



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
4551 LLEWELLYN AVENUE  
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMNE-MEA-CPAC

22 AUG 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 16,  
Telecommuting/Telework

1. References:

- a. DOD Telework Policy, 22 October 2001, with Telework Guide (Enclosure 1).
- b. Memorandum ASA M&RA, 4 December, Subject: Department of Defense (DOD) Telework Policy and Guide 22 October 2001 (Enclosure 2).

2. This policy memorandum establishes a Telecommuting/Telework program for Fort Meade Garrison. Subject policy is being held in abeyance and will be considered on a case by case basis. However, special circumstances, such as illness, may be permitted pending approval of the Deputy Garrison Commander. It covers civilian employees only and is a voluntary program conveying no right or implementation obligation. This policy supplements policies in references 1a and 1b. The enclosures to the memorandum provide information on program requirements and procedures, a sample agreement, self-certification checklist for home-based telecommuters, telecommuting reimbursement form and frequently asked questions. Prior to working at home a complete packet must be provided to the Civilian Personnel Advisory Center for approval by the Deputy Garrison Commander.

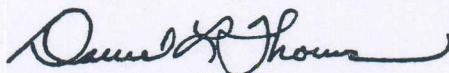
3. The final approval authority for all Telecommuting/Telework is the Deputy Garrison Commander (Telework Designated Approving Authority – DAA). The DAA may also authorize government furnished equipment for approved Telework employees (DoD Telework Policy, reference 1a). The CPAC will advise the Deputy Garrison Commander on the feasibility of the Telework arrangement.

4. The DPTMS will ensure that restrictions in the DOD Telework Policy pertaining to work with sensitive or otherwise classified materials are understood by supervisors and that such restrictions are being adhered to.

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5. The CPAC will maintain all Telecommuting/Telework records and prepare consolidated reports as required.



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