

Department of the Army
Headquarters, United States Army
Installation Management Command
2405 Gun Shed Road, Bldg 2261
Fort Sam Houston, TX 78234-1223
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IMCOM Regulation 690-610

Civilian Personnel

CIVILIAN PERSONNEL WORK SCHEDULES

Summary. This regulation prescribes policies, responsibilities and procedures for establishing Hours of Duty, Alternate Work Schedule (AWS), Telework, Compensatory Time and Overtime policy within the Installation Management Command (IMCOM).

Applicability. This regulation applies to all Appropriated Fund and Nonappropriated Fund IMCOM and US Army Environmental Command (USAEC) Civilian employees.

Supplementation. Supplementation of this regulation is prohibited.

Suggested Improvements. The proponent of this regulation is the Human Resources Directorate (HRD). Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, IMCOM IMHR-C, 2405 Gun Shed Road, Fort Sam Houston, TX 78234-1223.

Distribution. This regulation is available on the [IMCOM Enterprise Publishing Portal](#).

Table of Contents

	Paragraph	Page
Chapter 1		
General		
Purpose.....	1-1	4
References.....	1-2	4
Explanation of Abbreviations and Terms.....	1-3	4
Records Management.....	1-4	4

*This regulation supersedes IMCOM Regulation 690-16, dated 22 July 2009.

**Chapter 2
Responsibilities**

Director, Human Resources, Headquarters (HQ) IMCOM.....	2-1	5
US Army Environmental Command.....	2-2	5
Region Directors.....	2-3	6
Information Management	2-4	6
Garrison Commanders.....	2-5	6
Supervisors.....	2-6	7
Employees.....	2-7	8
ATAAPS Customer Support Representative.....	2-8	9
Timekeeper.....	2-9	9

**Chapter 3
Establishing a Tour of Duty**

Overview.....	3-1	11
Timing and Selection of Tour.....	3-2	11
Daily Work Requirements.....	3-3	11
Review and Approval.....	3-4	11
Effect of Accumulated Credit Hours on Tour of Duty Changes.....	3-5	12

**Chapter 4
Managing Overtime (OT) and Compensatory Time (CT)**

Overview.....	4-1	13
Guidance on Overtime Covered by the Fair Labor Standards Act...	4-2	13
Guidance on Overtime Covered by Title 5.....	4-3	14
Requesting and Approving Overtime.....	4-4	16
Crediting Compensatory Time.....	4-5	16
Crediting Compensatory Time for Travel.....	4-6	17
Using Compensatory Time.....	4-7	18

**Chapter 5
Time and Attendance Reporting**

Overview.....	5-1	19
Use of Defense Civilian Payroll System.....	5-2	19
Regulatory Requirements for Timekeepers.....	5-3	19
Additional Requirements.....	5-4	19
Employee Time and Attendance Reports.....	5-5	20
Supervisory Review and Certification.....	5-6	20
Reviewing Pay Period Input Accuracy.....	5-7	22
Records Retention.....	5-8	22
Internal Controls Review.....	5-9	22

**Chapter 6
Alternate Work Schedule (AWS)**

Overview.....	6-1	24
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Management Responsibilities.....	6-2	24
Annual/ Sick Leave, Compensatory Time, and Time Off Procedures.....	6-3	24
Alternate Work Schedule (AWS) Procedures.....	6-4	25
 Chapter 7		
Telework Program		
Overview.....	7-1	29
Telework Applicability.....	7-2	29
Telework Eligibility and Non-Eligibility.....	7-3	31
Telework Requirements.....	7-4	34
 Appendix A		
References		
Required Publications.....		40
Related Publications.....		40
Prescribed Forms.....		41
Referenced Forms.....		42
 Appendix B		
Models for Flexible Work Schedules.....		43
 Appendix C		
Deciding Official Framework for Telework Determination.....		49
 Appendix D		
Person Telework Eligible Codes.....		51
 Appendix E		
ATAAPS/TLMS Timesheet Codes.....		52
 Appendix F		
Delegated Approval Authority (DAA) Delegation Matrix.....		53
 Glossary		
Abbreviations.....		53
Terms.....		55
Special Abbreviations/Terms.....		55

Chapter 1

General

1-1. Purpose.

a. This regulation establishes Civilian personnel policy regarding hours of work, alternate work schedules and telework that are consistent with and support merit system principles. These principles include equal compensation and employment opportunities, workforce diversity goals and objectives, flexible work arrangements that allow employees to balance their work and other (e.g., Family) responsibilities in a manner that meets mission objectives. Any changes related to these programs must be made IAW the negotiated agreements for bargaining unit employees.

b. Implementation of the policy shall include consideration of employee requests for a tour of duty and approval of appropriate tours of duty IAW mission requirements and timely projections for the need for overtime work (to be approved in advance and within budget limits).

c. All individuals responsible for reporting, approving, reviewing or processing time and attendance information, whether in the Automated Time Attendance and Production System (ATAAPS), Time Labor Management System (TLMS) or paper form, shall be held accountable for its accuracy, integrity and security IAW DOD 7000.14-R, DOD Financial Management Regulation, Volume 8, Civilian Pay Policy and Procedures, Chapter 2. The discovery of any violations of internal controls, improper input of time and attendance data or security breaches must be immediately reported to an appropriate supervisory official.

d. The Director, G1, shall, in coordination with the G8, ensure the periodic monitoring of effectiveness of the internal controls by reviewing records of the implementation of these policies.

1-2. References.

Required and related publications and referenced forms are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms.

The glossary contains abbreviations used in this regulation.

1-4. Records Management.

Records created as a result of processes prescribed by this regulation must be identified, maintained and disposed of IAW AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are on the ARIMS at <https://www.arims.army.mil>.

Chapter 2 Responsibilities

2-1. Director, Human Resources, HQ IMCOM, will—

- a. Direct the implementation of these policies and procedures and shall periodically monitor internal control effectiveness.
- b. Provide advice and guidance for supervisors and employees regarding the basic administrative workweek, official hours of duty, alternate work schedule, overtime, compensatory time, credit hours and telework through the Civilian Personnel Division, Workforce and Sustainment Branch.
- c. Implement an AWS program IAW DOD Instruction 1400.25, Volume 610, DOD Civilian Personnel Management System: Hours of Duty.
- d. Review statutory and regulatory changes in federal compensation and implement changes as necessary.
- e. Implement guidance to ensure positions are properly designated as exempt or non-exempt based on the Fair Labor Standards Act (FLSA) guidance for federal employees, according to part 551 of reference (e) in conjunction with the position classification process.
- f. Implement a telework program IAW Telework Enhancement Act of 2010 and DOD Instruction 1035.01, Telework Policy.
- g. Provide timekeeper training, advice, assistance and error resolution liaison through the Customer Service Representative (CSR) function to employees and timekeepers.
- h. Compile reports and forward required information to HQ, Department of the Army (HQDA).

2-2. Army Environmental Command will—

- a. Implement the provisions contained in this regulation, including delegating relevant authorities.
- b. Manage the use of an AWS program and establish controls to ensure accountability for hours worked and adequate coverage to provide mission essential services during designated core hours.
- c. Ensure fiscal responsibility by verifying availability of funds to cover overtime costs and limiting the amount of overtime or compensatory time to what is necessary to perform the work.

d. Support the Command's policy for telework and ensure AEC employees are aware of the components of telework and remove artificial barriers to implementing telework.

e. Determine availability of government-owned technology by IMCOM Information Technology to support employees performing official duties at an alternative worksite.

2-3. Region directors will—

a. Implement the provisions contained in this regulation, including delegating relevant authorities, as appropriate.

b. Manage the use of an AWS program and establish controls to ensure accountability for hours worked and adequate coverage to provide mission essential services during designated core hours.

c. Ensure fiscal responsibility by verifying availability of funds to cover overtime costs and limiting the amount of overtime or compensatory time to what is necessary to perform the work.

d. Support the Command's policy for telework and ensure the region and garrisons are fully aware of the components of telework and remove artificial barriers to implementing telework

e. Determine availability of government-owned technology by IMCOM Information Technology to support employees performing official duties at an alternative worksite.

2-4. HQ G6 will— provide guidance and assistance to subordinate activities on required information technology services (computers, telephone service, telecommunications equipment, etc.).

2-5. Garrison commanders or managers will—

a. Have overall responsibility for the implementation of the telework program for IMCOM employees in their garrison.

b. Support the telework program and overcome artificial barriers to the program.

c. Determine availability of government-owned technology to support employees performing official duties at their homes.

d. Provide program participation data and submit periodic reports when requested.

2-6. Supervisors will—

- a. Plan, assign and schedule the work of employees under their supervision within each employee's basic workweek and consider alternatives to the assignment of overtime work whenever practicable. Any changes should be made at least one pay period in advance of the new tour of duty start date.
- b. Establish a tour of duty for each employee.
- c. Plan and approve travel when necessary for their employees. To the maximum extent practicable, schedule the time to be spent by an employee in travel status within the employee's tour of duty.
- d. Approve or disapprove reasonable travel modification requests IAW reference (l).
- e. Approve or disapprove requests for crediting compensatory time for travel.
- f. Determine whether the approval of compensatory time for religious observances shall significantly interfere with the accomplishment of an individual's duties on a case-by-case basis.
- g. Approve and certify employee time and attendance records within scheduled time periods.
- h. Review and reconcile any modifications to employees' time and attendance records within two pay periods of time reporting, IAW established procedures.
- i. Ensure proper use of IMCOM Form 1-A, Alternate Work Schedule (AWS) Agreement Employee – Management Contract (see Appendix A, Section III, Prescribed Forms).
- j. Approve, as appropriate, employee overtime request and authorization for payment and other time and attendance documentation on IMCOM Form 1-H (see Appendix A, Section III, Prescribed Forms). Ensure that overtime/premium hours are scheduled and approved in advance of the start of the administrative workweek.
- k. Keep informed as to the attendance of employees for whom they are responsible, including those assigned to duty stations away from the supervisor's immediate area, and ensure the accuracy of time and attendance data.
- l. Maintain supervision of employees under alternate work schedules during hours of extended workdays to ensure proper certification of employees' time and attendance data.

m. Monitor employee leave balance and ensure that “use or lose” leave is taken during the leave year, that time-off awards and compensatory leave are used in the requisite 26 pay periods.

n. Promote telework within their respective activity, make every effort to overcome artificial barriers to program implementation, designate the maximum number of positions for telework without compromising mission readiness and integrate telework into continuity of operations activities.

o. Determine which positions are eligible for regular and recurring telework, based on criteria for position and employee eligibility.

p. Recommend approval or disapproval of employee requests for telework and telework agreements for regular and recurring or ad-hoc telework arrangements on DD Form 2946 (see Appendix A, Section III, Prescribed Forms) and ensure employees complete the telework training as required. Supervisor forwards approval/disapproval recommendation to the Designated Approval Authority (DAA) for decision.

q. Ensure government and employee-owned computers and other information technology used for telework comply with security requirements, and approve its use IAW AR 25-2, as authorized.

2-7. Employees will—

a. Submit a request for a tour of duty to the supervisor for approval.

b. Accurately record their labor hours worked, leave, approved and worked credit hours, overtime, compensatory time, excused absence for physical fitness, other excused absences and telework hours on ATAAPS for APF employees, or provided to the NAF timekeeper for TLMS.

c. Document by input, review and certification the accuracy of the time report that was submitted in ATAAPS or recorded in TLMS during absence (e.g., extended illness) as soon as possible upon return to work.

d. Adhere to timely completion of time and attendance.

e. Submit requests for approval of overtime, by completing the IMCOM Form 1-H, to the supervisor in advance, to the extent possible, for work to be performed and forward to timekeepers as promptly as possible. Failure to do so may delay processing to the following pay period.

f. Submit requests for absences by completing the OPM Form 71 “Request for Leave or Approved Absence.” If the employee is unavailable to submit a request prior to an absence, he or she must submit one upon returning to duty.

g. Request any work schedule changes from the supervisor and ensure that timekeepers have timely notification of work schedule changes and leave absences.

2-8. ATAAPS Customer Support Representative (CSR) will—

a. Ensure all employees' time and attendance is submitted in Defense Civilian Pay System (DCPS) within the scheduled time periods. Notify the responsible timekeeper of any missing employee time and attendance for resolution prior to payroll processing.

b. Process and input new employee data (e.g., address, bonds, allotments, charity, taxes and insurance, accounting classification), use DCPS on-line inquiries, and perform limited reference tables maintenance to request updates to organizational tables when approved changes occur.

c. Report to DCPS any reported discrepancy in employee pay resulting from timekeeping errors or omissions, including retroactive corrections that occurred more than 26 pay periods in the past.

d. Provide guidance to timekeepers on training required prior to engaging in timekeeping duties, certification and security required for timekeeping responsibilities.

e. Provide information on organizational changes in DCPS (tables maintenance).

f. Participate in internal control reviews as required.

2-9. Timekeepers will—

a. Maintain a current file (use electronic filing to the maximum extent possible), including an approved work schedule showing the planned arrival and departure times agreed between the employee and management.

b. When necessary, enter, update and correct in DCPS, employee work schedules, status changes, labor hours worked and time and attendance for the current pay period and retroactive corrections for the past 26 pay periods. Retroactive time and attendance corrections can be annotated in ATAAPS in the last three previous pay periods. The timekeeper may enter supervisor-approved time and attendance reports for absent employees when requested to do so by the manager or supervisor.

c. Review prior to certification and maintain current files for all assigned employees, approved overtime requests and approved leave requests for the required time period.

d. Retain all paper time and attendance documentation in accordance with AR 25-400-2, Army Records Information Management System (ARIMS).

e. Ensure that time and attendance records are properly secured and access to data is restricted in accordance with the Privacy Act.

f. Assist the supervisor in ensuring that time and attendance data and corrections are certified and approved in a timely manner.

Chapter 3

Establishing a Tour of Duty

3-1. Overview. This chapter provides general guidance on requesting a tour of duty IAW references (a) and (e) within the basic workweek.

3-2. Timing and Selection of Tour of Duty. Employees shall submit a request to establish the need for a new tour of duty on IMCOM Form 1-A (e.g., new position, change in employee circumstances, change in supervisor or change in mission requirements). Any changes should be made at least one pay period in advance of the start of the new tour of duty.

3-3. Daily Work Requirements. In carrying out daily work requirements, supervisors will determine their employees scheduled hours of work based on operational requirements and mission needs, when possible taking into consideration employee preferences.

a. Supervisors will schedule employee workdays on weekdays, Monday through Friday unless otherwise required based on mission requirements.

b. Supervisors will schedule employees start work time normally between 0600 and 0900 and depart work time normally between 1500 and 1800 (flexible time bands), unless otherwise required based on mission requirements, an exception is granted by the supervisor or IAW local collective bargaining agreements.

c. Employees must be at work between 0900 and 1500 (IMCOM core hours) except for holidays, approved leave, compensatory time off, regular day off (RDO) or as scheduled for shift tour of duty. However, the region director or garrison commander has the authority to modify these core hours on a compelling need basis.

d. An approved work schedule shall be maintained showing the planned arrival and departure for each day to support the time and attendance report.

3-4. Review and Approval. Supervisors shall review and approve the IMCOM Form 1-A, request for new or changed tours of duty, in a timely fashion, generally during the pay period of receipt of the request.

a. Employees requesting a compressed work schedule (CWS) or flexible work schedule (FWS) shall submit a request on the IMCOM Form 1-A that states the number of hours, excluding overtime hours, which an employee is required to work or account for by leave or otherwise.

b. Regular meal or unpaid lunch breaks usually shall be no less than 30 minutes or more than one hour, and shall not be considered as time worked. No employee shall be required to work more than six consecutive hours without a meal period.

c. A supervisor may change an employee's schedule to meet temporary work circumstances. The supervisor should inform the employee of the change and the reasons for it in advance, whenever possible, or as referenced in the negotiated agreement for bargaining unit employees. For example, an employee on CWS is scheduled to attend a two-week training class that is conducted five days a week. In that situation, the supervisor would change the employee's tour of duty to five eight-hour workdays for the training period. A similar situation may occur when the employee is scheduled for temporary duty away from the normal work site.

d. Approved changes in tours of duty (other than a temporary situation as described in paragraph 3-3.c. above) shall become effective at the beginning of the pay period following the approval date by the employee's supervisor. Tours of duty normally shall remain in effect for at least three-months before a new tour of duty is approved and implemented.

g. Supervisors shall provide timekeepers a copy of the new approved tour of duty.

3-5. Effect of Accumulated Credit Hours on Tour of Duty Changes. Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule (FWS). Employees who have approval to work a FWS and who have accumulated credit hours may request to change to Compressed Work Schedule (CWS) by submitting the IMCOM Form 1-A. There is no legal authority for credit hours under a CWS program. The law provides for credit hours only for flexible work schedules. See 5 U.S.C. 6121(4). Upon approval of participation in CWS, all accumulated credit hours must be used by the employee before transitioning to the CWS.

Chapter 4 Managing Overtime (OT) and Compensatory Time (CT)

4-1. Overview. This chapter discusses procedures for requesting and approving overtime/compensatory time. It also discusses procedures for requesting and approving compensatory time in lieu of paid overtime. Overtime is used to meet critical mission requirements. Additional information on overtime provisions applicable to law enforcement availability pay (LEAP) recipients is found at <http://www.opm.gov/oca/pay/HTML/AP.asp>.

4-2. Guidance on Overtime Covered by the Fair Labor Standards Act.

a. The FLSA, according to part 551 of reference (e), grants overtime whenever a covered full-time, part-time or intermittent federal employee performs hours of work in excess of eight hours in a daily tour of duty or in excess of 40 hours in a weekly tour of duty. Employees shall not be paid overtime for periods of duty in excess of eight hours in a day when the employee receives night, standby, irregular or hazardous duty pay differential for that duty.

b. Non-exempt Employee Coverage. Any employee who is not specifically excluded by part 551 of reference (e) is covered by the FLSA. This includes any employee who is:

- (1) defined as an employee according to section 2105 of reference (a);
- (2) an employee appointed under other appropriate authority; or
- (3) suffered or permitted to work by an agency whether or not formally appointed.

c. A criminal investigator receiving Law Enforcement Availability Pay (LEAP) IAW part 551 of reference (e) is exempt from the FLSA hours of work and overtime pay provisions.

d. Overtime Compensation. All overtime work that is ordered or approved or “suffered or permitted” shall be compensated IAW reference (e) for non-exempt employees.

e. Regular Overtime. Non-exempt employees shall be compensated for each minute of regular overtime work.

f. Irregular or Occasional Overtime. Irregular or occasional overtime work is paid in 15-minute increments, with odd minutes being rounded up or down to the nearest quarter hour used to credit overtime work. Therefore, an employee shall work at least eight minutes of irregular overtime before the employee may be compensated for that overtime.

g. Overtime Pay Calculations. According to part 551 of reference (e), overtime pay is determined by multiplying the employee's straight time rate of pay by all overtime hours worked plus one half of the employee's hourly regular rate of pay times all overtime hours worked.

h. Pay Limitations. The maximum biweekly and aggregate limitations for premium pay, according to part 551 of reference (e), do not apply to overtime pay earned by employees who are non-exempt from (i.e., covered by) the FLSA.

4-3. Guidance on Overtime Covered by Title 5.

a. Description.

(1) Overtime work according to section 5542 of reference (a) is time worked in excess of eight hours in a day or 40 hours in an administrative workweek. This work shall be officially ordered or approved by the manager or supervisor, in writing, and performed by the employee.

(2) FLSA exempt employees, as defined by section 5541 of reference (a), who work full-time, part-time or intermittent tours of duty, are eligible for overtime.

(3) FLSA exempt federal employees typically occupy executive, administrative or professional positions in the General Schedule (GS).

(4) The employee's position is determined to be exempt or non-exempt from the provisions of FLSA by examining the statute in conjunction with the position classification analysis.

(5) Law enforcement officers (LEOs) are criminal investigators classified in the 1811 occupational series. LEOs receiving LEAP may be compensated only for approved overtime hours that are in excess of the first two hours of overtime work on any day containing a part of the LEOs basic 40-hour workweek or for scheduled overtime hours on non-workdays.

b. First 40 Hour Workweek. For employees engaged in professional or technical engineering or scientific activities for whom the first 40 hours of work in an administrative workweek is the basic workweek according to part 610 of reference (e), all work performed within the first 40 hours is paid at the basic rate of pay. Any additional hours of officially ordered or approved work beyond the first 40 hours worked within the administrative workweek are overtime.

c. Compressed Work Schedule (CWS). For full-time employees on CWS, hours worked in excess of the established work schedule are overtime.

d. Flexible Work Schedule (FWS). For employees on FWS, credit hours used count toward the 40 hour per week threshold for overtime payment, but overtime is not paid for credit hours worked or used.

e. Regular Overtime. Exempt employees shall be compensated for each minute of regular overtime work. Any employee covered under an FWS program may request compensatory time in lieu of regular overtime work, according to part 550 of reference (e).

f. Irregular or Occasional Overtime. Irregular or occasional overtime work is paid in 15-minute increments, with odd minutes being rounded up or down to the nearest quarter hour.

g. Overtime Pay Calculations IAW 5 CFR 550:

(1) For GS employees whose basic pay rate (including any applicable locality payment or special rate supplement) does not exceed a minimum applicable rate for a GS-10 (i.e., GS-10, step 1), the overtime hourly rate is 1.5 times the employee's hourly rate of pay, according to part 550 of reference (e).

(2) For GS employees whose rate of basic pay (including any applicable locality payment or special rate supplement) exceeds the GS-10, step 1, is the greater of:

- (a) 1.5 times the hourly rate of basic pay for GS-10, step 1; or
- (b) the employee's hourly basic pay rate.

h. Pay Limitations.

(1) General. The amount of overtime pay that can be paid during a biweekly pay period is limited. According to section 5547 of reference (a) and part 550 of reference (e), premium pay (including overtime pay and LEAP) cannot be paid to employees (including LEOs and other covered employees) to the extent that doing so would cause an employee's basic pay, overtime pay, dollar value of compensatory time, night pay, annual premium pay, Sunday premium pay and holiday premium pay to exceed the greater of the biweekly rate for GS-15, step 10 (including any applicable special salary rate or locality rate of pay), or level 5 of the Executive Schedule.

(2) Biweekly Pay Limitation Exception. The biweekly pay limitation does not apply to employees performing emergency work or mission critical work (as determined by the Secretary of Defense or the IG). However, employees who are paid premium pay for work in connection with that emergency are subject to the aggregate earnings limitation IAW reference (a). In such situations, the total basic pay and premium pay for most GS employees are limited to the annual rate for GS-15, step 10 or a level V of the Executive Schedule for the calendar year. This limit may include locality based comparability or special salary rates. The aggregate premium pay cap limitation does not apply to overtime earned by FLSA nonexempt employees.

4-4. Requesting and Approving Overtime.

a. Employees who anticipate the need for overtime to complete work assignments should estimate the number of hours needed for the next pay period and submit the request for overtime on the IMCOM Form 1-H to the supervisor.

b. Supervisors shall compile overtime requests for employees within their organizational responsibility and submit to the approving official prior to the start of the administrative workweek for the pay period covered by the request.

c. Written or electronic requests for overtime authorization shall be submitted in advance of the start of the administrative work week and approved prior to an employee's working overtime. When circumstances preclude written advance request, the request may be oral. If approved, the authorized overtime shall be documented in writing or electronically and signed by the approving official.

d. A separate request shall be prepared for each work situation requiring overtime authorization.

e. Requests shall not extend beyond the close of a single pay period. When a particular work situation extends beyond the close of a single pay period, separate requests shall be prepared for each pay period involved.

f. Each request shall:

(1) Describe the work to be performed during overtime hours.

(2) Explain why such work could not be performed during regular working hours.

(3) List the employees required to work overtime.

(4) Include an estimate or statement of the total number of overtime hours required and the dates which the overtime is to be performed.

(5) Indicate if compensatory time is requested instead of paid overtime.

g. The authorized management official approving the overtime request shall ensure sufficient budgeted funds are available prior to authorizing overtime. Once approved, managers shall promptly notify supervisors and employees of the approval.

4-5. Crediting Compensatory Time.

a. Compensatory time off is an alternative form of payment for overtime work and the value of an hour of compensatory time off, when paid out, is equal to the overtime hourly rate payable in dollars IAW reference (f). The sum of an employee's basic pay and premium pay (including the dollar value of compensatory time, overtime pay, LEAP,

night pay and holiday pay) is limited to the biweekly maximum pay limitation according to part 550 of reference (e).

b. Employees may request compensatory time instead of overtime pay for an equal amount of overtime work.

c. Employees who are approved to earn compensatory time for overtime worked record the amount of compensatory time earned on their time and attendance records for the appropriate pay period in 15-minute increments.

4-6. Crediting Compensatory Time for Travel.

a. Employees shall request credit for compensatory time for travel by providing documentation of the time spent in official travel status, away from the official duty station or official work site, including any meal periods and waiting times.

(1) Creditable compensatory time for travel is time in a travel status that is not otherwise compensable as hours of work under other legal authority. This includes only the time an employee actually spends traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel (this excludes any extended or unusual waiting time between actual periods of travel during which the employee is free to rest, sleep or otherwise use the time for his or her own purposes.)

(2) Time spent in traveling from the worksite after regular working hours (i.e., after the end of the employee's workday) to the transportation terminal is creditable as time in a travel status, and no commuting time offset applies. Once the employee arrives at a temporary duty station, he or she is not considered to be in a travel status just because he or she is away from the official duty station. In other words, the time spent at a temporary duty station between arrival and departure cannot be credited as time in a travel status.

b. Employees shall file requests for credit of compensatory time for travel within five workdays after returning to the official duty station, by submitting a travel itinerary or any other supporting documentation to supervisor. If not submitted within the prescribed time limits, the employee forfeits his or her claim to the compensatory time for travel.

c. Upon receipt of a timely and complete request from the employee, the manager or supervisor considers and acts promptly (usually within the pay period of receipt) to credit the employee with compensatory time for creditable time in travel status.

d. Compensatory time off for travel is credited and used in increments of 15 minutes. There is no limit on the amount of compensatory time off for travel an employee may earn.

e. There is no biweekly or aggregate pay limitation that applies to compensatory time earned for travel.

f. Once the supervisor has considered and approved the employee's request, the credit for earned compensatory time for travel will be documented in ATAAPS or TLMS.

g. Employees shall use accrued compensatory time off for travel by the end of the 26th pay period after the pay period during which it was credited. If an employee fails to use the compensatory time off for travel within 26 pay periods after it was credited, the compensatory time off is forfeited. When an employee voluntarily transfers to another agency or separates from federal service, any unused balance of compensatory time off earned for travel is forfeited.

h. Employees who separate from federal service or are placed in a leave without pay status for military service or due to a compensable injury and later returns to duty with IMCOM, shall use all of the unused compensatory time off by the end of the 26th pay period following the pay period in which the employee returns to duty; otherwise the compensatory time off is forfeited. An employee may not receive payment under any circumstances for any unused compensatory time off earned for travel IAW part 550 of reference (e).

4-7. Using Compensatory Time.

a. An employee shall request permission from his or her supervisor to schedule the use of accrued compensatory time. Compensatory time may be used when the employee is granted time from his or her scheduled tour of duty for leave purposes. The employee may submit the request on OPM Form 71, *Request for Leave or Approved Absence*. Employees are encouraged, to the extent possible, to request to use available compensation time prior to requesting annual leave.

b. Once the supervisor has approved the employee's request for use of the compensatory time, the employee records the use of the time through ATAAPS, or the timekeeper enters into TLMS.

c. As distinct from the provisions of paragraph 4-4h. above, if compensatory time earned is not used within 26 pay periods, the employee shall receive payment for the unused compensatory time at the rate of overtime pay in effect when the compensatory time was earned for overtime worked according to parts 550 and 551 of reference (e).

Chapter 5

Time and Attendance Reporting

5-1. Overview. This chapter covers the procedures for recording, approving and reporting time and attendance. Time and attendance reporting is a critical function which may be performed by the individual employee, timekeeper, supervisor or a combination of these individuals. The timekeeping function requires the accurate and timely recording of time and attendance data and the maintenance of related documentation, whether electronically (e.g., ATAAPS or TLMS), or by a manual system of records (e.g., sign in/sign out log) or a combination of recording devices (e.g., printed copy of an electronic record).

5-2. Use of Defense Civilian Payroll System. IMCOM uses ATAAPS; a web-based application for the entry, update, concurrence and certification of time and attendance for appropriated fund personnel. It serves as a data entry and repository system, which feeds payroll data into the DCPS. The DCPS contains selected personnel data, such as tax withholding and tours of duty, and adheres to requirements of the system to establish organizational codes, time reporting schedules and reporting codes. The ATAAPS interface with DCPS simplifies employee reporting and recordkeeping requirements. The Time, Labor Management System (TLMS) is used to record and manage time and attendance for non-appropriated fund personnel.

5-3. Regulatory Requirements for Timekeepers. Each activity has one or more employees whose official duties include those of a timekeeper. Timekeepers are assigned responsibility for one or more time and attendance group of employees in that activity. An alternate timekeeper will be appointed and have equivalent training and certification to maintain time and attendance during the absence of the primary timekeeper. Employees involved in the civilian payroll functions shall:

a. Be adequately trained at least annually and kept informed about the requirements of laws, regulations and legal decisions affecting this area of responsibility. The G1 is responsible for ensuring assigned timekeepers are trained in these requirements.

b. Be adequately supervised to help prevent any unauthorized, fraudulent or other irregular act. In the event of suspected or discovered unauthorized, fraudulent or other irregular act, the timekeeper will notify the appropriate supervisor.

c. Perform operations effectively, efficiently and economically IAW laws, regulations and legal decisions.

5-4. Additional Requirements. The G1, in conjunction with G8, shall review the time and attendance operations, including internal controls, on an ongoing basis to ensure accurate performance of timekeeping requirements; and to identify and resolve inconsistencies in information submitted, processed and reported during the various pay periods.

5-5. Employee Time and Attendance Reports. Individual employees prepare time and attendance records using ATAAPS or paper copy records of time worked, approved overtime worked, approved leave taken, excused absences (e.g., approved for physical fitness activities, telework hours and other absences). Employees submit time and attendance records on a biweekly basis to the supervisory chain or designee for approval or certification in order to meet payroll deadlines. Supervisors are responsible for timely and accurate reporting of the time and attendance to which he or she approves, including reviewing time approved and timely correction where necessary.

a. When an employee is absent, a presumptive time and attendance record may be reported, approved by the supervisor, and electronically transmitted to meet scheduled payroll deadlines, as long as the data are verified subsequently by post transmission reconciliation.

b. Employees and their supervisors should submit time and attendance records by the second Thursday of the biweekly pay period, or in time to meet the system time requirements for accelerated processing, when that occurs. Exceptions to normal time schedules shall be announced to account for holidays and other events. For employees on a CWS, when a holiday falls on a scheduled non-workday, the workday immediately before the non-workday becomes the in-lieu-of holiday.

c. Certified time records are electronically interfaced with DCPS for ATAAPS users. Timekeepers for non-ATAAPS users shall input approved time and attendance records for assigned employee groups, no later than the second Friday of the pay period.

d. Timekeepers shall input corrections to transmitted time and attendance records for employees who were precluded from timely transmission of these records immediately upon notification of required correction.

e. Records shall not be self approved by an employee, or by an employee at a lower grade level than the reporting employee.

5-6. Supervisory Review and Certification.

a. Supervisors shall review and certify the accuracy of time and attendance electronic input by reconciling each employee's approved and signed time and attendance records. For ATAAPS users, supervisors review and certify employee time and attendance records electronically based on the labor hours, charges to leave, and overtime the employee has entered and concurred for accuracy. Non-appropriated fund timekeepers produce hard-copy time cards from TLMS, which are initialed by the employee, signed by the supervisor, and returned to the timekeeper.

b. Certification of time and attendance records shall be based on controls such as:

(1) Knowledge from personal observation, work output or timekeeper verification.

(2) Checking data against other independent sources (e.g., validating starting and ending times of work using sign-in/sign-out sheets).

(3) Reliance on other internal controls.

(4) A combination of controls. Supervisors shall have a reasonable basis for relying on systems of internal control to ensure accuracy and legal compliance when they do not have positive, personal knowledge of the presence and absence of, or other information concerning, employees whose time and attendance records are being approved. This basis shall involve periodic testing of internal controls to ensure they are working as intended.

(5) When approving time and attendance records, managers and supervisors are certifying, to the best of their knowledge, the actual work schedules recorded are true and accurate.

(6) Review and approval shall be made by the manager or supervisor most knowledgeable of the time worked and absence of the employees involved. The manager or supervisor may assign responsibility for observing daily attendance or accurately recording time and attendance data to a timekeeper or, in limited circumstances, the individual employee.

(a) Situations in which employees may maintain their own official time and attendance are:

(i) The employee is the timekeeper.

(ii) Employees work flexible hours outside the hours of the timekeeper and supervisor.

(iii) An employee is working alone at a remote site.

(iv) Employees are based at the same location as their managers or supervisors and timekeepers, but are frequently away during working hours.

(v) Individual timekeeping by all employees is warranted.

Documentation must be maintained demonstrating the time and attendance reporting system has sufficient capacity and internal controls to ensure timely and accurate recording of time and attendance by these individual employees.

(b) To provide reasonable assurance employees are working when scheduled, supervisors shall take measures, such as occasional telephone calls during the times they are scheduled to work or an assessment of the output for the time spent,

to determine the accuracy of time and attendance records submitted by employees who maintain their own time and attendance. The manager or supervisor is responsible for the accuracy of the time and attendance records submitted by the employee.

5-7. Reviewing Pay Period Input Accuracy. The timekeeper or designee shall ensure that:

a. Supervisors review the accuracy of time and attendance pay period electronic input or hard-copy timecard by reconciling each employee's approved and signed time and attendance record.

b. Supervisors ensure employees recording and approving time and attendance make every effort to correct errors in the pay period to which the changes apply.

c. All corrections or adjustments are approved by the manager or supervisor. An employee shall not reconcile his or her own time and attendance records.

d. If the time and attendance for the current pay period has been processed and a change is required, the supervisor shall certify adjusted time and attendance data for input to the DCPS or TLMS via the timekeeper or the CSR. The adjustment in the employee's pay or leave record shall be processed within two pay periods.

e. Employees who use ATAAPS to record time and attendance, or timekeepers who adjust time and attendance directly in DCPS or TLMS, shall complete needed adjustments to time and attendance records no later than the pay period following notification of needed adjustment.

5-8. Records Retention.

a. Time and attendance records shall be maintained IAW records retention requirements as set forth in AR 25-400-2.

b. Documents to be retained include:

(1) Paper time and attendance input forms completed by the employee of labor hours worked, leave taken and other absences.

(2) OPM Form 71

(3) Jury duty summons

(4) Military orders

5-9. Internal Control Reviews. G8 staff completes an annual audit of time and attendance records in collaboration with G1 staff as part of the IMCOM OIG annual financial audit. Additionally, to comply with internal controls requirements, the Internal

Review and Compliance Office or the comptroller staff shall conduct quarterly reviews to ensure compliance with this policy and financial management regulations. Additional time and attendance controls may be established to meet unique vulnerabilities and levels of internal control assurance.

Chapter 6

Alternate Work Schedule (AWS)

6-1. Overview.

a. AWS is a management tool designed to enhance the quality of work life for employees and provide a measure of personal control over working hours that previously was not possible. The AWS program offers management advantages, such as reduction of short-term absences and tardiness, improved service to customers due to longer office hours, increased productivity and efficiency, and higher employee morale.

b. To be eligible to participate in the AWS program, an IMCOM employee's most recent performance rating must be at or above a level 3 under the Total Army Performance Evaluation System (TAPES). The employee must maintain performance at level 3 or above once approved to participate in the AWS Program.

c. Eligible IMCOM civilian personnel are authorized to work compressed work schedules within the AWS program.

d. Employees in a supervisory position, newly appointed to a position, serving a probationary period, undergoing on-the-job training, having declining performance or a less than fully successful rating on their current performance appraisal, serving on a Performance Improvement Plan (PIP) or within one year after completion of a PIP, who have engaged in, or subsequently engaged in misconduct, have documented attendance problems or receive official discipline may be excluded or removed from participating in the AWS program.

6-2. Management Responsibilities. The supervisor is responsible for reviewing and approving or disapproving requests for AWS by signing the IMCOM Form 1-A. The employee-management contract becomes a part of the official time and attendance record and should be filed along with the documents supporting the biweekly pay period. Supervisors are also responsible for ensuring the employee complies with the terms of the contract. Supervisors shall ensure that, at a minimum, they have adequate office coverage during the hours of 0730 to 1600, Monday through Friday (or locally determined normal duty hours). These hours may be extended, depending on individual mission. Supervisors may change the schedules of employees to meet unforeseen circumstances. Temporary changes should be of short duration and the employee should be informed of the change and the necessity of the change as far in advance as feasible. If the employee is required to be present at the job site on a Regular Day Off (RDO), the supervisor may arrange an alternate RDO during the same pay period.

6-3. Annual/Sick Leave, Compensatory Time and Time Off Procedures. The procedures for requesting annual and sick leave, compensatory time and time off as an award are not affected or changed by this policy. For sick leave absences in excess of

three days, or for a lesser period when determined necessary, a medical certificate or other administratively acceptable evidence may be requested. An employee's self-certification as to the reason for his or her absence may be administratively acceptable, regardless of the duration of the absence. Time off during an employee's basic work requirement must be charged to the appropriate leave category, unless the employee is authorized compensatory time off, excused absence or is using a time-off award.

6-4. Alternate Work Schedule (AWS) Procedures.

a. The Alternate Work Schedules (AWS) Program includes Flexible Work Schedules and Compressed Work Schedules within IMCOM. FWS for a full-time employee is an 80-hour biweekly work requirement that allows an employee to determine his or her own schedule within limits set by this policy and approved by the immediate supervisor. The FWS for a part-time employee is a biweekly basic week requirement of less than 80 hours that allows an employee to determine his or her own schedule within limits set by this policy and approved by the immediate supervisor.

b. An employee must submit a proposed schedule to the supervisor for approval via the Employee-Management Contract, IMCOM Form 1-A, an official agreement detailing the specific terms of the employee's participation in an AWS. The supervisor must approve the proposed schedule prior to employee participation. The supervisor may deny a request for AWS or terminate an employee's existing AWS at any time based on mission and workplace requirements. If AWS is terminated, the supervisor will normally provide no less than one full pay period notice to the employee and permit the AWS to continue until the start of the next pay period.

c. Changes in work schedules under the same type of AWS (i.e., changes in the hours of an employee's FWS schedule) may be made with prior approval of the supervisor and will normally be effective the first pay period following the date the contract is signed. The schedule will remain in effect until a new work schedule is implemented, the employee voluntarily discontinues FWS or the employee's FWS is terminated. Once established, changes to the FWS should be infrequent; generally, not more than once per quarter. The two FWS options permitted are:

(1) Flexible Work schedule (FWS):

(a) Flexi-tour is a schedule in which an employee selects a fixed starting and ending time for his or her workday during the biweekly pay period, approved by the supervisor. As a norm, the employee may not vary arrival and departure times daily, but on a scheduled and approved basis, may start and stop at any time within the flexible time bands.

(b) Gliding is a schedule in which an employee may regularly vary arrival and departure times daily within the flexible time bands. An employee must have a minimum of 5 ½ hours daily in the basic work requirement, a 40-hour weekly basic work requirement, and an 80-hour biweekly work requirement.

(c) Employees working a FWS may accrue credit hours, hours not officially ordered, in 15-minute increments and may carry not more than 24 hours to succeeding pay periods.

(2) Compressed Work Schedule:

(a) Compressed Work Schedule constitutes a biweekly basic work requirement of less than 10 workdays. A full-time employee has a basic work requirement of 80 hours in a biweekly pay period, which may be scheduled for less than 10 workdays, after supervisory approval. A part-time employee has a basic work requirement of less than 80 hours biweekly which, after supervisor approval, may permit them to fulfill their basic work requirement in less than 10 weekdays during the biweekly pay period. An employee's biweekly CWS request shall be submitted to the supervisor for approval via the Employee-Management Contract, IMCOM Form 1-A. Once approved, employees who wish to change their work schedule from the existing CWS agreement must submit a new Employee-Management Contract to their supervisor for approval. Once approved, changes will normally become effective at the beginning of the pay period following the date of approval by the supervisor and shall remain in effect until a new work schedule is implemented, the employee voluntarily discontinues CWS participation or the employee's CWS participation is terminated. Changes to the CWS should be infrequent; generally not more than once per quarter. Although supervisors may change or stagger employee arrival and departure times, there are no provisions for employees to flex their arrival or departure times.

(b) The 5-4/9 schedule is the approved CWS work schedule. This work schedule permits an employee to work eight 9-hour days and one 8-hour day over two weeks to comprise 80 hours over a pay period (five days during one week and four days during the other week of the pay period) with a fixed regular day off (RDO). The employee obtains one day off every two weeks by completing their 80-hour bi-weekly work requirement in nine days instead of ten. Subject to approval, the employee may choose any day, Monday through Friday, as the RDO.

(c) Exception to the 5-4/9 work schedule applies to garrisons operating under a 4-10 work schedule and opened for business as locally determined.

d. For employees under FWS programs, overtime hours are all hours of work in excess of eight hours in a day or 40 hours in a week that management officially orders in advance. With respect to CWS programs, overtime hours refer to any hours in excess of those specified hours for full-time employees that constitute the compressed work schedule. For part-time employees, overtime hours are hours in excess of the compressed work schedule for a day (but must be more than eight hours) or for a week (but must be more than 40 hours).

e. Employees under a CWS program may not earn or use credit hours. The amount of leave or compensatory time charged to an employee working a CWS schedule who takes off for an entire day shall equal the number of hours he or she is

scheduled to work on that day (i.e., eight hours for the day he or she is scheduled to work eight hours and nine hours for the day he or she is scheduled to work nine hours).

f. Employees attending training or on temporary duty (TDY) shall normally work the hours of the TDY. If the TDY or training is scheduled longer than one week, the employee's schedule must be changed to an eight-hour workday. RDOs generally do not apply during training or on temporary duty.

g. In carrying out daily work requirements, supervisors will determine their employees scheduled hours of work based on operational requirements and mission needs, when possible taking into consideration employee preferences.

(1) Supervisors will schedule workdays on weekdays, Monday through Friday unless otherwise required based on mission requirements;

(2) Supervisors will schedule employees start work time normally between 0630 and 0900 and depart work time normally between 1500 and 1800 (flexible time bands) unless otherwise required based on mission requirements, an exception is granted by the supervisor or IAW local collective bargaining agreements;

(3) Employees must be at work between 0900 and 1500 (IMCOM core hours) except for holidays, approved leave, compensatory time off, RDO or as scheduled for shift tour of duty.

h. Under the AWS program, the tour of duty comprises all hours and days for which core and flexible hours have been designated. The tour of duty defines the limits within which an employee must complete his or her basic work requirement. Individual tours of duty must be compatible with all the requirements of this regulation. Under a compressed work schedule or other fixed schedule, tour of duty is not flexible.

i. Employee participation in AWS is subject to supervisor approval. In addition, supervisors may require an employee's presence during specific hours for a certain period or a particular meeting. Supervisors may at any time alter a previously approved schedule to accommodate the requirement for meetings, travel, training, conferences and other essential work-related activities.

j. Credit hours are non-overtime work hours which an employee elects to work in excess of the basic work requirement that will be applied to subsequent workday, workweek or bi-weekly pay period. There is no legal authority for credit hours under a CWS program. The law provides for credit hours only for flexible work schedules. See 5 U.S.C. 6121(4).

k. Alternate Work Schedule and the use of flexible and compressed work schedules have labor relations implications. Employees represented by a recognized union may participate in a flexible or compressed work schedule "only to the extent expressly provided under a collective bargaining agreement between the agency and

the exclusive representative." 5 U.S.C. § 6130(a)(2). Models of AWS can be found in Appendix B.

Chapter 7

Telework Program

7-1. Overview

- a. Telework is a business solution that allows employees to perform mission-related work away from their traditional worksite.
- b. Telework can benefit employee morale, reduce commuting cost and stress, serve as an effective recruitment and retention tool and benefit the environment through cleaner air and reduced energy consumption.
- c. Telework can help relieve traffic congestion caused by restricted installation access and increased security precautions. Furthermore, it is an appropriate component in planning for continuity of operations (COOP) during unforeseen interruptions or disasters.
- d. Other advantages to the telework program include:
 - (1) Promoting IMCOM as an employer of choice.
 - (2) Improving the recruitment and retention of high-quality employees through enhancements to employees' quality of life.
 - (3) Enhancing IMCOM's efforts to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems or who might otherwise have to retire on disability.
 - (4) Reducing office space, parking facilities and transportation costs, including costs associated with payment of the transit subsidy.
- e. The Telework Act of 2010 requires that federal agencies establish telework policies. The law specifically applies to appropriated fund (AF) and non-appropriated (NAF) employees, provided their position is suited for telework. The Department of Defense Instruction 1035.01, Telework Policy provides the basic parameters and conditions for implementing the telework program.

7-2. Telework Applicability

- a. Telework can be used on a regular, recurring, situational, non-routine or ad hoc basis. These options will provide supervisors and employees the maximum flexibility in determining the telework arrangement that best fits the employee's situation and meets the needs of the organization. The Designated Approval Authority approves or disapproves the telework arrangement agreed to by the employee and the supervisor.

b. Telework employees participating in short-term ad-hoc arrangements (recuperating from surgery, illnesses or injury) and who are medically cleared to perform work may be allowed to work part-time or full-time from an alternative worksite until they are able to return to work at their traditional worksite. Ad-hoc telework is not intended to be used as a replacement for sick leave when an employee is ill. If the employee requests an ad-hoc telework day in lieu of a sick-leave day, the DAA will make the decision based on the supervisor's input. Telework may be used:

(1) On a regular and recurring basis.

(2) On a situational, non-routine or ad hoc basis

(a) To perform large projects, tasks that require concentration and uninterrupted blocks of time for successful completion or to accomplish routine job tasks when practicable.

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

(c) When the regular worksite is closed during adverse or inclement weather conditions (e.g., snow emergencies, floods, hurricanes) or with supervisor approval when OPM announces that government offices are open with the option for unscheduled telework when severe weather conditions or other circumstances disrupt commuting and compromise employee safety. More information on unscheduled telework options can be found in OPM's Washington D.C. Dismissal and Closure Procedures at <http://www.opm.gov/oca/compmemo/dismissal.pdf>. While this OPM instruction is intended to apply to situations affecting federal employees in the Washington D.C. area, similar procedures in other areas may be based on this guidance, consistent with the local senior commander's operation status decisions for weather-related conditions for installations or sites outside the Washington D.C. area.

c. Telework may be used as a regular or situational arrangement for employees with impairments, as appropriate. The DOD Computer/Electronic Accommodations Program may provide services and accommodations (e.g., assistive devices and technology) for employees with impairments teleworking under an approved telework arrangement. In the case of covered employees, telework arrangements may be a form of reasonable accommodation pursuant to sections 791 and 794a of title 29, U.S.C. (also known as "The Rehabilitation Act of 1973, as amended") (Reference (m)). The Rehabilitation Act of 1973, as amended, does not apply to military personnel.

d. IMCOM can use Telework to prepare for COOP in the event of an emergency.

7-3. Telework Eligibility and Non-Eligibility

a. Work suitable for telework depends on the job content, rather than the job title, type of appointment or work schedule. Positions that require employees to perform tasks that are measurable, quantifiable, evaluated by the quality of a deliverable and are primarily project-oriented (i.e., a statistical analysis or writing a field manual or program of instruction) are the best candidates for telework. Telework is feasible for work that requires thinking and writing (i.e., data analysis, reviewing grants or cases, writing decisions or reports) and for computer-oriented tasks (i.e., programming, data entry and word-processing).

b. Employees who exhibit suitable work performance and occupy eligible positions (i.e., those positions that involve portable work and are not dependent on the employee's presence at the traditional worksite) may be allowed to telework. In certain situations, positions or employees may be identified as ineligible for telework. However, there may be circumstances or portions of employees' work (e.g., reading and analyzing documents and preparing reports or other types of correspondence) when the employees in these positions may be considered for telework on a situational basis.

c. AF employees who are directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act, when injured or suffering from work-related illnesses while conducting official government business, regardless of whether the work is performed on the agency's premises or at an alternative worksite. NAF telecommuting employees are covered by provisions of the Longshore and Harbor Worker's Compensation Act. Employees should notify their supervisors if injured while teleworking and provide their supervisors with medical documentation related to the injury.

d. Telework eligibility must be coded in the Defense Civilian Personnel Data System (DCPDS) or equivalent human resources system. Also, within DCPDS, each employee must be coded as eligible in the employee record. Supervisors must make telework determinations when establishing new positions or filling vacant positions that were not previously designated for telework eligibility. Employees must be notified of their telework eligibility in writing. Appendix C provides the Deciding Official Framework for Telework Determination. Telework eligibility codes may be found in Appendix D.

e. Eligibility: Telework eligibility criteria should be applied impartially and consistently without prohibited factors (i.e., race, religion, color, gender, national origin) being considered.

(1) An employee suitable for telework is an employee whose demonstrated personal characteristics are well-suited to telework, as determined by the supervisor, including, as a minimum—

(a) Demonstrated dependability and the ability to handle responsibility.

(b) The ability to prioritize work effectively and utilize good management and organizational skills.

(c) A performance rating at the 3 level-equivalent or above.

(2) Foreign national employee eligibility and implementation will be determined by the approving official, in accordance with the joint committee process applicable to the country concerned, and consistent with applicable host nation laws and regulations as well as international agreements and implementing arrangements.

(3) Granting telework should be based on sound business-related, operational needs of the organization to accomplish work. Telework is not an employee right. That being said, the intent of the laws on telework and this regulation is to encourage the use of telework by eligible employees of IMCOM where possible without diminishing employee performance or efficiency of the work place. Use of telework also assists supervisors and employees to identify and resolve technology, equipment, communications, and work flow issues that could impact any other remote work that may be required for mission accomplishment including continuity of operations in the event of emergency.

(4) Telework is a discretionary workplace flexibility. Although use of telework is encouraged, employees cannot be ordered to telework unless the employee's duties are designated as mission-critical and the employee is required to report to an alternative worksite or the employee's telework agreement addresses this requirement.

(5) Eligibility Appeals. Appeals for non-bargaining unit employees are governed by the administrative grievance procedure (AGP) found in DODI 1400.25 M, subchapter 771. For employees covered by a collective bargaining agreement (CBA), appeals are governed by the negotiated grievance procedure (unless this subject was not negotiated, the AGP would be used).

f. Non-Eligibility: Positions are not eligible for telework if performing the work at an alternate work site will adversely affect the performance of other employees, place a burden on the staff remaining in the office or result in a diminished level of service provided to customers. Positions may not be eligible for telework if the work requires:

(1) Frequent or short-notice face-to-face interaction with internal or external contacts, such as the supervisor, other employees, formal/informal work teams, clients or the general public, or frequent ad hoc meetings (that is, training instructors whose primary duty is to instruct students or positions with direct and recurring customer service duties).

(2) Access to material or data that cannot be moved from the regular office, would present a security risk, or breach of confidentiality (classified material, security documents, libraries, personnel records, medical records, etc.).

(3) Handling controlled unclassified information, particularly its telecommunication or electronic storage. Controlled unclassified information (CUI) is explained in AR 380-5, Chapter 5.

(4) Access to technology, equipment or facilities that is not available at the alternate duty site (e.g., secretaries who answer office phones or duties that require access to copiers or faxes).

(5) Use of a government vehicle (driver).

(6) Work that must be performed at the regular work site (such as issuing and accounting for supplies and materials, medical care, child care, safety and ammunition inspectors, range control duties, equipment repair, surveying property or dealing with wildlife).

(7) Providing emergency services or services involved in the protection of life and property (firefighters, police and guards).

(8) The employee's experience in performing the duties of the position and the need to be in the traditional worksite to learn the organization or to receive on-the-job training. Interns and trainees are not suitable for telework. Probationary status employees are not eligible for telework because probationary status periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance.

(9) Employees who are not meeting performance standards, are being counseled or disciplined for leave abuse or who have pending or current disciplinary or adverse actions may not be approved for telework.

g. Positions identified as ineligible for regular and recurring telework (at least one day per pay period) may still be considered for ad hoc telework (on an occasional, one-time or irregular basis). For example, a position requiring daily interaction with customers would not be eligible for regular and recurring telework. However, if the employee is assigned a written project or report that could be completed at an alternate work site, an ad hoc telework arrangement could be approved.

h. Supervisory positions are eligible for telework. Employees in supervisory positions are eligible only for situational telework, including emergency and OPM prescribed "unscheduled telework".

i. Employee social preferences (that is, employees who thrive on office interaction might feel isolated by working at home, while employees who are easily distracted might be better able to concentrate at home).

7-4. Telework Requirements

a. Supervisors and DAAs will ensure adequate worksite coverage during business hours so mission operations continue to be carried out efficiently and effectively and teleworkers and onsite employees are treated equitably. They will also determine the availability of government-owned information technology to support employees performing official duties at their homes. Due to continuing budget shortfalls within IMCOM, required information technology services (government-owned computers, telephone service, telecommunications equipment, etc.) may not be available or securely configured and accredited to support telework. When information technology that is essential to perform the job is unavailable or not securely configured to support required tasks, the employee will not be approved to telework.

b. IMCOM civilian employees are not authorized to work from telework centers.

c. Telework employees will continue to work at the alternate worksite during emergency closures on the employee's regularly scheduled telework day. A telework employee may be required to work at their alternate worksite during emergency closures even if that day is not a regular telework day or a day with specific approval for ad-hoc telework. If the supervisor determines that COOP capability does not exist as a result of an OPM-directed agency closure, the teleworker may be excused from duty without loss of pay or charge to leave.

d. If a situation arises at the telework employee's alternate worksite that results in the employee being unable to continue working (e.g., power outage or illness), the employee's supervisor will determine the appropriate course of action on a case-by-case basis. Depending on the situation, the supervisor may grant the teleworker excused absence (in cases of emergency dismissal or closing only), offer the teleworker the option to take leave or compensatory time off (if applicable) or require the employee to report to work at the traditional worksite.

e. The following procedures apply:

(1) A memorandum of agreement (hand receipt) between the employee and Information Management office must be completed for the issuance of government-owned computer equipment. This agreement must be signed by a representative of the servicing IT office with responsibility for the applicable area network and may include additional requirements based on local IT policies. Teleworkers cannot work on classified material at alternate worksites. Employee-owned hard drives used (intentionally or unintentionally) to store classified information become property of the Army. The IT office will provide guidance and assistance on required IT services (such as computers, telephone service, telecommunications equipment).

(2) IMCOM will provide to employees a Common Access Card reader, ActivCard Gold software, and any additional equipment deemed necessary for official duty use at the teleworker's location. The supervisor/manager will determine if the

employee will use a government-furnished computer or the employee's personal computer, depending on resources. Employee-owned computers and equipment for telework must access agency files through the HQDA Enterprise portal Virtual Private Network (VPN) and all files saved must be saved to a network drive. Prior to teleworking, employee will be provided instructions to obtain access to government computer system. Government-furnished computer equipment, software and communications, with appropriate security measures, are required for any regular and recurring telework arrangement that involves sensitive unclassified data, including Privacy Act data or FOUO data. All computers used for telework will be equipped with up-to-date anti-virus software. No other remote-access software will be loaded on employees' personal computers being used for official government business. The employee is responsible for the installation, repair and maintenance of all personal equipment. IMCOM will not reimburse employees for any expenses incurred to comply with this policy.

(3) Supervisors or managers will determine the availability of government-owned IT equipment to support employees performing official duties at the employees' alternative worksite. When IT equipment is unavailable or not securely configured to support required tasks, the employee will not be approved to telework. Providing teleworkers with government-owned equipment is the preferred method for IMCOM employees because it provides the most flexibility for the telework arrangement. Since resources are limited, the decision to provide or install government-furnished equipment at alternative worksites is a matter for determination by the DAA in coordination with the supervisor. The government is responsible for the service and maintenance of government-owned equipment. Department of Defense remote-access software may be installed onto government-owned equipment to enable maintenance of software applications and security features. Current Microsoft end user license agreements, such as Microsoft Office Suite software licenses, prohibit sharing or concurrent use of a single license of Office Suite between two government-owned desktops, or a government-owned desktop and an employee-owned desktop. However, a single license of Office Suite can be shared between a government-owned desktop and a laptop (government or employee-owned) as long as the individual using the desktop most of the time uses the software on the laptop and the software is installed on the local hard drive of the desktop (i.e., not run from a network server).

(4) Department of Defense, Department of the Army or IMCOM assumes no responsibility for any operating costs associated with an employee using his or her personal equipment and residence as an alternative worksite. This includes home maintenance, insurance and utilities.

f. Telework employees must have high-speed Internet capability at their telework location. Dial-up connection is not suitable for performance of official duties in the telework environment. IMCOM will not reimburse employees for any expenses incurred to comply with this policy.

g. Employees must agree to permit an IMCOM representative access to inspect the alternative workplace during the employee's normal working hours to ensure proper maintenance of government-owned property and conformance with safety standards.

h. Every telework participant must have a completed DD Form 2946 (DOD Telework Agreement), regardless of whether telework is regular and recurring or situational/ad hoc. The current DOD Telework Agreement is at:
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2946.pdf>.

i. Most successful telework arrangements have included initial training for participating supervisors and employees. Supervisors and telework participants must participate in telework training prior to beginning telework in accordance with the DOD policy guidance set forth in DODI 1035.01 Telework Policy. The OPM training for employees and managers (Telework 101) presently on telework.gov meets the telework training requirement. The training is at:
http://www.telework.gov/tools_and_resources/training/index.aspx.

j. The supervisor may approve use of employee-owned computers and equipment for telework on an ad-hoc basis for sensitive unclassified data, as long as the teleworker verifies, in writing, that all government files on employee-owned computer hard drives will be removed when no longer required for telework.

k. Where the supervisor has approved the use of employee-owned computers and equipment for telework on an ad-hoc basis, remote access software must not be loaded onto employee-owned computers. *NOTE: Remote access software would enable the government to remotely access the employee's personal computer. This is acceptable for government-owned equipment to enable remote maintenance of the secure configuration, but is not allowed on employee-owned computers.*

l. The supervisor may deny a request to telework or terminate an employee's existing participation in the telework program at any time, based on mission and work place requirements.

m. Employee participation may also be terminated at the request of the employee, the employee's supervisor or upper management. Some additional reasons a supervisor may terminate a telework arrangement include:

- (1) The arrangement no longer supports the mission.
- (2) Performance standards are not being met or conduct is unacceptable.
- (3) Normal production or quality of work is not being maintained.
- (4) Costs of the arrangement become impractical.
- (5) Technology changes require return to the regular office.

- (6) There is a change in work requirements.
- (7) Employees do not comply with the terms of the agreement.
- (8) Employees are being counseled or disciplined for leave abuse.
- (9) Employees are needed at the worksite.

n. Supervisors should provide no less than one full pay period notice to the employee of the termination of an agreement, to the extent practicable. Notice of Termination of Participation must be completed by the supervisor and signed by the employee and supervisor as acknowledgement of the effective date and reasons for termination. A copy should be sent to the unit timekeeper to maintain on file.

o. Time spent in a telework status is accounted for and reported in the same manner as if the employee reported for duty at their traditional worksite.

p. Timekeepers will annotate the appropriate *telework code* on time and attendance record of the teleworker using the codes below. In the Automated Time and Attendance Payroll System, these are added and recorded as a *reason code* associated to the hours worked. Regular or compensatory hours are recorded as normal and then the telework *reason codes* are associated as applicable using the NtDiff/Haz/Oth function.

- (1) TW — Telework Regular (and Recurring)
- (2) TS — Telework Situational (ad-hoc non-medical)
- (3) TM — Telework Medical (ad-hoc medical)

q. Work Schedules. Employees may work standard or compressed schedules, depending upon the agreement between the employee and the supervisor. The supervisor and the employee select the telework days. Unstructured arrangements where employees work at an alternative worksite are not authorized.

r. Telework programs are established to meet organizational mission and operational needs. Telework is primarily an arrangement established to facilitate the accomplishment of work. The supervisor has the right to require telework employees to report to their traditional worksite on scheduled telework days, based on operational requirements.

s. Overtime or night pay differential will conform to regulations and the negotiated agreement. Employees will not perform overtime or night work at alternate worksites without prior supervisory approval.

t. Employees participating in telework programs must be readily available to their regular office for a variety of reasons such as, but not limited to, meetings, briefings, special assignments, emergencies or duties that must be performed in the office.

u. The policies for requesting annual leave, sick leave or leave without pay remain unchanged.

v. Although a variety of circumstances may affect individual situations, policy governing administrative leave, dismissals and closings remain unchanged. The ability to conduct work, whether at home or at the office, determines when an employee may be excused from duty. Telework employees will continue work at their alternative worksites on their telework day when the agency is closed because of an emergency. On a case-by-case basis, the telework employee may be excused from duty during an emergency if the emergency adversely affects the telework site or if the teleworker's duties cannot be continued without contact with the regular worksite.

(1) If the employee is working at the alternative worksite and the employee's reporting office closes, the teleworker will continue to work the daily scheduled hours.

(2) When an emergency affects only the alternative worksite for a major portion of the workday, the agency can require the telecommuting employee to report to work to the employee's reporting office, approve annual leave or leave without pay, or authorize an excused absence. For example, if the employee's electricity fails while working at the alternative worksite, the supervisor may grant administrative leave or require the employee to report to the traditional worksite.

(3) When an employee knows in advance of a situation that would preclude working at an alternative worksite, work time in the office should be scheduled or leave should be requested and approved.

w. Telework has allowed employers to attract and retain valuable employees by boosting employee morale and productivity by providing reasonable accommodation. Technological advancements have also helped increase telework options. In its 1999 *Enforcement Guidance on Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act (revised 10/17/02)*, the Equal Employment Opportunity Commission said that allowing an individual with a disability to work at home may be a form of reasonable accommodation. The Americans with Disabilities Act (ADA) requires employers to provide reasonable accommodation for qualified applicants and employees with disabilities. Reasonable accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to apply for a job, perform a job, or gain equal access to the benefits and privileges of a job. The ADA does not require an employer to provide a specific accommodation if it causes undue hardship, *i.e.*, significant difficulty or expense. For information on reasonable accommodation, contact the servicing EEO office.

x. Telework affects conditions of employment of bargaining unit employees. As such, there is a statutory bargaining obligation associated with the implementation of a telework program. Notwithstanding this obligation, activities are required to comply with the provisions of the Telework Enhancement Act of 2010 and the OPM memorandum, subject Telework Enhancement Act of 2010. Guidance regarding labor relations obligations associated with the implementation of a telework program can be obtained from the servicing CPAC labor relations specialist. Labor relations obligations must be completed prior to local implementation of the IMCOM Telework Policy.



DAVID D. HALVERSON
Lieutenant General, US Army
Commanding

Appendix A References

Section I Required Publications

- a. Title 5, United States Code
- b. Federal Employees Pay and Comparability Act
- c. Fair Labor Standards Act
- d. Telework Enhancement Act of 2010
- e. Parts 353, 532, 550, 551, 610 Code of Federal Regulations
- f. DOD 7000.14-R, DOD Financial Management Regulation, June 2011, Volume 8, Civilian Pay Policy and Procedures, June 2013
- g. Department of Defense Instruction 1035.01 (Telework Policy), 4 April 2012
- h. DOD Instruction 1400.25, DOD Civilian Personnel Management, December 1996
- i. Department of Defense Telework Policy and Guide, 22 October 2001
- j. DA Memo 690-8 - Headquarters, Department of the Army Telework Program, 30 Oct 09
- k. AR 380-5 - Department of the Army Information Security Program, 29 Sep 00
- l. DCPS-UM-02, Defense Civilian Pay System Customer Service Representative Users Manual, 28 July 2013
- m. DCPS-UM-04, DCPS Users Manual for Time and Attendance, 21 Nov 10
- n. GSA Guidelines on Alternative Work Arrangements, 17 March 2006
- o. Federal Managers Financial Integrity Act, 8 Sep 82

Section II Related Publications

- AR 215-3 Nonappropriated Funds Personnel Policy, 29 Aug 03
- AR 25-1 Army Information Technology, 25 Jun 13
- AR 25-2 Information Assurance, 23 Mar 09

AR 25-400-2 The Army Records Information Management System (ARIMS), 2 Oct 07

AR 735-5 Property Accountability Policies, 10 May 13)

DA Memorandum – Nonappropriated Fund (NAF) Sunday Premium Pay for Regular Part-Time and Flexible regular Scheduled Employees – Backpay Procedures, 25 Aug 10

DA Pam 25-403 Guide to Recordkeeping in the Army, 11 Aug 08

Section III Prescribed Forms

DD FORM 2946, Department of Defense Telework Agreement, Dec 11

Telework participants must complete regardless of whether telework is regular and recurring, situational or ad hoc.

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2946.pdf>.

OPM FORM 71, Request for Leave or Approved Absence, Sep 09

IMCOM Form 1-A, Alternate Work Schedule (AWS) Agreement
Employee completes and submits to the supervisor and DAA for recommendation and approval.

<https://www.us.army.mil/suite/doc/42851067>

IMCOM Form 1-B, Telework Schedule Employee - Management Contact Agreement
Completed prior to the commencement of either regular and recurring, situational or ad-hoc telework arrangements. The telework agreement becomes a part of the employee's official time and attendance records and is provided to the timekeeper.

<https://www.us.army.mil/suite/doc/42822047>

IMCOM Form 1-C, Telework Schedule Request and Approval Form
Employee completes and submits to the supervisor and DAA for recommendation and approval.

<https://www.us.army.mil/suite/doc/42822067>

IMCOM Form 1-D, Supervisor - Employee Checklist Telework Program
Completed to ensure telework requirements are met and participating employees understand the policies and procedures of the Telework Program.

<https://www.us.army.mil/suite/42822072>

IMCOM Form 1-E, Safety Checklist Employee Certification Telework Program
Employee completes and returns to supervisor within five calendar days of signing IMCOM Form 1-B and before teleworking from an alternative worksite.

<https://www.us.army.mil/suite/doc/42822295>

IMCOM Form 1-F, Annual Telework Report

Completed when Civilian Personnel, Human Resource Directorate requests information. Due not later than 21 days after the end of the calendar year.

<https://www.us.army.mil/suite/doc/42822296>

IMCOM Form 1-G, Notice of Termination of Participation

Completed by the supervisor and signed by the employee and supervisor as acknowledgement of the effective date and reasons for termination. Copy is provided to the timekeeper to maintain on file.

<https://www.us.army.mil/suite/doc/42822297>

IMCOM Form 1-H, Report Authorization and Report of Overtime and Compensatory Time

Overtime/premium hours are scheduled and approved in advance of the start of the administrative workweek.

<https://www.us.army.mil/suite/doc/42822298>

Referenced Forms

DA Form 2028 - Recommended Changes to Publications and Blank Forms, Feb 74

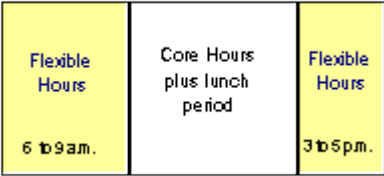
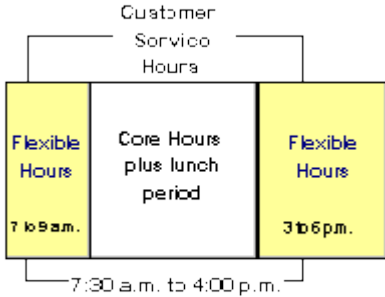
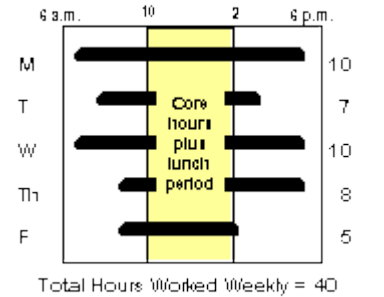
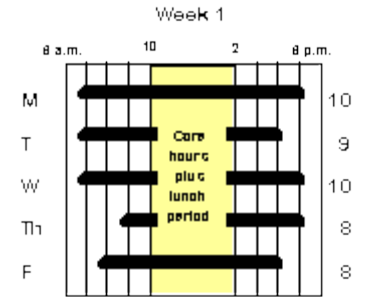
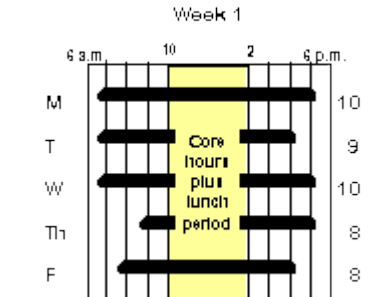
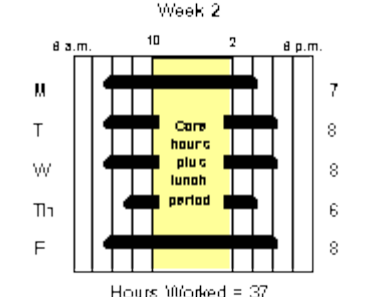
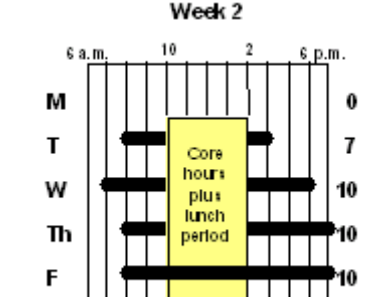
Appendix B

Models for Alternate Work Schedules

Models of Flexible Work Schedules

FLEXITOUR	GLIDING SCHEDULE	VARIABLE DAY SCHEDULE	VARIABLE WEEK SCHEDULE	MAXIFLEX
<p>Basic Work Requirement A full-time <u>employee</u> must work 8 hours a day, 40 hours a week, and 80 hours a <u>biweekly pay period</u>. The <u>agency</u> head determines the number of hours a part-time employee must work in a day, in a week, or in a biweekly pay period.</p>	<p>Basic Work Requirement (See Flexi tour.)</p>	<p>Basic Work Requirement A full-time employee must work 40 hours a week. The agency head determines the number of hours a part-time employee must work in a week.</p>	<p>Basic Work Requirement A full-time employee must work 80 hours in a biweekly pay period. The agency head determines the number of hours a part-time employee must work in a biweekly pay period.</p>	<p>Basic Work Requirement (See Variable Week Schedule.)</p>
<p>Tour of Duty <u>Agencies</u> establish <u>flexible hours surrounding core hours</u>, which include a standard meal period.</p>	<p>Tour of Duty Agencies establish flexible and core hours. <u>Gliding schedules</u> provide for <u>flexible time bands</u> at the start and end of the workday and may also allow for <u>flexible hours</u> at midday (during the lunch break). Employees must work during core hours.</p>	<p>Tour of Duty (See Gliding Schedule.)</p>	<p>Tour of Duty (See Gliding Schedule.)</p>	<p>Tour of Duty (See Gliding Schedule.)</p> <p>However, agencies may choose not to establish core hours on each workday, thus providing maximum flexibility for employees.</p>
FLEXITOUR	GLIDING SCHEDULE	VARIABLE DAY SCHEDULE	VARIABLE WEEK SCHEDULE	MAXIFLEX
<p>Core Hours An <u>employee</u> must account for missed <u>core hours</u> (if permitted) with leave, <u>credit hours</u>, or compensatory time off.</p>	<p>Core Hours (See Flexi tour.)</p>	<p>Core Hours (See Flexi tour.)</p>	<p>Core Hours (See Flexi tour.)</p>	<p>Core Hours (See Flexi tour.)</p> <p>Employees may work fewer than 10 days biweekly because of the absence of core hours on one of the normal workdays (e.g., "Flexible 5/4-9").</p>
<p>Overtime Work Overtime work is work in excess of 8 hours in a day or 40 hours in a workweek, ordered in advance by management. See 5 <u>U.S.C.</u> 6121(6).</p>	<p>Overtime Work (See Flexi tour.)</p>	<p>Overtime Work (See Flexi tour.)</p>	<p>Overtime Work (See Flexi tour.)</p>	<p>Overtime Work (See Flexi tour.)</p>
<p>Flexibility <u>Employees</u> select arrival and departure times subject to <u>agency</u> approval. (This results in a fixed schedule until the next selection period, as determined by the agency.) At the request of an employee, the agency may approve an adjusted arrival and departure time.</p>	<p>Flexibility Employees may vary arrival and departure times on a daily basis during the established <u>flexible hours</u>.</p>	<p>Flexibility (See Gliding Schedule.) An employee may also vary the length of the workday. An agency may limit the number of hours an employee may work on a daily basis.</p>	<p>Flexibility (See Variable Day Schedule.) An employee may also vary the length of the workweek.</p>	<p>Flexibility (See Variable Week Schedule.)</p>

Appendix B - Models of Flexible Work Schedules (Continued)

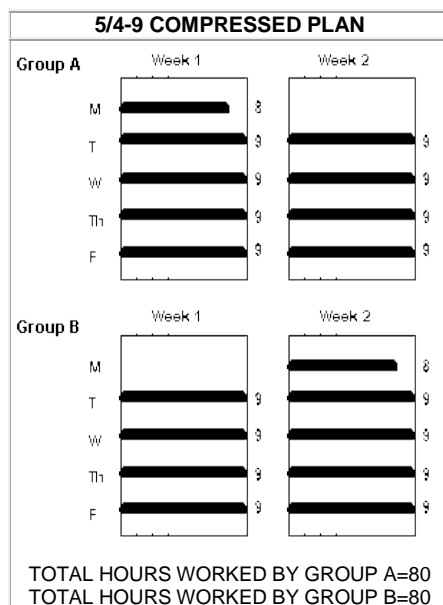
FLEXITOUR SCHEDULE	GLIDING SCHEDULE	
		
VARIABLE DAY SCHEDULE	VARIABLE WEEK SCHEDULE	MAXIFLEX SCHEDULE
		
		

Total Hours Worked Biweekly = 82
 Basic Work Requirement = 80
 Remaining Credit Hours = 2

Note: These models typify the more common types of flexible work schedules. The flexi tour and gliding schedule examples show daily work schedules. The variable day schedule example is a weekly schedule. The variable week schedule and maxi flex examples are biweekly work schedules. These models are not meant to be all inclusive.

Model of Compressed Work Schedule

5/4-9 COMPRESSED PLAN
<p style="text-align: center;">Basic Work Requirement</p> <p>A full-time employee works eight 9-hour days and one 8-hour day for a total of 80 hours in a biweekly pay period. The agency head determines the number of hours a part-time employee must work in a 9-day biweekly pay period.</p>
<p style="text-align: center;">Tour of Duty</p> <p>The "tour of duty" is established by the agency and is less than 10 workdays in a biweekly pay period.</p>
<p style="text-align: center;">Overtime Work</p> <p>Overtime work is work ordered or approved in advance by management and is in excess of the compressed work schedule's basic work requirement.</p>
<p style="text-align: center;">Holiday</p> <p>Employee is entitled to basic pay with respect to the holiday for the number of hours his/her CWS on that day.</p> <p style="text-align: center;">When holiday falls on scheduled non-workday, the workday immediately before the non-workday becomes the in-lieu-of holiday.</p> <p>Example - 1) non-workday is Monday and holiday falls on that Monday, the in lieu-of holiday is normally the preceding Friday. 2) Holiday falls on Sunday, and following Monday is non-workday, the in lieu-of holiday is the employee's next scheduled workday.</p>



A Comparison of Flexible and Compressed Work Schedules

Flexible Work Schedules	Compressed Work Schedules
<p>a. Basic Work Requirement The basic work requirement for a full-time employee is 80 hours in a biweekly pay period. Agencies may also establish daily or weekly work requirements. The agency head determines the number of hours a part-time employee must work in a specific period. Agencies may permit employees to complete their basic work requirement in less than 10 workdays.</p>	<p>a. Basic Work Requirement A full-time employee must work 80 hours in biweekly pay period and must be scheduled to work on fewer than 10 workdays. A part-time employee has a fixed schedule of fewer than 80 hours in a biweekly pay period and must be scheduled to work on fewer than 10 workdays.</p>
<p>b. Tour of Duty The tour of duty defines the limits within which an employee must complete his or her basic work requirement.</p>	<p>b. Tour of Duty The tour of duty is defined by the fixed compressed work schedule established by the agency.</p>
<p>c. Credit Hours Hours may be worked in excess of the basic work requirement at the option of the employee in order to vary the length of the workday or workweek. Not all FWS programs provide for credit hours.</p>	<p>c. Credit Hours The law provides credit hours only for flexible work schedules. There is no legal authority for credit hours under a CWS program. See 5 U.S.C. 6121(4).</p>
<p>d. Overtime Work Overtime work consists of hours of work that are officially ordered in advance and in excess of 8 hours in a day or 40 hours in a week, but does not include hours that are worked voluntarily, including credit hours, or hours that an employee is "suffered or permitted" to work which are not officially ordered in advance. (See 5 CFR 551.401(a)(2).)</p>	<p>d. Overtime Work For a full-time employee, overtime work consists of all hours of work in excess of the established compressed work schedule. For a part-time employee, overtime work must be hours in excess of the compressed work schedule for the day (more than at least 8 hours) or for the week (more than at least 40 hours).</p>
<p>e. Compensatory Time Off An agency may, at the request of an employee, approve compensatory time off in lieu of overtime pay for non-SES employees. (See 5 U.S.C. 6123(a)(1).) Mandatory compensatory time off is limited to FLSA-exempt employees (who are not prevailing rate employees) whose rate of basic pay is greater than the rate for GS-10, step 10. (See 5 CFR 550.114(c).)</p>	<p>e. Compensatory Time Off Compensatory time off may be approved in lieu of overtime pay only for irregular or occasional overtime work by an "employee" as defined in 5 U.S.C. 5541(2) or by a prevailing rate employee as defined in 5 U.S.C. 5342(a)(2), but may not be approved for an SES member. Mandatory compensatory time off is limited to FLSA-exempt employees (who are not prevailing rate employees) whose rate of basic pay is greater than the rate for GS-10, step 10.</p>
<p>f. Night Pay For GS and other employees covered by 5 U.S.C. 5545(a), agencies must pay night pay for those hours that must be worked between 6 p.m. and 6 a.m. to complete an 8-hour daily tour of duty. Agencies must also pay night pay for all designated core hours worked between 6 p.m. and 6 a.m. and for any regularly scheduled overtime work between those hours.</p>	<p>f. Night Pay The regular rules governing entitlement to night pay, at 5 CFR 550.121 and 122, apply. (See 5 CFR 532.505 for prevailing rate employees.)</p>

<p>g. Pay for Holiday Work Holiday premium pay for non-overtime work is limited to a maximum of 8 hours in a day for full-time or part-time employees. A part-time employee scheduled to work on a day designated as an "in lieu of" holiday for full-time employees is not entitled to holiday premium pay for work performed on that day.</p>	<p>g. Pay for Holiday Work Holiday premium pay for non-overtime work is limited to the number of hours normally scheduled for that day. A part-time employee scheduled to work on a day designated as an "in lieu of" holiday for full-time employees is not entitled to holiday premium pay for work performed on that day.</p>
<p>h. Pay for Sunday Work A full-time employee who performs regularly scheduled non-overtime work during a period of duty, part of which is performed on Sunday, is entitled to Sunday premium pay (25 percent of the rate of basic pay) for the entire period of work up to 8 hours. (See 5 CFR 550.171.) A part-time employee is not entitled to Sunday premium pay for Sunday work. (See 5 U.S.C. 5546 (a), 46 Comp. Gen. 337 (1966), and 5 CFR.610.111(d).)</p>	<p>h. Pay for Sunday Work A full-time employee who performs regularly scheduled non-overtime work during a period of duty, part of which is performed on Sunday, is entitled to Sunday premium pay (25 percent of the rate of basic pay) for the entire scheduled period of duty that day. (See 5 U.S.C. 6128(c) and 5 CFR 610.111(d).) A part-time employee is not entitled to premium pay for Sunday work.</p>
<p>i. Holidays A full-time employee prevented from working on a holiday (or an "in lieu of" holiday) is entitled to pay for 8 hours for that day. A part-time employee prevented from working on a holiday is entitled to pay for the number of hours he or she would have worked but for the holiday, not to exceed 8 hours. When a holiday falls on a non-workday of a part-time employee, there is no entitlement to pay for an "in lieu of" holiday. (See 5 U.S.C. 6124.)</p>	<p>i. Holidays A full-time employee prevented from working on a holiday (or an "in lieu of" holiday) is entitled to pay for the number of hours of the compressed work schedule for the employee on that day. A part-time employee prevented from working on a holiday is entitled to pay for the number of hours of the compressed work schedule on that day. When a holiday falls on a non-workday of a part-time employee, there is no entitlement to pay or an "in lieu of" holiday. (See 5 CFR 610.406 and Comptroller General opinion B-217080, June 3, 1985.)</p>
<p>j. Excused Absence The amount of excused absence to be granted an employee covered by an FWS program should be based on his or her typical schedule.</p>	<p>j. Excused Absence All compressed work schedules are fixed schedules. The regular agency practices applicable to administration of excused absence apply.</p>
<p>k. Temporary Duty The agency may allow an employee covered by an FWS program to continue the existing schedule, modify that schedule, or require him or her to follow the schedule used at the temporary work site.</p>	<p>k. Temporary Duty (Same as Flexible Work Schedules)</p>
<p>l. Travel Time spent in a travel status is considered to be hours of work only as provided in 5 CFR 550.112(g) or 5 U.S.C. 5544 (prevailing rate employees) for FLSA exempt employees, and as provided in 5 CFR 550.112(g) or 5 U.S.C. 5544 and 551.422 for nonexempt employees. Agencies may find it advisable to establish procedures to revert employees to standard fixed schedules when traveling.</p>	<p>l. Travel (Same as Flexible Work Schedules)</p>
<p>m. Application of Flexible Work Schedules in Unorganized Units</p>	<p>m. Application of Compressed Work Schedules in Unorganized Units</p>

<p>Agencies may unilaterally install FWS programs in unorganized units. There is no requirement for a vote of affected employees.</p>	<p>In an unorganized unit, a majority of affected employees must vote to be included in a CWS program. (See 5 U.S.C. 6127(b).)</p>
<p>n. Determining Hardships under Flexible Work Schedules Since FWS programs generally provide employees the flexibility to continue to work traditional schedules, the agency is not required to consider exclusion of an employee from the FWS program for personal hardship.</p>	<p>n. Determining Hardships under Compressed Work Schedules An employee for whom a CWS program would impose a personal hardship may request to be excluded from the program. The request must be submitted to the agency in writing. The agency must determine whether a personal hardship exists. If so, the employee must be excepted from the CWS program or reassigned to the first position that meets the criteria in 5 U.S.C. 6127(b)(2)(B).</p>

Appendix C

Deciding Official Framework for Telework Determination

Granting telework must be based on sound business and performance management principles. In order to assist the deciding official in determining whether a specific employee's request for a telework agreement should be granted, the employee's supervisor must forward a memorandum to the deciding official specifically answering the following questions (if the supervisor is the deciding official, the supervisor should draft this as a memorandum for record and retain in his or her supervisory file for the requesting employee):

1. Why is telework being requested? Specify what type of telework is being sought (i.e. situational/ad hoc, recurring or regular) and the proposed duration. Provide primary reason for the telework request and your reasons for recommendation of approval or disapproval.
2. Describe in detail the daily responsibilities of the employee. Do not merely provide the language from the position description; the responsibilities should be outlined as specifically as possible, including the amount of work requiring face-to-face coordination, amount of "portable work" (i.e. work that can be performed at an alternate location), amount of work involving sensitive information.
3. Describe in detail how having this employee telework would affect the remainder of the work unit? How will staff coordination and meetings within the work unit be handled?
4. Describe in detail your plan for supervising the work product of the employee. Estimate the amount of additional time needed to supervise the teleworking employee.
5. Where does the employee propose to telework from?
6. If employee is requesting regular or recurring telework, is the position coded as eligible for regular or recurring telework (ER001) in DCPDS?
7. If employee is requesting regular or recurring telework and the position, is coded as eligible for situational or ad hoc telework only (ES002) in DCPDS, have the duties and responsibilities related to that position significantly changed? Are there other compelling reasons to grant regular or recurring telework that should be considered?
8. Is the requestor newly appointed to a trainee or entry level position?
9. Has the requestor had any time and attendance issues within the past two years? If so, please provide an explanation of the issue and the disciplinary action or counseling, if any, taken by management regarding the issue.

10. Has the requestor had any issues with respect to the misuse or abuse of government IT equipment within the last two years? If so, please provide an explanation of the issue and the disciplinary action or counseling, if any, taken by management regarding the issue.

11. Has the requestor had any performance or conduct issues within the last 12 months? If so, please provide an explanation of the issue and the disciplinary action or counseling, if any, taken by management regarding the issue.

12. What was the requestor's last rating of record (employees must have a rating of 3 to be eligible)?

13. Does this employee have any unresolved security issues?

NOTE: The official worksite for an employee covered by a telework agreement is the location of the traditional worksite for the employee's position, as long as the employee is scheduled to report physically at least twice each biweekly pay period on a regular and recurring basis to the traditional worksite. When an employee's worksite is changed from the official worksite to the telework location in a permanent arrangement, a Standard Form 50 must be completed by the servicing human resources office. Supervisors and employees should be aware of the implications of this arrangement. IAW IMCOM Regulation 690-16 states that employees may be required to report to the traditional worksite based on operational requirements. Employees are entitled to reimbursement for official business travel to the traditional worksite when the employee teleworks full-time from a location outside the local commuting area and his or her alternate worksite has been determined as his or her official duty station. Employees are compensated based on the location of their official worksites (i.e. a change in the official worksite may change the employee's locality pay). Reassignment of the employee from the official worksite to the telework site may also have implications for a reduction in force (the telework site may be a different competitive area than the traditional worksite.)

Telework does not have to be a full time arrangement. For example if the employee's duties require face-to-face coordination for three days a week, management can consider granting telework for the remaining two days. What percentage of the employee's duties can be performed at an alternate location?

Appendix D

Person Telework Eligibility Codes

Person Telework Eligibility Code	Description
ER001	Employee eligible for regular and recurring telework, including emergency and OPM prescribed "unscheduled telework."
ES002	Employee eligible for situational telework only, including emergency and OPM prescribed "unscheduled telework."
EM003	Employee eligible to telework due to medical condition.
NE100	Prohibited due to official discipline for more than five days of AWOL in a calendar year.
NE101	Prohibited due to discipline for violation of SP G, ethical standards for viewing, downloading, exchanging pornography, including child pornography on a federal government computer or while performing official federal government duties.
NE102	Not eligible due to employee conduct issues. Employee may be eligible during emergency or OPM prescribed "unscheduled telework." Supervisor approval is required on case-by-case basis.
NE103	Not eligible due to employee performance issues. Employee may be eligible during emergency or OPM prescribed "unscheduled telework." . Supervisor approval is required on case-by-case basis.
NE104	Not eligible due to employee failure to meet performance requirement of agreement. Employee may be eligible during emergency or OPM prescribed "unscheduled telework." Supervisor approval is required on case-by-case basis.
NE105	Not eligible during period of trainee status. Employee may be eligible during emergency or OPM prescribed "unscheduled telework." Supervisor approval is required on case-by-case basis.
NE106	Not eligible - Position requires extensive face-to-face contact with supervisor, employees and clients, and employee's physical presence. May be eligible in emergency or OPM "unscheduled telework." Supervisor approval required on case-by-case basis.
NE107	Not eligible - Position requires access to material or special equipment that cannot be moved from office. Employee may be eligible during emergency or OPM "unscheduled telework." Supervisor approval is required on case-by-case basis.
NE108	Not eligible due to daily requirement to handle classified materials. Employee may be eligible during an emergency or for OPM "unscheduled telework," Supervisor approval is required on case-by-case basis.

Appendix E

ATAAPS and TLMS Timesheet Codes

ATAAPS Codes	ATAAPS Codes
HG – Holiday Work	LG – Advanced Sick
RG – Regular	LI – Military
CB – Travel Comp Earned	LJ – Shore
CC – Comp Time Callback	LK – Home
CE – Comp time Earned	LL – Law Enforcement
CF – Travel Comp Time Taken	LO – BRAC Restored Leave
CT – Comp Time Taken	LP – Annual , Restored #3
CA – Religious Comp Time Taken	LQ – Annual, Restored #2
CR – Religious Comp Time Earned	LR – Annual, Restored #1
HC – Holiday Callback	LX – Non-work, Paid (death)
KA – Leave W/O Pay	LA – Annual Leave
KB – Suspension	LH – Leave Holiday
KC – AWOL	LM – Military Leave
KD – Office Of Worker Comp Program	LN – Administrative Leave
KE – Furlough	LS – Sick Leave
KF – Non duty w/l regular Schedule	LV – Excused Absence
KG – Military Furlough	LY – Time Off Leave Award
LB – Advanced Annual	LT – Traumatic Injury
LC – Court	OC – Overtime Callback
LF – Forced Annual	OS – Overtime Scheduled
OU – Overtime Unscheduled	
TLMS Codes	TLMS Codes
ANN – Annual Leave	REG – Regular Time
CMP – Comp Leave	SIC – Sick Leave
H_L – Home Leave	SL – Sick Leave/OT
HDP – Holiday Worked	HL – Holiday/OT
HOL – Holiday Leave	TCE – Travel Comp Earned
LWO – Leave W/O Pay	TCT – Travel Comp Time Taken
R_H – Remove Holiday	

Appendix F

IMCOM AEC, Regions, and Garrisons Designated Approval Authority (DAA) Telework Delegation Matrix. No further delegation is authorized.

For Employees Assigned to:	Telework Approval Authority for 1 – 5 Days Per Week (Regular and Recurring), Situational, or Ad Hoc
AEC	Commander
Region Staff	Region Director/Chief of Staff
Garrisons	Garrison Commander/Manager

HQ IMCOM Designated Approval Authority (DAA) Telework Delegation Matrix. No further delegation is authorized.

For Employees Assigned to:	Telework Approval Authority for 4 – 5 Days Per Week (Regular and Recurring)	Telework Approval Authority for 1 – 3 Days Per Week (Regular and Recurring), Situational, or Ad Hoc
Headquarters IMCOM Directorate Staff (G Staff) Personal Staff Command Group/Special Staff	DCG/COS DCG/COS DCG/COS	Principal Staff Director DCG/COS DCG/COS

Glossary

Section I Abbreviations

AF — Appropriated Fund

AR — Army Regulation

ARIMS — Army Records Information Management System

CAC — Common Access Card

CCL — Cryptographic Logon

COOP — Continuity of Operations

CUI — Controlled Unclassified Information

DAA — Designated Approval Authority

DOD — Department of Defense

FOUO — For Official Use Only

HCEN — Headquarters Classified Enterprise Network

HEN — Headquarters Enterprise Network

HQ — Headquarters

HQDA — Headquarters, Department of Army

HRD — Human Resources Division

IM — Information Management

IMCOM — Installation Management Command

IT — Information Technology

MSO – Mission Support Office

NAF — Non-Appropriated Fund

NEC – Network Enterprise Center

OPM — Office of Personnel Management

PKI — Public Key Infrastructure

RAS — Remote Access Server

SP — Service Pack

TLMS – Time and Labor Management System

USAEC — US Army Environmental Command

VPN — Virtual Private Network

Section II Terms

Ad-hoc telework — Approved telework performed at an alternative worksite on an occasional or irregular basis. The telework opportunity may be a result of a medical problem, reasonable accommodation or the need to be focused on a special project. Other situations may develop that make it beneficial for the employee and supervisor to agree on an episodic telework opportunity (e.g., when the traditional worksite is faced with a volatile situation, such as a mass demonstration or weather-related incidents).

Alternative worksite — Location where an employee is allowed to work in lieu of reporting to the official duty station. The worksite does not act as a barrier to the employee's ability to perform officially assigned duties.

Continuity of Operations (COOP) — Plan that allows the organization to continue to perform its mission even in the event of an emergency.

Credit Hours — are hours that an employee elects to work, with supervisory approval, in excess of the employees basic work requirement under a flexible work schedule.

Official duty station — Location where an employee is scheduled (while in duty status) to report at least twice a pay period on a regular and recurring basis to the regular worksite for the employee's position of record.

Regular and recurring telework — Approved work schedule where employees eligible to telework will work at least one day per pay period at an alternative worksite.

Telework or telecommuting — Alternative work arrangement that permits an employee to perform officially assigned duties away from the principal office under circumstances to reduce or eliminate commute time.

Teleworker — Employee who, with the approval of the supervisor, works full-time or part-time at locations other than the official duty station.

Telework agreement — Written agreement, completed and signed by an employee, supervisor and organization DAA, that outlines the terms and conditions of the telework arrangement.

Traditional worksite — Location where an employee would work, absent a telework arrangement.

Section III Special Abbreviations and Terms

This section contains no entries.