



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
DIRECTORATE – SUSTAINMENT
UNITED STATES ARMY GARRISON-MIAMI
9301 NW 33rd STREET
DORAL, FLORIDA 33172-1202**

IMAG-ZA

7 December 2020

MEMORANDUM FOR All U.S. Army Garrison (USAG) Miami Personnel

SUBJECT: Command Policy Memorandum #13, Telework

1. REFERENCES.

- a. Department of Defense Instruction (DODI) Number 1035.01, Telework Policy, 4 April 2012 incorporating Change 1, 7 April 2020.
- b. Installation Management Command (IMCOM) Regulation 690-610, Civilian Personnel Work Schedules, Chapter 7 – Telework Program, 15 May 2014.
- c. IMHR-C Memo, Subject: Installation Management Command (IMCOM) Civilian Human Resources Delegation Authorities, Version 02-2018 and Issuance of Civilian and Military Awards Delegations, 23 October 2018.

2. PURPOSE. To establish the Garrison Manager's policy regarding telework.

3. APPLICABILITY. This policy applies to all civilian personnel, appropriated fund (APF) and non-appropriated fund (NAF), assigned to and/or under the operational control of the U.S. Army Garrison-Miami (USAG-Miami).

4. POLICY.

- a. Telework Participation. Participation in the telework program is voluntary. Telework is not an employee entitlement.
- b. Telework Options. IAW reference b, paragraph 7-2a, telework can be used:
 - (1) On a regular and recurring basis.
 - (2) For situational, non-routine, or ad hoc situations:
 - (a) To perform large projects or tasks that require concentration and uninterrupted blocks of time for successful completion.

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(b) For web-based distance and continuous learning, including educational requirements required by law or regulation. Training requested by an employee is subject to supervisory approval, as applicable, and must conform to the provisions of applicable regulations.

(c) When the traditional worksite is closed; during adverse or inclement weather conditions (e.g., floods, hurricanes, other emergencies).

c. Telework Approval / Disapproval Authority. IAW reference c, the Garrison Manager (GM) is the designated approval / disapproval authority for all telework agreements for USAG-Miami APF and NAF personnel. This authority is not further delegated.

d. Telework Eligibility will be determined IAW reference b, paragraphs 7-3e and f.

e. Telework Requests.

(1) Any employee requesting telework for medical or religious reasons will first navigate the reasonable accommodation process (See Command Policy Memorandum #4, Reasonable Accommodation). Once the reasonable accommodation is approved, the employee will submit the telework request packet.

(2) Telework agreement requests will be processed IAW enclosure 1.

(3) Approved telework agreements must be reviewed annually and renewed, via a new telework request, every two years or when there is a change in supervisor.

f. Telework Requirements.

(1) Signed Telework Agreement. All persons in a telework status are required to have a GM signed telework agreement. See enclosure 1 for telework agreement request packet requirements.

(2) Internet Connection. Eligible persons approved to telework are responsible for providing internet connectivity at their telework location (e.g. residence). IAW reference a, enclosure 3, para 3g5, USAG-Miami will not pay for internet connectivity.

(3) Telephone. Eligible persons approved to telework are responsible for forwarding their government provided office telephone to a telephone they can answer at their telework location (e.g. residence). USAG-Miami will not pay for telephone lines for use during telework.

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(4) Government Furnished Equipment (GFE). Eligible persons approved to telework will complete a sub-hand receipt with the applicable hand receipt holder for GFE such as computer system and peripherals and then take the GFE to their telework location (e.g. residence).

(5) Time and Attendance. Persons in a telework status will record time and attendance information and retain audit documentation IAW enclosure 2.

g. Costs.

(1) USAG-Miami assumes no responsibility for any operating costs associated with an employee in the telework program who utilizes his or her residence as a telework location.

(2) If a telework employee is injured or suffers a work-related illness while conducting official duties at a telework location, appropriated fund teleworkers are covered by the Federal Employees 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 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 any such reports as soon as practicable after receiving notification. See USAG-Miami Army Accident Notification, Investigation and Reporting Requirements dated 4 November 2020.

h. Security. Employees participating in the telework program shall:

(1) Not take classified documents (hard copy or electronic) to their telework location (e.g. residence).

(2) Safeguard all unclassified official information and data on GFE as required by applicable law and regulation.

i. Safety. The supervisor or USAG-Miami Safety Officer retains the right to inspect the employee's telework location (e.g. residence) to ensure that all safety standards are met.

j. Liability.

(1) In the event that a participating employee is using a private network service provider, USAG-Miami is not responsible for troubleshooting connectivity issues with, or maintenance of, commercial Internet Service Provider (ISP) applications.

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(2) USAG-Miami is not liable for damages to an employee's personal or real property while the employee is working at the approved telework location, except to the extent that the government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act. See AR 27-20, Claims, Chapter 11, dated 8 February 2008.

(3) USAG-Miami is not aware of any specific tax ramification associated with participation in the telework program. As telework participation is voluntary, it is the responsibility of the participating employee to be aware of any tax ramifications that may apply to their specific telework request.

5. PROPONENT. The USAG-Miami Directorate of Human Resources is the proponent for this policy. Point of contact is the Director, DHR at (305) 437-2732.

6. EXPIRATION. This policy memorandum supersedes previous policy issued and will remain in effect until superseded or rescinded.

2 Encls

1. Telework Request Process
2. Time and Attendance Documentation

GRETA M. BUCCELLATO
Garrison Manager