



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH**  
**290 GRANT AVENUE UNIT 1**  
**FORT LEAVENWORTH, KANSAS 66027-1417**

AMIM-LVG-ZA (690)

MEMORANDUM FOR GARRISON ACTIVITIES

SUBJECT: Garrison Command Policy Letter #21, Garrison Telework Program

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/103501p.pdf>).

c. HQ IMCOM, AMIM-HRC-T memorandum (IMCOM Policy Memorandum IMCOM Directorate (ID) Telework Program), 29 Nov 22.

d. IMCOM Directorate – Training, AMIM-TRN-HR (Memorandum, SUBJECT: IMCOM Directorate - Training Policy # 20 - Telework Program), dated 12 DEC 22.

2. PURPOSE. Provide policy and procedures as outlined at reference 1.c. on the use of the wide range of workplace flexibilities, including telework and remote work, to attract and retain a highly qualified, ready and resilient workforce.

3. APPLICABILITY. This policy applies only to Civilian (appropriated fund (APF) and non- appropriated fund (NAF)) employees assigned to Fort Leavenworth Garrison positions.

4. POLICY.

a. The authority to approve or disapprove telework agreements for employees assigned to Fort Leavenworth Garrison is delegated as follows and cannot be further delegated.

1) Telework (Regular / Reoccurring) – Deputy to the Garrison Commander

2) Telework (Situational) - Directors and Key Staff Leaders (EEO, PAIO, PAO, OSJA, RSO and IMO)

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b. The guidance provided in the above listed references will be supported while ensuring productivity and services offered by the Garrison are sustained at the highest level.

5. PROPONENCY. The proponent for this policy is the Director of Human Resources at (913) 684-1697, DSN 552-1697.

JOHN G. MISENHEIMER JR.  
COL, AG  
Commanding