



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON, SC 29207-5015

ATZJ-CG

28 SEP 2018

MEMORANDUM FOR

Commander, All Units Reporting Directly to this Headquarters
Directors and Chiefs, Staff Offices/Departments, this Headquarters

SUBJECT: Fort Jackson Policy Memorandum #25 - Telework

1. References:

- a. Department of Defense Instruction 1035.01 (Telework Policy), 4 Apr 12.
- b. TRADOC Regulation 600-18 (Personnel – General, TRADOC Guidance for the Department of Defense Telework Policy), 3 May 13.

2. Purpose. This policy provides additional USATC guidance to applicable Department of Defense (DoD) and TRADOC guidelines and regulations. It establishes the commander's policy on telework for the United States Army Training Center (USATC).

3. Applicability. This policy applies to all Department of the Army civilians assigned to or under the operational control of USATC. Eligibility to participate in the program is restrictive.

4. Responsibilities.

- a. G-8, Manpower and Equipment Division (MED) will:
 - (1) Coordinate telework actions in support of this program.
 - (2) Review all telework requests prior to approval.
 - (3) Compile and submit reports to higher headquarters, as requested.
- b. The G-6, will determine the availability of government-owned equipment, information technology, and software required to support employees performing official duties at alternate worksites. Employees must protect any government-owned equipment and use the equipment only for official purposes. Funding constraints may impact the availability of government-owned computers, telephone services and telecommunication equipment. If the required security considerations cannot be met, telework will not be approved.

ATZJ-CG

SUBJECT: Fort Jackson Policy Memorandum #25 – Telework

5. Policy.

a. There are no full-time permanent positions eligible for regular and recurring telework. In some instances, employees may be considered for situational telework on a case-by-case basis such as a special project, medical reasons, or unforeseen emergencies such as inclement weather, power outages, etc. Supervisors and employees considered for the telework program must meet all prerequisites outlined in TRADOC Regulation 600-18. Supervisors are the approving authority for short-term telework based on mission requirements and employee performance. Long-term special projects exceeding 90 days must be approved by the Chief of Staff.

b. USATC assumes no responsibility for any operating costs associated with an employee using his or her personal equipment or residence as an alternative worksite. This includes, but is not limited to, utilities, insurance, and home maintenance costs.

c. Liability for Damages. The government will not be liable for damages to employee's personal or real property that occurs while the employee is working at an approved alternate worksite.

d. The use of personal email accounts for personally identifiable information (PII) transmission is strictly prohibited. PII may only be emailed between government email accounts and must be encrypted and digitally signed.

6. The proponent for this policy is the USATC G-8. This policy is effective until superseded or rescinded.



MIZFORD H. BEAGLE JR.
Brigadier General, U.S. Army
Commanding

DISTRIBUTION:

All USATC Brigades and Staff Offices