



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996-1514

IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #24

SUBJECT: U.S. Army Garrison West Point (USAG WP) Telework Program

1. REFERENCES:

a. Department of Defense Telework Policy, DoD Instruction 1035 .01, dated 4 April 2012.

b. DoD Directive, 1400.25, DoD Civilian Personnel Management System, dated 25 November 1996.

c. AR 380-5, Department of the Army Information Security Program, dated 20 September 2000.

d. IMCOM Regulation 690-16, Alternate Work Schedule Program and Telework Policy, dated 22 July 2009.

e. IMCOM Regulation 690-610, Civilian Personnel Work Schedules, dated 15 May 2014.

f. U.S. Army Garrison West Point Policy #21, subject: Protecting Personally Identifiable Information (PII) and PII Breach Notification Policy, dated 11 July 2016.

g. Negotiated Agreement Between United States Military Academy and American Federation of Government Employees West Point Local 2367, dated 3 May 2001.

2. APPLICABILITY: This policy is applicable to all USAG WP employees.

3. PURPOSE: To establish Telework Agreement procedures and guidance for USAG WP employees.

4. POLICY: The Garrison Commander (GC) is the approval authority for all Telework Agreements for USAG WP personnel. The Garrison is a customer-based organization and requires leaders' daily involvement to ensure mission requirements are met and aligned with Installation Management Command's (IMCOM) goals and objectives.

Leaders must exercise discretion when endorsing requests and ensure each Telework Agreement is documented, approved and executed in accordance with applicable policies. The initial Telework Agreement is for a 120-day trial period. Each Telework

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Agreement is endorsed by the director and arrangements made at management's discretion. After the 120-day trial period, supervisors will review approved agreements for determination if agreement should be continued and reviewed at least semi-annually thereafter during the employee's mid-point and annual performance evaluation reviews, if continued. The overall use of Telework is reviewed periodically and includes an assessment of compliance with the policy. Telework is not a right and may be terminated at anytime by either the employee or the supervisory chain. The Directorate of Human Resources (DHR) Telework point of contact (POC) shall ensure that an interactive training program is provided to all employees eligible and approved to work to participate in a Telework Agreement, as well as those supervisors who supervise employees on telework programs.

a. Examples of positions eligible for telework are those involving tasks and work activities that are portable, do not depend on the employees being at the traditional worksite and are conducive to supervisory oversight at the alternative worksite.

b. Positions are not eligible for telework if performing the work at an alternate worksite will affect the performance of other employees, place a burden on the staff remaining in the office, or if the work requires frequent or short-notice face-to-face interaction with supervisors, internal or external customers, or the general public. Positions that involve life, health and safety and all positions in the Federal Wage System are ineligible for telework. Employees are not eligible for telework if they have been officially disciplined for being absent without leave for more than five days in any calendar year. Employees are not eligible for telework if they have been officially disciplined for violations of subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government Computer or while performing official Federal Government duties.

c. Telework Agreements cannot exceed three duty days in any given work week.

5. PROCEDURES: The following procedures will be used for approval of Telework Agreements.

a. Submit a memorandum requesting telework participation and a proposed Telework Agreement (Encls 1 and 4), along with a signed Safety Checklist and Technology Equipment Checklist (Encl 4), DD Form 2946 Department of Defense Telework Agreement, December 2011 and IMCOM Form 1-C, Telework Schedule Request and Approval Form, March 2014. through the supervisor for the director's endorsement.

b. The director's endorsement memorandum (Encl 2) and employee's request are then routed to the DHR Telework POC and to the GC for final decision.

c. If approved by the GC, the DHR Telework POC notifies the employee, through the employee's director, and provides a copy of the approved Telework Agreement. All

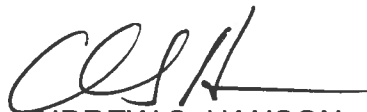
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Telework Agreements for bargaining unit employees will be staffed through the Civilian Personnel Advisory Center after the GC's approval for vetting with the unions prior to implementation.

d. To extend the Telework Agreement, employees should submit an extension request (Encl 3) prior to the end date of the current agreement through their supervisor to the DHR Telework POC. Telework Agreements should be revalidated at least once every two years, but more frequently if necessary. The request should include a statement indicating there is no change to any of the terms of the initial Telework Agreement or, if there are changes (e.g., in the schedule, number of hours, or telework location), specify the changes in the request and re-route through the approval process. The DHR Telework POC coordinates final staffing and provides notifications of decision.

6. PROPONENT: The point of contact for this policy is the Director of Human Resources, at (845) 938-8458.

A handwritten signature in black ink, appearing to read 'ASH', with a long horizontal line extending to the right.

ANDREW S. HANSON

COL, SF

Commanding



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**SAMPLE
Telework Request**

OFFICE SYMBOL

DATE

MEMORANDUM THRU Supervisor

FOR Director, ABC Directorate (**NOTE: Only director's initial/signature will be accepted.**)

SUBJECT: Request Approval for 120-Day Telework Agreement, Mr. John Smith

1. (Specify if the request is based on an ad hoc, fixed, or medical basis; example paragraphs follow:)

Ad hoc: This is a new request for approval of a 120-day Telework Agreement on an ad hoc basis. It is expected that telework will not be performed each pay period and when required that it will not exceed **XX** hours per pay period. I will develop a schedule for supervisory approval prior to each pay period. Upon successful completion and supervisory approval, I request that it be extended to coincide with my rating period.

Fixed: This is a new request for approval of a 120-day Telework Agreement on a fixed basis, to work at home two days per pay period. Telework will be performed on Wednesday. In the event that telework cannot be performed on a given Wednesday, flexibility will be given to telework on another day of the week upon receiving advanced supervisory approval. Upon successful completion and supervisory approval, I request that it be extended to coincide with my rating period.

Medical: *(If request is because of a medical condition, it may constitute a request for reasonable accommodation, pursuant to Section 501 of the Rehabilitation Act of 1973. If an employee is requesting telework due to a qualifying medical condition, employee should follow all applicable regulations concerning requests for reasonable accommodation, including, but not limited to, completing the proper request for reasonable accommodation forms. Contact The Equal Employment Opportunity Office at (845) 938-3052 for guidance on requesting reasonable accommodation.)*

2. (Explain the specific work that can be done at the alternate site more efficiently; can you increase your productivity, and how does the Garrison benefit from you teleworking?)

Encl
Telework Agreement

JOHN SMITH
Workforce Analyst
ABC Directorate

Encl 1

**SAMPLE
Directorate Endorsement Memo**

OFFICE SYMBOL

DATE

MEMORANDUM FOR Garrison Commander

SUBJECT: Request for 120-Day Telework Agreement, Mr. John Smith

1. **(Specify ad hoc, fixed, or medical basis.)**
2. **(Explain why the employee is a good candidate to telework, why the specific tasks are appropriate for telework, how can work be monitored effectively, what are the deliverables to measure telework performance, and confirm that the employee has been counseled on the telework policy and procedures.)**
3. I endorse this request and recommend approval/disapproval for this Telework Agreement.

Encls

Your Director's Name
Director
ABC Directorate

Approved/Disapproved

Date:

ANDREW S. HANSON
COL, SF
Commanding

Encl 2



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SAMPLE
Telework Extension Request

OFFICE SYMBOL

DATE

MEMORANDUM THRU Director, ABC

FOR Garrison Commander

SUBJECT: Request Extension of Telework Agreement, Mr. John Smith

1. Request extension of my approved Telework Agreement, Budget Analyst, GS-12, US Army Garrison West Point, ABC Directorate (Encl).

2. **(Specify that there are no changes or explain each change. Examples follow:)**

No Change: There are no changes to any terms agreed upon in the original request. Request extension NTE XX XXX XX, which aligns with my performance rating.

OR

Change: The changes to the prior agreement are as follows: **(specify)**. All other terms and conditions of reference remain in effect.

3. The point of contact for this request is Mr. John Smith, ext. XXXX.

Encls

JOHN SMITH
Workforce Analyst
ABC Team

Encl 3

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MEMORANDUM FOR RECORD

SUBJECT: Telework Policy

1. The employee is eligible to telework.
2. The employee is fully trained on telework procedures including information technology and data security, and safety requirements in accordance with IMCOM Regulation 690-610, 7-4.e.(1), dated 15 May 2014.
3. The employee has signed a hand receipt for the issuance of government-owned computer equipment.
4. This agreement is signed by a representative of the servicing IMO office with responsibility for the applicable area network and may include additional requirements based on local IT policies. Teleworkers cannot work on classified material at alternate worksites. Employee-owned hard drives used (intentionally or unintentionally) to store classified information become property of the Army. The IT office will provide guidance and assistance on required IT services (such as computers, telephone service and telecommunications equipment).
5. IMCOM will provide to employees a government owned computer with a Common Access Card reader and all required software and any additional equipment deemed necessary for official duty use at the teleworker's location. The employee will use a government-furnished computer only. Prior to teleworking, employee will be provided instructions to obtain access to government computer system. Government-furnished computer equipment, software and communications, with appropriate security measures, are required for any regular and recurring telework arrangement that involves sensitive unclassified data, including Privacy Act data or FOUO data. All computers used for telework will be equipped with up-to-date anti-virus software. IMCOM will not reimburse for any expenses incurred to comply with this policy.
6. Supervisors or managers will determine the availability of government-owned IT equipment to support employees performing official duties at the employees' alternative worksite. When IT equipment is unavailable or not securely configured to support required tasks, the employee will not be approved to telework. Providing teleworkers with government-owned equipment is the preferred method of IMCOM employees because it provides the most flexibility for the telework arrangement. Since resources are limited, the decision to provide or install government-furnished equipment at alternative worksites is a matter for determination by the supervisor/manager in

SUBJECT: Telework Procedures

coordination with the supervisor. The government is responsible for the service and maintenance of government-owned equipment. Department of Defense remote-access software may be installed onto government-owned equipment to enable maintenance of software applications and security features.

7. Department of Defense, Department of the Army or IMCOM assumes no responsibility for any operating costs associated with an employee using his or her personal equipment and residence as an alternative worksite. This includes home maintenance, insurance and utilities.

8. 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. IMCOM will not reimburse employees for any expenses incurred to comply with this policy.

9. Employees must agree to permit an IMCOM 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.

10. I have read this memorandum on Telework Procedures.

Employee's Name and Date

Supervisor's Name and Date

Information Management Officer

Approving Official

Encl 4