



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS U.S. ARMY GARRISON
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FORT SILL, OK 73503-1340**

AMIM-SIG-ZA (1aa4)

24 January 2024

**MEMORANDUM FOR ALL US ARMY GARRISON FORT SILL INSTALLATION
MANAGEMENT COMMAND (IMCOM) PERSONNEL**

**SUBJECT: U.S. Army Garrison Fort Sill (USAG-Sill) Telework Program, Garrison
Commander (GC) Policy Memorandum 22-25**

1. References:

a. U.S. Office of Personnel Management (OPM), Guide to Telework and Remote Work in the Federal Government, dated November 2021 (Available at: <https://www.telework.gov/guidance-legislation/telework-guidance/telework-guide>)

b. Department of Defense Instruction (DoDI) 1035.01 (Telework Policy), dated 04 April 2012, Incorporating Change 1, effective 07 April 2020 (Available at: <http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/105301p.pdf>)

c. Headquarters, Army Installation Management Command (IMCOM), AMIM-HRC-T Memorandum, (IMCOM Policy Memorandum), IMCOM Directorate (ID), Telework Program, dated 29 November 2022

2. Purpose: Provide policy and procedures for supervisors / managers on the use of the wide range of workplace flexibilities, including telework and remote work, to attract and retain a highly qualified, ready, and resilient workforce.

3. Applicability: This policy memorandum is only applicable to civilian appropriated fund (APF) and non-appropriated fund (NAF) employees assigned to the USAG-Fort Sill Community. This policy memorandum supersedes all previous guidance for this group of employees.

4. Policy:

a. I expect leaders at all levels to embrace telework and remote work as part of their strategy to improve and sustain talent acquisition. Remote work is especially encouraged to fill critical positions within the USAG-Fort Sill Community, when necessary. I expect leaders to set conditions for effective hybrid work environments consisting of in-person and virtual staff and provide the elements critical to the success of these work arrangements, including world class supervisors and managers, technology, and training. Telework and remote work will enable us to sustain

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productivity, accomplish training, complete administrative actions, as well as improve employee morale and satisfaction.

b. Directors are authorized to approve telework one (1) workday per pay period. DD Form 2946 (Department of Defense Telework Agreement) will be completed and approved. Training will also be completed as noted in paragraph 4d. An assessment of the Telework Policy is subject to occur to determine if the program is expanded. Directors are also authorized to approve situational telework up to 30 days for a medical-related or similar issue where an employee can effectively accomplish the mission while working from home.

c. Supervisors / managers will manage employee telework requests in a manner that maximizes opportunities for telework while also ensuring the continues success of the mission. Supervisors / managers will ensure positions are properly coded regarding telework eligibility, balancing maximizing position telework eligibility with mission accomplishment.

d. Supervisors / managers will ensure employees are telework eligible.
Supervisors / managers, and employees will conduct telework training (Available at:
Supervisors / Managers:
<https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/managers-course/index.htm>
Employees:
<https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/employee-course/index.htm>

5. Point of contact for this memorandum is the Director of Human Resources, (580) 442-0145, or email: michael.l.heller.civ@army.mil.


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Commanding

CF:
Deputy Garrison Commander
Directors
Union