



Best Practices Template

IMCOM Garrison Commanders' Forum

Title	Telework Program Guide and Policy
Date	1 Feb 11
Garrison / Region	Fort Belvoir
Functional Area	Human Resources, Workforce Development, Plans, Analysis, and Integration
IMCP Line of Effort	1 - Soldier, Family and Civilian Readiness 3 – Leader and Workforce Development
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Summary	<p>On December 9, 2010, President Obama signed the Telework Enhancement Act of 2010. With the President's signature, Federal agencies have 180 days to establish a telework policy, determine which employees are eligible to telework, and inform employees of their eligibility status. In addition, agencies will have to develop interactive training programs for teleworkers and telework managers, include telework in continuity of operations plans, and designate a Telework Managing Officer.</p> <p>Fort Belvoir developed all guidance and training and conducted a telework pilot to provide flexible work alternatives in the NCR particularly as it experiences BRAC growth.</p> <p>The Fort Belvoir Telework Program includes guidance and procedures to implement a garrison telework program to include Fort Belvoir Garrison Telework Program Guide, Policy memo, training modules, required forms and documentation, etc.</p>
Date Implemented	1 July 2010
Financial Outcome (type)	Cost Avoidance (decreased facility usage requirements, utility usage,
Financial Outcome (\$\$\$)	undefined
Non-Financial Outcomes	A telework program not only will improve government operations during a disaster, it also can be used as a tool to reduce traffic congestion. Telework has a positive impact on



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	<p>productivity, quality of life, and the environment. If fully integrated, it can save IMCOM money by increasing efficiency, reducing office space and utility requirements, and improving employee retention.</p>
Lessons Learned	<p>Essential to provide training to supervisors, managers, and employees to ensure full understanding of telework, utilizing OPM guidance and requirements (US Office of Personnel Management website: www.opm.gov). Telework is a management tool with voluntary employee participation. It is not an employee entitlement and does not change employment terms and conditions. Participation is based on the needs and mission of the Garrison. Telework will be terminated if an employee's performance does not meet the prescribed standard or if the teleworking arrangement fails to meet organizational needs.</p>
URL (if applicable)	