



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HMH (100)

12 Oct 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #~~3~~ Telework

1. **References:**

- a. DoD Instruction 1035.01, Telework Policy, 4 April 2012.
- b. AR 600-20, Army Command Policy, 24 July 2020.

2. This policy letter supersedes any previous policy letters. No other policy is authorized.

3. **Purpose:** The purpose of this policy is to establish a command guidance with regard to telework for the United States Army Garrison Humphreys that is designed to control and monitor telework requests for employees of USAG Humphreys. This policy supplements applicable Department of Defense, Installation Management Command, and Army Material Command guidelines and regulations. Public Law 106-346, Section 359, requires that each executive agency establish a policy under which eligible professionals of the agency may participate in teleworking programs to the maximum extent possible.

4. **Applicability:** This regulation is applicable to all USAG Humphreys Civilian professionals and military personnel who supervise Civilian professionals.

5. **Length of Validity:** A telework agreement is valid for up to one calendar year. Before the conclusion of a professional's telework agreement, senior supervisors will resubmit the professional's application by the last quarter of the year for reevaluation.

6. **Denial or Termination:** Pursuant to reference 1a above, a telework request may be denied by the supervisor or the supervisory chain of command. Furthermore, a telework agreement may be terminated at the discretion of the supervisor or at the professional's request.

- a. Management may review and terminate a telework agreement if there is a change in mission requirements or in the Civilian professional duties, with 7 calendar days written notice. If the supervisor makes the determination that teleworking is having an adverse impact on work operations or performance, the supervisor must make this determination in writing citing specific facts supporting the decision with a copy provided

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to the professional. Also, a senior supervisor must concur in this determination of adverse impact prior to terminating a professional's telework agreement. If the delegated/authorized management official disapproves the professional's request to telework, the disapproval shall be in writing and will provide the professional with specific reasons for denial, normally within 15 days. Management point of contact for this request is the undersigned at DSN (315) 757-2094.

b. Misuse or Misconduct: A telework agreement may be terminated immediately for misconduct or misuse of the telework policy. Consultation with Civilian Personnel Advisory Center (CPAC) and Office of the Staff Judge Advocate (OSJA) is required.

## 7. Policy:

a. Positions that are both suitable and eligible to telework include those positions that are results-based and project-oriented.

b. Positions usually not eligible for telework are those that require an office presence; face-to-face interaction; the professional receipt or issue of supplies; the processing of classified information; safety/emergency response, platform teaching, or trainee positions are usually not eligible to telework.

c. Telework for situational, non-routine, or ad hoc basis, Civilian Professionals must occupy telework-ready positions and have a current telework agreement. DoD Components should immediately review their current telework policies and ensure that written telework agreements are in place for as many employees as possible. DoD Components are strongly encouraged to sign situational (ad hoc) telework agreements with all telework eligible professionals currently without a signed telework agreement.

d. No classified documents (hard copy or electronic) may be taken to a Civilian professionals alternative worksite. For regular, recurring, and situational telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with government furnished equipment.

e. The **IMO** will advise the Deputy to the Garrison Commander on the availability of government-owned equipment, information technology and software required to support professionals performing official duties at their homes. Funding constraints may impact the availability of government-owned computers, telephone services and telecommunication equipment. If the equipment requirements cannot be met, telework will not be approved.

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f. The **Deputy to the Garrison Commander** or his/her designee will act as the Approval Authority for all equipment requests related to telework. The government will be responsible for the service and maintenance of government-owned equipment.

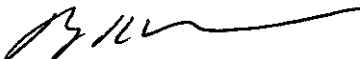
g. The Agreement: DoD Telework Agreement, DD Form 2946, must be completed prior to the commencement of either regular and recurring or ad hoc telework arrangements.

h. Training: Civilian Professionals authorized to telework, and their supervisors, must complete an initial training requirement prior to participating in telework. Telework is a new approach to the workplace that is very different from traditional methods. It is important professionals and managers fully understand policies and guidelines prior to requesting approval of a telework agreement. Telecommuting information is available at <http://www.telework.gov>.

i. Reporting Requirements: DHR will report if requested to IMCOM/AMC all employees authorized to telework on an annual basis.

j. This policy will remain in effect until rescinded.

8. **POC** for this policy is the Director of Human Resources at DSN (315) 757-2094 or email: [renee.tucker2.civ@mail.mil](mailto:renee.tucker2.civ@mail.mil).

  
RYAN K. WORKMAN  
COL, AR  
Commanding

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USAG Humphreys Website