



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMHL- HR

NOV 27 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG FHL Policy #2-5, Telework Program

1. **REFERENCE.** IMCOM Regulation 690-610 (Civilian Personnel Work Schedules) 15 May 2014.
2. **PURPOSE.** To provide guidance and procedures to implement a Fort Hunter Liggett Garrison Telework Program in accordance with the referenced regulation.
3. **APPLICABILITY.** This policy applies to all Civilian employees assigned or attached to USAG FHL.
4. **POLICY.** Supervisors and employees will adhere to all applicable rules, regulations, and guidelines for personnel management and telework. Implementation of the telework program is at the discretion of the supervisor or director; employee participation in the telework program is not an entitlement. Additional information is provided at the US Office of Personnel Management website: www.opm.gov.
5. **PROCEDURES.**
 - a. The Garrison Commander is the Designated Approving Authority for all telework arrangements. Employees who occupy positions identified as eligible for telework may submit a request for approval to telework to their supervisor or director. Directors will submit required forms and written justification in support of the request to the Garrison Commander for final approval.
 - b. Telework is a management tool with voluntary employee participation. Approval to telework does not change employment terms or conditions. Participation in the program may be terminated if an employee's performance does not meet the prescribed standard. The supervisor has the prerogative to require telework employees to report to their traditional worksite on scheduled telework days, based on operational requirements.
 - c. Telework can be used on a regular, recurring, situational, or ad hoc basis to provide the maximum flexibility in determining the telework arrangement that best fits the employee's situation and meets the needs of the organization. The director and the employee must identify and review all essential job functions that are fundamental to

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duties to permit an employee to work from home. The supervisor's ability to adequately supervise the employee from home must also be considered.

d. Every telework participant must have a completed DD Form 2946, located at <http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2946.pdf> on the Department of Defense Executive Services Directorate, Directives Division website, regardless of whether telework is regular and recurring or situational/ad hoc.

e. Timekeepers will annotate the appropriate telework code on time and attendance using the below codes. In the Automated Time and Attendance Payroll System (ATAAPS), these codes are added and recorded as a reason code associated with the hours worked. Regular hours are recorded as normal and the telework reason codes are associated as applicable using the NtDiff/Haz/Oth function.

- (1) TW - Telework Regular (and Recurring)
- (2) TS - Telework Situational (ad-hoc non-medical)
- (3) TM - Telework medical (ad-hoc medical)

6. PROPONENT: The DHR is the proponent for this policy. POC is Civilian Personnel Division at (831) 386-2566.



KERRY E. NORMAN
COL, MP
Commanding

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