



HEADQUARTERS, UNITED STATES FORCES KOREA  
UNIT #15237  
APO AP 96271-5237

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FKCC

MEMORANDUM FOR UNC/CFC/USFK PERSONNEL

SUBJECT: Telework Policy

1. References:

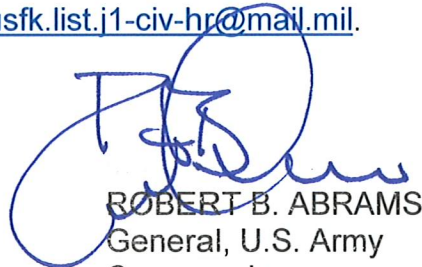
- a. Telework Enhancement Act of 2010, H.R. 1722, 111<sup>th</sup> Congress.
- b. United States Office of Personnel Management, Guide to Telework in the Federal Government, April 2011.
- c. Department of Defense Instruction 1035.01 (Telework Policy), April 4, 2012 (Incorporating Change 1, Effective April 7, 2020).

2. Purpose: To provide telework policy and guidance to the United Nations Command (UNC), Combined Forces Command (CFC), and United States Forces Korea (USFK) workforce.

3. Applicability: This policy applies to all U.S. military service members and Department of the Army civilian employees, and their supervisors, working in UNC/CFC/USFK. Personnel attached to USFK should endeavor to follow this policy as well, in conjunction with their agency's rules.

4. Statement of Intent: UNC/CFC/USFK will maximize the use of telework consistent with mission accomplishment in support of the Department of Defense commitment to workforce efficiency, emergency preparedness, and quality of life.

5. Point of contact for this matter is J-1 Human Resources Office Director, at DSN: 755-4115 or [indopacom.yongsan.usfk.list.j1-civ-hr@mail.mil](mailto:indopacom.yongsan.usfk.list.j1-civ-hr@mail.mil).

  
ROBERT B. ABRAMS  
General, U.S. Army  
Commander

1. Policy.

a. Telework is a voluntary work flexibility arrangement under which an employee (defined as a military service member or Department of the Army civilian, unless otherwise specified) performs duties from an approved worksite other than the location from which the employee would otherwise work. There are two types of telework:

(1) Regular and recurring: An approved work arrangement where eligible employees work at an approved alternative worksite as part of an ongoing, regular, and recurring schedule, typically on an approved day or days of the week.

(2) Situational (ad hoc): Telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing and regular telework schedule. Telework is considered situational even though it may occur continuously for a specific period, and is also referred to as ad hoc telework.

b. Management officials will support teleworking and allow maximum participation to the extent that mission readiness or accomplishment is not compromised. Management officials will ensure that participation and telework agreements are in compliance with reference a.

(1) Telework is not an entitlement and even pre-scheduled telework days can be cancelled if the mission requires the teleworker's presence at the normal worksite on a certain day or days. In those occasions, supervisors will provide as much notice as practical for the teleworking employee to return to the worksite in a timely manner. A cancellation of a particular scheduled telework period does not terminate the overall telework agreement.

(2) Supervisors can terminate telework agreements at any time it is determined that mission needs require termination, the mission is adversely impacted, the employee's performance or conduct does not comply with the terms of the telework agreement, or the telework arrangement fails to meet organizational needs.

c. Each request to establish telework (both regular and recurring, and situational) as a work option will be reviewed based upon determinations as to whether the position and employee meet the DoD prescribed eligibility criteria in above listed references. Denial of a request to establish telework will come from the employee's second level supervisor and will be in writing. The denial of the request will include information about why the request was denied.

d. All USFK employees will complete telework training as part of their orientation (but no later than 45 days after joining USFK) and telework eligible employees will create a telework agreement as soon as practical thereafter. This will ensure the requirements to telework are satisfied when the desire to telework arises suddenly (such as in a pandemic or during recovery from a medical procedure).

e. Employees approved to telework on a situational basis are considered to be continuously participating in a telework program even if there are extended periods during which the employee does not perform telework.

f. Generally, probationary employees, employees serving trial periods, employees in developmental programs, employees whose conduct has resulted in disciplinary action within the last 12 months, employees with unresolved security issues, and employees who require access to classified data on a daily basis are not suitable for regular and recurring telework. However, they may still be eligible for situational telework depending upon the circumstances.

g. Cancellation of telework can be initiated by either the supervisor or the employee. Section IV of the DoD Telework Agreement must be completed to cancel the telework arrangement. Employees and supervisors should retain copies of the cancelled Telework Agreement.

## 2. Responsibilities.

### a. USFK J-1, Human Resources Office:

- (1) Serve as the commands' Telework Coordinator by administering and overseeing implementation of the telework program.
- (2) Advise managers on position and employee eligibility for telework.
- (3) Collect data from teleworking employees and supervisors on the program's operations.
- (4) Prepare and submit reports to higher headquarters on participation and other requested information.
- (5) Maintain links to required telework training on the intranet.
- (6) Develop UNC/CFC/USFK Specific Terms and Conditions for inclusion in the DD Form 2946, Department of Defense Telework Agreement.

### b. Managers (second level supervisors) of teleworkers:

- (1) Become knowledgeable of DoD and CFC/UNC/USFK telework policies.
- (2) Complete the supervisory telework training (see J-1 intranet).
- (3) Consult with J-1 prior to denying or cancelling a telework agreement.
- (4) Deny a request to telework if the mission or the employee is not suited for telework.

c. Immediate supervisors of teleworkers:

- (1) Become knowledgeable of DoD and CFC/UNC/USFK telework policies.
- (2) Complete the supervisory telework training (see J-1 intranet).
- (3) Identify positions eligible for telework (in consultation with the J-1).
- (4) Determine if the employee is eligible to telework and inform the employee of his/her telework eligibility.
- (5) Ensure that telework agreements outline specifically:
  - (a) How work will be assigned and reviewed.
  - (b) How an employee is to be contacted at their telework location.
  - (c) What an employee's work status will be during an emergency office closure.
  - (d) The expectations regarding meetings and any other relevant information to ensure the mission is carried out seamlessly and is not impacted by teleworking.
- (6) Maintain copies of all approved telework agreements for their work section and provide them to their relief upon departure from their position.
- (7) A new supervisor of an already teleworking employee must take the training within 45 days of assuming supervisory duties. A new telework agreement will not need to be signed unless the conditions listed in the telework agreement have changed as a result of the change in supervision.

d. Teleworking employees.

- (1) Become knowledgeable of DoD and CFC/UNC/USFK telework policies.
- (2) Complete the supervisory telework training (see J-1 intranet).
- (3) Prepare DD Form 2946, Department of Defense Telework Agreement and submit to their supervisor for approval.
- (4) Abide by terms and conditions of the telework agreement to include security of all official information, protection of any government owned equipment, and creation of a safe and effective alternative worksite for conducting telework.
- (5) Carry out the mission of the organization at the approved alternative worksite, as seamlessly as it is carried out at the official duty location.

- (6) Maintain a required performance level of at least fully successful.
- (7) Report approved telework time correctly in their time and attendance system.
- (8) Provide at least one week's written/email notice to their supervisor if they are withdrawing from their telework agreement.

e. Designated Approving Officials.

(1) The Chiefs of Staff will approve telework agreements in situations where the telework site is outside of Area III (to include the Osan and Suwon enclaves of Area V).

(2) Authority to approve telework agreements in situations where the employee's telework site is within the commuting area of the employee's regular worksite:

(a) The Deputy Chiefs of Staff are the approval authority for their command's respective office staff.

(b) Staff Directors and Deputies, 0-6/GS-15 and above, are the approval authority for their staffs.

(c) The Secretary Joint Staff (SJS) is the approval authority for all offices reporting to SJS.

3. Time Keeping.

a. Time spent in a telework status will be accurately accounted for and reported in the employee's time and attendance system. To the extent the system allows, employees, managers, and timekeepers will make a distinction between regular work hours (time spent at the traditional worksite) and telework hours and annotate them accordingly.

b. US civilians will use the following codes for documenting telework in the Automated Time Attendance and Production System (ATAAPS):

(1) TW - Telework Regular (regular and recurring)

(2) TS - Telework Situational (situational for nonmedical reasons)

(3) TM - Telework Medical (situational due to medical reason of employee)

c. Korean National civilians will use the same telework codes as soon as they are reflected in the time and attendance system. Until then, they will use the "Regular" work code.

#### 4. Special Circumstances

a. Employees with an approved telework agreement (regular and recurring or situational) should be prepared to telework during foreseeable events or circumstances that disrupt or prevent commuting or reporting to the office, such as adverse weather. Being prepared means taking home computers and other necessary equipment and work materials when it is foreseeable that the employee may not be able to work at their normal worksite. Being prepared requires the employee to remain aware of weather forecasts and planned/possible disruptions to normal base operations.

(1) Employees not wishing to telework or who do not have the required equipment to telework at their alternative worksite, when such a foreseeable event occurs must use unscheduled personal leave.

(2) Administrative leave will not be granted to employees under these circumstances, even though other employees who do not have telework agreements will be on administrative leave.

(3) Employees must notify their supervisor of their intent to use unscheduled leave or unscheduled telework within two duty hours.

(4) If an event is not reasonably foreseeable (i.e. area weather forecast changes dramatically during the weekend so an employee cannot reasonably be expected to telework on Monday; or power-outage throughout the base's geographic area), the supervisor will seek advice from the J-15 as to how to account for the employee's time.

b. An employee with an approved telework agreement who is ordered into a restriction of movement (ROM) by a local or U.S. government official due to official travel (i.e. TDY) is expected to telework during the ROM. For guidance on such situations, contact the J-1 Human Resources Office before the employee travels.

c. An employee with an approved telework agreement who is ordered into a restriction of movement (ROM) by a local or U.S. government official due to personal travel (i.e. weekend travel or leave, even if government sponsored), must telework or take personal leave during the ROM. An employee under ROM for personal reasons can only be placed on administrative leave if telework is unavailable through no fault of the employee. For guidance on such situations, contact the J-1 Human Resources Office before the employee travels.

5. Administrative and Disciplinary Actions. Violations of this policy may subject employees to administrative and/or disciplinary actions.