



DEPARTMENT OF THE ARMY  
HEADQUARTERS U.S. ARMY AVIATION CENTER OF EXCELLENCE  
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ATZQ-CG

OCT 30 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Headquarters, U.S. Army Aviation Center of Excellence Workplace Flexibilities – Telework and Alternative Work Schedules

1. References:

- a. Office of the Assistant Secretary (Manpower and Reserve Affairs), SAMR memorandum (Enhancement of Workplace Flexibilities and Programs to Improve Recruitment and Retention in the Civilian Force), 5 March 2021 (Encl 1).
- b. Office of the Deputy Chief of Staff, G-1, DAPE-CPZ memorandum (Encouraging Remote Work and Ensuring Correct Identification of Remote Work Employees' Records), 29 April 2021 (Encl 1).
- c. Army People Strategy, Civilian Implementation Plan, August 14, 2020.
- d. DoD Instruction 1035.01 (Telework Policy), April 4, 2012, incorporating change 1, effective April 7, 2020.
- e. DoD Instruction 1400.25, Volume 610 (DoD Civilian Personnel Management System: Hours of Duty), November 28, 2014, incorporating change 1, effective November 25, 2019.
- f. Website, Office of Personnel Management (OPM), Handbook on Alternative Work Schedules, <https://www.opm.gov/policy-data-oversight/upay-leave/reference-materials/handbooks/alternative-work-schedules/>.

2. I fully endorse the need to embrace a changing workforce as a necessity to recruit and retain top talent. We must establish a culture that is responsive to the needs of our workforce. That culture is critical to our talent management efforts. To this end, the Army is expanding or emphasizing policy and guidance related to health promotion, wellness, telework, and alternative work schedule (AWS).

3. Purpose: To establish telework and AWS policy and procedures for the U.S. Army Aviation Center of Excellence (USAACE) and subordinate units. Telework and AWS are different work flexibility arrangements; concurrent use is permissible and is encouraged when compatible with mission requirements, individual performance, and in accordance with guidance. In many cases, an AWS can enhance the effectiveness of telework. While I realize mission requirements may limit execution of all flexibilities, I expect all

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USAACE senior leaders to promote, fully support, and communicate the available flexibilities and opportunities to their civilian workforce and provide clear expectations to employees electing to participate. We aspire to be an employer of choice. To do so, we must strive to meet the needs of the 21st century workforce.

4. Applicability: This memorandum applies to all civilian employees assigned to USAACE and subordinate units. Nothing in this policy prevents designated approval authorities from authorizing military personnel to telework.

5. Approval Authority: The proponent for telework and alternative work schedules (excluding Reasonable Accommodation RA)) is the USAACE, Chief of Staff (CoS). For remote work exception or waiver requests (excluding Reasonable Accommodation RA)), the Deputy to the Commanding General (DtCG) is the sole proponent and approval authority. The proponent has the authority to approve exceptions or waivers to this memorandum that are consistent with controlling law and regulations. Organizations may request a waiver to this memorandum by providing justification that includes a full analysis of the expected benefits and must include legal review. The Commander or Director will endorse exception/waiver requests and forward them through the USAACE G1 to the applicable proponent.

6. Responsibilities:

a. USAACE CoS, will provide guidance, updates, and assistance to subordinate activities, as required.

b. USAACE G1, will provide program management.

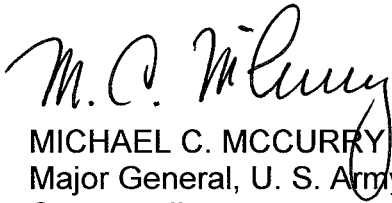
c. USAACE Directors and Commanders of subordinate units, will implement and execute telework and AWS specific to their organization and mission.

7. Policy: This memorandum, along with the USAACE Workplace Flexibilities Guide (Encl 2), implements the telework and alternative work schedules policy within USAACE and defines responsibilities for the administration and management of workplace flexibilities. Applicable labor relations obligations must be met prior to implementing. Servicing Civilian Personnel Advisory Centers can provide additional guidance regarding these flexibilities and labor obligations.

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8. The POC for this memorandum is COL Whitney B. Gardner, USAACE Chief of Staff,  
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MICHAEL C. MCCURRY  
Major General, U. S. Army  
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