



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MO 65473

AMIM-LDG-ZA (1e)

JUL 29 2021

MEMORANDUM FOR All Garrison Directors/Managers

SUBJECT: Garrison Policy 38, Civilian Telework Policy

1. REFERENCES:

- a. IMCOM Regulation 690-610, Civilian Personnel Work Schedules, 23 Jul 2020.
- b. Department of Defense Instruction (DODI) Number 1035.01, Telework Policy, 4 Apr 2012 incorporating Change 1, 7 Apr 2020.
- c. Fort Leonard Wood Garrison Policy 20, Procedure for Reasonable Accommodations for Individuals with Disabilities, 21 Dec 2018.

2. PURPOSE: To provide a telework policy and guidance under which eligible employees may participate without diminished employee work performance.

- a. On a regular and recurring basis.
- b. On a situational, non-routine, or ad hoc basis.

3. APPLICABILITY: This policy applies to all Appropriated Fund and Non-Appropriated Fund Employees assigned to the United States Army Garrison, Fort Leonard Wood, Missouri (USAG-FLW).

4. POLICY: Supervisors and employees will adhere to the rules and guidance contained in the referenced IMCOM Regulation. Directors have the authority to approve telework arrangements.

- a. If telework is requested as a reasonable accommodation, there is still a requirement to process the accommodation with the Disability Program Manager at the Equal Employment Opportunity office.

- b. Employees in positions that involve daily handling of classified material, access to secure networks, or daily face-to-face contact with customers are generally not eligible for telework. However, supervisors must assess whether or not such positions are eligible for telework on a situational or occasional basis. Most positions include some duties that can be performed at any location (e.g. meeting mandatory training requirements, reading or preparing reports; analyzing documents and studies; preparing

memorandums, briefings, standing operating procedures, answering phone calls and policy guidance).

c. The telework policy will provide supervisors and employees the maximum flexibility in determining the telework arrangement that best fits the employee's situation and meets the needs of the organization. This policy supports workforce recruitment and retention efforts.

d. Telework is not an employee entitlement. It should be based on the operational needs of the organization for mission requirements. Supervisors and telework participants complete, sign and maintain a telework agreement form (DD Form 2946). The supervisor and the employee must have a clear, shared understanding of the employee's telework arrangement. The telework participant must complete the required training (Telework 101) prior to beginning telework. The training is located on-line at the official telework website: www.telework.gov. The Director, Supervisor and telework participant will re-evaluate the telework arrangement monthly and make changes as necessary.

e. Either the supervisor or the telework participant may terminate the telework arrangement with advance notice to the other. If at any time the supervisor determines that an arrangement is adversely affecting workplace operations, missions, or employee performance, the supervisor will notify the employee as appropriate that the telework arrangement will be terminated. Participation in telework also will terminate if the employee is not performing at Level 3 (Fully Successful) under the DoD Performance Management and Appraisal System or equivalent.

f. Supervisors have the right to require telework employees to report to the traditional worksite on scheduled telework days based on operational or mission requirements. Supervisors and employees should discuss telework arrangements that will best meet the needs of both the organization and the employee. If an employee is on an Alternative Work Schedule (AWS) and wants to request telework in conjunction with their AWS arrangement, the request needs to be forwarded to the Deputy Garrison Commander for review/approval. Supervisors should consider all requests for telework on a case-by-case basis; however, they should be mindful of treating all employees equitably and fairly.

g. Telework is a business solution that allows employees to perform mission-related work away from their traditional worksite. The telework arrangement is for the performance of official duties. It will not be used to replace appropriate arrangements for dependent care nor primarily for the convenience of the employee.

h. The employee will ensure the security of all official data and protect and government furnished equipment.

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i. If a telework participant is injured or suffers a work-related illness while conducting official duties at an alternative worksite, appropriated fund telework participants are covered by the Federal Employees Compensation Act. Non-appropriated fund teleworkers are covered by the Longshoreman and Harbor Workers' Compensation Act. The telework participant must immediately notify the supervisor of any accident or injury occurring at the alternative worksite, and the supervisor will investigate all such reports as soon as practicable after receiving notification. Garrison Safety must also receive notification for tracking/trending Occupational Safety and Health Administration requirements.

j. USAG-FLW assumes no responsibility for any operating costs associated with the employee using his or her residence as an alternative worksite, including home maintenance, insurance, or utilities. USAG-FLW is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite.

5. The point of contact for this policy is the USAG-FLW Director of Garrison Human Resources, Mr. Michael Beando at michael.a.beando.civ@mail.mil, (573) 596-0132.

Encl:
Telework Agreement (DD2946)



JEFFREY O. PAINE
COL, AR
Commanding