



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-5046

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23 July 2021

MEMORANDUM FOR SEE DISRIBUTION

SUBJECT: Garrison Policy Memorandum 21-15, Telework Program

1. References:

a. U.S. Office of Personnel Management (OPM), Guide to Telework in the Federal Government, April 2011 (Available at: <https://www.telework.gov/guidance-legislation/telework-guidance/telework-guide>)

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

c. IMCOM Regulation 690-610, Civilian Personnel Work Schedules, 15 May 2014.

2. Supersession: This policy supersedes Garrison Policy Memorandum 19-15, Telework Program, 29 March 2021.

3. Purpose. To provide telework policy and guidance under which eligible employees may participate without diminished employee work performance; to establish a process that increases options for continuity of operations (COOP) during emergency or pandemic situations; and to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems in a manner that meets mission objectives.

4. Applicability. This memorandum applies only to Civilian (appropriated and non-appropriated fund) employees of the USAG Fort Drum.

5. Policy. The designated approval authority (DAA) for USAG Fort Drum employees participating in telework is as follows:

TYPE OF TELEWORK AND DAYS PER WEEK	DESIGNATED APPROVAL AUTHORITY
1-3 days situational/ad-hoc	- Division Chief
1-5 days regular/recurring	- Director
4-5 days situational/ad-hoc (Personal, Special and Command and Staff)	- Director or Deputy to the Garrison Commander
Fulltime (outside of commuting area)	- Deputy to the Garrison Commander

a. Telework can be used on a regular/recurring or situational/ad hoc basis. These options provide supervisors and employees the maximum flexibility in determining the telework arrangement that best fits the employee's situation and meets the needs of the organization.

b. Telework is not an employee entitlement. The first-line supervisor can disapprove an employee's request to telework. If the supervisor agrees to the telework request and a higher level approval is required, the DAA may approve, disapprove or modify the telework agreement. Disputes may be resolved through the appropriate Collective Bargaining Agreement (CBA) procedures.

c. Either the supervisor or the employee may terminate the telework arrangement with advance notice to the other. If at any time the supervisor determines that an arrangement is adversely affecting workplace operations, missions, or employee performance, the supervisor will notify the employee and the DAA as appropriate that the telework arrangement will be terminated. Participation in telework also will terminate if the employee is not performing at least at a Level 3 (Fully Successful) under the DoD Performance Management and Appraisal System (DPMAP) or equivalent. Disputes regarding the termination of the telework arrangement may be resolved through the appropriate CBA procedures.

d. Management has the right to require telework employees to report to the traditional worksite on scheduled telework days based on operational or mission requirements. Disputes regarding recall concerns may be resolved through the appropriate CBA procedures.

e. Telework is a business solution that allows employees to perform mission-related work away from their traditional worksite. The telework arrangement is for the performance of official duties.

f. 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

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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.

g. USAG Fort Drum assumes no responsibility for any operating costs associated with the employee using his or her residence as an alternative worksite, including home maintenance, insurance, or utilities. USAG Fort Drum 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.

6. Procedures. Guidance, training requirements and telework agreements are at the following enclosures:

- 1 – Participation and Eligibility
- 2 – Telework Processes and Procedures
- 3 – Use of Government Furnished Equipment

7. Proponent. Directorate of Resource Management is the proponent for this memorandum. The point of contact for this policy is Gerri A. Sullivan, Chief, Manpower and Support Agreements Branch, at (315) 772-0736.

Encls

JAMES J. ZACCHINO, JR.
Colonel, LG
Garrison Commander

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