



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMNE-BEL-PAI

MEMORANDUM FOR US Army Fort Belvoir Garrison Civilian Employees

SUBJECT: Fort Belvoir Policy Memorandum # 46 Telework Program

1. REFERENCE: IMCOM Regulation 690-16, Alternate Work Schedule (AWS) Program and Telework, 22 July 2009.
2. PURPOSE: To provide guidance and procedures to implement a Fort Belvoir Garrison Telework Program in accordance with the enclosed Fort Belvoir Garrison Telework Program Guide.
3. APPLICABILITY: This policy is applicable to all Fort Belvoir garrison civilian employees. Implementation of the telework program is at the discretion of the supervisor or director. Directors may opt to use this policy, in whole or in part, within their respective directorate. Employee participation in the telework program is not an entitlement.
4. POLICY: Supervisors and employees will adhere to all applicable rules, regulations, and guides for personnel management and telework. Additional information is provided at the US Office of Personnel Management website: www.opm.gov.
 - a. Employees who exhibit characteristics suitable for telework and who occupy positions identified as eligible for teleworking, may be authorized to telework consistent with mission needs.
 - b. Telework is a management tool with voluntary employee participation. It is not an employee entitlement and does not change employment terms and conditions. Either the employee or the supervisor may terminate an approved telework arrangement at will.
 - c. Participation in the program will be terminated if an employee's performance does not meet the prescribed standard or if the teleworking arrangement fails to meet organizational needs.
 - d. An employee who is approved for telework must complete OPM Telework for Employees 101, http://www.telework.gov/Tools_and_Resources/Training/Employees/index.aspx, any other required Garrison or Directorate training, and review referenced regulations, guidelines, and policies prior to beginning telework.
 - e. An employee who is approved for telework must conduct a home safety inspection and complete and sign the Safety Checklist at page 9, thereby self-certifying that the home work area is safe and free from hazards.

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f. The supervisor and employee must complete the Supervisor – Employee Checklist.

5. PROPONENT. The proponent for this policy is Plans, Analysis, and Integration Office at (703) 805-1265.

Encl

JOHN J. STRYCULA
Colonel, USA
Commanding