



DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC  
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII  
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD  
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-ZA

30 March 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Hawaii Temporary Policy Letter #04 – Situational Telework Approval Authority for COVID-19

1. Applicability. This policy applies to all Garrison organization and activity appropriated and non-appropriated employees who require the use of telework. This policy remains in effect until rescinded.

2. References:

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

b. Department of Defense Instruction 1035.01 (Telework Policy), dated 4 April 2012.

c. Department of the Army Headquarters, United States Army, Installation Management Command, IMCOM Regulation 690-610, dated 15 May 2014.

3. In light of the recent spread of the 2019 Novel Coronavirus, the USAG Hawaii Garrison Commander authorizes situational telework for any employee or supervisor with cold/flu or COVID-19 like symptoms or if there is reasonable health concern to self-quarantine **AND** the employee's position qualifies for telework. This authority is limited to health related matters associated with COVID-19. Director/Activity heads have discretion to approve or disapprove the aforementioned requests. Requests to telework unrelated to COVID-19 follow normal processing procedures.

4. Procedures for COVID-19 situational telework

a. Coordinate with your Civilian Personnel and Advisory (CPAC) specialist to ensure the position meets the criteria for telework.

b. Insure the correct Telework Eligibility Code is entered in the Defense Civilian Personnel Data System (DCPDS) via AUTONOA. The highlighted code would be the most common:

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- YA001 - Eligible for teleworking Situational Telework Approval Authority for COVID-19.
- YA002 - Eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework"

c. Insure the correct Telework Person Eligibility Code is entered in the Defense Civilian Personnel Data System (DCPDS) via AUTONOA. The highlighted code would be the most common:

- ER001 - Employee is eligible for regular and recurring telework, including emergency and OPM prescribed "unscheduled telework."
- ES002 - Employee is eligible for situational telework only, including emergency or similar events when unscheduled telework is prescribed.
- EM003 - Employee is eligible to telework due to medical condition (reasonable accommodation).

d. Insure employee has a performance rating at the 3 level-equivalent or above. Employees who are not meeting performance standards, are being counseled or disciplined for leave abuse, or who have pending or current disciplinary or adverse actions may not be approved for telework.

e. Complete the OPM training for employees and managers. The training is at: <https://www.telework.gov/training-resources/telework-training/>

f. Complete DD Form 2946, DOD Telework Agreement.

g. Complete IMCOM Form 1-B, Telework Schedule Employee - Management Contact Agreement prior to the commencement of telework. **Attach this memo as your Garrison Commander approval.**

h. Complete IMCOM Form 1-C, Telework Schedule Request and Approval Form. Employee completes and submits to the supervisor. **Attach this memo as your Garrison Commander approval.**

i. Complete IMCOM Form 1-D, Supervisor - Employee Checklist Telework Program to ensure telework requirements are met and participating employees understand the policies and procedures of the Telework Program.

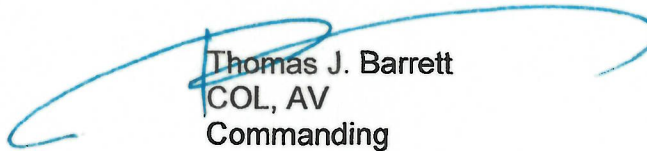
j. Complete IMCOM Form 1-E, Safety Checklist Employee Certification Telework Program. Employee completes and returns to supervisor within five calendar days of signing IMCOM Form 1-B and before teleworking from an alternative worksite.

k. Follow timekeeping instructions using enclosure 5 when recording time in the Automated Time Attendance and Production System (ATAAPS).

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I. Consult with your Information Management Officer (IMO) to insure you have a virtual private network (VPN) account, VPN software and/or any other required software to facilitate teleworking.

6. Point of contact for this action is Bob Brown, deputy to the Garrison Commander, at (808) 656-1153 or email: [Robert.w.brown64.civ@mail.mil](mailto:Robert.w.brown64.civ@mail.mil)



Thomas J. Barrett  
COL, AV  
Commanding

9 Encls

1. Form 1B IMCOM Telework Schedule
2. Form 1C IMCOM Telework Schedule Request
3. Form 1D IMCOM Supervisor Employee Checklist
4. Form 1E IMCOM Telework Safety Checklist
5. DD Form 2946 Telework AGREEMENT