



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
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IMPM-HR

18 March 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 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.

e. Regulation 690-610 Civilian Personnel Work Schedules.

2. This command policy letter supersedes previous policy letters. No other policy is authorized.

3. Purpose: The purpose of this policy is to establish a command policy with regard to telework for the United States Army Garrison Presidio of Monterey (USAG-POM) that is designed to control and monitor telework requests for employees of USAG-POM. This policy supplements applicable DOD and IMCOM/AMC guidelines and regulations. Personnel approved to telework may also avail themselves of USAG-POM Health and Wellness programs. Public Law 106-346, Section 359, requires that each executive agency establish a policy under which eligible professionals of the agency may 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. Before the conclusion of a professional's telework agreement, senior supervisors will resubmit the professional's application by the last quarter of the year for reevaluation.

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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 agreement may be terminated at the discretion of the supervisor or at the professional's request.

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

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; and
- (4) Review telework requests, submit to Garrison Commander for final approval.
- (5) Identify civilian professionals who are not meeting performance standards, are being counseled or disciplined for leave abuse, or who have pending or current disciplinary or 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 and position descriptions. Provide the listing to the DHR office prior to 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, prior to the first day of telework including all approvals.

(3) Submit all telework requests to DHR for review. Upon approval/disapproval by GC, DHR will notify the Directors, who will then ensure the civilian professionals are notified.

(4) Unless for reason stated in this policy, notify professionals seven (7) days in advance to terminate their telework agreement.

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

d. Civilian Professionals: Civilian professionals will complete the DOD Telework Agreement, DD Form 2946, and provide a copy of the agreement to the DHR thru their supervisory chain of command. The Garrison Commander must approve all civilian professionals' telework requests.

(1) Upon approval, telework will commence at the beginning of the next pay period.

(2) Civilian professionals must notify the senior supervisor seven (7) days in advance to terminate their telework agreement.

9. Application process: Civilian professionals must review Regulation 690-610, including terms and conditions for participation, prior to submitting a formal application. This includes reviewing Position/Employee Telework Eligibility Guidelines (Encl. 1). Upon submission of the DD Form 2946 with the telework signature page (Encl. 3),

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eligibility will be determined through professional's chain of command, and subsequent levels to the Garrison Commander.

10. Initiation/Routing:

a. Routing for telework requests:

(1) Supervisor: Initiate

(2) Directors: Recommend Approval/Disapproval

(3) DHR: Review

(4) Deputy Garrison Commander: Recommend Approval/Disapproval

(5) Garrison Commander: Final Approval/Disapproval

b. Regardless of recommendation, the request will continue 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 usually not eligible for telework: Positions that require an office presence; face-to-face interaction; the professional receipt or issue of supplies; the processing of classified information; safety/emergency response, platform teaching, or trainee positions are usually not eligible to telework.

c. Civilian Professionals must demonstrate to their supervisor they have the personal characteristics required to perform telework. DOD policy requires that only highly motivated, dependable civilian professionals be nominated for telework. It is important that telework be granted only to those civilian professionals who can prioritize workload requirements and produce results for USAG-POM. The individual should be a self-starter with the ability to function independently. Civilian professionals who are not meeting fully successful performance standards will not participate in this program. Probationary status civilian professionals are not eligible for telework because probationary status periods are established to allow an opportunity to personally observe and evaluate professional performance.

d. Telework for situational, non-routine, or ad hoc basis, Civilians Professionals must occupy telework-ready positions and have a current telework agreement. DOD Components should immediately review their current telework policies and ensure that written telework agreements are in place for as many employees as possible. DOD Components are strongly encouraged to sign situational (ad hoc) telework agreements with all telework eligible professionals currently without a signed telework agreement.

e. Security and Equipment: No classified documents (hard copy or electronic) may be taken to a civilian professionals alternative worksite. For regular and recurring telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with government furnished equipment.

f. The IMO will advise the Deputy Garrison Commander on the availability of government-owned equipment, information technology and software required to support professionals performing official duties at their homes. 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 Deputy Garrison Commander 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 a professional using his or her personal equipment or residence as an alternative worksite. This includes utilities, insurance and maintenance costs.

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

h. Training: Civilian Professionals authorized to telework, and their supervisors, must complete an initial training requirement prior to participating in telework. Telework is a new approach to the workplace that is very different from traditional methods. It is important professionals and managers fully understand policies and guidelines prior to requesting approval of a telework agreement. Telecommuting information is available at <http://www.telework.gov>.

i. Reporting Requirements: DHR will report if requested to IMCOM/AMC all employees authorized to telework on an annual basis.

12. This policy will remain in effect until rescinded.

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13. Point of contact for this policy is the Director of Human Resources at (831) 242-7099.

13 Encls

GREGORY J FORD

1. Corona Risk and Leave Guidance

COL, MI

2. DD 2946 Telework Agreement

Commanding

3. DD 2946 Telework Signature Page

4. POM Form 154 Report of Foreign Travel

5. Non-Chargeable Weather and Safety Leave Request

6. Directorate of Human Resources Travel Tracker

7. Historical Telework Descriptions

8. Form 1B IMCOM Telework Schedule

9. Form 1C Telework Schedule Request

10. Form 1D Supervisor Employee Checklist

11. Form 1E Telework Safety Checklist

12. REG 690-610 Civilian Personnel Work Schedule

13. Civilian Personnel Guidance for Army Civilians Responding to CoronaVirus