



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND  
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

REPLY TO  
ATTENTION OF

AMCPE-F

19 APR 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation of the Department of Defense (DOD) Telework Program

1. References:

a. Memorandum, Headquarters Department of the Army, Deputy Assistant Secretary (Civilian Personnel Policy), 4 Dec 01, subject: Department of Defense (DOD) Telework Policy and Guide Dated 22 Oct 01.

a. Memorandum, Under Secretary of Defense, 22 Oct 01, subject: Department of Defense (DOD) Telework Policy and Guide.

b. Section 359, Public Law 106-346.

2. The law and Department of Defense (DoD) Policy require establishment of a program under which eligible employees may participate in teleworking to the maximum extent possible without diminished employee performance. These requirements are set out in Section 359 of the public law. Specifically, that 25 percent of the eligible workforce, as determined by the appropriateness of the position and suitability of the incumbent assigned, be permitted or given the opportunity to telework. The law also requires that, for each year until Fiscal Year 2004, an additional 25 percent or more of the eligible workforce be permitted or given the opportunity to telework.

3. The DOD Policy is designed to promote telework as a flexible tool for work accomplishment. Effective use of telework lets us strengthen our reputation as a good employer by enhancing employees' quality of life and by extending reasonable alternatives to accommodate people with disabilities and employees with health problems. It may also help us to gain efficiencies through uninterrupted project work and to reduce office space, parking facilities, and transportation costs such as for the mass transit subsidy.

4. The DOD Telework Policy and Guide (enclosed) contain the basic criteria and conditions for implementing the DOD Program. In addition,

a. The program should not be implemented until appropriate coordination with servicing Civilian Personnel Advisory Centers has occurred, and formal union notification and negotiations, upon request, have been completed.

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- b. In implementing this program serious consideration must be given to the current contingencies that AMC is supporting around the world and the impact of this program on our ability to fully support those contingencies.
- c. Decisions regarding matrixed personnel will be coordinated between and require the concurrence of both the supported project office and the supporting AMC activity. Job suitability and employee eligibility will be limited to the particular matrix assignment.
- d. The DOD Telework Agreement and Safety Checklist must be completed prior to the commencement of either regular and recurring telework arrangements. The completion of the agreement and checklist is optional for ad hoc telework arrangements.
- e. AMC installation and activity commanders/directors/chiefs in consultation with their supporting Chief Information Officer and/or Director of Information Management will determine the availability of government owned Automated Information Systems (AIS) to support employees performing official duties in their homes. Where appropriate, these officials, in coordination with the local Designated Approval Authority (DAA), may approve the use of personally owned AIS for official government business in accordance with Army Regulation 25-1, Army Information Management, 2 Feb 00, Chapter 5. Once approved for use, personally owned devices must be certified and accredited IAW AR 380-19, Information Systems Security, 28 Feb 98, Chapter 3. All remote connections to DOD networks must be established through approved Remote Access Dial-In User Service (RADIUS) compliant servers, such as the Army Terminal Server Access Controller System (TSACS), or other DOD or Army approved connection. Without exception, AIS must be equipped with current approved anti-virus software and government data must be protected in accordance with DOD, Army, and local policies. All activities will comply with the provisions contained in Section D, Policy Statement, of the DOD Telework Policy. Additionally, personally owned devices and all associated storage media containing Sensitive But Unclassified (SBU) or privacy act protected data must be erased or destroyed in accordance with Army Regulation 380-19, Information Systems Security, 28 Feb 98, prior to an extended leave of absence, relocation, or termination of employment.
- f. Activity officials will not approve, and they will terminate any telework arrangement for any position or employee which will adversely impact the activity's mission, services, workloading, or reimbursable customer costs. Employees may grieve such management action through the DOD Administrative Grievance System or negotiated grievance procedure, as appropriate.

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g. The DOD Telework Policy does not apply to local national employees in foreign areas or military personnel. Although the law and DOD program do not specifically apply to Non-Appropriated Fund (NAF) employees, Army has determined that eligible NAF employees may also be offered the opportunity to telework.

h. No additional AMC or Army funds are available for telework arrangements. Costs of telework programs will be paid from local budgets, out of funds for Operations and Maintenance, Army. If the extra cost of supporting a teleworker is not reasonable in comparison to off-setting benefits received by the activity and employee, the position may not be suitable for telework.

i. Jobs whose work which is portable yet may not be suitable for telework if:

(1) The employee must have extensive face-to-face contact with the supervisor, other employees, work team members, customers, or the general public on a daily or unschedulable basis;

(2) The employee's absence from the normal work site adversely affects the performance of other employees and places a burden on the staff remaining on site;

(3) The materials and data needed for performing tasks would present a security risk or breach of confidentiality to the activity, or a possible breach of privacy to individuals.

(4) It results in lowering the level or speed of service provided to customers, or an increase in cost to them;

(5) The location of the work significantly alters the teleworker's job content or job content of co-workers;

(6) The work performed remotely is not primarily product or project-oriented.

5. AMC activities will ensure that sufficient data are maintained regarding the number of positions eligible for telework, number of employees offered the opportunity to telework, and the number of employees actually teleworking so that they may comply with required DOD, Army, and AMC reporting requirements.

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6. The HQ AMC telework point of contact is Mr. Brian Deely, Office of the Deputy Chief of Staff for Personnel, DSN 767-5104. The point of contact for Information Management aspects of the program is Mr. Edison Leward, Office of the Chief Information Officer, DSN 767-2012.

FOR THE COMMANDER:

Enclosures  
as

  
MELINDA McMILLON DARBY  
Deputy Chief of Staff  
for Personnel

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CF:

HQ AMC Civilian Personnel Advisory Center