.

3. I hereby delegate authority to approve telework/remote work agreements as documented in Table 1. No further delegation is authorized. This delegation is in effect until further modified or replaced by the signature authority.

TABLE 1: Designated Approval Authorities for Telework/Remote Work Agreements

Type of Telework	Days / Week	Designated Approval Authority
Situational	1-5 Days	- Director for personnel assigned to: DPTMS, DAO, DES, DPW, DHR, and DFMWR.  - Deputy Garrison Commander for personnel assigned to: Cmd Grp, PAIO, RMO, PAO, ISO, EEO, ILO, and RSO

Type of Telework	Days / Week	Designated Approval Authority
Regular/Recurring	1-3 Days	- Director for personnel assigned to: DPTMS, DAO, DES, DPW, DHR, and DFMWR.  - Deputy Garrison Commander for personnel assigned to: Cmd Grp, PAIO, RMO, PAO, ISO, EEO, ILO, and RSO
Regular/Recurring	4-5 Days	Deputy Garrison Commander for all USAG FCTX personnel
Remote-Inside Commuting Area	5 Days	Deputy Garrison Commander for all USAG FCTX personnel
Remote-Outside Commuting Areas	5 Days	Retained by Garrison Commander for all USAG FCTX personnel

4. All signed telework and remote work agreement packets will be maintained at the Director / Office Chief level and are auditable records. At a minimum, signed telework and remote work agreement packets will include:

a. Designated Approval Authority Framework for Telework Determination (reference b, enclosure, annex A)

b. DD Form 2946, DoD Telework Agreement (must be reviewed annually and renewed every 2 years) ([https://www.esd.whs.mil/Directives/forms/dd2500\\_2999/](https://www.esd.whs.mil/Directives/forms/dd2500_2999/))

c. Telework 101 Training Certificate – Supervisor (<https://www.opm.gov/telework/training/manager-telework-fundamentals/index.htm>)

d. Telework 101 Training Certificate – Employee (<https://www.opm.gov/telework/training/employee-telework-fundamentals/index.htm>)

e. EMPReS Record – Position Info – Reflecting appropriate Telework Indicator code (<https://empres.chra.army.mil/>)

f. EMPReS Record – Employee Info – Reflecting appropriate Telework eligibility (<https://empres.chra.army.mil/>)

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5. IMCOM and ID-R telework and remote work policy and procedural guidance and training resources are maintained at <https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R/SitePages/Home.aspx>. Select "G1" and then "Leave, Time & Attendance, Hours of Work and Telework".
6. The Resource Management Office will update AMIM-HDR (690) Memo, Subject: U.S. Army Garrison Fort Hood Telework Program, 16 Jun 2022, to reflect this delegation of authority and current IMCOM procedural guidance.
7. Point of Contact is the Deputy Garrison Commander at (254) 286-6669.



LAKICIA R. STOKES  
COL, LG  
Commanding

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SUBJECT: Delegation of Authority – Telework Agreements

# ENCLOSURE



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**2405 GUN SHED ROAD**  
**JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223**

AMIM-HRC-T (690-900d2)

29 November 2022

**MEMORANDUM FOR ALL U.S. ARMY INSTALLATION MANAGEMENT COMMAND (IMCOM) DIRECTORATES (EUROPE, PACIFIC, READINESS, SUSTAINMENT AND TRAINING)**

**SUBJECT: IMCOM Policy Memorandum – IMCOM Directorate (ID) Telework Program**

**1. References.**

a. U.S. Office of Personnel Management (OPM), Guide to Telework and Remote Work in the Federal Government, November 2021 (Available at: <https://www.telework.gov/guidance-legislation/telework-guidance/telework-guide>).

b. Department of Defense Instruction (DoDI) 1035.01 (Telework Policy), dated 4 April 2012 incorporating Change 1, effective 7 April 2020 (Available at: <http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/103501p.pdf>).

c. Department of the Army, Office of the Assistant Secretary Manpower and Reserve Affairs memorandum, (Enhancement of Workplace Flexibilities and Programs to Improve Recruitment and Retention in the Civilian Workforce), 5 March 2021.

d. U.S. Army Materiel Command, Command Policy Memorandum, (Telework and Remote Work), 18 July 2022.

**2. Purpose.** Provide policy and procedures for supervisors on the use of the wide range of workplace flexibilities, including telework and remote work, to attract and retain a highly qualified, ready, and resilient workforce.

**3. Applicability.** This policy applies only to Civilian (appropriated (APF) and non-appropriated fund (NAF)) employees of Installation Management Command and supersedes all previous guidance for this group of employees.

**4. Policy.**

a. I expect leaders at all levels to embrace telework and remote work as part of their strategy to improve talent acquisition. I expect leaders to set conditions for effective hybrid work environments consisting of in-person and virtual staff and provide the

AMIM-HRC-T (690-900d2)

SUBJECT: IMCOM Policy Memorandum – IMCOM Directorate (ID) Telework Program

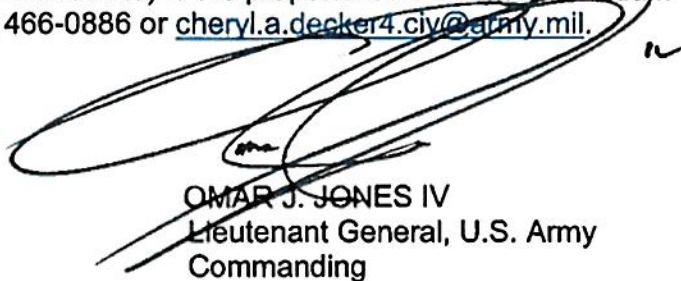
elements critical to the success of these work arrangements, including world class managers and supervisors, technology, and training. Telework and remote work will enable us to sustain productivity and improve employee satisfaction.

b. Supervisors/managers will manage employee telework requests in a manner that maximizes opportunities for telework while also ensuring the continued success of the mission. Supervisors/managers will ensure positions are properly coded regarding telework eligibility, balancing maximizing position telework eligibility with mission accomplishment.

c. Guidance, training requirements, telework agreements, and applicable appendices are outlined in the Enclosure – Designated Approval Authority and Procedures.

5. Labor Relations Obligations. Management officials and supervisors are reminded to fulfill all statutory and contractual labor relations obligations prior to implementation.

6. The G1 (Human Resources Directorate) is the proponent for this memorandum. The POC is Cheryl Decker at (210) 466-0886 or [cheryl.a.decker4.civ@army.mil](mailto:cheryl.a.decker4.civ@army.mil).



OMAR J. JONES IV  
Lieutenant General, U.S. Army  
Commanding

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## ENCLOSURE – DESIGNATED APPROVAL AUTHORITY AND PROCEDURES

### 1. Designated Approval Authority (DAA).

a. IMCOM Directorate (ID) Directors are authorized to approve or disapprove telework and remote work agreements for employees assigned to their organizations, including garrisons, and may further delegate this authority, as appropriate, no lower than the first line supervisor.

b. If the supervisor agrees to the telework request and a higher-level approval is required, the supervisor must forward the telework agreement to the Designated Approval Authority (DAA) with supporting documentation, using the completed DAA Framework for Telework Determination (Appendix A), as applicable.

c. The first-line supervisor can disapprove an employee's request to telework. All disapprovals must be 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.) If an employee's request for telework or remote work is denied or cancelled, the non-bargaining unit employee may file an administrative grievance (APF employees), bargaining unit employees may file a grievance in accordance with their collective bargaining agreement, or a grievance under AR 215-3 (NAF employees). An employee who believes that he or she was not approved for telework, or that his or her telework agreement was terminated based on his or her race, color, religion, sex, national origin, physical or mental disability, age, genetic information, or retaliation, may file a complaint of employment discrimination.

d. An employee may withdraw their telework agreement at any time.

### 2. Key Terms.

a. Agency worksite: refers to an official Federal agency location where work activities are based, generally considered a centralized location of an employee's assigned organization.

b. Alternative worksite: is generally considered an employee's approved telework site, or, for a remote worker, the approved remote site (e.g., an employee's residence).

c. Official worksite: is the agency worksite for most employees, including a teleworker. For a remote worker, the official worksite is the alternative worksite to which the agency and the employee agree (e.g., the employee's residence). The official worksite is generally the location of an employee's duty station as documented on an employee's SF 50 or DA 3434.

d. Telework: is an arrangement in which an employee, under a written telework agreement, is scheduled to perform their work at an alternative worksite on a regular and recurring basis.

(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.

(2) *Situational* – 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., telework as a result of inclement weather, medical appointment, special work assignments, or to accommodate special circumstances). Telework can also be considered situational even though it may occur continuously for a specific period and is also referred to as intermittent, unscheduled, or ad hoc telework.

e. Remote work: is an arrangement in which an employee, under a written remote work agreement, is scheduled to perform their work at an alternative worksite and is not expected to perform work at an agency worksite on a regular and recurring basis. A remote worker's official worksite may be within or outside the local commuting area of an agency worksite.

3. **Worksite Coverage.** Supervisors and DAAs will ensure adequate worksite coverage during business hours so mission operations continue to be carried out efficiently and effectively, and teleworkers and onsite employees are treated equitably.

4. **Reasonable Accommodation.** Any telework request for reasonable accommodation must be coordinated with Equal Employment Opportunity (EEO), Legal, and Human Resources (HR) team to ensure they comply with the EEO reasonable accommodation guidelines/processes.

5. **Alternative Worksite Considerations** (i.e., equipment, office supplies).

a. IMCOM assumes no responsibility for any operating costs or damages associated with the employee using his or her residence as an alternative worksite. IMCOM 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 the Military and Civilians Employees Claims Act.

b. Supervisors and/or DAAs will determine the availability of government-owned information technology to support employees performing official duties at their homes (Appendix B).

6. Telework and remote work employees will continue to work at the alternate worksite during emergency closure on the employee's regularly scheduled telework day. A telework employee may be required to work at their alternate worksite during



emergency closures even if that day is not a regular telework day or a day with specific approval for ad-hoc telework. If the supervisor determines that Continuity of Operations (COOP) capability does not exist because of an OPM-directed agency closure, the teleworker may be excused from duty without loss of pay or charge to leave.

7. If a situation arises at the telework employee's or remote worker's alternate worksite that results in the employee being unable to continue working (e.g., power outage or illness), the employee's supervisor will determine the appropriate course of action on a case by case basis. Depending on the situation, the supervisor may grant the teleworker excused absence (in case of emergency dismissal or closing only), offer the teleworker the option to take leave or compensatory time off (if applicable) or require the employee to report to work at the traditional worksite.

#### 8. Agreement Process.

a. Every telework participant must have a completed DD Form 2946 (Appendix C to Encl – DD2946, DoD Telework Agreement –), regardless of whether telework is routine or situational/ad hoc. Telework agreements will be reviewed on an annual basis to assess effectiveness. A review at the mid-point of the evaluation cycle allows for any necessary corrections to be implemented during that performance cycle. The DD Form 2946 must be renewed every two (2) years. The current DoD Telework Agreement form is at: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2946.pdf>.

b. Supervisors and telework participants must participate in telework training prior to beginning telework in accordance with the DoD guidance set forth in DoDI 1035.01 Telework Policy. The OPM training for employees and managers (Telework 101) presently on telework.gov, meets the telework training requirement. The training is at: [http://www.telework.gov/tools\\_and\\_resources/training/index.aspx](http://www.telework.gov/tools_and_resources/training/index.aspx).

c. Telework eligibility of position and person must be coded in the Defense Civilian Personnel Data System (DCPDS) as applicable and defined in Appendix D.

#### 9. Scheduling, Time and Attendance, Overtime, and Compensatory Time.

a. The existing rules for duty hours and scheduling work at the traditional worksite apply to all telework arrangements. An employee's telework hours can parallel those in the traditional worksite or be specific to the alternative worksite. Employees may be approved both to telework and work an alternative (flexible or compressed) work schedule.

b. Employees who have short-term medical conditions (such as employees recuperating from surgery, illness, or injury), and who have been medically cleared to perform work, may be allowed to work part or full time from home.

c. In the case of an emergency, including a COOP event or pandemic, the employee's work hours may be subject to change by the supervisor based on operational or mission requirements.

d. Time spent in a telework status is accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. Appropriated Fund employees using the Automated Time and Attendance Pay System will record the number of hours they spend teleworking by annotating their work hours in the system using the following codes:

- (1) TM - Telework Medical (ad hoc or regular/recurring),
- (2) TS - Telework ad hoc/situational (ad hoc nonmedical), and
- (3) TW - Telework Regular (and recurring).

Nonappropriated Fund employees will have hours recorded in EPAY for telework by utilizing the below secondary reporting category rates. Supervisors will edit the Regular Time (REG) punch to add the appropriate telework coding in the reporting category column of the timecard:

- (1) RR-TWork – Regular Recurring Telework,
- (2) S-TWork – Situational Telework, and
- (3) RT-TWork – Remote Telework.

e. Normal procedures for requesting and securing approval of annual or sick leave apply to telework/remote work employees.

f. Overtime and compensatory time rules for telework are the same as those applicable to a traditional worksite. Teleworkers must adhere to the provisions for overtime work in Title 5, United States Code and the Fair Labor Standards Act.

g. Telework employees may be required to report to the traditional worksite on scheduled telework days based on operational or mission requirements. Managers will make every effort to provide as much advance notice as possible regarding scheduling changes.

#### 10. Performance Evaluation.

a. Performance of teleworkers and remote workers is managed and monitored the same way as employees working at the traditional worksite. The supervisor must discuss with the employee any specific performance expectations associated with telework.

b. Teleworkers and remote workers will complete all assigned work, consistent with the standards and guidelines in the employee's performance plan and guidance from the supervisor.

c. A telework agreement may be terminated by the first line supervisor if that supervisor determines that the mission is being impacted by the employee's telework or if the employee's performance has been negatively affected by telework. Absent extraordinary circumstances, telework employees will be provided a two-week notice regarding a termination or change to their telework agreement.

11. Injuries/Work-related Illness. If a telework employee is injured or suffers a work-related illness while conducting official duties at an alternative worksite, appropriated fund teleworkers are covered by the Federal Employees Compensation Act. Non-appropriated fund teleworkers are covered by the Longshoreman and Harbor Workers' Compensation Act. The government's potential exposure to liability for injuries or illnesses the employee may incur while teleworking is restricted to the area designated as the official worksite. The employee must immediately notify the supervisor of any accident or injury occurring at the alternative worksite, and the supervisor will investigate all such reports as soon as practicable after receiving notification.

Appendix A to Enclosure - IMCOM PM 690-610-1 TWv2\_01 – DAA Framework for Telework Determination

Appendix B to Enclosure - IMCOM PM 690-610-1 TWv2\_01 – Use of Government Furnished Equipment

Appendix C to Enclosure - IMCOM PM 690-610-1 TWv2\_01 – DD Form 2946

Appendix D to Enclosure - IMCOM PM 690-610-1 TWv2\_01 – Telework Eligibility Codes

## Appendix A to Enclosure – Designated Approval Authority Framework for Telework Determination

To assist the DAA in determining whether a specific employee's request for a telework agreement should be granted, the employee's supervisor may be required to answer the following questions, as applicable.

1. Specify what type of telework is being sought (i.e., situational/ad hoc, recurring or regular) and the proposed duration. Provide primary reason for the telework request and your reasons for recommendation of approval or disapproval.
2. Describe in detail the daily responsibilities of the employee.
3. Describe in detail your plan for supervising the work product of the employee.
4. If the employee is requesting to telework outside of area, where does the employee propose to telework from?
5. If employee is requesting regular or recurring telework, is the position coded as eligible for regular or recurring telework (YA001) or it is coded as eligible for situational or ad hoc telework only (YA002) in DCPDS?
6. Has the requestor had any time and attendance issues within the past year? If so, please provide an explanation of the issue and the resolution.
7. Has the requestor had any issues with respect to the misuse or abuse of government IT equipment? If so, provide an explanation of the issue and the resolution.
8. Has the requestor had any performance or conduct issues within the last 12 months? If so, please provide an explanation of the issue and the resolution.
9. What was the requestor's last rating of record (employees must have a minimum rating of fully successful to be eligible)?
10. Does this employee have any unresolved security issues?

*NOTE: The official worksite for an employee covered by a telework agreement is the location of the traditional worksite for the employee's position, as long as the employee is scheduled to report physically at least twice each biweekly pay period on a regular and recurring basis to the traditional worksite. When an employee's worksite is changed from the official worksite to the telework location in a permanent arrangement, a Standard Form (SF) 50 / DA 3434 must be completed by the servicing human resources office.*

*Supervisors and employees should be aware of the implications of this arrangement. Employees are entitled to reimbursement for official business travel to the traditional worksite when the employee teleworks full-time from a location outside the local commuting area and his or her alternate worksite has been determined as his or her official duty station. Employees are compensated based on the location of their official worksites (i.e. a change in the official worksite may change the employee's locality pay). Reassignment of the employee from the official worksite to the telework site may also have implications for a reduction in force (the telework site may be a different competitive area than the traditional worksite.)*



## **Appendix B to Enclosure – Use of Government Furnished Equipment**

**1. The determination to provide and install government-furnished equipment for use by a teleworker at the alternate worksite is at the discretion of your local command.**

**a. Each organization will coordinate the service and maintenance of government-furnished equipment issued to their employees who telework.**

**b. Government-furnished equipment are provided to a teleworker for authorized U.S. Government use only and will be accounted for by the issuing organization. Family members and friends of the teleworker are not authorized to use any government-furnished equipment.**

**c. Government-furnished computer equipment, software, and communication devices, with appropriate security measures, are required for remote work with unclassified data (including controlled unclassified, for official uses only (FOUO) data, and Privacy Act-protected data), when the access method involves a direct connection to the Enterprise network, such as through the virtual private network or remote access server. In addition, the use of government furnished equipment must comply with the appropriate provision. The employee must agree to comply with the terms of any computer software license and copyright agreements, as well as with any Army computer virus protection requirement and procedures.**

**d. Employee will use a government-furnished computer, the common access card (CAC) will be used to enable, cryptographic logon entry into information technology (IT) systems and applications that reside on DoD computer networks and systems. The CAC will also be the primary platform for implementation of public key infrastructure.**

**e. Telework employees will comply with all security provisions.**

**f. Telework employees are responsible for protecting any government furnished equipment and property at the alternative worksite. Employees will return all government-furnished equipment to your local IMCOM or AEC property book officer or designated representative on the termination of employment relationship, at the termination of the telework arrangement, or at the organization's request.**

**2. Telework employees are responsible for safeguarding all official information and data as required by applicable law and regulation.**

**a. Classified information (hardcopy or electronic) will not be removed from the traditional worksite to an alternative worksite. No classified documents (hardcopy or electronic) may be taken to, or created at, an employee's alternative worksite. FOUO and controlled unclassified information may be taken to an alternative worksite, provided the employee takes necessary precautions to protect the data consistent with Army and DoD directives, regulations, and policies.**

**b. With a view to preventing the loss of any official information or data, the supervisor will determine how frequently, if at all, a telework employee must back- up copies of**



## **Appendix B to Enclosure – Use of Government Furnished Equipment**

**official information or data on network drives or removable disks. The supervisor may require the employee to send backup copies of information or data to the traditional worksite.**

**c. Telework employees will apply approved safeguards to protect official information and data from unauthorized disclosure or damage and will comply with the Privacy Act of 1974 and implementing regulations.**

**3. The supervisor or other representative of the employee's organization retains the right to inspect the alternative worksite to ensure that safety standards are met and government-furnished equipment is properly maintained. When the employee's alternative worksite is in the employee's home, such inspections will occur by appointment only.**

**4. A telework employee remains subject to the provisions of the Joint Ethics Regulation, the general principles of Federal employment, and all other Federal and agency standards of conduct while working at the alternative worksite.**

**DEPARTMENT OF DEFENSE  
TELEWORK AGREEMENT**

OMB No. 0704-0611  
OMB approval expires  
8/31/2024

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 110 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness, DoD Instruction 1035.01, Telework Policy.

**PURPOSE:** Information is collected to register individuals as participants in the DoD alternative workplace program; to manage and document the duties of participants; and to fund, evaluate and report on program activity. The records may be used by Information Technology offices to determine equipment needs, to ensure appropriate safeguards are in place to protect government information, and for assessing and managing technological risks and vulnerabilities.

**ROUTINE USES:** Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended. To disclose to appropriate Federal officials pertinent workforce information for use in national or homeland security emergency/disaster response. Additional routine uses are listed in the applicable System of Records Notice: OPM/GOVT-1, General Personnel Records at: <https://dpcid.defense.gov/Portals/49/>

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may result in your inability to be a participant in the telework program.

The public reporting burden for this collection of information, 0704-0611, is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at [whs.mc-stev.asd.mbx.dd-dod-informationcollections@mail.mil](mailto:whs.mc-stev.asd.mbx.dd-dod-informationcollections@mail.mil). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**TERMS OF TELEWORK AGREEMENT**

The terms of this agreement must be read in conjunction with Department of Defense (DoD) telework policy, available on the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives/> or on the Civilian Personnel Management Service Web Site at [www.cpmc.osd.mil](http://www.cpmc.osd.mil) and any additional guidance provided by the employing organization. Signatories certify they will abide by this agreement, DoD telework policy, and all supplemental terms established by the employing organization.

1. Work schedules and hours of duty may be modified as necessary, but are subject to local management procedures and approval and/or collective bargaining agreement requirements. A copy of the employee's approved work schedule should be kept on file with the signed telework agreement. In emergency situations (as indicated in Section I, Block 12 of the telework agreement), the teleworker's work hours may be subject to change. Emergency schedules will be set based on mission needs.
2. If the employee reports to the regular worksite at least twice per pay period, the regular worksite is the official worksite as defined in part 531.605, subpart F of title 5, Code of Federal Regulations.
3. If the employee does not report to the regular worksite at least twice each biweekly pay period, the official worksite is the location of the employee's telework site. Exceptions to the twice each biweekly pay period requirement may be made during emergencies (including a pandemic) and for short-term situations (e.g., special projects, medical accommodation).
4. All pay (to include locality pay or local market supplement), leave, and travel entitlements are based on the employee's official worksite as documented on a Notice of Personnel Action.
5. Prior to signing this Telework Agreement, the supervisor and employee will discuss: a. Office procedures (e.g., procedures for reporting to duty, procedures for measuring and reviewing work, time and attendance, procedures for maintaining office communications); b. Safety, technology and equipment requirements, and c. Performance expectations.
6. Employee will not work in excess of the prescheduled tour of duty (e.g., overtime, holiday work, or Sunday work) unless he or she receives permission from the supervisor. By signing this form, the employee acknowledges that failure to obtain proper approval for overtime work may result in cancellation of the telework agreement and may also include appropriate disciplinary action.
7. If designated employee (as indicated in Section I, Block 12 of this agreement) is unable to work due to illness or dependent care responsibilities, the employee must take appropriate leave. Supervisors may, on a case-by-case basis, administratively excuse the designated teleworker from teleworking if circumstances, such as a power failure or weather related emergency, prevent the employee from working at the telework site. To the extent practicable, managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.

8. Teleworkers may be required to return to the regular worksite on scheduled telework days based on operational requirements. In situations where the employee is called to return to the office outside normal work hours, the recall shall be handled in accordance with established policy and/or collective bargaining agreements, if applicable.
9. If the employee uses Government-furnished equipment (GFE), the employee will use and protect the equipment in accordance with the DoD Component's procedures. GFE will be serviced and maintained by the Government.
10. The employee agrees to comply with the terms of computer software license and copyright agreements, computer virus and protection requirements and procedures.
11. No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative worksite. If classified telework is authorized at an approved alternative secure location, teleworkers must comply with the procedures established by DoD 5200.01-R and the DoD Component regarding such work. Controlled unclassified information (CUI) data may be taken to alternative worksites if necessary precautions are taken to protect the data, consistent with DoD regulations.
12. When CUI including competition sensitive or source selection data is authorized for use at the telework location, criteria for the proper encryption and safeguarding of such information and data must be consistent with Enclosure 3, subparagraphs 3 f (1) through (3) of DoDI 1035.01, Telework Policy. Component specific instructions must be included in the space allowed for Component specific comments or cite the appropriate Component references that contain these instructions.
13. The supervisor will ensure that employees working from an alternate location are creating and storing records in accordance with DoD Instruction 5015.02, "DoD Records Management Program" and all agency specific records management guidelines. DoD employees are not to use personal email accounts, hard drives, or commercial cloud/file sharing services for official business, or forward email from an official email account to a personal account.
14. The employee may be reimbursed for authorized expenses (e.g., installation of broadband or telephone lines) incurred while conducting business for the Government, as provided by statute and implementing regulations and as articulated in this agreement. (Approved authorizations are filed with this agreement.)
15. The employee will apply approved safeguards to protect Government records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, and codified at section 552a of title 5, United States Code. The use of personal email accounts for transmission of Personally Identifiable Information (PII) is strictly prohibited. PII may only be emailed between government email accounts and must be encrypted and digitally signed.

**TERMS OF TELEWORK AGREEMENT (Continued)**

16. The DoD Component may inspect the home worksite, by appointment only, if the DoD Component has reason to suspect that safety standards are not being met and GFE is not being properly maintained

17. The DoD Component will not be responsible for operating, maintenance, or any other costs (e.g., utilities) associated with the use of the employee's residence

18. The DoD Component is not liable for damages to an employee's personal or real property while the employee is working at home except to the extent the Government is held liable by the Federal Tort Claims Act or from claims arising under the Military Personnel and Civilian Employees Claims Act

19. Employees paid from appropriated funds are covered under the Federal Employee's Compensation Act if injured in the course of performing official duties while at the official alternative worksite. Employees paid from nonappropriated funds are covered under the Longshore and Harbor Workers' Compensation Act. Any accident or injury occurring at the alternative workplace must be brought to the immediate attention of the supervisors who will investigate all reports as soon as practical following notification.

20. The employee acknowledges that telework is not a substitute for dependent care

21. The employee acknowledges that telework is a discretionary alternative workplace arrangement. The employee may be required to work at the regular worksite on scheduled telework day(s) if necessary to accomplish the mission

22. Either the employee or the supervisor can cancel the telework agreement. When possible, advance written notice should be provided. Management will terminate the telework agreement should the employee's performance or conduct not meet the prescribed standard or the teleworking arrangement fail to meet organizational needs.

23. The employee continues to be covered by DoD Component standards of conduct while working at the alternative worksite.

24. The employee has assessed the telework location against the attached safety checklist and certifies the location meets all safety requirements

25. DoD Component-specific conditions may be included below

**COMPONENT-SPECIFIC TERMS AND CONDITIONS**



**DEPARTMENT OF DEFENSE  
TELEWORK AGREEMENT**

*(Read Privacy Act Statement and Terms of Agreement before completing this form.)*

**SECTION I - This document constitutes the terms of the telework agreement for:**

<b>1. EMPLOYEE</b> <i>(Last Name, First, Middle Initial)</i>	<b>2. OFFICIAL JOB TITLE</b>
<b>3. PAY PLAN/SERIES/GRADE/PAY BAND</b>	<b>4. ORGANIZATION</b>
<b>5. REGULAR OFFICIAL WORKSITE</b> <i>(Street, Suite Number, City, State, and ZIP Code)</i>	<b>6. ALTERNATE WORKSITE ADDRESS</b> <i>(Street, Apartment Number, City, State, and ZIP Code) (May be TBD under emergency situations)</i>
<b>7. ALTERNATE WORKSITE TELEPHONE NUMBER</b> <i>(Include Area Code)</i>	<b>8. ALTERNATE WORKSITE EMAIL ADDRESS</b> <i>(Address for official emails if different from office email address. Identification of personal email address is not required.)</i>
<b>9. TELEWORK ARRANGEMENT IMPLEMENTATION DATES</b> <i>(Agreement should be revalidated at least once every 2 years)</i> a. START (YYYYMMDD)                      b. END (YYYYMMDD)	<b>10. TOUR OF DUTY</b> <i>(X one) (Attach copy of biweekly work schedule)</i> <input type="checkbox"/> FIXED <input type="checkbox"/> FLEXIBLE <input type="checkbox"/> COMPRESSED
<b>11. TELEWORK ARRANGEMENT</b> <i>(X one)</i> <input type="checkbox"/> REGULAR AND RECURRING <input type="checkbox"/> SITUATIONAL  Regular and Recurring Telework Schedule: _____                      Number of days per Week or Pay Period _____ Days of the Week (e.g., Mon, Wed, Thurs) _____  All employees who are authorized to telework on a Regular and Recurring or Situational basis to include emergency situations shall have a telework agreement in place.	
<b>12. CONTINUITY OF OPERATIONS DURING EMERGENCY SITUATIONS</b> Employee is expected to telework for the duration of an emergency pursuant to: 1) Component policy; 2) a pandemic; 3) when the regular worksite is closed or closed to the public due to natural or manmade emergency situations (e.g., snowstorm, hurricane, act of terrorism, etc.); or 4) when Government offices are open with the option for unscheduled telework when weather conditions make commuting hazardous, or similar circumstances compromise employee safety. Employees unable to work due to personal situations (e.g., illness or dependent care responsibilities), must take appropriate leave (e.g., annual or sick). If the worksite is closed or closed to the public, the employee may be granted administrative leave, on a case-by-case basis, when other circumstances (e.g., power failure) prevent the employee from working at the telework site. Managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.	
<b>13. SUPERVISOR OR AUTHORIZED MANAGEMENT OFFICIAL</b> <i>(Name and Signature)</i>  <input type="checkbox"/> I also verify that I have completed approved telework training.	<b>14. DATE</b> (YYYYMMDD)
<b>15. EMPLOYEE SIGNATURE</b> <input type="checkbox"/> I also verify that I have completed approved telework training.	<b>16. DATE</b> (YYYYMMDD)

### SECTION II - SAFETY CHECKLIST

SAFETY FEATURE	(X)	YES	NO
1. Temperature, ventilation, lighting and noise levels are adequate for maintaining a home office.		<input type="checkbox"/>	<input type="checkbox"/>
2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures, bare conductors; etc.).		<input type="checkbox"/>	<input type="checkbox"/>
3. Electrical system allows for grounding of electrical equipment (three-prong receptacles).		<input type="checkbox"/>	<input type="checkbox"/>
4. Office (including doorways) is free of obstructions to permit visibility and movement.		<input type="checkbox"/>	<input type="checkbox"/>
5. File cabinets and storage are arranged so drawers and doors do not enter into walkways.		<input type="checkbox"/>	<input type="checkbox"/>
6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.		<input type="checkbox"/>	<input type="checkbox"/>
7. If material containing asbestos is present, it is in good condition.		<input type="checkbox"/>	<input type="checkbox"/>
8. Office space is free of excessive amount of combustibles, floors are in good repair, and carpets are well secured		<input type="checkbox"/>	<input type="checkbox"/>

I verify that this safety checklist is accurate and that my home office is a reasonably safe place to work.

9. EMPLOYEE SIGNATURE

10. DATE (YYYYMMDD)



<b>SECTION III - TECHNOLOGY/EQUIPMENT</b>			
(1) TECHNOLOGY/EQUIPMENT <i>(Indicate all that apply)</i>	(2) REQUIREMENT <i>(Y or N)</i>	(3) OWNERSHIP: AGENCY OR PERSONAL <i>(A or P)</i>	(4) REIMBURSEMENT BY COMPONENT <i>(Y or N)</i>
<b>1. COMPUTER EQUIPMENT</b>			
a. LAPTOP			
b. DESKTOP			
c. PDA			
d. OTHER			
<b>2. ACCESS</b>			
a. IPASS/VPN ACCOUNT			
b. CITRIX - WEB ACCESS			
c. OTHER			
<b>3. CONNECTIVITY</b>			
a. DIAL-IN			
b. BROADBAND			
<b>4. REQUIRED ACCESS CAPABILITIES</b>			
a. SHARED DRIVES (e.g., H or P Drive)			
b. EMAIL			
c. COMPONENT INTRANET			
d. OTHER APPLICATIONS			
<b>5. OTHER EQUIPMENT/SUPPLIES</b>			
a. COPIER			
b. SCANNER			
c. PRINTER			
d. FAX MACHINE			
e. CELL PHONE			
f. PAPER SUPPLIES			
g. OTHER			
<b>6. SUPERVISOR'S SIGNATURE</b>		<b>7. DATE (YYYYMMDD)</b>	
<b>8. EMPLOYEE SIGNATURE</b>		<b>9. DATE (YYYYMMDD)</b>	

**SECTION IV - NOTICE OF TELEWORK ARRANGEMENT CANCELLATION**

*(Complete this section when the telework agreement is cancelled.)*

1. CANCELLATION DATE (YYYYMMDD)

2. INITIATED BY (X one)

EMPLOYEE

MANAGEMENT

3. REASON(S) FOR CANCELLATION

4. GOVERNMENT-FURNISHED EQUIPMENT/PROPERTY RETURNED LIST  
PROPERTY AND DATE OF RETURN:

YES

NO

5. SUPERVISOR'S SIGNATURE

6. DATE (YYYYMMDD)

7. EMPLOYEE SIGNATURE

8. DATE (YYYYMMDD)

## Appendix D to Enclosure - Telework Codes

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### Position Tele-work Descriptions

#### HR Professional

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##### Description - Position

YA001 – Eligible – Eligible for regular and recurring telework.

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##### Description – Person Eligibility Codes

ER001 – Employee eligible for regular and recurring telework, including emergency and OPM prescribed “unscheduled telework”.

ES002 – Employee eligible for situational telework only, including emergency and OPM prescribed “unscheduled telework”.

ES003 – Employee eligible for work performed from home on a full time basis.

ES004 – Employee eligible for work performed from a remote work location.

ES005 – Employee declined telework option.

NE100 – Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.

NE101 – Prohibited due to discipline for violation of SPG, ethical standards for viewing, downloading, exchanging pornography, including child pornography on a federal government computer, or while performing official federal government duties.

NE102 – Not eligible due to employee conduct issues.

NE103 – Not eligible due to employee performance issues.

NE104 – Not eligible due to employee failure to meet performance requirements of agreement.

NE105 – Not eligible during period of trainee status.

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##### Description – Position

YA002 – Eligible for situational telework only, including emergency and OPM prescribed “unscheduled telework”.

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##### Description – Person Eligibility Code

ES002 – Employee eligible for situational telework only, including emergency and OPM prescribed “unscheduled telework”.

## Appendix to Enclosure 1 - Participation and Eligibility

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### Description – Position

NE001 – Not Eligible – Not Eligible for telework.

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### Description – Person Eligibility Codes

NE100 – Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.

NE101 – Prohibited due to discipline for violation of SPG, ethical standards for viewing, downloading, exchanging pornography, including child pornography on a federal government computer, or while performing official federal government duties.

NE102 – Not eligible due to employee conduct issues.

NE103 – Not eligible due to employee performance issues.

NE104 – Not eligible due to employee failure to meet performance requirements of agreement.

NE105 – Not eligible during period of trainee status.

NE106 – Not eligible – Position requires extensive face-to-face contact w/supervisor, employees and clients, and employee's physical presence.

NE107 – Not eligible – Position requires access to material or special equipment that cannot be moved from office.

NE108 – Not eligible due to daily requirement to handle classified materials.