

**DEPARTMENT OF THE ARMY
Headquarters, United States Army
Training Center and Fort Jackson
Fort Jackson, South Carolina 29207-5015**

1 November 2024

CIVILIAN TELEWORK AND WORK SCHEDULES

Summary. This memorandum establishes policies and procedures for implementation of employee teleworking and civilian work schedules.

Applicability. This memorandum applies to all units reporting directly to this headquarters, to include directors, chiefs, and staff offices.

References.

- (a) Public Law 111-292, Telework Enhancement Act of 2010.
- (b) United States Office of Personnel Management, 2021 Guide to Telework and Remote Work within the Federal Government.
- (c) United States Office of Personnel Management, Handbook on Alternative Work

Schedules.

- (d) Department of Defense Instruction (DODI) Number 1035.1, Telework Policy.
- (e) Army Regulation 25-2 (Information Assurance).
- (f) Training and Doctrine Command Regulation (TRADOC) 600-18 (Guidance for the Department of Defense Telework Policy).

Suggested Improvements. The proponent of this memorandum is the (G-8, Manpower and Equipment Division. Send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms).



DARYL O. HOOD
Major General, U.S. Army
Commanding

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Chapter 1
Teleworking

1.1. Objective. To establish policy and guidance under which eligible employees may perform their official and assigned duties away from their traditional worksite to the maximum extent possible without diminishing the mission and the employee's work performance.

1.2. Policy.

a. Chapter 65 of PL 111-292 requires that federal agencies establish telework policies. The law specifically applies to appropriated fund employees. The DOD Telework Policy, the Office of Personnel Management (OPM).

b. Telework Guide, and TRADOC Telework regulation provide the basic parameters and conditions for implementing USATC's telework program.

c. Telework is an appropriate component in planning for continuity of operations during unforeseen interruptions, disaster or crisis (e.g., pandemic). The senior commander of USATC and Fort Jackson may limit, based on conditions and health protection condition (HPCON) level, the number of employees allowed to enter the installation and be physically present in the workplace. See paragraph 1.10 for operating under a continuity of operations plan (COOP).

d. In offices comprised of USATC and garrison personnel, office leadership should work together to develop a consistent telework policy for all employees in their workplace.

1.3. Responsibilities.

a. G-8, Manpower and Equipment Division

(1) Ensure effective implementation of the telework program.

(2) Function as the USATC designated telework program coordinator, administer policy and guidance applicable to the program and oversee its implementation.

(3) Comply with any applicable collective bargaining agreement (CBA).

(4) Disseminate telework policy and guidelines to the unit/activity civilian liaisons.

b. The G-6/unit S-6 will determine the availability of government-owned equipment and software required to support employees performing official duties at alternate worksites. Funding constraints may impact the availability of government-owned equipment. If the required security considerations cannot be met, telework will not be approved.

c. Commanders and G-staff supervisors.

(1) Have overall responsibility for the implementation of the telework program within their organization/activity.

(2) Support the telework program and overcome artificial barriers to the program.

(3) Ensure local bargaining obligations are satisfied.

(4) The respective brigade and battalion civilian liaison will be designated as the unit's telework program coordinator.

d. Supervisors.

(1) Determine which positions in their organization are eligible for telework based on position criteria and employee eligibility listed in paragraph 1.5.

(2) Successfully complete the Telework Fundamentals manager training located at <https://www.telework.gov/training-resources/telework-training/> before an employee enters a written agreement to telework.

(3) Approve, deny, or terminate telework agreements based upon mission requirements, employee performance, disciplinary actions, and work habits.

(4) Ensure completion, signature, and maintenance of the DoD telework agreement is on hand prior to the commencement of telework arrangements for audit purposes.

(5) Counsel employee on the telework program, the contents of this document, and compliance with telework laws, policies and procedures.

(6) At a minimum, review all established telework agreements each calendar year; update the written telework agreement as needed.

e. Employees.

(1) Successfully complete the Telework Fundamentals employee training located at <https://www.telework.gov/training-resources/telework-training/>. Submit a copy of the training certificate along with a telework agreement to the supervisor for review.

(2) Work at the traditional worksite on scheduled telework days if called to support mission requirements.

(3) Ensure that a proper work environment is maintained at the alternative worksite.

(4) Contact the supervisor to request unscheduled telework.

(5) Maintain a performance level of at least fully successful or equivalent.

1.4. Telework Categories.

a. Recurring. Telework at an approved alternative worksite on a regular, ongoing, and recurring schedule. Supervisors may elect to approve trial telework arrangements in 90-day increments to evaluate the effectiveness and

performance. Telework agreements may be reviewed when a new supervisor is assigned or changes in the office environment.

b. Situational. Telework is approved on a case-by-case basis, where the hours worked are not part of a previously approved, on-going, and recurring telework schedule. This policy recognizes that not all duties are compatible with recurring telework; however, supervisors are encouraged to execute situational telework agreements quickly and efficiently when responding to special circumstances.

1.5. Participation and Eligibility.

a. Telework is not an employee entitlement, and not all employees are eligible to participate in the telework program. Participation in the telework program is voluntary and subject to approval by the supervisor and/or chain of command. A supervisor will favorably consider reasonable telework requests. If a supervisor denies the employee's request, they will provide the employee their decision in writing within two working days from the date of the request. The denial notification will include rationale that is consistent with this policy.

b. Positions not eligible for telework.

(1) Certain positions are not eligible for telework e.g., when a position requires performance at the traditional work site (such as issuing and accounting for supplies, weapons, ammunition, equipment, or for safety reasons). Other examples include, but are not limited to, positions that have tasks requiring:

(a) Face-to-face contact that cannot be achieved through alternate communication tools (e.g., email, telephone, on-line meetings), such as in-processing trainees. Access to materials or equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite.

(b) Daily use of a government vehicle (e.g., motor vehicle operator).

(2) Trainee or entry level positions are not eligible for telework.

c. Employee suitability considerations. Supervisors must determine whether employees have demonstrated personal characteristics suited to telework. At a minimum, employees must have demonstrated:

(1) Dependability and the ability to handle responsibility.

(2) A proven record of high personal motivation.

(3) An ability to prioritize work effectively and utilize time management skills.

d. Employees ineligible for telework.

(1) Employees who: are being counselled or disciplined for leave abuse; have been absent without permission in any calendar year; or are on a performance improvement plan (PIP).

(2) For employees who are in their probationary period, participation in the telework program will be at the discretion of the supervisor. The probationary period is an extension of the hiring action established to allow supervisors an opportunity to personally observe and evaluate an employee(s) performance.

1.6. Guidelines for Teleworking.

a. The telework arrangement is for the performance of official duties. It will not be used to replace appropriate arrangements for dependent care.

b. USATC assumes no responsibility for any operating costs associated with employees using their residence as an alternative worksite, including home maintenance, insurance, or utilities. USATC is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite.

c. The supervisor or designated representative retains the right to inspect the alternative worksite to ensure 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 mutually agreed upon appointment only.

d. The employee may terminate the telework arrangement at will, with at least two (2) days advance notice to the supervisor. If the supervisor terminates the telework agreement, notification will occur immediately using page 4 of 4 of the DD Form 2946. If the employee is covered by a CBA, the supervisor will notify the Civilian Personnel Advisory Center (CPAC), Labor and Management Employment Relations (LMER) office upon termination of the agreement.

e. Connectivity issues are to be reported to the supervisor within 45 minutes. The supervisor will determine if the employee will be required to report to the traditional worksite.

1.7. Information Technology Equipment and Use. Employees must comply with the information technology (IT) requirements set forth below and in the telework agreement.

a. Government-furnished equipment (GFE) is required to process government data in any telework arrangement. Employees will not process government data on an employee-owned system except for outlook web access. Employees will not create or save government documents on an employee-

owned system. GFE provided to a teleworker is for authorized U.S. Government use only and will be accounted for by the issuing organization. Family members and friends of teleworkers are not authorized to use any GFE.

b. Remote access to DoD networks will be via a virtual private network (VPN) connection on GFE. Use of unsecure/open Wi-Fi for telework is prohibited.

c. Teleworkers must annually complete cyber training and sign an acceptable use policy. Cyber training can be accessed at <https://cs.signal.army.mil>.

d. The common access card (CAC) will be used to enable cryptographic logon entry into 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 (PKI).

e. Personnel should always assume that government computers or smartphones used in any capacity for telework have the potential to contain or process sensitive information, inadvertently or otherwise. As a result, these devices must be treated with great care. Telework employees are responsible for safeguarding all official information and data as required by applicable law and regulation.

f. 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. Systems used for teleworking will be bit-locked to protect the data.

g. Telework employees are responsible for protecting any GFE and property at the alternative worksite. While traveling, laptops will not be checked with luggage. GFE will be secured in a trunk while traveling by car, if possible, GFE will be stored in a safe while in a hotel unattended. Employees will return all GFE to the organization's designated representative on the termination of the telework arrangement) or at the organization's request.

h. 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. Teleworkers will not remove personally identifiable information or controlled unclassified information (CUI) from the government workplace without the permission of their supervisor. If such sensitive information is taken to an alternative worksite, the employee must take necessary precautions to protect the data consistent with Army and DOD directives, regulations, and policies.

i. All employees on telework will maintain a Microsoft Teams accessible account.

j. Employees will be required to contact unit IT support or submit enterprise service desk tickets for IT assistance at the Army Enterprise Service Desk (AESD), 1-866-335-2769.

1.8. Telework Agreement Process.

a. Telework Agreement. Each employee who desires to telework is required to complete a DD Form 2946, DoD Telework Agreement, dated Dec 2011. See Appendix A for an example of a completed telework agreement.

b. Safety Checklist. Employees teleworking must complete, sign, and return the checklist to their supervisor. The items listed in the checklist are not exhaustive in nature. The supervisor will consider the information provided in the safety checklist in deciding whether to approve telework.

c. All telework agreements, at a minimum should address:

(1) The employee's approved telework location.

(2) How an employee will receive work assignments, how work will be reviewed, and identify a way to quantify a typical day's workload.

(3) Instructions on CUI data including a description of the proper encryption, storage, safeguarding, and return of such information and data.

d. Scheduling, time, and attendance. The existing rules for duty hours and scheduling work at the traditional worksite apply to all telework arrangements. Employees may be approved both to telework and work an alternate work schedule.

e. The number of days employees may telework each week is not limited but will return to the traditional worksite at least for one workday per 80 hours pay period.

f. Time spent in a telework status is accounted for and annotated in the Automated Time Attendance and Production System (ATAAPS) under the labor tab. Record the number of hours spent teleworking by annotating the time using the following codes: TW - telework regular (and recurring); TS telework situational (ad-hoc nonmedical) under the "Nt/Diff/Haz/Oth" tab.

g. On a day of an announced closure, delayed arrival, or early dismissal at the traditional worksite, employees who telework are expected to work their entire workday provided all resources required to securely connect are available.

1.9. Performance Evaluation and Protocol.

a. Performance of teleworkers 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 will:

(1) Complete all assigned work, consistent with the standards and guidelines in the employee's performance plan and guidance from the supervisor.

(2) Communicate with their supervisor at least once a day (e.g., by phone, email, virtual meetings, etc.). The employee will notify the supervisor immediately when circumstances arise that impact the ability to perform assigned work.

(3) Be available whenever contacted by phone or email. If the teleworker cannot be contacted within one hour by the supervisory chain, the telework agreement may be terminated.

(4) Scheduled telework cannot be moved to another day within the pay period without supervisory approval.

1.10. Continuity of Operations Plan (COOP).

a. Emergency or health crisis situations, including a COOP activation. The Commanding General (CG) may expand the pool of telework eligible employees and may direct that employees telework. During any period that USATC is operating under a COOP plan, that plan shall supersede the provisions of the usual telework agreement. Any Federal guidance pertaining to telework will be adhered to. When telework eligibility is expanded, or employees who were not participating in telework are directed to do so, the employees shall be required to complete a telework agreement and complete the required training as soon as possible. Supervisors will include a description of emergency duties if required. In the event of a national emergency or pandemic, supervisors of employees non-eligible to telework may grant weather and safety leave per the OPM.

b. Inclement Weather and Installation Closings.

(1) It is an employee's responsibility to watch for reports and updates on the status of the installation during inclement weather. With supervisory approval, employees on flexible schedules may make up any time missed at the end of the day or on another day. Alternatively, weather and safety leave may be authorized by the supervisor.

(2) If there is an early release, employees may be granted administrative leave (i.e., weather and safety leave) for the time authorized to depart early if they are at work when the early departure is granted,

1.11. Employee Grievances. If an employee disputes the reason(s) given for not approving a telework request, or for terminating a telework agreement, the employee may use the applicable negotiated grievance procedures. Information relating to grievance processes may be obtained from the local CPAC, LMER office.

1.12. Equal Employment Opportunity (EEO). Employees who believe they were not approved for telework or their telework agreement was terminated based on race, color,

religion, sex, national origin, physical or mental disability, age, sexual orientation, genetic information, or reprisal may file a complaint of employment discrimination. Information related to filing a complaint may be obtained from the Garrison EEO office.

Chapter 2

Civilian Work Schedules

2.1. Policy and Procedures.

a. General. USATC's policy is to balance work and life responsibilities while ensuring the mission is accomplished at or above standards. Providing alternate work schedule (AWS) flexibilities for employees will increase morale, productivity, and customer care.

(1) If the performance of an employee falls below the satisfactory level, the AWS may be terminated and the employee returned to a regular, fixed eight AWS work schedule.

(2) All work schedules will include an unpaid lunch break, either 30 or 60 minutes, between the hours of 1100 and 1300, with supervisory concurrence. Employees may not shorten their duty day by working during or skipping the lunch period. Employees cannot combine unpaid breaks with their lunch break.

(3) Holidays. Federal holidays will be annotated in ATAAPS as "LH". Employees must be in a paid status on the business day before or the business day after a holiday to receive holiday leave. Employees who work on a holiday are entitled to holiday premium pay, which will be annotated in ATAAPS as "HG".

(4) An employee's participation in the AWS program may be temporarily suspended at any time to meet mission requirements or failure to maintain eligibility. Should the AWS be temporarily suspended, the employee will be given advance notice of at least one (1) pay period. To meet mission requirements, a supervisor has the authority to direct an employee's presence for duty at a precise time with one day notice.

b. Employees who have received a disciplinary action within the past 12 months, whose rating of record is less than fully successful or equivalent, or who are on a PIP are not eligible for AWS.

2.2. Types of Work Schedules. The definitions at 5 CFR 610.102 will be used. The types of work schedules available to USATC employees are:

a. Fixed Work Schedule. Employees on a traditional fixed work schedule have a basic tour of five 8-hour days, 40 hours per week. Set arrival and departure times are between 0630 - 0830 and 1530 - 1730. Motor vehicle operator's arrival and departure times in the battalions are based on training needs and may vary.

b. Compressed Work Schedule (CWS). Employees on a CWS have an 80-hour work requirement every two weeks but work less than 10 days. The two types of CWS are:

(1) A 4/10 schedule which allows an employee to work (4) 10-hour days each week with a set day off each week.

(2) A 5/4/9 schedule which allows an employee to work eight 9-hour days and one 8-hour day in a two-week pay period with a fixed regular day off (RDO) for a total of 80 hours. Subject to approval, the employee may choose any day of the week as the RDO, but once established, the RDO will be the same day each pay period. Within a pay period, the RDO may be changed but only at the employee's request with the supervisor's approval.

(3) If an employee on a CWS is on a temporary duty assignment, court leave, or military reserve duty more than 5 days, the employee will revert to a regular five 8-hour workdays, 40 hours per week work schedule for that entire pay period.

(4) If a federal holiday falls on an employee's RDO, the preceding workday will be designated as a day off "in lieu of" the regularly scheduled RDO.

c. Flexible Work Schedule (FWS). FWS is an AWS that allows employees to determine their own schedule within the limits set by the supervisor and the established core hours.

(1) A FWS is composed of two (2) different types of time: core hours and flexible time. Employees are expected to be at work during core hours unless they have authorized leave. Employees may arrive or depart during flexible hours with supervisory approval. A FWS full time employee has a basic work requirement of 80 hours within a two-week pay period.

(2) Core hours are the designated hours set by management during which an employee on a FWS must be present for work. USATC core hours are 0900-1500. Management will consider core hours when scheduling meetings.

d. Leave. Employees working a CWS shall be charged leave in accordance with their basic work schedule. For example, if an employee takes leave on a scheduled 9-hour workday, then 9 hours leave will be charged. Employees on a FWS will be charged leave for all absences during core hours and less than 80 hours in a two-week pay period.

2.3. Overtime and Compensatory Time. Per United States Office of Personnel Management, 2021 Guide to Telework and Remote Work within the Federal Government and the Fair Labor Standards Act (FLSA), exempt and non-exempt employees must be paid overtime or compensatory time when overtime hours are ordered and approved in advance. Non-exempt employees are entitled monetary overtime payment unless compensatory time is requested in writing.

a. The approving authority for overtime:

- (1) Training brigade - CG
- (2) G-Staff - Chief of Staff

b. Use the DA Form 5172-R, Request, Authorization, and Report of Overtime located at Appendix B. All approved requests must be forwarded to the G-8, Budget office.

c. Credit hours. As defined by the OPM Handbook on AWS, credit hours are those hours within a flexible work schedule that an employee elects to work more than his or her basic work requirement to vary the length of a workweek or workday. However, credit hours are not applicable to the USATC civilian workforce. Any excess hours worked must comply with applicable overtime laws, regulations, policies, and CBAs.

2.4. Responsibilities.

a. Employees.

- (1) Understand participation in the AWS program is a privilege and not an entitlement
- (2) Be flexible in adjusting work schedules to meet mission requirements as needed.
- (3) Complete/submit an AWS agreement (Appendix C) to supervisor for approval.

b. Supervisors.

- (1) Ensure an AWS does not interfere with the mission.
- (2) Ensure employees are treated fairly and equitably in approving AWS requests.
- (3) Approve and maintain documentation regarding the establishment, revision, or termination of an AWS.
- (4) Submit a copy of the AWS agreement to the G-8 for annotation in ATAAPS.
- (5) May approve an AWS on a trial basis (e.g., 90 days) to determine whether AWS can be supported without having an adverse impact on mission accomplishment.

APPENDIX A EXAMPLE OF TERMS AND CONDITIONS

TERMS OF TELEWORK AGREEMENT *(Continued)*

- | | |
|--|--|
| <p>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 alternate 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.</p> <p>20. The employee acknowledges that telework is not a substitute for dependent care.</p> <p>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.</p> | <p>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.</p> <p>23. The employee continues to be covered by DoD Component standards of conduct while working at the alternative worksite.</p> <p>24. The employee has assessed the telework location against the attached safety checklist and certifies the location meets all safety requirements.</p> <p>25. DoD Component-specific conditions may be included below.</p> |
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COMPONENT-SPECIFIC TERMS AND CONDITIONS

1. Telework is a management option. It is not an employee entitlement and does not change employment terms and conditions. If it is determined that the telework arrangement is having an adverse impact on work operations or performance, the supervisor will provide notice to the employee that the telework agreement will be terminated and utilize the DD Form 2946 to indicate the termination.
2. Employee's work hours must commence no earlier than 0630 and end no later than 1730 in order to facilitate the mission requirements. Adjustment outside of your set work hours should be coordinated with your supervisor, in accordance with Army leave policy.
3. Employee will work 8 or 9 hours per day, with a 30 or 60 minute lunch period depending on a regular or compressed work schedule. While lunch is flexible for a telework employee, the Agency encourages all employees to take lunch between 1130 and 1300. If different hours are utilized and employee is actively engaged in working through tasks, employee is encouraged to send a note to supervisor that lunch is being taken so employee's lunch period is observed.
4. Your duty hours are (XXXX-XXXX) daily with a (XX) minute lunch each day from (XXXX-XXXX); these may be adjusted as necessary with your supervisor's approval.
5. NO overtime is authorized unless approved by the Chief of Staff or Commanding General based on unit of assignment.
6. Employee will provide a phone number at which he can be reached during duty hours.
7. Employees will forward their traditional worksite telephone to a phone at the alternate worksite.
8. During duty hours, Employee can expect to receive impromptu phone calls from team members for assistance and/or work requirements.
9. Employees participating in telework programs must be accessible and available for immediate recall to their regular offices for operational requirements including meetings, briefings, special assignments, emergencies, and duties that must be performed in the office.
10. Supervisor will determine the method and frequency of reporting work accomplished. Employees are accountable for the results they produce while teleworking.
11. You will provide your supervisor with an email summary at the end of each telework day describing the work accomplished for that day.
12. You will complete all assigned work, consistent with the standards and guidelines in the employee's performance plan and guidance from the supervisor.
13. Division/section meetings will be announced in advance as early as possible.
14. If issued a government laptop, secure it inside residence. Laptops will not be left in POVs, or utilized outside of the authorized alternate worksite.
15. Telework may not be used to replace appropriate arrangements for dependent care.
16. The policies for requesting annual leave, sick leave, or leave without pay remain unchanged. Time spent in a telework status must be accurately accounted for and reported via the employee's timecard system.
17. Without a government issued computer with VPN, employee will not be able to access share-point or the shared drive (internal Army network).
18. USATC assumes no responsibility for any operating costs associated with the employee using his or her personal residence as an alternate worksite, including home maintenance, insurance, or utilities (e.g., heating, electricity, water), as well as, cellular data and service.
19. Teleworkers are responsible for the security of all official data, protection of any government-furnished equipment and property, and accomplishment of the mission of the USATC at the alternate worksite. All files, records, papers, or machine-readable materials created while teleworking are the property of the organization. Supervisors should ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records and coordinate all telework agreements with the organization's security personnel.
20. Records subject to the privacy act may not be disclosed to anyone except those authorized access as a requirement of their official responsibilities. Employee must also fully understand their role in safeguarding personally identifiable information (PII). Only digital copies of privacy act documents may be taken out of the traditional worksite, and they may be taken only on temporary basis and not permanently stored out of the traditional work site. Rules for Data-At-Rest must be applied to data stored on external hard drives, thumb drives, DVDs, CDs, etc.
21. No classified documents, hard copy or electronic, may be taken by teleworkers to alternate worksites.
23. Report loss of connectivity (internet, cable, wireless, etc.) at the alternate telework site to your supervisor immediately.

APPENDIX A (CON'T)
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| 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: | | | | | |
| 1. EMPLOYEE (<i>Last Name, First, Middle Initial</i>) Smith, John R. | | 2. OFFICIAL JOB TITLE HR Specialist | | | |
| 3. PAY PLAN/SERIES/GRADE/PAY BAND GS-0201-11 | | 4. ORGANIZATION G-1, ATC | | | |
| 5. REGULAR OFFICIAL WORKSITE (<i>Street, Suite Number, City, State and ZIP Code</i>) 661 Sheppard Place Fort Jackson, SC 29207 | | 6. ALTERNATE WORKSITE ADDRESS (<i>Street, Apartment Number, City, State and ZIP Code</i>) (<i>May be TBD under emergency situations</i>) 123 Eagle Way Blythewood, SC 29016 | | | |
| 7. ALTERNATE WORKSITE TELEPHONE NUMBER (<i>Include Area Code</i>) (803) 555-5555 | | 8. ALTERNATE WORKSITE EMAIL ADDRESS (<i>Address for official emails if different from office email address. Identification of personal email address is not required.</i>) JRS@gmail.com | | | |
| 9. TELEWORK ARRANGEMENT IMPLEMENTATION DATES (Agreement should be revalidated at least once every 2 years) | | 10. TOUR OF DUTY (X one) (<i>Attach copy of biweekly work schedule</i>) | | | |
| a. START (YYYYMMDD) 20190201 | b. END (YYYYMMDD) 20210201 | <input checked="" type="checkbox"/> FIXED <input type="checkbox"/> FLEXIBLE <input type="checkbox"/> COMPRESSED | | | |
| 11. TELEWORK ARRANGEMENT (X one) | | | | | |
| <input checked="" type="checkbox"/> REGULAR AND RECURRING <input type="checkbox"/> SITUATIONAL Regular and Recurring Telework Schedule: _____ Number of Days per Week or Pay Period Mon, Tues Days of the Week (e.g., Mon, Wed, Thur) | | | | | |
| 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. | | | | | |
| 12. CONTINUITY OF OPERATIONS DURING EMERGENCY SITUATIONS | | | | | |
| 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. | | | | | |
| 13. SUPERVISOR OR AUTHORIZED MANAGEMENT OFFICIAL (<i>Name and Signature</i>) <input checked="" type="checkbox"/> I also verify that I have completed approved telework training. Herbert D. Davis Herbert D. Davis | | | | 14. DATE (YYYYMMDD) 20210508 | |
| 15. EMPLOYEE SIGNATURE <input checked="" type="checkbox"/> I also verify that I have completed approved telework training. JOHN R. SMITH JOHN R. SMITH | | | | 16. DATE (YYYYMMDD) 20210508 | |

| | | | |
|---|--|---|--|
| 1. CANCELLATION DATE (YYYYMMDD) | | 2. INITIATED BY (<i>X one</i>) <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> MANAGEMENT | |
| 3. REASON(S) FOR CANCELLATION | | | |
| 4. GOVERNMENT-FURNISHED EQUIPMENT/PROPERTY RETURNED LIST PROPERTY AND DATE OF RETURN: <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| 5. SUPERVISOR'S SIGNATURE | | 6. DATE (YYYYMMDD) | |
| 7. EMPLOYEE SIGNATURE | | 8. DATE (YYYYMMDD) | |

APPENDIX B
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| REQUEST, AUTHORIZATION, AND REPORT OF OVERTIME <small>For use of this form, see AR 37-106, the proponent agency in USAFAC.</small> | | | | | | PAY PERIOD ENDING: 4/30/2021 | |
|--|--|---|------------------------------|---------------------|---|--|---------|
| THRU <i>(if applicable)</i> G-8, Budget | | TO <i>(Approving Officer)</i> CG for Brigades CofS for G-Staff | | | FROM <i>(Office or Division, Branch, Section, Unit or Separate Activity)</i> Protocol Office | | |
| INSTRUCTIONS | | | | | | | |
| 1. A separate request for overtime shall be prepared in an original and two copies for each day in which overtime is to be worked. One copy will be retained until the approved/disapproved copy is returned. 2. Enter the name of employees, social security number, grade and step, date work is to be performed, the clock hours of duty, number of overtime hours to be worked by each employee. 3. The requesting official shall sign the request and submit to the appropriate authorizing official. If the authorizing official concurs he/she shall sign the form and return a copy to the requesting office. The original will be forwarded to the Civilian Payroll Office. | | | | | | | |
| <i>Authority is hereby requested for the performance of the overtime described below which is beyond the regularly established 8 hour day or 40-hour week.</i> | | | | | | | |
| EMPLOYEE NAME | | GRADE/STEP | DATE WORK IS TO BE PERFORMED | CLOCK HOURS OF DUTY | NUMBER OF HOURS REQUESTED | METHODS OF COMPENSATION | |
| | | | | | | Overtime | Holiday |
| John Smith | | 11/05 | 5/8 | 0700-01200 | 6 | X | |
| Jane Doe | | 11/02 | 5/8 | 0700-1200 | 6 | | X |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | 12 | TOTAL HOURS | | |
| <small>NOTE: (Employee occupying wage grade positions may not be granted compensatory time, except for employees working alternate work schedules.) (Compensatory time cannot be granted for holiday work.)</small> | | | | | | | |

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| | | | |
|--|--|------------------------------|--|
| <small>NATURE OF DUTIES AND JUSTIFICATION FOR OVERTIME (Enter a short description of the work to be performed and the reason why it must be performed for overtime.)</small> | | | |
| <div style="border: 1px solid red; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">To support the Army Ball.</p> </div> <p style="text-align: center; color: red; font-weight: bold;">Justification</p> | | | |
| <small>TYPED NAME AND TITLE</small> Misty Jones | <small>REQUESTOR (Signature)</small> | <small>DATE</small> 05/01/21 | |
| <small>TYPED NAME AND TITLE</small> | <small>AUTHORIZER (Signature)</small> | <small>DATE</small> | |
| <small>TYPED NAME AND TITLE</small> | <small>APPROVING OFFICER (Signature)</small> | <small>DATE</small> | |
| <div style="border: 1px solid red; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Appropriate Signatures</p> </div> <p style="text-align: center; color: red; font-weight: bold;">Appropriate Signatures</p> | | | |
| <small>APPROVING OFFICER COMMENTS:</small> | | | |

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***USATC MEMORANDUM 25**

APPENDIX C

| ALTERNATE WORK SCHEDULE (AWS) AGREEMENT EMPLOYEE - MANAGEMENT CONTRACT BETWEEN UNITED STATES ARMY TRAINING CENTER AND | | | | |
|--|------------|--------------|------------------------------|-----------------------|
| | | | Effective Date: | 5/7/2021 |
| Employee Name (Last, First, MI.) SMITH, JOHN K. | | | DIVISION G-35, ATC | |
| NOTE: Employee (1st) and supervisor (2nd) must initial each item in the boxes provided below. | | | | |
| WORK SCHEDULE: | | | | |
| Week 1 (Indicate the regularly scheduled day off as RDO and Telework as TS) | | | | |
| DAY | START TIME | LUNCH PERIOD | STOP TIME | NUMBER OF HRS PER DAY |
| MONDAY | 0700 - TS | 1200-1230 | 1630 - TS | 9.0 |
| TUESDAY | 0700 - TS | 1200-1230 | 1630 - TS | 9.0 |
| WEDNESDAY | 0700 | 1200-1230 | 1630 | 9.0 |
| THURSDAY | 0700 | 1200-1230 | 1630 | 9.0 |
| FRIDAY | 0700 | 1200-1230 | 1530 | 8.0 |
| Week 2 (Indicate the regularly scheduled day off as RDO and/or Telework Day) | | | | |
| DAY | START TIME | LUNCH PERIOD | STOP TIME | NUMBER OF HRS PER DAY |
| MONDAY | RDO | 1200-1230 | | N/A |
| TUESDAY | 0700 - TS | 1200-1230 | 1630 - TS | 9.0 |
| WEDNESDAY | 0700 | 1200-1230 | 1630 | 9.0 |
| THURSDAY | 0700 | 1200-1230 | 1630 | 9.0 |
| FRIDAY | 0700 | 1200-1230 | 1630 | 9.0 |
| Grand Total (Two week total must equal 60 hrs) | | | | 80.0 |
| <p>Leave: Employee agrees to follow established procedures for requesting and obtaining approval for leave. Leave will be taken in accordance with the established leave policies.</p> <p>Work Assignment or Performance: Employee understands that a decline in job performance and/or documented misconduct may be grounds for cancelling the AWS agreement.</p> <p>Termination of Agreement: Responsible official may terminate employee's participation in the AWS at any time if mission requirements deem it necessary or it is determined that an employee is abusing the AWS privilege.</p> <p>Employee participation: may also be terminated at the request of the employee (after notifying the supervisor), the employee's supervisor, or upper management.</p> | | | | |
| SIGNATURES | | | | |
| Employee Signature | | | Date | |
| APPROVAL RECOMMENDATION | | | | |
| Supervisor (Rating Official) Signature | | | Date | |
| APPROVAL RECOMMENDATION | | | | |
| Responsible Official Signature (Higher Level Reviewer) | | | Date | |

Previous Editions are OBSOLETE

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