




TELEWORK GUIDANCE

Army Reserve Commanders are directed to maximize the use of telework in order to help reduce the spread of COVID-19 and sustain unit mission essential operations. Effective immediately, telework guidance should be provided for all personnel in the Army Reserve workplace.

This guidance applies to all Soldiers and Department of the Army Civilians in the Army Reserve. Contracting Officer Representatives (COR) should coordinate with the Mission and Installation Contracting Command/Contracting Officers to review and implement, as appropriate, telework options for contractor personnel.

Military Leaders and Supervisors

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- ▶ **Employ maximum flexibility and creativity** in executing mission essential tasks and unit operations in order to sustain unit and Soldier readiness within the construct of existing policy and procedures.
 - ▶ Ensure Soldiers who are teleworking have **proper equipment** to conduct accountability and to accomplish work assignments.
 - ▶ Military Personnel can be authorized to work from an agreed upon **alternate telework duty location**.
 - ▶ Soldiers should be provided **training and written guidance** that delineates:
 - a. Accountability procedures (work call, sick call, leave, pass, etc.).
 - b. Supervisory instruction on maintaining unit operations and mission essential tasks.
 - ▶ Personnel performing **mission-essential duties** remotely will follow all published guidance from their Chain of Command or Supervisor. Leaders will ensure risk mitigation measures are enforced.

Department of the Army Civilians



- ▶ **Complete training** and have a signed and approved **Telework Agreement** in place in accordance with the Telework Enhancement Act of 2010 prior to executing telework. Supervisors should ensure such actions have taken place.
- ▶ Telework packets consist of the complete Telework Agreement using the DD Form 2946, Employee Telework Training Certificate and Supervisor Telework Training Certificate.
 - ▶ **Employee and Manager Telework training:**
<https://www.telework.gov/training-resources/telework-training>
 - ▶ **DD Form 2946:** <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2946.pdf>
(Note: Save to computer and view and print in Adobe Acrobat)
- ▶ **Civilians may telework even when a child or dependent requiring supervision is present at the alternative worksite.** Where an employee is teleworking and providing care during duty hours, the employee must account for this time using appropriate leave.
- ▶ **Telework program participants may be required to telework in the event of an emergency.** Employees, even non-program participants, may be required to telework when a pandemic is declared and the agency has issued evacuation orders and/or activated their COOP.