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UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
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MEMORANDUM FOR SEE DISTRIBUTION

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

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. Public Law 111-292-Dec. 9, 2010, Telework Enhancement Act of 2010.

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

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

2. Purpose. Provide policy and procedures as outlined at reference 1.d. 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 is applicable to all USAG POM Civilian Professionals and military personnel who supervise Civilian Professionals. This policy supersedes all previous guidance for this group of personnel and will remain in effect until rescinded.

4. Length of Validity. All telework agreements (DD Form 2946) will be reviewed on an annual basis to assess effectiveness. A review at the mid-point of the evaluation cycle allows for any necessary corrections to be implemented during that performance cycle. The DD Form 2946 must be renewed every two (2) years.

AMIM-PMH

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

5. Delegated Approval Authority (DAA).

- a. The authority to approve or disapprove telework and remote work agreements for employees assigned to Presidio of Monterey Garrison is delegated as follows and cannot be further delegated.

1. Deputy Garrison Commander:

- a. Regular / Recurring telework for greater than (2) days per week, but no more than five (5) days in a pay period.
- b. Remote work

2. Directors or Staff Principals (EEO, PAIO, RMO, GSO, ILO):

- a. Situational or Regular / Recurring telework for up to two (2) days per week.
- b. Alternative Work Schedule

6. 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 690-900d2, Telework Program, dated 29 November 2022, and ID-T Policy # 20, Telework Program, dated 12 December 2022.

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

- e. Weather and Safety Leave does not normally apply to individuals in a

AMIM-PMH

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

Telework status.

f. 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 Controlled Unclassified Information data, may only be used on government furnished equipment.

g. The IMO will advise Supervisors 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.

(1) The DGC, or Directors, 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.

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

i. 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>.

j. Civilian Professionals who are authorized to telework may be required to report to the official worksite on scheduled telework days based on critical operational or mission requirements.

7. Denial or termination. Pursuant to reference 1.b above, a telework request may be denied by the Supervisor or the supervisory chain of command. Furthermore, a telework 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

AMIM-PMH

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

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.

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

9. 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.
- (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.

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 through the supervisory chain for approval by the Command Group.

AMIM-PMH

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

(2) Ensure all Civilian Professionals requesting telework complete the DOD Telework Agreement DD Form 2946, dated August 2021, including all approvals, prior to the first day of telework.

(3) 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), to their Supervisor to be forwarded to DHR.

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

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

10. Application process. Civilian Professionals must review the regulation, including terms and conditions for participation, 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 9. c. (1) – (3).

11. Point of contact for this policy is the Director, Directorate of Human Resources, Mr. William K. Burns, at (831) 242-7099 or william.k.burns4.civ@army.mil

Encl
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SAMUEL W. KLINE
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Commanding