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Headquarters, U.S. Army
Training and Doctrine Command
Fort Eustis, Virginia 23604

*TRADOC Regulation 600-18

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Personnel – General

U.S. Army Training and Doctrine Command Telework Policy

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History. This is an administrative revision to U.S. Army Training and Doctrine Command Regulation (TR) 600-18. The portions affected are listed in the summary of change.

Summary. This regulation implements Department of Defense Telework Policy and defines responsibilities for the administration and management of the program to all U.S. Army Training and Doctrine Command organizations and personnel.

Applicability. This regulation applies to all U.S. Army Training and Doctrine Command civilian employees.

Proponent and exception authority. The proponent of this regulation is the U.S. Army Training and Doctrine Command, Deputy Chief of Staff, G-1/4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating activity, in the grade of colonel or the civilian equivalent. Organizations may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. The commander or senior leader will endorse waiver requests and forward them through higher headquarters to the policy proponent.

Army management control process. This regulation does not contain management control provisions.

*This regulation supersedes TRADOC Regulation 600-18, dated 3 May 2013.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the U.S. Army Training and Doctrine Command, Deputy Chief of Staff , G-1/4, 661 Sheppard Place, (ATBO-C), Fort Eustis, VA 23604-5745.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) via email to through channels to Deputy Chief of Staff, G-1/4, 661 Sheppard Place, (ATBO-C), Fort Eustis, VA 23604-5745.

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Summary of Change

TRADOC Regulation 600-18

U.S. Army Training and Doctrine Command Telework Policy

This administrative revision, dated 12 October 2021-

- o Updates responsibilities (paras 1-4d and 1-4e).
- o Updates, consolidates and reorganizes requirements throughout.

Contents

	Page
Chapter 1 Introduction	3
1-1. Purpose	3
1-2. References	3
1-3. Explanation of abbreviations	3
1-4. Responsibilities.....	3
1-5. Records management requirements.....	5
Chapter 2 Telework Policy	5
2-1. General.....	5
2-2. Participation and eligibility	6
2-3. Authorized telework agreements	8
2-4. Reporting requirements	8
2-5. Timekeeping	8
2-6. Federal Employees' Compensation Act	9
2-7. Grievances	9
2-8. Equal employment opportunity	9
2-9. Labor relations.....	9
Appendix A References	9
Glossary	10

Chapter 1 Introduction

1-1. Purpose

To establish policy and guidance for implementing the Department of Defense (DOD) Telework Policy within U.S. Army Training and Doctrine Command (TRADOC).

1-2. References

See [appendix A](#).

1-3. Explanation of abbreviations

See [glossary](#).

1-4. Responsibilities

a. Deputy Chief of Staff (DCS) G-1/4, Headquarters (HQ) TRADOC, will-

(1) Ensure proper implementation of the telework program within TRADOC in accordance with Public Law 111-292, chapter 65 (Telework Enhancement Act of 2010).

(2) Provide guidance, updates, and assistance to subordinate activities, as required.

(3) Compile installation reports and forward required information to HQ, Department of the Army.

(4) Provide program management. Point of contact is Civilian Human Resources Directorate (ATBO-C).

(5) Designate a HQ TRADOC Telework Program Coordinator.

b. DCS, G-6, HQ TRADOC, and local G-6s will provide guidance and assistance to subordinate activities on required information technology services (computers, telephone service, telecommunications equipment, etc.).

c. Commanders will-

(1) Have overall responsibility for the implementation of the telework program of their organization.

(2) Support the telework program and overcome artificial barriers to the program.

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

(4) Ensure local bargaining obligations are satisfied.

(5) Designate a Telework Program Coordinator for their respective commands.

d. Supervisors will-

(1) Determine telework eligibility based on Department of Defense (DOD) criteria for position and employee eligibility. Designate positions to indicate telework eligibility and work with the servicing civilian personnel advisory center in order to document determinations in the position record in the Defense Civilian Personnel Data System.

(2) Complete telework training prior to approving employees' Department of Defense Form 2946.

(3) Approve or deny requests for telework based upon mission requirements, employee performance, current disciplinary actions, work habits, and the needs of the workgroup. See para 2-2b, for telework eligibility requirements.

(4) Ensure completion, signature, and maintenance of the Department of Defense Form 2946 (Department of Defense Telework Agreement), consistent with the requirements of the Office of Personnel Management Telework Guide, prior to the commencement of telework arrangements. Review and revalidate telework arrangements at least every two years. A new Telework Agreement should be completed when there is a change to the employee's supervisor. Supervisors and teleworkers should complete telework training as a refresher every two years when revalidating the Department of Defense Form 2946.

(5) Ensure telework is accurately recorded in the DOD Automated Time and Attendance and Production System (ATAAPS) and that the proper codes are used.

(6) Ensure that telework does not diminish employee performance or agency operations.

(7) Ensure teleworkers are held accountable for government furnished equipment (GFE).

(8) Terminate telework arrangements if an employee's performance or conduct does not comply with the terms of the Department of Defense Form 2946 or if the telework agreement fails to meet organizational needs.

e. Employees will-

(1) Complete telework training prior to completing a Department of Defense Form 2946 and obtain supervisor approval prior to commencement of either regular and recurring or ad hoc telework arrangements.

(2) Designate one area in the home as the official work station for purposes of telework, ensure that the designated area complies with safety requirements, and complete the self-certification safety checklist. Report any work-related accident or injury occurring at the alternative worksite and provide the supervisor with medical documentation related to the accident or injury.

(3) Protect all controlled unclassified information, including Privacy Act or for official use only data, and classified (where applicable and authorized at a secure alternative location) data and comply with all criteria and guidelines for information and electronic security outlined in Army Regulation 380-5.

(4) Work at the regular worksite on scheduled telework days if called for by mission requirements, as determined by the supervisor.

(5) Contact your supervisor to request and receive approval prior to engaging in unscheduled telework.

(6) Maintain a performance level of at least fully successful or equivalent.

(7) Properly code and report approved telework time in the ATAAPS.

(8) Safeguard and ensure appropriate use of GFE.

1-5. Records management requirements

As decreed by AR 25-400-2, the records management (recordkeeping) requirements for all record numbers, associated forms, and reports are included in the Army's Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports associated with AR 25-30 are located in RRS-A at <https://www.arims.army.mil>.

Chapter 2 Telework Policy

2-1. General

a. TRADOC workforce will comply with DOD Instruction 1305.01, applicable laws, regulations, relevant collective bargaining agreements, and supplemental guidance provided in this policy.

b. Participation in the TRADOC Telework Program will be authorized without regard to race, color, gender, religion, national origin, marital status, age, disability, sexual orientation, or prior EEO activity. This policy in no way limits the rights of any individual to request a reasonable accommodation in accordance with the provisions of Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, and implementing Equal Employment Opportunity Commission regulations at 29 Code of Federal Regulations 1630.

c. Telework is a discretionary workplace flexibility; it is not an entitlement or an employee right. The supervisor may end participation in the telework program for an employee, an organizational segment, or the entire division for reasons such as mission requirements, decline in employee performance, disciplinary actions, or organizational needs. The ability to telework is position dependent, as some positions or some duties of a position may not lend themselves to be

effectively accomplished via telework.

d. Employees with mission-critical duties and those who may be required to telework in the case of a continuity of operations event, office closure due to adverse or inclement weather, or pandemic health crisis are required to have an approved Department of Defense Form 2964 in place. This requirement will be identified as a condition of employment in the official position description.

e. A supervisor may require the presence of an employee in the office on a day normally scheduled for telework. Generally, an employee is notified prior to such a change. However, in cases where advance notice is not feasible, teleworkers must report to the regular duty station, when directed.

f. Teleworking employees must be at their alternate worksite during their scheduled tour of duty unless they are on temporary duty or in an approved non-duty status (for example, annual leave, leave without pay, etc.). The telework site must comply with the safety checklist in the Department of Defense Form 2964.

g. The Department of Defense Form 2964 establishes specific work arrangements between the employee and supervisor before telework begins.

h. All work-related files, records, or papers produced while teleworking are the property of the U.S. Government and are subject to all applicable laws and regulations governing the use, maintenance, access, and destruction of such files, records, and papers. Employees must exercise care and judgment with regard to records and information that are sensitive and/or subject to the Privacy Act of 1974. Offices allowing employees offsite access to these records must ensure that the employee has a mission-related purpose for taking this information out of the office, and that the employee maintains appropriate administrative, technical, and physical safeguards to protect the confidentiality and integrity of records. Should personally identifiable information (PII) be compromised, the employee must immediately report the breach to their supervisor, their security and information managers, and follow reporting requirements in accordance with the TRADOC Regulation 1-8.

i. All standards governing ethical behavior remain in effect, regardless of where or when work is performed.

2-2. Participation and eligibility

a. The TRADOC Telework Program is available for employees whose positions have been determined eligible. Position eligibility for telework depends on job content, not on the job title, type of appointment, work schedule, or a supervisor's personal leadership style. In general, an employee's participation in telework is voluntary and subject to approval by the chain of command. Training is required for supervisors and employees prior to participation in the Telework Program. On-line training is found at www.telework.gov.

b. Eligibility requirements.

(1) Approval of an employee's participation in the Telework Program is determined on a case-by-case basis. When determining whether a telework arrangement is appropriate, supervisors should consider not only whether a position is telework-eligible, but whether employee has demonstrated personal characteristics suited to telework (for example, dependability, the ability to function independently, the ability to prioritize work and effectively utilize time management skills, etc.). Telework eligibility criteria should be applied impartially and consistently.

(2) In certain situations, based on the following criteria, positions or employees may be identified as not suitable for telework. Occasionally, when an employees' overall position is ineligible for telework, there may be circumstances or portions of employees' work (for example, reading and analyzing documents, and preparing reports or other types of correspondence) that would permit the employees in these positions to be considered for telework on a situational basis:

(a) Employees in positions that require, on a daily basis, an on-site activity or face-to-face personal contacts that cannot be handled at an alternative worksite.

(b) Employees in positions that require, on a daily basis, direct handling of classified material or material that cannot be moved from the regular office and would present a security risk or breach of confidentiality.

(c) Employees whose performance or conduct warrants more close supervisory direction than telework may provide, such as whose rating of record is below fully successful; whose conduct has resulted in disciplinary action within the past 12 months; or who have unresolved security issues that might influence telework eligibility.

(d) Employees recently assigned or newly appointed to trainee or entry level positions. The length of time for which the employee is deemed ineligible for telework is at the supervisor's discretion (for example, the employee's performance within the first 6 months in the position or at mid-term review is at an acceptable level).

(3) Employees in positions determined not normally suitable for telework may be eligible for situational telework in emergency situations.

(4) Employees shall not be authorized to telework consistent with guidance set forth in section 6502 of title 5, United States Code if:

(a) The employee has been officially disciplined for being absent without permission for more than 5 days in any calendar year.

(b) The employee has been officially disciplined for violation of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties consistent with the guidance set forth in section 2635.704 of title 5, Code of Federal Regulations.

2-3. Authorized telework agreements

a. Telework applicability. There are three distinct telework arrangements which are intended to meet a broad array of organization and employee needs. The intent in offering these types of arrangements is to provide supervisors and employees with maximum flexibility to establish an agreement that is appropriate to their unique work and personal situations.

b. Telework can be used as:

(1) Regular and recurring. An approved work agreement where eligible employees work at an alternative worksite as part of an ongoing, regular, and recurring schedule, typically on an approved day or days during a bi-weekly pay period.

(2) Situational, non-routine, or ad hoc nonmedical. An approved, limited arrangement under which eligible employees work at an alternative worksite (such as, to perform specific assignments, projects, or to accomplish job tasks that require concentration and uninterrupted blocks of time for successful completion; complete web-based distance and continuous learning; severe weather conditions; other circumstances that disrupt employees commute or compromise employee safety and the official duty station is closed).

(3) Ad-hoc medical. An approved, limited arrangement during an employee's convalescence from short/long-term injury/illness which prevents the employee from reporting to the official worksite but does not preclude the employee from performing his/her official duties at the approved telework location. However, if the DOD Computer/Electronic Accommodations Program for services and accommodations (for example, assistive devices and technology) for employees with impairments teleworking under an approved telework arrangement is necessary, such requests for reasonable accommodation are outside the scope of this policy and should be addressed consistent with applicable regulations, policies, and procedures.

2-4. Reporting requirements

HQ TRADOC, G-1/4, Civilian Human Resources Directorate, will periodically request telework usage information from each of the TRADOC activities. Reporting requirements will comply with the data required by higher HQs.

2-5. Timekeeping

Time spent in a telework status will be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. Timekeepers will make a distinction between regular work hours (time spent at the traditional worksite) and

telework hours and annotate them on the teleworker's time and attendance record.

TRADOC uses the following ATAPPS codes for documenting telework: TW - Telework regular (and recurring); TS - Telework situational (ad-hoc nonmedical); TM - Telework medical (ad-hoc medical).

2-6. Federal Employees' Compensation Act

Employees are covered by chapter 81 of title 5, United States Code (also known as "The Federal Employees' Compensation Act") when injured or suffering from work-related illnesses while conducting official Government business at the telework location. The potential exposure to liability is restricted to the designated official alternative worksite. Employees should notify their supervisors if injured while teleworking and provide their supervisors with medical documentation related to the injury.

2-7. Grievances

If an employee disputes the reason(s) given for not approving him or her for Telework, or for terminating his or her telework agreement, the employee may use the applicable negotiated grievance procedure consistent with the local collective bargaining agreement or the agency administrative grievance process, as appropriate. Information relating to grievance processes may be obtained from the local civilian personnel advisory center.

2-8. Equal employment opportunity

An employee who believes that he or she was not approved for telework or that his or her telework agreement was terminated based on his or her race, color, religion, sex, national origin, physical or mental disability, age, reprisal, and/or genetic information, may file a complaint of employment discrimination. Information related to filing an equal employment opportunity complaint may be obtained from the local equal employment opportunity office.

2-9. Labor relations

Labor relations obligations must be completed prior to implementation of telework policies. Civilian personnel advisory centers can advise on notification to labor organizations and negotiation procedures.

Appendix A References

Section I Required Publications

AR 380-5
Department of the Army Information Security Program

AR 380-19
Information Systems Security

TRADOC Regulation 600-18

U.S. Office of Personnel Management Telework Guide
(U.S. Office of Personnel Management web site at [https://www.telework.gov/guidance-legislation/telework-guidance/telework-guide/.](https://www.telework.gov/guidance-legislation/telework-guidance/telework-guide/))

Public Law 111-292
Telework Enhancement Act of 2010

DOD Instruction 1035.01
Telework Policy (Available at [https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/103501p.pdf.](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/103501p.pdf))

Section II

Referenced form

Department of Defense Form 2946
Department of Defense Telework Agreement

Glossary

AR	Army regulation
ATAAPS	Automated Time and Attendance and Production System
DCS	deputy chief of staff
DOD	Department of Defense
G-1/4	Personnel and Logistics
G-6	Chief Information Officer
GFE	government furnished equipment
HQ	Headquarters
TRADOC	U.S. Army Training and Doctrine Command