



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107-0401

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Stuttgart Command Policy Letter #21, Telework Policy

**1. REFERENCES.**

- a. Department of Defense Telework Policy, 1035.01, 21 October 2010
- b. IMCOM Regulation 690-16

**2. PURPOSE.** To establish policy and procedures for implementation of the Telework Program within USAG Stuttgart.

**3. APPLICABILITY.** The policy applies to all General Schedule (GS) and Non-appropriated Fund (NAF) civilian employees assigned to and under operational control of USAG Stuttgart.

**4. PARTICIPATION AND ELIGIBILITY.** Telework is not an entitlement and not all employees are eligible to telework. Work suitable for telework depends on job content, not on the employee's job title, type of appointment or work schedule. Positions which require employees to perform tasks that are measurable, quantifiable, evaluated by the quality of the deliverable product and primarily project-oriented are ideal for telework. An employee's participation in telework is voluntary and subject to approval by the employee's chain of command beginning with the immediate supervisor. Final approval rests with the employee's director or office chief.

a. An employee suitable for telework is an employee whose demonstrated personal characteristics are well-suited to telework, as determined by the supervisor, including, as a minimum:

- (1) Demonstrated dependability and ability to handle responsibility.
- (2) The ability to prioritize work effectively and utilize good management and organizational skills.
- (3) A performance rating at the 3 level-equivalent or above.

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b. Although there may be circumstances when employees may be considered for telework on a situational basis, employees in the following types of positions are typically not eligible for telework:

(1) Employees in positions that require, on a daily basis, direct access to material or data that cannot be moved from the regular office, would present a security risk or breach of confidentiality (e.g. handling of classified materials, security documents or personnel records).

(2) Employees in positions that require, on a daily basis, an on-site activity or face-to-face personal contacts that cannot be handled remotely or at an alternate workplace (e.g. hands-on contact with machinery or equipment; use of a government vehicle; direct patient care; providing emergency services).

(3) Employees recently assigned or newly appointed to trainee or entry level positions which require experience in performing the duties of the position and need to be in the traditional worksite to learn the organization or to receive on-the-job training. Interns and trainees are not suitable for telework. Probationary status employees are not eligible for telework because probationary status periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance.

(4) Employees who are not meeting performance standards, are being counseled or disciplined for leave abuse, have pending or current disciplinary or adverse actions, or have unresolved security issues may not be approved for telework.

c. Employees in positions determined not normally suitable for telework as cited in subparagraphs 4.b (1) through (4) of this policy may become eligible if their functions are designated as mission-critical.

**5. IMPLEMENTATION.** Implementation of the USAG Stuttgart Telework Program is effective immediately.

a. Employees who were working under a telework arrangement before the establishment of the USAG Stuttgart Telework Program must adjust their arrangement to conform to the provisions of this memorandum and DoD guidance. USAG Stuttgart will not “grandfather” the provisions of previous telework arrangements.

b. Employees eligible to telework may select between two types of telework arrangements:

(1) Regular and recurring. The eligible employee regularly works at least one day each biweekly pay period at an alternative worksite.

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(2) Situational, non-routine, or ad hoc. The eligible employee works at an alternative worksite on an occasional, one-time, or irregular basis. (Telework of less than one day a pay period is considered ad hoc.)

c. Employees who participate in the Telework Program, to include those employees with mission-critical duties and those who may be required to telework in the case of a continuity of operations (COOP) event, office closure due to adverse or inclement weather, or pandemic health crisis, must:

(1) Discuss their request with their supervisor. Telework is not an employee entitlement. A telework arrangement is for the performance of official duties. It will not be used to replace appropriate arrangements for dependent care. An employee's request to telework is approved or denied based on the organization's operational and mission needs, not on the employee's personal needs. The final decision to permit an employee's participation in a telework arrangement is vested solely in the discretion of the respective director or office chief.

(2) Complete online training offered at: [https://www.telework.gov/tools\\_and\\_resources/training/index.aspx](https://www.telework.gov/tools_and_resources/training/index.aspx), the official website for the Federal Government's telework program. A copy of the completed training certificate must accompany the completed Telework Agreement (DD Form 2946) to the approval authority.

(3) Contact the Office of Information Management (OIM) for special connectivity requirements, including equipment, software and communications devices necessary for teleworking, upon approval from the director.

(4) Complete and sign a Telework Agreement (DD Form 2946). The DD Form 2946 shall be signed and dated by the employee and supervisor and maintained by the employee's supervisor. The completed DD Form 2946 should address the logistics of alternate workplace arrangements such as the employee's work schedule, security requirements for DoD information, safety requirements for the alternate workplace, supplies and equipment issued, protection of Government furnished equipment (GFE), the supervisor's expectations of a teleworker's performance, the employee's emergency response telework responsibilities, and instructions on whether sensitive unclassified or competition sensitive source selection data is authorized for use at the telework location and if so, include a description of the proper encryption, storage, safeguarding, and return of such information and data.

(5) Make certain that a safe work environment is maintained while teleworking at the employee's home location. Employees should designate one section of the home as the telework station for purposes of the telework agreement and complete and sign a self-certification checklist as part of the initial submittal of the DD Form 2946 prior to beginning the telework arrangement.

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(6) Review and revalidate telework agreements with their supervisors at least every two years and revise agreements when appropriate. A new DD Form 2946 should be completed when there has been a change to the relationship between telework employees and their supervisors.

## **6. WORK SCHEDULES AND COMPENSATION.**

a. Employees may work standard or compressed schedules, depending upon the agreement between the employee and the supervisor. The supervisor and the employee select the telework day(s). Unstructured arrangements where employees work at an alternative worksite are not authorized.

b. USAG Stuttgart civilian employees may telework up to three days per week.

c. USAG Stuttgart core work hours are 0900-1500. Employees on a telework schedule shall begin work no earlier than 0630, but not later than 0900. Telework schedules must end no earlier than 1500, but not later than 1830.

d. Employees participating in the telework program must be accessible and available for immediate recall to their traditional worksite on scheduled telework days for operational or mission requirements for a variety of reasons such as, but not limited to meetings, briefings, special assignments, emergencies or duties which must be performed in the office.

e. Management reserves the right to require employees who have been identified as "mission essential" to telework on days when USAG Stuttgart closes or dismisses employees early because of adverse weather conditions or emergency situations on their telework day or on any of their regular scheduled workdays.

f. A recall to the office for operational reasons is not a termination of the telework agreement.

g. The policies for requesting annual leave, sick leave or leave without pay remain unchanged.

h. Overtime or night pay differential will conform to regulations and the negotiated agreement. Employees will not perform overtime or night work at alternative worksites without prior supervisory approval.

i. Employees on a telework schedule will work a standard schedule while in training or on travel (ten eight hour workdays in a bi-weekly pay period).

j. Requests by teleworkers to change their scheduled telework day(s) in a particular week or biweekly pay period should be accommodated by the supervisor where practicable, consistent with mission requirements. A permanent change of the telework agreement must be reflected by approval of a new DD Form 2946.

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k. If a situation arises at the telework employee's alternate worksite that results in the employee being unable to continue working (e.g. power outage or illness) the employee's supervisor will determine the appropriate course of action on a case-by-case basis. Depending on the situation, the supervisor may grant the teleworker excused absence (in cases of emergency dismissal or closing only), offer the teleworker the option to take leave or compensatory time off, or require the employee to report to work at the traditional worksite.

l. Telework employees will annotate the appropriate telework code on their time and attendance records using the codes below. In the Automated Time and Attendance Payroll System (ATAAPS), these are added and recorded as a reason code associated to the hours worked. Regular or compensatory hours are recorded as normal and then the telework reason codes are associated as applicable using the NtDiff/Haz/Oth function.

- TM - Telework Medical (Ad Hoc Medical)
- TS - Telework Ad Hoc/Situational (ad hoc nonmedical)
- TW - Telework Regular (and recurring)

## **7. EQUIPMENT AND OFFICE SUPPLIES.**

a. Office of Information Management (OIM) will provide guidance and assistance on required information technology (IT) services (such as computers, telephone service, telecommunications equipment).

b. USAG Stuttgart will provide the necessary equipment and office supplies (e.g. paper, toner, and printer ink) for use with Government furnished equipment (GFE) for employees who telework on a regular and recurring basis, within budgetary constraints, based on the nature and type of work performed. Equipment and supplies may be furnished for employees who telework on a situational or ad hoc basis when practicable. The OIM and supervisor will determine if the employee will use a government-furnished computer or the employee's personal computer, depending on resources.

c. Employees must comply with equipment usage requirements set forth in the telework agreement. GFE shall be used for official use and authorized purposes only. Family members and friends of the employee are not authorized to use GFE and materials. GFE must be returned to the USAG Stuttgart at the conclusion of the teleworking agreement or at the request of USAG Stuttgart.

d. Employee-owned computers and equipment for telework must access agency files through the appropriate and current HQDA Enterprise portal and all files saved must be saved to a network drive. The teleworker will coordinate with the OIM to obtain remote access to

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government computer systems. All computers used for telework will be equipped with up-to-date anti-virus software. No other remote access software will be loaded on employee's personal computers being used for official government business.

e. Telework employees must have high-speed Internet capability at their telework location. Dial-up connection is not suitable for performance of official duties in the telework environment.

f. Employees must agree to permit a USAG Stuttgart representative access to inspect the alternative workplace during the employee's normal working hours to ensure proper maintenance of government-owned property and conformance with safety standards.

g. When IT equipment is unavailable or not securely configured to support required tasks, the employee will not be approved to telework.

h. Employees are responsible for the purchase, installation, repairs, and maintenance of all personally-owned IT and/or communications equipment, internet account, and other incremental costs associated with the residential workplace. Operating costs associated with teleworkers using their personal residence as the alternate worksite including home maintenance, insurance, or utilities (e.g. heat, electricity) will not be assumed by USAG Stuttgart. USAG Stuttgart will not reimburse employees for any expenses incurred to comply with this policy.

i. USAG Stuttgart is not liable for damages to the employee's personal or real property while the employee is working at home, except to the extent the Government is liable under sections 1346(b), 1402(b), and 2761-1680 of title 28, U.S.C. (also known as "The Federal Tort Claims Act") (Reference (r)) or section 3721 of title 37, U.S.C. (also known as "The Military Personnel and Civilian Employees Claims Act") (Reference (s)).

j. Appropriated funds employees who are directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act, regardless of whether the work is performed on the agency's premises or at an alternative worksite. Nonappropriated funds telecommuting employees are covered by provisions of the Longshore and Harbor Worker's Compensation Act. Employees should notify their supervisors if injured while teleworking.

**8. TELEWORK DENIAL AND TERMINATION.** A telework request may be denied by the supervisor. A telework agreement may be terminated at the discretion of the supervisor or at the employee's request.

a. When an employee's request to telework is denied or an arrangement is terminated by the supervisor, the reasons for denial or termination should be documented in writing and given to the employee. Denial or termination of telework agreements should be based on business reasons (e.g. the telework agreement fails to meet the organization's needs or the employee's performance does not meet the prescribed standards).

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b. Telework is not a right and may be terminated for cause at the discretion of the supervisor or at the employee's request. Employees may dispute the denial of telework, the reasons for a denial and the termination of an existing telework agreement through applicable grievance procedures.

**9. POINT OF CONTACT.** Direct questions concerning the implementation of the USAG Stuttgart Telework Program to Directorate of Human Resources at DSN 431-3807.

  
JOHN P. STACK  
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Commanding

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