



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

AMIM-MHG-ZA

31 March 2023

MEMORANDUM FOR Joint Base Myer-Henderson Hall Employees and Military Personnel Assigned or Attached to Headquarters Brigade

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Telework Policy

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/103501 p.pdf](http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/103501%20p.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.

e. IMCOM Policy Memorandum 690-610-1, Telework Program, 26 September 2022.

f. ID-S Policy #14 Telework Program, 1 November 2022.

2. Purpose. Provide policy and procedures for all Joint Base Myer-Henderson Hall (JBM-HH) Garrison personnel regarding the use of telework and remote work.

3. Applicability. This policy applies only to civilian employees—appropriated fund (APF), and non-appropriated fund (NAF), and military personnel of JBM-HH Garrison. This policy supersedes all previous guidance for this group of personnel.

4. Policy. This policy aligns with the IMCOM CG's directive to embrace telework and remote work to improve talent acquisition and retention, while also ensuring the maximum effectiveness and efficiencies to a service-cultured business. The Garrison will follow IMCOM Policy Memorandum 690-610-1, Telework Program, dated 26 September 2022, and ID-S Policy #14 Telework Program, dated 1 November 2022, within the following guidelines:



AMIM-MHG-ZA

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Telework Policy

a. Authority is delegated to the Chief of Staff to approve/disapprove telework for Garrison personnel. Authority is also delegated to the Commander, Headquarters Brigade, U.S. Army to approve/disapprove telework for Headquarters Brigade personnel within the guidelines outlined in the HQ IMCOM Policy and ID-S Policy referenced in para 1e and 1f above and this garrison policy.

b. Each director/staff office chief will ensure that the office is manned for each workday of the week during normal duty hours and for ensuring the equitable distribution of telework within their directorates/staff sections.

c. All supervisors/managers will ensure positions are properly coded regarding telework eligibility and that all employees participating in telework have met the mandated training requirements and signed a telework agreement.

d. Personnel in “one deep-positions” will be afforded the opportunity to participate in telework as the mission allows.

e. Long-term or permanent remote work is not authorized.

f. The maximum number days an employee may telework in a given work week is three (3) days, not to exceed five (5) days in a pay period. Employees may telework consecutive days in a work week as long as work schedules comply with this policy.

g. Each leader/supervisor will ensure that each of their personnel are in compliance with 8a, b, and c of the Designated Approval Authority and Procedures enclosure to HQ IMCOM Policy Memorandum 690-610-1.

h. Personnel requiring exceptions to this policy will coordinate with their supervisor, their designated equal employment office, legal, and/or their human resources team, to ensure they comply with guidelines and processes.

5. **Core Hours.** Unless on an approved shift work schedule, JBM-HH employees will have a duty schedule of eight (8) hours for a regular schedule or nine (9) hours for an RDO schedule between the hours of 0630-1800 that includes the core hours of 0900-1500. Employees are not authorized to start work before 0630 or work after 1800 without special permission.

FLEXIBLE HOURS	CORE HOURS	FLEXIBLE HOURS
0630-0900	0900-1500	1500-1800

AMIM-MHG-ZA

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Telework Policy

6. Basic workday.

a. In accordance with Office of Personnel Management guidance, "a basic workday is usually 8 hours, but the basic work requirement may be longer for certain days under alternative work schedules (i.e., flexible or compressed work schedules) authorized by subchapter II of chapter 61 of title 5, United States Code."

b. An employee's normal work schedule includes a 30-minute lunch or meal period making a normal work schedule 8 hours and 30 minutes. An example of a normal work schedule is 7:30 - 4:00 that includes a 30-minute non-pay status for lunch or other meal period. This schedule with lunch period is not optional and doesn't apply to police and firefighters. If employee takes a longer approved lunch or other meal period (hour lunch), the workday extends 30 minutes.

7. This policy will expire one year from the date signed.

8. The point of contact for this action is Mr. Kenneth J. Washington, Director, Human Resources at telephone number (703) 696-5779 or at kenneth.j.washington.civ@army.mil.

DAVID D. BOWLING
COL, SF
Commanding