

Headquarters
 Department of the Army
 Washington, DC
 30 October 2009

Civilian Personnel

Headquarters, Department of the Army Telework Program

Applicability. This memorandum applies to civilian employees of Headquarters, Department of the Army (HQDA), to include HQDA Principal Officials, HQDA field operating agencies and staff support agencies, the U.S. Army Acquisition Support Center, and direct reporting program executive and product management offices. Nothing in this memorandum prevents supervisors and designated approval authorities from authorizing military personnel to telework.

Proponent and exception authority. The proponent for this memorandum is the Administrative Assistant to the Secretary of the Army (AASA). The AASA has the authority to approve exceptions to this memorandum that are consistent with controlling law and the Department of Defense (DOD) Telework Policy and Guide.

Army management control process. This memorandum contains internal control provisions in accordance with AR 11–2 and identifies key controls that must be evaluated.

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1. Purpose

To establish HQDA policy and guidance under which eligible employees may participate in telework to the maximum extent possible without diminished employee work performance; to establish a process that increases options for continuity of operations

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(COOP) during emergency or pandemic situations; to promote HQDA as an employer of choice; to improve recruitment and retention of high-quality employees through enhancement to employees' quality of life; to enhance the Army's ability to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems; to reduce traffic congestion and decrease energy consumption and pollution emissions; and to reduce parking requirements and transportation costs, including costs associated with payment of the transit subsidy.

2. Explanation of Terms

Abbreviations and special terms used in this memorandum are explained in the glossary.

3. Responsibilities

a. The AASA is responsible for the HQDA Telework Program. The AASA, through subordinate activities, will:

(1) Ensure the full and effective implementation of the HQDA Telework Program.

(2) Administer policy and guidance applicable to the program and oversee its implementation within HQDA.

(3) Disseminate information about the program.

(4) Evaluate program effectiveness and make certain that reports on the program are compiled and submitted, as required, by the U.S. Office of Personnel Management (OPM).

(5) Designate an HQDA Telework Program Coordinator.

b. HQDA Principal Officials will:

(1) Administer a telework program for their respective organizations and subordinate elements subject to policy and guidance applicable to the HQDA Telework Program, to include the DOD Telework Policy and Guide.

(2) Identify an official(s), usually a supervisor, to serve as the approval authority for telework activities for their organization.

(3) Designate a telework coordinator to administer and oversee implementation of the organization's telework program.

(4) Actively promote telework and make every effort to overcome artificial barriers to the implementation of telework.

(5) Ensure that employees eligible and suitable for regular and recurring telework are permitted to telework.

c. Telework coordinators designated by HQDA Principal Officials will:

(1) Serve as the organization's point of contact for the HQDA Telework Program Coordinator.

(2) Serve as administrator and overseer of the organization's telework program.

(3) Submit annual or special reports on telework to the HQDA Telework Program Coordinator using the prescribed formats and within the timelines requested.

d. The Information Management Support Center or a supporting information technology activity, when required, will identify any special connectivity requirements, including equipment, software, and communications devices necessary for teleworkers.

4. Participation and Eligibility

a. Participation. The HQDA Telework Program is targeted at positions that lend themselves to the performance of duties away from the traditional worksite. Work suitable for telework depends on job content, not on the job title, type of appointment, or work schedule. Telework is feasible for work that requires thinking and writing, telephone-intensive tasks, and computer-oriented tasks. Some positions, such as entry level and trainee jobs, generally are not suitable for regular and recurring telework assignments. An employee's participation in telework is voluntary and subject to approval by the employee's supervisor and the organization's designated approval authority. OPM and the U.S. General Services Administration (GSA) have developed an interagency telework Web site (www.telework.gov) that offers free online training for employees and supervisors. Organizations are encouraged to incorporate this training into their implementation of a telework program.

b. Eligibility Requirements

(1) The employee's work must be suitable for telework. Approval of an employee's participation in the telework program is determined on a case-by-case basis.

(2) Some indicators that the work associated with a particular duty position is suitable for telework are:

- Work activities are portable and can be performed effectively outside the traditional worksite by telephone, computers, or other telecommunications media.
- Job tasks are easily quantifiable or primarily project-oriented.

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- Contacts with other employees and customers are predictable or minimal.
 - The technology needed to perform the job at an alternative site is available.
 - The security of work-related data, including sensitive unclassified data protected by the Privacy Act, can be adequately ensured.
- (3) Duty positions NOT generally suitable for telework include those that:
- require the employee to have daily face-to-face contact with the supervisor, other employees, customers, or the general public in order to perform his or her job effectively;
 - require the employee to have access to classified data on a daily basis;
 - are entry-level or trainee positions in which the employee's routine observation by, or interaction with, the supervisor is necessary or desirable;
 - are held by employees who are part-time, seasonal (summer hires), and students (Student Career Experience Program and Student Temporary Employment Program).
- (4) An employee suitable for telework is one whose personal characteristics, as determined by the supervisor, include, at a minimum:
- a demonstrated dependability and the ability to handle responsibility;
 - a proven record of high personal motivation;
 - the ability to prioritize work effectively and to use good time management skills.

In addition, the prospective teleworker's most recent or expected performance rating is at or above Level 3 (Valued Performer under the National Security Personnel System (NSPS) or Successful under the Total Army Performance Evaluation System (TAPES)) or equivalent.

(5) In general, probationary status employees are not permitted to participate in regular and recurring telework because probationary status periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance.

5. Policy

a. Telework is not an employee entitlement. 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 organization's designated approval authority.

b. Either the supervisor or the employee may terminate the telework arrangement, at will, 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 that the telework arrangement will be terminated immediately. Participation in telework also will terminate immediately if the employee is not performing at Level 3 (Valued Performer under NSPS or Successful under TAPES) or equivalent.

c. Management reserves the right to require telework employees to report to the traditional worksite on scheduled telework days based on operational or mission requirements.

d. The telework arrangement is for the performance of official duties. It will not be used to replace appropriate arrangements for dependent care.

e. A telework arrangement does not alter the terms and conditions of an employee's appointment, including salary, benefits, individual rights, or obligations. All pay, leave, and travel entitlements are based on the geographic location of the employee's traditional worksite. However, a telework agreement may alter the designation of an employee's official duty station if the employee does not spend at least 2 days each biweekly pay period at the traditional worksite.

(1) For teleworkers to preserve the locality pay or local market supplement associated with their official duty station, they must report at least twice each biweekly pay period to the traditional worksite. However, a teleworker whose work location varies on a recurring basis need not report at least twice each pay period to the traditional worksite, as long as the employee is working within the locality pay area for that worksite at least twice each pay period on a regular and recurring basis.

(2) If an employee covered by a telework agreement does not meet the requirements set forth in para. 5e(1), the employee's official worksite is deemed to be the location of the employee's telework site. An organization's designated approval authority may make a temporary exception to the requirements of para. 5e(1) in appropriate situations, such as during an emergency, a COOP event, a pandemic, or when an employee is recovering from an injury or medical condition that prevents the employee from commuting to the regular worksite.

f. If a telework employee is injured or suffers a work-related illness while conducting official duties at an alternative worksite, appropriated fund teleworkers are covered by the Federal Employees Compensation Act. Nonappropriated fund teleworkers are covered by the Longshoreman and Harbor Workers' Compensation Act. For work-at-home telework arrangements, the employee will designate one area in his or her home as the official worksite. The government's potential exposure to liability for

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injuries or illnesses the employee may incur while teleworking is restricted to this official worksite. The employee 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.

g. HQDA 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. HQDA is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the government is liable under the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

h. The determination to provide and install government-furnished equipment for use by a teleworker at the alternative worksite is at the discretion of the responsible HQDA organization. If an organization determines that it will furnish government equipment to the teleworker, the organization will assess the availability of excess property before purchasing new equipment. Additionally, during normal lifecycle replacement of desktop systems, an organization may choose to provide the teleworker with a laptop instead of a new desktop system.

(1) Each HQDA organization will coordinate the service and maintenance of government-furnished equipment issued to their employees who telework.

(2) Government-furnished equipment (including all related equipment and network devices) are provided to a teleworker for authorized U.S. Government use only and will be accounted for by the issuing organization. Family members and friends of teleworkers are not authorized to use any government-furnished equipment.

(3) Government-furnished computer equipment, software, and communications devices, with appropriate security measures, are required for remote work with unclassified data (including controlled unclassified, for official use only (FOUO) data, and Privacy Act-protected data), when the access method involves a direct connection to the Headquarters Enterprise Network, such as through the virtual private network or remote access server. (Current supported remote access solutions are available at <https://how2.hqda.pentagon.mil/selfservice/portal?page=default.psml>.) In addition, the use of government-furnished equipment must comply with the appropriate provisions of AR 25-1 (Army Knowledge Management and Information Technology) and AR 25-2 (Information Assurance). The employee must agree to comply with the terms of any computer software license and copyright agreements, as well as with any Army computer virus protection requirements and procedures.

(4) Subject to agreement by the organization's Information Management Officer, a supervisor may approve a teleworker's use of employee-owned equipment, software, and/or communications devices, with appropriate security measures, for work on unclassified data (including controlled unclassified, FOUO, and Privacy Act-protected data) provided the teleworking employee accesses and processes such data using

HQDA-provided virtualization and remote access software, such as CITRIX, and does not retain copies or derivatives of such data on any part of the employee-owned system. Employee-owned information systems will be used in accordance with AR 25-2, para. 4-31. Additionally, employee-owned systems must be firewall enabled and contain antivirus and anti-malware software. Employees are responsible for the installation, use, and maintenance of all employee-owned equipment in accordance with these criteria.

(5) Whether an employee uses a government-furnished or an employee-owned computer, the common access card (CAC) will be used to enable cryptographic logon entry into information technology (IT) systems and applications that reside on DOD computer networks and systems. The CAC will also be the primary platform for implementation of public key infrastructure.

- Telework employees who do not obtain proper CAC credentials will not have access to any DOD IT systems, including their office e-mail accounts.
- Once a user sets up his or her CAC for cryptographic logon, the user is responsible for maintaining possession of his or her CAC at all times. Users will not be issued additional CACs in the event their cards are not available to access their accounts. Until a user retrieves his or her CAC, that user will not be able to access any DOD IT computer networks or systems.

(6) Telework employees will comply with all security provisions.

(7) Telework employees are responsible for protecting any government-furnished equipment and property at the alternative worksite. Employees will return all government-furnished equipment (equipment, software, and communications devices) to the organization's property book officer or designated representative on the termination of the employment relationship with an HQDA organization, at the termination of the telework arrangement, or at the organization's request.

i. Telework employees are responsible for safeguarding all official information and data as required by applicable law and regulation.

(1) Classified information (hardcopy or electronic) will not be removed from the traditional worksite to an alternative worksite. No classified documents (hardcopy or electronic) may be taken to, or created at, an employee's alternative worksite. FOUO and controlled unclassified information may be taken to an alternative worksite, provided the employee takes necessary precautions to protect the data consistent with Army and DOD directives, regulations, and policies.

(2) With a view to preventing the loss of any official information or data, the supervisor will determine how frequently, if at all, a telework employee must back up copies of official information or data on network drives or removable disks.

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The supervisor may require the employee to send backup copies of information or data to the traditional worksite.

(3) Telework employees will apply approved safeguards to protect official information and data from unauthorized disclosure or damage and will comply with the Privacy Act of 1974 and implementing regulations.

j. The supervisor or other representative of the employee's organization retains the right to inspect the alternative worksite to ensure that safety standards are met and government-furnished equipment is properly maintained. When the employee's alternative worksite is in the employee's home, such inspections will occur by appointment only.

k. A telework employee remains subject to the provisions of the Joint Ethics Regulation, the general principles of Federal employment, and all other Federal and agency standards of conduct while working at the alternative worksite.

6. Implementation

a. Telework Arrangements. Two types of telework arrangements are available to give supervisors and employees maximum flexibility in determining an arrangement that best meets the organization's operational and mission needs:

- Regular and recurring.
- Ad hoc. This type of telework can be planned for in advance for employees who will work from home or another alternative site as warranted.

The supervisor and employee should discuss the parameters of each type of telework before deciding which type is optimal for the individual employee. 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 organization's designated approval authority.

b. Alternative Worksites

(1) Employees who telework perform their official duties at an alternative worksite away from the traditional worksite. An alternative worksite may be in the employee's home, in a designated GSA Telework Center, or at another location that provides connectivity to the traditional worksite and a setting conducive to the teleworker's performance of official duties.

(2) GSA Telework Centers generally house employees from more than one agency and include workspaces and equipment common to a traditional office setting. All workspace accommodations are provided for a monthly service charge. DOD provides central funding to underwrite the expense associated with use of these

telework centers in the Washington, DC, metropolitan region (refer to the DOD Telework Guide, para. 2.2.2). Employees may request to work at GSA Telework Centers because the centers are closer to their home than the traditional worksite. Complete information about the locations and associated costs of the telework centers is available at www.telework.gov.

c. Agreement Process

(1) Employees who are interested in teleworking should discuss the possibility with their supervisor.

(2) All employees authorized to telework on other than an ad hoc basis of less than 30 days will complete and sign a telework agreement before beginning to telework. An organization may require an employee to initiate the process by submitting an HQDA Telework Agreement (HQDA Form 6, shown at appendix B) or its equivalent to his or her supervisor. (HQDA Form 6 is available on the Army Publishing Directorate Web Site at http://www.army.mil/usapa/eforms/GPO_JCP_OF_OGE_OPM_1.html.) The telework agreement outlines the terms and conditions of the telework arrangement, including a description of the employee's work schedule. Organizations may add additional information, as warranted. The employee and supervisor will revalidate or update the agreement each calendar year or whenever documented arrangements change. Although an agreement is not required for ad hoc arrangements of less than 30 days, supervisors are strongly encouraged to require employees to complete and sign an agreement in all cases.

(3) Employees must complete, sign, and return to their supervisor a safety checklist. (An example of a safety checklist is included in the HQDA Telework Agreement in appendix B.) This checklist is designed to help employees survey the overall safety and adequacy of the alternative worksite and gives the organization information about the condition of the worksite. The items in the checklist are not exhaustive in nature; other conditions may require consideration in work-at-home arrangements. Employees are encouraged to obtain professional assistance with issues concerning appropriate electrical service and circuit capacity for residential worksites. The supervisor and the organization's designated approval authority will consider the information provided in the safety checklist in deciding whether to recommend and approve telework.

(4) An employee approved for telework will be required to read DA Memo 690-8 and certify that he or she understands the content of the memorandum and how the information applies to the employee. The employee must further agree to adhere to all laws, policies, guidelines, and procedures, including DA Memo 690-8, applicable to telework.

(5) The supervisor or the organization's designated approval authority may require the employee to complete, sign, and return to the supervisor any other form or

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document deemed necessary to the management of the telework program before beginning telework or at any time during the telework arrangement.

d. Scheduling, Time and Attendance, Overtime, and Compensatory Time

(1) The existing rules for duty hours and scheduling work at the traditional worksite, including any applicable collective bargaining agreement, apply to all telework arrangements. Supervisors must schedule an employee's tour of duty, which the employee must adhere to, just as if the employee were working at the traditional worksite. An employee's telework hours can parallel those in the traditional worksite or be specific to the alternative worksite. Employees may be approved both to telework and work an alternative (flexible or compressed) work schedule. A copy of the employee's daily telework schedule should be kept on file with the employee's signed telework agreement.

(2) The number of days employees may telework each week or pay period is not limited. Organizations and individual supervisors determine the schedule that best meets mission needs. Organizations are encouraged to take a flexible approach in meeting the needs of both the employee and the organization.

(3) Employees who have short-term medical conditions (such as employees recuperating from surgery, illness, or injury), and who have been medically cleared to perform work, may be allowed to work part- or full-time from home or a telework center.

(4) In the case of an emergency, including a COOP event or pandemic, the employee's work hours may be subject to change by the supervisor based on operational or mission requirements.

(5) Time spent in a telework status is accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. For example, employees using the Automated Time and Attendance Pay System will record the number of hours they spend teleworking by annotating their workhours in the system using the following codes:

- TM – Telework medical (ad hoc medical)
- TS – Telework ad hoc/situational (ad hoc nonmedical)
- TW – Telework regular (and recurring)

(6) Teleworkers must adhere to management's procedures for requesting and securing approval of annual or sick leave. It is essential that the teleworker is paid only for official duties performed and that absences from scheduled tours of duty are correctly accounted for. Supervisors must have reasonable assurance that telework employees are working when scheduled.

(7) Overtime and compensatory time rules for telework are the same as those applicable to a traditional worksite. Teleworkers must adhere to the provisions for overtime work in Title 5, United States Code and the Fair Labor Standards Act. A teleworker may work overtime or be awarded compensatory time only when the supervisor approves the overtime or compensatory time in advance.

(8) When OPM **closes** Federal agencies because of adverse weather conditions or emergency situations (such as the disruption of power, the interruption of public transportation, or a pandemic), employees not designated as “emergency essential,” including teleworkers at alternative worksites, are excused from duty without loss of pay or charge to leave. Teleworkers whose traditional worksite is inside the Washington Capital Beltway (defined as Interstate 495 encircling Washington and running through Maryland and Virginia) will observe the same closedown arrangements as employees at the traditional worksite. For organizations located outside the beltway affected by emergency situations or closings, supervisors will determine appropriate action on a case-by-case basis, consistent with local emergency closure and dismissal procedures.

(9) If a situation not subject to an OPM closure decision arises at a telework employee’s alternative worksite and results in the employee being unable to continue working (such as a power failure not covered by OPM emergency dismissal guidance), the supervisor will determine the appropriate action on a case-by-case basis. Depending on the circumstances, supervisors may grant the teleworker an excused absence, offer the teleworker the option to take leave or use compensatory time off, or require the employee to report for work at the traditional worksite. If a similar occurrence (not covered by OPM emergency dismissal guidance) causes employees at the traditional worksite to be unable to continue working (for example, part of an organization is dismissed because of a lack of heating or cooling), employees who are teleworking, and whose alternative worksite is not affected by the occurrence, will not be excused from duty.

e. Performance Evaluation

(1) The performance of teleworkers is managed and monitored the same way as employees working at the traditional worksite. The supervisor must discuss with the employee any specific performance expectations associated with telework.

(2) The teleworker will complete all assigned work, consistent with the standards and guidelines in the employee’s performance plan and guidance from the supervisor.

f. Employee Grievances. If an employee disputes the reason(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 (DA Memo 690-7 (Headquarters, Department of the Army Administrative Grievance System)), as appropriate. Information relating to

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grievance processes may be obtained from the HQDA Civilian Personnel Advisory Center, Labor Management and Employee Relations Division, 703-602-0755.

g. Equal Employment Opportunity (EEO). An employee who believes that he or she was not approved for telework, or that his or her telework agreement was terminated based on his or her race, color, religion, sex, national origin, physical or mental disability, age, or reprisal, may file a complaint of employment discrimination. Information related to EEO may be obtained from the HQDA EEO Directorate, 703-602-7213 or 703-602-6357.

Appendix A

References

Section I

Related References

Public Law No. 106-346, § 359

(Available at

http://www.telework.gov/guidance_and_legislation/telework_legislation/index.aspx)

GSA Guidelines on Alternative Work Arrangements, 17 March 2006

(Available at http://www.gsa.gov/graphics/ogp/AWA_synopsis_PDF_format.pdf)

Department of Defense Telework Policy and Guide, 22 October 2001

(Available at <http://www.cpms.osd.mil/telework.aspx>)

Department of Defense Instruction 1035.01 (Telework Policy), dated 3 April 2007

(Available at <http://www.dtic.mil/whs/directives/corres/pdf/103501p.pdf>)

AR 25-1 (Army Knowledge and Information Technology)

(Available at http://www.apd.army.mil/pdf/r25_1.pdf)

AR 25-2 (Information Assurance)

(Available at http://www.apd.army.mil/pdf/r25_2.pdf)

AR 735-5 (Policies and Procedures for Property Accountability)

(Available at http://www.apd.army.mil/pdf/r735_5.pdf)

Section II

HQDA Form 6

Telework Agreement

13. SAFETY CHECKLIST			
This checklist is used in assessing the overall safety of the alternative worksite.			
a.	WORKPLACE ENVIRONMENT	YES	NO
	Temperature, noise, ventilation, and lighting levels are adequate for maintaining my normal level of job performance.	<input type="checkbox"/>	<input type="checkbox"/>
	Aisles, doorways, and corners are free of obstructions and permit visibility and movement.	<input type="checkbox"/>	<input type="checkbox"/>
	File cabinets and storage closets are arranged so that drawers and doors do not enter into walkways.	<input type="checkbox"/>	<input type="checkbox"/>
	All electrical equipment is free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls).	<input type="checkbox"/>	<input type="checkbox"/>
	Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.	<input type="checkbox"/>	<input type="checkbox"/>
b.	COMPUTER WORKSTATION	YES	NO
	Chair is adjustable.	<input type="checkbox"/>	<input type="checkbox"/>
	Back is adequately supported by a backrest.	<input type="checkbox"/>	<input type="checkbox"/>
	Text is easy to read on the monitor.	<input type="checkbox"/>	<input type="checkbox"/>
	The monitor screen is free of noticeable glare.	<input type="checkbox"/>	<input type="checkbox"/>
	The placement of the monitor and keyboard is adequate.	<input type="checkbox"/>	<input type="checkbox"/>
	Forearms are parallel with the floor when keying.	<input type="checkbox"/>	<input type="checkbox"/>
	Wrists are straight when keying.	<input type="checkbox"/>	<input type="checkbox"/>
14. OTHER REQUIREMENTS/COMMENTS ON ENVIRONMENT AND SAFETY OF ALTERNATIVE WORKSITE:			

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15. TECHNOLOGY/EQUIPMENT REQUIREMENTS FOR ALTERNATIVE WORKSITE	REQUIREMENT		OWNERSHIP	
	YES	NO	AGENCY	PERSONAL
COMPUTER EQUIPMENT				
LAPTOP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DESKTOP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PDA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCESS				
VPN ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CITRIX - WEB ACCESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONNECTIVITY				
DIAL-IN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BROADBAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REQUIRED ACCESS CAPABILITIES				
SHARED DRIVES (e.g., J, S, P, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-MAIL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPONENT INTRANET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER APPLICATIONS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER EQUIPMENT/SUPPLIES				
COPIER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCANNER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRINTER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FAX MACHINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CELL PHONE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PAPER SUPPLIES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. IMO CERTIFICATION I hereby certify that the technology and equipment requirements set forth above are required for the performance of telework pursuant to this agreement and that the employee owns the required technology and equipment or it has been provided to the employee.				
a. IMO SIGNATURE			b. DATE (YYYYMMDD)	
SIGNATURES				
17. EMPLOYEE CERTIFICATION I volunteer to participate in the HQDA Telework Program as implemented in my organization. I have read the HQDA telework policies, guidelines, and procedures set forth in DA Memo 690-8. I understand that DA Memo 690-8 and its provisions apply to me. All questions I may have about telework policies, guidelines, and procedures have been answered. I agree to adhere to all applicable laws, policies, guidelines, and procedures related to telework including, but not limited to, the provisions of DA Memo 690-8.				
a. EMPLOYEE SIGNATURE			b. DATE (YYYYMMDD)	
18. SUPERVISOR'S CERTIFICATION AND SIGNATURE Participation in telework is subject to the terms and conditions set forth in this telework agreement and to the employee's compliance with applicable laws, policies, guidelines, and procedures related to telework.				
a. SUPERVISOR'S SIGNATURE			b. DATE (YYYYMMDD)	
<input type="checkbox"/> Recommend Telework <input type="checkbox"/> Do Not Recommend Telework				
19a. APPROVAL AUTHORITY SIGNATURE			b. DATE (YYYYMMDD)	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved				

Glossary

Section I Abbreviations

AASA

Administrative Assistant to the Secretary of the Army

AR

Army regulation

CAC

common access card

COOP

continuity of operations

DOD

Department of Defense

EEO

equal employment opportunity

FOUO

for official use only

GSA

General Services Administration

HQDA

Headquarters, Department of the Army

IMO

information management officer

IT

information technology

NSPS

National Security Personnel System

OPM

Office of Personnel Management

TAPES

Total Army Performance Evaluation System

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Section II Explanation of Terms

Ad Hoc Telework

Approved telework performed at an alternative worksite on an occasional or irregular basis. The telework opportunity may result from a medical problem, reasonable accommodation, the need to be focused on a special project, or a situation at or near the traditional worksite, such as a mass demonstration, emergencies, a pandemic, and other hazards. (Often called “episodic” or “situational” telework.)

Alternative Work Schedule

A flexible or compressed work schedule.

Alternative Worksite

The location where an employee is allowed to work in lieu of reporting to the traditional worksite. The alternative worksite may not be a barrier to the employee’s ability to perform other obligations, such as conducting official travel, attending office meetings, and communicating with colleagues and customers.

Compressed Work Schedule

An approved fixed work schedule that allows employees to complete the 80-hour biweekly work requirement in less than 10 workdays.

Continuity of Operations (COOP)

Planning with the goal of improving an organization’s ability to continue its mission in the face of a variety of disruptions to normal operations, including natural or man-made disasters, pandemics, and other emergency conditions. Within the scope of COOP planning are steps to provide alternate processing capabilities (where mission depends on them), as well as alternative ways and places for employees to work. A regular telework program is a key management tool for establishing alternatives for the human component of DOD resources.

Regular and Recurring Telework

An approved work schedule where employees eligible to telework will work at least two days each biweekly pay period at an alternative worksite. It may also include telework from a geographic location outside the commuting area (refer to the DOD Telework Guide, paras. 2.1.1, 2.9 and 2.10).

Telework

An alternative work arrangement that permits employees to perform officially assigned duties at designated locations away from the traditional worksite, including their homes and other preapproved worksites. (Also referred to as telecommuting, flexiwork, and flexiplace.)

Telework Agreement

A written agreement, completed and signed by an employee and his or her supervisor and approved by the employing organization's designated approval authority, that outlines the terms and conditions of the employee's telework arrangement.

Telework Center

A facility established under Section 210(1) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. § 490(1)) that consists of generic workstations designed to accommodate employees from different agencies. Telework centers are equipped with telecommunications and other office equipment to facilitate communication with the traditional worksite and other places of business, and to enable employees to perform daily routine work responsibilities. Telework centers are generally located near large metropolitan areas.

Teleworker

An employee who, with the recommendation of his or her supervisor and with the approval of the employing organization's designated approval authority, works at locations other than the traditional worksite.

Traditional Worksite

The location where an employee would work in the absence of a telework arrangement.

Work-at-Home Telework

An approved arrangement whereby an employee performs his or her official duties in a specified work area in his or her home that is suitable for the performance of official government business.

By Order of the Secretary of the Army:

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