



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY  
11291 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918

REPLY TO  
ATTENTION OF

ATSS-CD

1 July 2014

**MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, US ARMY  
SERGEANTS MAJOR ACADEMY**

**SUBJECT: Policy Memorandum #26 - Telework Policy for DA Civilians**

1. Purpose. To establish policy and guidance for implementing the Department of Defense (DOD) and TRADOC Telework Policy within U.S. Army Sergeants Major Academy.
2. References.
  - a. AR 380-5, Department of the Army Information Security Program
  - b. AR 380-19, Information Systems Security
  - c. Department of Defense Telework Policy, (Available on the joint General Services Administration (GSA)/OPM web site at <http://www.telework.gov/policies/DODpolicy.asp>.)
  - d. Department of Defense Telework Guide, (Available on the joint GSA/OPM web site at <http://www.telework.gov/policies/DODguide.asp>.)
  - e. Public Law 111-292, Telework Enhancement Act of 2010
  - f. DOD Instruction 1035.01, 21 Apr 2012, Telework Policy
3. General.
  - a. Chapter 65 of PL 111-292 requires that federal agencies establish telework policies. The law specifically applies to appropriated fund employees. The DOD Telework Policy and the OPM Telework Guide provide the basic parameters and conditions for implementing the telework program.
  - b. Telework can benefit employee morale and reduce commuting stress, serve as an effective recruitment and retention tool, and benefit the community through cleaner air, reduced energy consumption, and decreased traffic congestion. Telework can be utilized to help relieve traffic congestion caused by restricted installation access and increased security precautions. Furthermore, it may be an appropriate component in planning for continuity of operations (COOP) during unforeseen interruptions, disaster or crisis (e.g. pandemic influenza).

4. Employee suitability considerations.

a. In addition to identifying which positions are appropriate for telework, supervisors must also determine whether employees have demonstrated personal characteristics suited to telework. The DOD policy states that, as a minimum, employees must have demonstrated dependability and the ability to handle responsibility; a proven record of high personal motivation; the ability to prioritize work effectively and utilize time management skills; and a performance rating of at least fully successful. The following should also be considered when determining employee suitability for telework:

(1) The employee's experience in performing the duties of the position.

(2) Employee exhibits characteristics of a self-starter, good organization skills, and the ability to function independently.

(3) Employee social preferences (that is, employees who thrive on office interaction might feel isolated by working at home, while employees who are easily distracted might be better able to concentrate at home).

5. Employees ineligible for telework.

a. Employees who are not meeting performance standards; whose rating of record is below fully successful (or its equivalent); are being counseled or disciplined for leave abuse; or who have pending or current disciplinary or adverse actions, should not be approved for telework.

b. An employee may not telework under a policy established if the employee has been officially disciplined for being absent without permission for more than 5 days in any calendar year.

c. An employee may not telework under a policy established if the employee has 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.

6. Responsibilities.

a. Chief of Staff: Exercises overall staff responsibility for the execution of this policy and will ensure all below responsibilities are properly executed by USASMA management personnel as well as individual employees adhering to the provisions of this policy.

b. Director, Human Resources:

(1) Ensure proper implementation of the telework program within USASMA in accordance with (IAW) Public Law (PL) 111-292, Chap 65 (Telework Enhancement Act of 2010).

(2) Provide guidance, updates, and assistance to subordinate activities, as required.

(3) Compile applicable organizational reports and forward required information through Institute of Noncommissioned Officer Professional Development (INCOPD) to the TRADOC Deputy Chief of Staff (DCofS), G-1/4, CHRD.

(4) Serve as Telework Program Coordinator (TPC) for USASMA.

(5) Record telework training completion for DA Civilians in DCPDS.

c. Director, Department of Educational Technology (DOET) will:

(1) Write and keep current Encl 1 (Information Technology Support) to this Policy.

(2) Provide guidance and assistance to subordinate activities on required information technology services (computers, telephone service, telecommunications equipment, etc.) to fulfill the Commandant's intent of this policy.

d. Director, Logistics & Resource Management will:

(1) Issue/transfer any required automation equipment such as CPUs, Common Access Card (CAC) reader, etc.

(2) Ensure strict equipment accountability procedures that fully support this policy.

e. Directors, Sergeants Major Course and Staff & Faculty Directorates (CSMs) will:

(1) Have overall responsibility for the implementation of the telework program of their respective directorates.

(2) Support the telework program and overcome artificial barriers to the program.

(3) Determine availability of government-owned technology to support employees performing official duties at their homes.

(4) Ensure local bargaining obligations are satisfied.

(5) Designate a Telework Program Coordinator for their respective directorates.

f. Supervisors will:

(1) Determine which positions in their areas of responsibility are eligible for regular and recurring telework based on DOD and TRADOC criteria for position and employee eligibility. Designate positions to indicate telework eligibility and document determinations in the position record in the Defense Civilian Personnel Data System (DCPDS).

(2) Participate in telework training prior to approving employees' telework agreements and allow them to telework consistent with the considerations of Para 4 above and training requirements of Para 7 below.

(3) Recommend to Commandant requests for telework based upon mission requirements, employee performance and suitability, and the needs of the workgroup.

(4) Ensure completion, signature, and maintenance of the DOD telework agreement (DD Form 2946), consistent with the requirements of the OPM Telework Guide, prior to the commencement of either regular and recurring or ad hoc telework arrangements.

(5) Ensure that telework does not diminish employee performance or section operations.

(6) Ensure teleworkers are held accountable for Government Furnished Equipment (GFE).

(7) Recommend to Commandant termination of telework arrangements if an employee's performance or conduct does not comply with the terms of the telework agreement or if the teleworking agreement fails to meet organizational needs.

g. Employees will:

(1) Participate in telework training prior to entering into a written telework agreement consistent with the considerations of Para 4 above and training requirements of Para 7 below.

(2) Complete a telework agreement and obtain supervisor approval prior to commencement of either regular and recurring or ad hoc telework arrangements.

(3) Protect all controlled unclassified information and comply with all criteria and guidelines for information and electronic security.

(4) Work at the regular worksite on scheduled telework days if called for by mission requirements.

(5) Contact the supervisor to request unscheduled telework.

(6) Maintain a requirement performance level of at least the fully successful or equivalent.

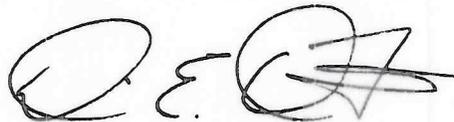
(7) Code and report approved telework time in the Component Time and Attendance System.

7. Training. All employees that participate in telework shall complete OPM's telework training prior to signing a telework agreement. It is important that managers and employees fully understand policies and guidelines prior to implementing a telework arrangement. Prior to approving any telework agreements, all supervisors must complete OPM's telework training. Comprehensive OPM telework training courses for supervisors and employees are available at the joint OPM/GSA telework website, [http://www.telework.gov/tools\\_and\\_resources/training/index.aspx](http://www.telework.gov/tools_and_resources/training/index.aspx). Onsite training shall be provided if necessary. Human Resources will maintain a record of all completed telework training.

8. Grievances. If an employee disputes the reasons(s) given for not approving him or her for Telework, or for terminating his or her Telework agreement, the employee may use the applicable negotiated grievance procedure or the agency administrative grievance process, as appropriate. Information relating grievance processes may be obtained from the local Civilian Personnel Advisory Center.

9 Enclosures provide guidance with regards to Information Technology Support (Encl 1), Agreement Instructions (Encls 2 and 3), and Performance Mangement (Encl 4).

9. POC this Policy is the Director, Human Resources, (915) 744-8383.



DENNIS E. DEFREESE  
CSM, USA  
Commandant

4 Encls

1. Information Technology Support
2. Agreement Instructions
3. DD Form 2946
4. Performance Management