



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

APR 19 2011

AMIM-PMH

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Presidio of Monterey (POM)
Command Policy #42 - Telework

1. References.
 - a. Public Law 106-346, Section 359, FY 01 Transportation Appropriations Bill, Telework.
 - b. A Guide to Telework in the Federal Government OPM-VI-I-1.
 - c. DoD Instruction 1035.01, Telework Policy, 4 April 2012.
 - d. Public Law 111-292-Dec. 9, 2010.
2. This command policy letter supersedes previous policy letters. No other policy is authorized.
3. Purpose. To establish a command policy with regard to telework for the United States Army Garrison Presidio of Monterey (USAG POM) in order to control and monitor telework requests for the Civilian Professionals of USAG POM. This policy supplements applicable DOD and IMCOM/AMC guidelines and regulations. Personnel approved to telework are eligible to participate in USAG POM Health and Wellness programs. Public Law 106-346, Section 359, requires that each executive agency establish a policy which enables eligible employees of that agency to participate in teleworking programs to the maximum extent possible.
4. Applicability. This regulation is applicable to all USAG POM Civilian Professionals and military personnel who supervise Civilian Professionals.
5. Length of validity. A telework agreement is valid for up to one calendar year. Supervisors will resubmit telework applications for reevaluation by the last quarter before the conclusion of the calendar year period.
6. Denial or termination. Pursuant to reference 1.c above, a telework request may be denied by the supervisor or the supervisory chain of command. Furthermore, a telework

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agreement may be terminated at the discretion of the supervisor, or at the Civilian Professional's request.

a. Management may terminate a telework agreement, with seven (7) calendar days written notice, if there is a change in either mission requirements or in the Civilian Professional's duties. If the supervisor makes the determination that teleworking is having an adverse impact on work operations or performance, the supervisor must put this determination in writing, citing specific facts supporting the decision. The Supervisor will provide a copy to the Civilian Professional and a senior supervisor, who must concur with the determination of adverse impact prior to terminating a Civilian Professional's telework agreement. If the delegated/authorized management official disapproves the Civilian Professional's request to telework, the disapproval shall be in writing, and will provide the Civilian Professional with specific reasons for denial within fifteen (15) days.

b. Misuse or misconduct. A telework agreement may be terminated immediately for misconduct or misuse of the telework policy. Consultation with Civilian Personnel Advisory Center (CPAC) and Office of the Staff Judge Advocate (OSJA) is required. Civilian Professionals may dispute the denial of telework, the reasons given for a denial, and/or the termination of an existing telework agreement through administrative grievance procedures. Bargaining unit employees may file a grievance as outlined in the contract between USAG POM and AFGE Local 1263.

7. Proponent. The proponent for this policy is the Directorate of Human Resources (DHR).

8. Responsibilities.

a. The DHR will:

(1) Ensure proper implementation of the Telework Program.

(2) Provide guidance, updates, and assistance to all activities of USAG POM as required.

(3) Compile and provide reports to DOD and IMCOM/AMC as requested.

(4) Review telework requests and submit same to the deputy to the Garrison Commander (DGC) prior to final approval.

(5) Identify Civilian Professionals who are not meeting performance standards, are being counseled and/or disciplined for telework agreement abuse, or who have pending or current disciplinary or other adverse actions. These Civilian Professionals will not be approved for telework.

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b. The Information Management Officer (IMO) will provide guidance and assistance on all activities regarding required information technology services.

c. Directors will:

(1) Determine positions eligible for telework based on the DOD and IMCOM/AMC telework criteria for position and eligibility, and provide the list to DHR when submitting telework requests. The list will be approved thru the supervisory chain for approval by the Command Group.

(2) Ensure all Civilian Professionals requesting telework complete the DOD Telework Agreement DD Form 2946, dated December 2011, including all approvals, prior to the first day of telework. The Garrison Commander (GC) must approve all Civilian Professionals' telework requests.

(3) Submit all telework requests to DHR for review. DHR will notify the Directors of approval/disapproval. Directors will notify their Civilian Professionals.

(4) Unless for reasons otherwise stated in this policy, Civilian Professionals will be notified seven (7) days in advance of telework agreement termination.

(5) Supervisors may request a Civilian Professional on telework status to work, and be paid for, overtime. This action will be pre-approved by the Supervisor and will be processed through Defense Information Systems Agency Automated Time Attendance and Production System.

d. Civilian Professional will:

(1) Submit a completed DOD Telework Agreement, DD Form 2946, including the telework signature page (Encl 2), to their supervisory chain of command to be forwarded to DHR.

(2) Commence telework at the beginning of the next pay period after approval.

(3) Notify their senior supervisor seven (7) days in advance of terminating their telework agreement.

9. Application process. Civilian Professionals must review the regulation, including terms and conditions for participation, and Position/Employee Telework Eligibility Guidelines (Encl 1), and complete applicable training prior to submitting an application. Upon receiving a Civilian Professional's completed DD Form 2946, their chain of command will determine eligibility as directed in 8. c. (1) – (5).

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10. Initiation/Routing.

a. Routing for telework requests:

(1) Supervisor: Initiate

(2) Directors: Recommend Approval/Disapproval

(3) DHR: Review

(5) Deputy Garrison Commander: Recommend Approval/Disapproval

(6) Garrison Commander: Approve

b. Regardless of recommendation, all requests will proceed to the Command Group.

11. Policy.

a. Positions that are both suitable and eligible to telework include those positions that are results based and project oriented.

b. Positions which are not usually eligible for telework include positions requiring an office presence, face-to-face interaction, receipt or issue of supplies, processing of classified information, safety/emergency response, platform teaching, or trainee positions.

c. Civilian Professionals must demonstrate to their supervisor that they have the personal characteristics required to perform telework. DOD policy dictates that only highly motivated, dependable Civilian Professionals be approved for telework. It is important that telework is only granted to those Civilian Professionals who can prioritize workload requirements and produce necessary results. These individuals should be self-starters with the ability to function independently. Civilian Professionals who are not meeting fully successful performance standards may not participate in this program. Probationary status Civilian Professionals are not eligible for telework because probationary status periods are established to allow an opportunity for the supervisor to personally observe and evaluate the Civilian Professional's performance.

d. Coronavirus based situational (ad hoc) telework agreements are encouraged for all telework-ready/eligible positions.

(1) Alternative work schedules (i.e., compressed and flexible work schedules) must be authorized by DoD Component policy and are available while in a Telework status. Where Civilian Professionals are represented by a labor union, the collective bargaining agreement must authorize such schedules, if applicable.

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e. Supervisors must authorize all absences in advance while civilian professionals are in a Telework status using normal procedures.

f. Leave considerations include:

(a) Sick Leave is authorized to provide care for a family member who is ill for up to 104 hours. Advanced sick leave may be authorized.

(b) Accrued Annual Leave may be used for any reason, subject to management's discretion. Advanced annual leave may be authorized.

(c) Family and Medical Leave is authorized for up to a total of 12 work weeks of leave without pay for a serious health condition to care for themselves or a qualifying family member. Certain eligibility and restrictions apply.

(d) Early Return of Dependents. This is an effective tool that allows for broad flexibility to allow dependents to move to a more favorable environment for their particular circumstances. The judicious use of this authority enhances quality of life and reduces support requirements in the affected area. Check with Component headquarters to determine appropriate approval authority.

(e) Weather and Safety Leave does not normally apply to individuals in a Telework status.

g. No classified documents (hard copy or electronic) may be taken to, or used at, a Civilian Professional's alternative worksite. For regular and recurring telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used on government furnished equipment.

h. The IMO will advise the DGC on the availability of government-owned equipment, information technology, and software required to support Civilian Professionals in performing official duties in a telework status. Funding constraints may impact the availability of government-owned computers, telephone services, and telecommunication equipment. If the equipment requirements cannot be met, telework will not be approved unless the employee provides suitable equipment to allow effective telework.

(1) The DGC, or his/her designee, will act as the Approval Authority for all equipment requests related to telework. The government will be responsible for the service and maintenance of government-owned equipment.

(2) The Department of the Army assumes no responsibility for any operating costs associated with an employee using his or her own personal equipment or residence at an alternative worksite. This includes utilities, insurance, and maintenance costs.

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i. The DOD Telework Agreement, DD Form 2946, must be completed prior to the commencement of either regular and recurring, or situational telework arrangements.

j. Civilian Professionals who are authorized to telework, and their supervisors, must complete an initial training requirement prior to participating in telework. It is important that Civilian Professionals and managers fully understand the policies and guidelines prior to requesting approval of a telework agreement. Telecommuting information is available at <http://www.telework.gov>.

k. DHR will report all Civilian Professionals authorized to telework on an annual basis to IMCOM/AMC on receipt of request.

12. This policy will remain in effect until rescinded.

13. Point of contact for this policy is the Director, Directorate of Human Resources, Ms. Linda Moseley, at (831) 242-7099 or linda.b.moseley2.civ@mail.mil



VARMAN S CHHOEUNG
COL, SF
Commanding

3 Encls

1. Telework Eligibility Guidelines
2. DD Form 2946, December 2011
3. Telework Signature Page

DEPARTMENT OF DEFENSE
TELEWORK AGREEMENT

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 113, Secretary of Defense; DoD Instruction 1035.01, Telework Policy.

PRINCIPAL PURPOSE(S): Information is collected to register individuals as participants in the DoD alternative workplace program; to manage and document the duties of participants; and to fund, evaluate and report on program activity. The records may be used by Information Technology offices to determine equipment needs, to ensure appropriate safeguards are in place to protect government information, and for assessing and managing technological risks and vulnerabilities.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may result in your inability to be a participant in the telework program.

TERMS OF TELEWORK AGREEMENT

The terms of this agreement must be read in conjunction with Department of Defense (DoD) telework policy, available on the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives/> or on the Civilian Personnel Management Service Web Site at www.cpmis.osd.mil and any additional guidance provided by the employing organization. Signatories certify they will abide by this agreement, DoD telework policy, and all supplemental terms established by the employing organization.

1. Work schedules and hours of duty may be modified as necessary, but are subject to local management procedures and approval and/or collective bargaining agreement requirements. A copy of the employee's approved work schedule should be kept on file with the signed telework agreement. In emergency situations (as indicated in Section I, Block 12 of the telework agreement), the teleworker's work hours may be subject to change. Emergency schedules will be set based on mission needs.
2. If the employee reports to the regular worksite at least twice per pay period, the regular worksite is the official worksite as defined in part 531.605, subpart F of title 5, Code of Federal Regulations.
3. If the employee does not report to the regular worksite at least twice each biweekly pay period, the official worksite is the location of the employee's telework site. Exceptions to the twice each biweekly pay period requirement may be made during emergencies (including a pandemic) and for short-term situations (e.g., special projects, medical accommodation).
4. All pay (to include locality pay or local market supplement), leave, and travel entitlements are based on the employee's official worksite as documented on a Notice of Personnel Action.
5. Prior to signing this Telework Agreement, the supervisor and employee will discuss:
 - a. Office procedures (e.g., procedures for reporting to duty, procedures for measuring and reviewing work, time and attendance, procedures for maintaining office communications);
 - b. Safety, technology and equipment requirements; and
 - c. Performance expectations.
6. Employee will not work in excess of the prescheduled tour of duty (e.g., overtime, holiday work, or Sunday work) unless he or she receives permission from the supervisor. By signing this form, the employee acknowledges that failure to obtain proper approval for overtime work may result in cancellation of the telework agreement and may also include appropriate disciplinary action.
7. If designated employee (as indicated in Section I, Block 12 of this agreement) is unable to work due to illness or dependent care responsibilities, the employee must take appropriate leave. Supervisors may, on a case-by-case basis, administratively excuse the designated teleworker from teleworking if circumstances, such as a power failure or weather related emergency, prevent the employee from working at the telework site. To the extent practicable, managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.

8. Teleworkers may be required to return to the regular worksite on scheduled telework days based on operational requirements. In situations where the employee is called to return to the office outside normal work hours, the recall shall be handled in accordance with established policy and/or collective bargaining agreements, if applicable.

9. If the employee uses Government-furnished equipment (GFE), the employee will use and protect the equipment in accordance with the DoD Component's procedures. GFE will be serviced and maintained by the Government.

10. The employee agrees to comply with the terms of computer software license and copyright agreements, computer virus and protection requirements and procedures.

11. **No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative worksite.** If classified telework is authorized at an approved alternative secure location, teleworkers must comply with the procedures established by DoD 5200.01-R and the DoD Component regarding such work. **For Official Use Only (FOUO) and controlled unclassified information (CUI) data may be taken to alternative worksites if necessary precautions are taken to protect the data, consistent with DoD regulations.**

12. When CUI including competition sensitive or source selection data is authorized for use at the telework location, criteria for the proper encryption and safeguarding of such information and data must be consistent with Enclosure 3, subparagraphs 3.f. (1) through (3) of DoDI 1035.01, Telework Policy. Component specific instructions must be included in the space allowed for Component specific comments or cite the appropriate Component references that contain these instructions.

13. The supervisor will determine how frequently, if at all, backup copies of data onto network drives or removable disks must be made to protect against loss of data. The supervisor may also require the employee to periodically send backup copies to the main work facility.

14. The employee may be reimbursed for authorized expenses (e.g., installation of broadband or telephone lines) incurred while conducting business for the Government, as provided by statute and implementing regulations and as articulated in this agreement. (Approved authorizations are filed with this agreement.)

15. **The employee will apply approved safeguards to protect Government records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, and codified at section 552a of title 5, United States Code.** The use of personal email accounts for transmission of Personally Identifiable information (PII) is strictly prohibited. PII may only be emailed between government email accounts and must be encrypted and digitally signed.

16. The DoD Component may inspect the home worksite, by appointment only, if the DoD Component has reason to suspect that safety standards are not being met and GFE is not being properly maintained.

17. The DoD Component will not be responsible for operating, maintenance, or any other costs (e.g., utilities) associated with the use of the employee's residence.

18. The DoD Component is not liable for damages to an employee's personal or real property while the employee is working at home, except to the extent the Government is held liable by the Federal Tort Claims Act or from claims arising under the Military Personnel and Civilian Employees Claims Act.

TERMS OF TELEWORK AGREEMENT *(Continued)*

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 alternative 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.

20. The employee acknowledges that telework is not a substitute for dependent care.

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.

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.

23. The employee continues to be covered by DoD Component standards of conduct while working at the alternative worksite.

24. The employee has assessed the telework location against the attached safety checklist and certifies the location meets all safety requirements.

25. DoD Component-specific conditions may be included below.

**NOTE: You must enable Javascript for the "Add Page" button to work.
To see your filled-in continuation page after saving and closing, click the "Add Page" button.**

COMPONENT-SPECIFIC TERMS AND CONDITIONS

COMPONENT-SPECIFIC TERMS AND CONDITIONS *(Continued)*

**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> 	2. OFFICIAL JOB TITLE 		
3. PAY PLAN/SERIES/GRADE/PAY BAND 	4. ORGANIZATION 		
5. REGULAR OFFICIAL WORKSITE <i>(Street, Suite Number, City, State and ZIP Code)</i> 	6. ALTERNATE WORKSITE ADDRESS <i>(Street, Apartment Number, City, State and ZIP Code) (May be TBD under emergency situations)</i> 		
7. ALTERNATE WORKSITE TELEPHONE NUMBER <i>(Include Area Code)</i> 	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> 		
9. TELEWORK ARRANGEMENT IMPLEMENTATION DATES <i>(Agreement should be revalidated at least once every 2 years)</i> <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">a. START (YYYYMMDD)</td> <td style="width:50%; border: none;">b. END (YYYYMMDD)</td> </tr> </table>	a. START (YYYYMMDD)	b. END (YYYYMMDD)	10. TOUR OF DUTY <i>(X one) (Attach copy of biweekly work schedule)</i> <input type="checkbox"/> FIXED <input type="checkbox"/> FLEXIBLE <input type="checkbox"/> COMPRESSED
a. START (YYYYMMDD)	b. END (YYYYMMDD)		
11. TELEWORK ARRANGEMENT <i>(X one)</i> <input type="checkbox"/> REGULAR AND RECURRING <input type="checkbox"/> SITUATIONAL Regular and Recurring Telework Schedule: _____ Number of Days per Week or Pay Period _____ 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 type="checkbox"/> I also verify that I have completed approved telework training.	14. DATE (YYYYMMDD)		
15. EMPLOYEE SIGNATURE <input type="checkbox"/> I also verify that I have completed approved telework training.	16. DATE (YYYYMMDD)		

SECTION II - SAFETY CHECKLIST

SAFETY FEATURE (X)	YES	NO
1. Temperature, ventilation, lighting, and noise levels are adequate for maintaining a home office.		
2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.).		
3. Electrical system allows for grounding of electrical equipment (three-prong receptacles).		
4. Office (including doorways) is free of obstructions to permit visibility and movement.		
5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways.		
6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.		
7. If material containing asbestos is present, it is in good condition.		
8. Office space is free of excessive amount of combustibles, floors are in good repair, and carpets are well secured.		
I verify that this safety checklist is accurate and that my home office is a reasonably safe place to work.		
9. EMPLOYEE SIGNATURE	10. DATE (YYYYMMDD)	

SECTION III - TECHNOLOGY/EQUIPMENT CHECKLIST

(1) TECHNOLOGY/EQUIPMENT <i>(Indicate all that apply)</i>	(2) REQUIREMENT <i>(Y or N)</i>	(3) OWNERSHIP: AGENCY OR PERSONAL <i>(A or P)</i>	(4) REIMBURSEMENT BY COMPONENT <i>(Y or N)</i>
1. COMPUTER EQUIPMENT			
a. LAPTOP			
b. DESKTOP			
c. PDA			
d. OTHER:			
2. ACCESS			
a. IPASS/VPN ACCOUNT			
b. CITRIX - WEB ACCESS			
c. OTHER:			
3. CONNECTIVITY			
a. DIAL-IN			
b. BROADBAND			
4. REQUIRED ACCESS CAPABILITIES			
a. SHARED DRIVES (e.g., H or P Drive)			
b. EMAIL			
c. COMPONENT INTRANET			
d. OTHER APPLICATIONS:			
5. OTHER EQUIPMENT/SUPPLIES			
a. COPIER			
b. SCANNER			
c. PRINTER			
d. FAX MACHINE			
e. CELL PHONE			
f. PAPER SUPPLIES			
g. OTHER:			
6. SUPERVISOR'S SIGNATURE	7. DATE (YYYYMMDD)		
8. EMPLOYEE SIGNATURE	9. DATE (YYYYMMDD)		

SECTION IV - NOTICE OF TELEWORK ARRANGEMENT CANCELLATION

(Complete this section when the telework agreement is cancelled.)

1. CANCELLATION DATE (YYYYMMDD)

2. INITIATED BY (X one)

EMPLOYEE

MANAGEMENT

3. REASON(S) FOR CANCELLATION

4. GOVERNMENT-FURNISHED EQUIPMENT/PROPERTY RETURNED
LIST PROPERTY AND DATE OF RETURN:

YES

NO

5. SUPERVISOR'S SIGNATURE

6. DATE (YYYYMMDD)

7. EMPLOYEE SIGNATURE

8. DATE (YYYYMMDD)

**IMCOM TELEWORK SCHEDULE
EMPLOYEE - MANAGEMENT CONTRACT AGREEMENT**

For use of this form, see IMCOM Regulation 690-610; proponent is the G1

The following constitutes the terms and conditions of the Telework Agreement between employee and supervisor

SECTION I - EMPLOYEE INFORMATION

a. Name: (Last, First, MI.)

b. Job Title:

c. Pay Plan, Series, Grade:

d. Organization:

e. Telephone Number:

f. E-mail:

g. Employee's Official duty station for such purposes as special salary rates, locality pay adjustments and travel is:

The official duty station address corresponds to that on the employee's most recent SF 50, Notification of Personnel Action

SECTION II - ALTERNATE WORK SITE

a. Telework duty station address (street, city, state, zip code) and phone number: Personal Residence Yes No

b. Employee alternate work site address (street, city, state, zip code): *(if applicable)*

SECTION III - AGREEMENT

1. The above mentioned employee volunteers to participate in the Telework Program and to adhere to the applicable policies, guidelines and procedures. The supervisor concurs with employee participation and agrees to adhere to applicable policies, guidelines and procedures.
2. The employee is approved to work at the alternate work-site specified in Section II according to the work schedule indicated in Section IV.
3. Participation in the program will begin and end on the dates indicated in Section IV unless unforeseeable difficulties require earlier termination.
4. Changes to the Telework Agreement: Employee must be available to work at the traditional work-site on telework days on an occasional basis, if necessary to meet work requirements. A request by the employee to change their scheduled telework day in a particular week or bi-weekly pay period will be accommodated by the supervisor whenever possible and consistent with mission requirements. A permanent change in the telework arrangement requires completing a new telework agreement.
5. Work-at-home: The employee is responsible to ensure that a proper work environment is maintained while working in a telework capacity by adhering to the following:

a. The employee is required to designate one area in the home as the official work-site or office area that is suitable for the performance of official government business. The government's potential liability is restricted to this office work or office area for the purpose of telework.

b. The employee will complete and sign the Safety Checklist (IMCOM Form 1-E) that proclaims the home as safe for an official home work-site and to ensure that the environment allows tasks to be performed safely. The checklist must be completed within 5-working days from telework approval.

c. Employee agrees to permit access to the home work-site by agency representatives as required, during normal duty-hours, to ensure proper maintenance of government-owned property, safety standards and to ensure compliance with the terms of the telework agreement.

d. The government is not responsible for any operating costs that are associated with the employee using their personal residence as an alternate work-site, including home maintenance, insurance or utilities.

6. Time and Attendance and Overtime: The supervisor agrees to certify bi-weekly the time and attendance for hours worked at the regular office and the alternate workplace and to make sure the employee's timekeeper has a copy of the employee's work schedule.

7. Work Performance: Employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor and according to guidelines and standards in the employee's performance plan. A decline in the employee's performance may be grounds to terminate the alternative-workplace arrangement.

8. Emergency Dismissal or Closing: Employee will continue to work at the alternative work-site during emergency closures on the employee's regularly-scheduled telework day. Employee is required to work at the alternate work-site during emergency closures even if that day is not a regular telework day or a day with specific approval for an ad hoc telework.

9. Security and Equipment:

a. No classified documents (hard copy or electronic) may be taken to employee's alternate work-site. Sensitive unclassified material, to include Privacy Act and For Official Use Only (FOUO) data or documents, may be used by teleworkers on government-furnished equipment.

b. Employee is responsible for the security of all official data and for the protection of any government-furnished equipment and property at the alternate work-site.

c. Common Access Card (CAC) reader will be used for government official duties only.

d. The organization is responsible for the maintenance of the CAC reader. Employee agrees to bring the CAC reader into the office for maintenance. Employee will return the CAC reader and materials to the organization at the conclusion of the telework arrangement or at the supervisor's request.

10. Liability: The government is not liable for damages to employee's personal or real property while the employee is working at the approved alternate work-site, except to the extent the government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

11. Injury Compensation: The employee is covered under the Federal Employees Compensation Act when injured or suffering from work-related illnesses while conducting official government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternate work-site while performing official duties and to complete the required form.

12. Standards of Conduct: Employee continues to be bound by the DoD standards of conduct while working at the alternate work-site and when using government-furnished equipment.

13. Termination of the Telework Agreement: Either the employee or the supervisor can terminate this telework agreement at will. Management will terminate this telework agreement if the employee's performance does not meet the prescribed standard or the telework arrangement fails to meet the needs of the organization.

14. Disclosure: The employee agrees to protect government records from unauthorized disclosure or damage and will comply will comply with requirements of the Privacy Act of 1974, 5 USC 552(a).

SECTION IV - TELEWORK SCHEDULE

a. Telework Start Date:

b. Telework Stop Date:

c. The employee's work schedule is approved as indicated in the blocks below.

DAY	WEEK 1*	DUTY HOURS	WEEK 2*	DUTY HOURS
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

* The supervisor will identify whether the workday is a regular work day (traditional work-site), a telework day, or a regular day off (RDO) and if the employee is also participating in the Compressed Work Schedule (CWS) Program. Duty hours should be reflective of the number of hours the employee is required to work for their 80-hour bi-weekly pay period.

SECTION V - WORK SCHEDULE COMMENTS

SECTION VI - EMPLOYEE SIGNATURE

By signing this agreement, the employee certifies that s(he) has read the terms of this agreement and agrees to follow the policies and procedures outlined and other policies and procedures as applicable.

Signature	Date
<input type="text"/>	<input type="text"/>

SECTION VII - SUPERVISOR SIGNATURE

By signing this agreement, the immediate supervisor of the employee certifies the position of the employee is suitable for telework and the employee is eligible for telework..

Signature	Date
<input type="text"/>	<input type="text"/>

SECTION VIII - RESPONSIBLE OFFICIAL SIGNATURE

The application and agreement is approved as written.

Signature	Date
<input type="text"/>	<input type="text"/>

The supervisor, employee and timekeeper must each keep a copy of this agreement for reference.

TELEWORK SCHEDULE REQUEST AND APPROVAL FORM

Refer to IMCOM Regulation 690-610 for guidance to complete this form, the proponent is G1

Voluntary Participation: Employee voluntarily agrees to work at the employer-approved alternate workplace indicated below and to follow all applicable policies and procedures. Employee recognizes the the telework agreement is not an employee entitlement but an additional method the employer may approve to accomplish work.

Salary and Benefits: Employer agrees that a telework arrangement is not basis for changing the employee's salary or benefits.

Note: IMCOM Form 1-B, Telework Schedule Employee-Management Contract Agreement and IMCOM Form 1-E, Safety Checklist must be completed upon telework approval.

SECTION I - REQUEST

1. Employee Name <input style="width: 95%;" type="text"/>	2. Job Title <input style="width: 95%;" type="text"/>	3. Organization <input style="width: 95%;" type="text"/>
4. Grade and Job Series <input style="width: 95%;" type="text"/>	5. Date of Last Performance Evaluation <input style="width: 95%;" type="text"/>	6. Last Performance Rating <input style="width: 95%;" type="text"/>
7. Type of Telework Requested (<i>Core Telework or Situational</i>) <input style="width: 95%;" type="text"/>	8. Number of Days Per Week Employee Requests Telework <input style="width: 95%;" type="text"/>	
9. Alternate Work-site: (<i>Home Office or Alternate Work Area</i>) <input style="width: 95%;" type="text"/>	10. Employee Request Telework as a Reasonable Accommodation for: <input style="width: 95%;" type="text"/>	
11. Description of Work to be Performed (must align with employee's performance objectives) <input style="width: 95%; height: 60px;" type="text"/>		
12. Telework Tour of Duty (e.g., 0830-1700 w/30min lunch) <input style="width: 95%;" type="text"/>	13. Day(s) of the Week Employee Requests to Telework <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
14. Equipment and Software Required: (e.g., Common Access Card (CAC) Reader and ActivCard Gold Software) <input style="width: 95%; height: 30px;" type="text"/>		

SECTION II - RECOMMENDATION

a. Supervisor's Recommendation <input style="width: 95%;" type="text"/>	b. Number of Days Per Week Telework is Recommended <input style="width: 95%;" type="text"/>
c. Supervisor Signature <input style="width: 95%;" type="text"/>	Date <input style="width: 95%;" type="text"/>
d. Employee Signature <input style="width: 95%;" type="text"/>	Date <input style="width: 95%;" type="text"/>

SECTION III - APPROVAL

a. Approving Official's Recommendation <input style="width: 95%;" type="text"/>	b. Number of Days Per Week Telework is Approved <input style="width: 95%;" type="text"/>
c. Approving Officials Signature <input style="width: 95%;" type="text"/>	Date <input style="width: 95%;" type="text"/>
d. Reason(s) for Disapproval <input style="width: 95%; height: 60px;" type="text"/>	