



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL  
462 HAMILTON ROAD, SUITE 120  
FORT SILL, OKLAHOMA, 73503

IMSI-HR

29 Sept 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Authority Levels for Employee Participation in Alternate Work Schedule and Telework Programs, Fort Sill GC Policy Memo 16-16

1. Reference. Installation Management Command Regulation 690-610, Civilian Personnel Work Schedules, 15 May 2014.
2. Applicability. This policy applies to all Appropriated Fund and Non-Appropriated Fund Employees assigned to the United States Army Garrison, Fort Sill, Oklahoma.
3. Purpose. This policy establishes procedures for approving Alternate Work Schedules (AWS) and Telework that is consistent with and support merit system principles. These principles include flexible work arrangements that allow employees to balance their work and other (e.g., Family) responsibilities in a manner that meets mission objectives. Neither AWS, nor Telework approval will be used as a reward or based on partiality to a particular individual. Employees are not entitled to AWS or Telework; however, supervisors should consider the advantages to approval of AWS and Telework. Telework programs are established to meet organizational mission and operational needs. Telework is primarily an arrangement established to facilitate the accomplishment of work.
4. Criteria. AWS and Telework are management option, should be used as a last resort, not preferred option and may be considered for an employee when the following criteria are met:
  - a. The employee's job, or tasks on that job, can be readily accomplished in an alternate schedule.
  - b. The employee's absence from the office will not be detrimental to the work group's productivity or the needs of clients nor have a disruptive or negative impact on working conditions of other employees. Adequate coverage must be provided at all times during the standard workweek without the presence of the alternate work week employee for the plan to be approved.
  - c. The supervisor considers the employee's performance to be satisfactory.

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d. The supervisor and employee are willing to sign and abide by a mutually defined alternate work schedule agreement.

5. Policy.

a. The Garrison Commander is the Designated Approval Authority (DAA) for all requests to participate in the Telework Program on a regular and recurring basis. (e.g., one day a week on a recurring weekly basis). Approval authority cannot be further delegated for Telework on a regular and recurring basis.

b. Supervisors, so designated by the director or senior leader of their organization, may serve as the DAA for all requests to participate in the Telework Program on a situational, non-routine or ad hoc basis, (e.g., recuperating from surgery, illnesses or injury), up to 30 days. Anything beyond 30 days must be approved by the Garrison Commander.

c. Supervisors, so designated by the director or senior leader of their organization, may serve as the DAA for requests to participate in the AWS.

6. Fort Sill Form 19, Alternate Work Schedule (AWS) Employee - Management Contract Agreement, will be used to initiate a request for AWS. A DD Form 2946, DoD Telework Agreement, will be completed for recurring or situational/ad hoc telework. Office of Personnel Management training for employees and managers at telework.gov will be completed by the employee and supervisor/manager prior to beginning telework.

7. The implementation of this policy will be strict compliance with the above referenced regulation.

8. The proponent for this policy is the Directorate of Human Resources.



SAMUEL W. CURTIS  
COL, SF  
Commanding

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