DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
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FORT KNOX, KENTUCKY 40121-4215

AMIM-KNR-MB (1oo) 5 August 2026

MEMORANDUM FOR

Commander, All Units Reporting Directly to this Headquarters
Directors and Chiefs, Staff Offices/Departments, this Headquarters

SUBJECT: Garrison Policy 5 -Telework and Remote Work Program

1. References:

a. Title 5 Code of Federal Regulations (CFR) Part 551, (Pay Administration Under the Fair Labor Standards Acts)

b. Title 5 United States Code (USC), (Government Organization and Employees)

c. Rehabilitation Act of 1973, 26 September 1973 as amended, Title 29, USC § 790-794

d. Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act of 2008 (ADAA), Title 42, USC § 12101 *et seq*

e. U.S. Office of Personnel Management (OPM), Guide to Telework and Remote Work in the Federal Government

f. OPM Governmentwide Dismissal and Closure Procedures

g. OPM Guidance on Exempting Military Spouses and Foreign Service Spouses from Agency Return to Office Plans

h. Office of Under Secretary of Defense for Personnel Readiness, Guidance on the Use of Situational Telework

i. Department of Defense Instruction (DoDI) 1035.01, (Telework and Remote Work)

j. Army Regulation (AR) 690-500, (Pay and Administration)

k. Department of the Army (DA) Telework and Remote Work Guide

l. Headquarters (HQ) Installation Management Command (IMCOM), AMIM-HRC Memorandum, (IMCOM Policy Memorandum – Guidance and Approval Authorities for Situational Telework, Military Spouse Telework/Remote Work, and Telework/Remote Work as a Reasonable Accommodation)

m. IMCOM Directorate – Training, AMIM-HR Memorandum (Training Policy # 17 – Telework and Remote Work Program)

n. Labor Management Agreement (LMA) (2016 version), Kentucky KRS 337.285

2. Purpose: Provide policy and procedures on the use of telework and remote work to meet mission requirements.

3. This policy applies to DA Civilian appropriated fund (APF) employees U.S. Army Garrison (USAG) Fort Knox, KY (FKKY).

4. Key Terms:

a. Agency worksite: Official federal agency location where work activities are based, generally considered a centralized location of an employee's assigned organization.

b. Alternative worksite: Generally considered an employee's approved telework sire, or, for a remote worker, the approved remote worksite (e.g., an employee's residence).

c. Official worksite: Agency worksite for most employees, including a teleworker. For a remote worker, the official worksite is the alternative worksite to which the agency and the employee agree (e.g., the employees' residence). The official worksite is generally the location of an employee's duty station as documented on an employee's standard form (SF) 50 (Notification of Personnel Action).

d. Telework: An arrangement in which an employee, under a written telework agreement, is scheduled to perform their work at an alternative worksite on a regular/recurring or situational basis.

(1) Regular/Recurring: An approved work arrangement where eligible employees regularly work at an alternative worksite as part of an approved schedule during a bi-weekly pay period, only to be approved within the Garrison as reasonable accommodation.

(2) Situational: Telework approved on a case-by-case basis, where hours worked are not part of a previously approved, ongoing and regular schedule (e.g.,

telework because of inclement weather, illness, medical appointments, special work assignments, or to accommodate special circumstances). Telework can also be considered situational even though it may occur continuously for a specific period and is also referred to as intermittent, unscheduled, or ad hoc telework.

e. Remote work: An arrangement in which an employee, under a written remote work agreement, is scheduled to perform their work at an alternative worksite and is not expected to perform work at an agency worksite on a regular and recurring basis. A remote worker's official worksite may be within or outside the local commuting area of an agency worksite.

5. Telework Eligibility and Non-Eligibility.

a. Work Eligibility. Work suitable for telework depends on the job content, rather than the job title, type of appointment, or work schedule. Positions that require employees to perform tasks that are measurable, quantifiable, evaluated by the quality of a deliverable and are primarily project-oriented are the best candidates for telework.

b. Position Eligibility. Employees in positions that involve portable work and are not dependent on the employees' presence at the traditional worksite) may be allowed to telework on a case-by-case basis or as reasonable accommodation.

c. Employee Eligibility. An employee suitable for telework is an employee whose demonstrated personal characteristics are well-suited to telework, as determined by the supervisor, including, as a minimum –

(1) Demonstrated dependability and the ability to handle responsibility.

(2) The ability to prioritize work effectively and utilize good management and organizational skills.

(3) Meeting all performance standards.

(4) Not being counseled for disciplinary or adverse actions.

(5) Not in a probationary status.

d. Position Non-Eligibility. Positions may not be eligible for teleworking if the work requires:

(1) Frequent or short-notice face-to-face interaction with internal or external contacts, such as the supervisor, other employees, formal/informal work teams, clients or the public, or frequent ad hoc meetings. Note: There may be circumstances or portions of employees' work (e.g., reading and analyzing documents and preparing reports or other types of

correspondence) when the supervisor may consider approving telework on a specific basis.

(2) Access to material or data that cannot be moved from the regular office, would present a security risk, or breach of confidentiality.

(3) Access to technology, equipment, or facilities not available at the alternate duty site.

(4) Use of a government vehicle.

(5) Providing emergency services or protection of life and property.

(6) The need for the employee to be in the traditional worksite to learn the organization or to receive on-the-job training. Generally, intern and trainee positions are not eligible.

6. Policy:

a. Telework eligibility and approval screening criteria must be applied impartially and consistently. Telework may not be approved if performing the work at an alternate work site will adversely affect the performance of other employees, place a burden on the staff remaining in the office, or result in a diminished level of service provided to customers.

b. First line supervisors may approve of situational/ad hoc telework on a case-by-case basis and only when the telework will serve a compelling agency need or as reasonable accommodation. Situational/ad hoc telework must be intermittent and not authorized as a substitute for routine or recurring telework. Supervisors may reference Enclosure 1 to assist in determining whether an employee's request for telework should be granted.

c. The first general schedule (GS) 13 (or equivalent) supervisor in the rating chain is the designated approving authority for regular and recurring telework or remote work as reasonable accommodation, or by a military spouse. The request must first be approved at the supervisor’s level and elevated for final approval.

d. Military spouses are exempt from return-to-office plans. This includes both military spouses appointed under the Military Spouse Employment Act authorities and those appointed under other hiring authorities. Agencies may continue to appoint military spouses to remote work positions pursuant to the Military Spouse Employment Act or other appropriate hiring authorities.

e. An employee and their supervisor must complete initial and refresher training requirements prior to telework approval. Training requirements are identified in Enclosure 2 and https://www.opm.gov/telework/.

f. An employee and their supervisor must complete Enclosure 3, Department of Defense (DD) Form 2946 (Telework Agreement) prior to telework. Agreements must be reviewed on an annual basis to assess effectiveness and renewed every two years.

g. Remote work participants must have a remote work agreement, Enclosure 4,Fort Knox Form 17 (Fort Knox Army Garrison Remote Work Agreement).

h. Employees and supervisors must follow standard procedures to request and authorize absences while in a telework or remote work status.

i. Employees and certifiers must ensure timecards properly document all telework and remote work.

j. Weather and Safety Leave is generally not authorized for employees on a telework agreement or a remote agreement, with limited exception in accordance with (IAW) the referenced OPM guidance and as outlined on the DD 2946.

(1) A telework employee may be required to work at their alternate worksite during emergency closures even if that day is not a specific pre-approval for telework day. If the supervisor determines that the capability does not exist, the teleworker may be excused from duty without loss of pay or charge to leave.

(2) If a situation arises at the telework employee's or remote worker’s alternate worksite that results in the employee being unable to continue working (e.g. power outage or illness), the employee's supervisor will determine the appropriate course of action on a case-by-case basis. Depending on the situation, the supervisor may grant the teleworker excused absence (in case of emergency dismissal or closing only), offer the teleworker the option to take leave or compensatory time off, or require the employee to report to work at the traditional worksite.

k. If government-owned equipment, information technology, and software requirements cannot be met, telework will not be approved.

l. Supervisors may require employees who are authorized to telework to report to the official worksite based on critical operational or mission requirements.

m. Employees who are directly engaged in performing duties of their jobs are covered by the Federal Employees Compensation Act when injured or suffering from work-related illnesses while conducting official government business, regardless of whether the work is performed on the agency’s premises or at an alternative worksite. Employees should notify their supervisors if injured while teleworking and follow standard procedures.

n. Telework eligibility must be coded in the Defense Civilian Personnel Data System (DCPDS) or equivalent human resources system (e.g., AutoNOA). Within DCPDS, each employee must be coded as eligible in the employee record. Supervisors must make telework determinations when establishing new positions or filling vacant positions that were not previously designated for telework eligibility. Employees must be notified of their telework eligibility in writing. Telework eligibility codes and visual job aid are found in Enclosure 5. Resource Management (RM) Directorate, Manpower Branch is the POC.

o. When an employee's worksite is changed from the official worksite to the telework location in a permanent arrangement, a SF 50 must be completed. RM, Manpower Branch is the POC.

p. Employees are entitled to reimbursement for official business travel to the traditional worksite when the employee teleworks or remote works full-time from a location outside the local commuting area and his or her alternate worksite has been determined as his or her official duty station. Employees are compensated based on the location of their official worksites.

q. Employees in a telework or remote work status are eligible to participate in a command health and fitness program.

r. Disapproval/Termination.

(1) A telework request may be denied by the first line supervisor or the designated approval authority if the request does not meet a compelling agency need, does not meet the criteria in the cited guidance, or the employee does not provide sufficient supporting documentation for reasonable accommodation.

(2) A telework agreement may be terminated for any reason at the employee’s request.

(3) A telework agreement may be terminated by the supervisor or approval chain of command if the supervisor makes the determination teleworking is having an adverse impact on work operations or performance.

(4) A telework agreement may be terminated immediately for misconduct or misuse of the telework policy. This termination is standard practice if an employee does not comply with the terms of the written agreement or if the performance of the employee falls below fully successful.

(5) Supervisor consultation with Civilian Human Resources Labor and Management – Employee Relations (L/MER) is recommended prior to disapproval or termination (other than at the employee request).

(6) Employees may dispute the denial of telework, the reasons given for a denial, and/or the termination of a telework agreement through administrative and bargaining unit grievance procedures.

7. Responsibilities:

a. The RM Directorate will:

(1) Oversee implementation of the Telework and Remote Work Program.

(2) Provide guidance, updates, and assistance to the Garrison as required.

(3) Compile and provide reports to higher commands as required.

(4) Review DCPDS coding, telework agreements, remote work agreements, and timecards as part of IMCOM and Garrison audit programs for resource management.

b. The Information Management Officer will provide guidance and assistance to supervisors regarding required information technology services for working at an alternate work site.

c. Directors will:

(1) Determine positions eligible for telework based on the DoD and command telework criteria for position and eligibility and follow published procedures to update the system of record (e.g., AutoNOA).

(2) Ensure employees, supervisors, certifiers, and timekeepers adhere to program requirements and maintain payroll and timekeeping records IAW the policy and cited references.

8. Point of contact for this policy is Linda Morgan at linda.r.morgan.civ@army.mil.

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Encl
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DAVID T. HOLSTEAD
COL, AR
Commanding