



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

CESWL-DE (690-900)

31 January 2003

DISTRICT COMMANDER'S POLICY MEMORANDUM NO. 03-02

SUBJECT: Civilian Personnel Telework Program

1. References.

a. SWDR Regulation 690-2-1, Human Resources Telework Program, 15 November 2002.

b. U.S. Army Corps of Engineers Southwestern Division Telework Guide, October 2002.

2. Purpose. The following policy is a supplement to DoD, HQUSACE and SWD telework policy to further define and communicate procedures and responsibilities for the Little Rock District Telework program.

3. Applicability. This policy applies to all activities of the Little Rock District. Where the provisions of the collective bargaining agreements differ from this memorandum, the provisions in the negotiated agreement will take precedence for employees covered by that agreement.

4. General. The Little Rock District will follow SWDR Regulation 690-2-1, dated 15 November 2002 and use the USACE Southwestern Division Telework Guide, October 2002 in the execution of its Telework Program. The following is provided in support of the above mentioned references:

a. Telework may be used to put injured and recuperating, employees back to work at home and take them off sick leave. A doctor's statement of anticipated recovery timeline and work restrictions and/or a list of work tasks that may be performed must be provided to supervisor to assist in his/her determination of suitability of Telework.

b. Employees who are authorized to work at home or at another approved location should be organized, highly disciplined, conscientious self-starters who require minimal supervision, have been on the job for a minimum of one year and have received a minimum performance rating of "Successful Level 3" or higher. Telework is not suitable for employees who need to be in the office to learn the organization; who require on-the-job training; or who need close supervision.

SUBJECT: Civilian Personnel Telework Program

c. Application Process and Procedures.

(1). The Division/Office Chief will review the positions under their responsibility to determine the positions suitable for telework. This analysis will be reviewed by the upper chain of command including the District Engineer. Once approved, the positions will be so identified on the District's integrated manning document.

(2). An employee interested in participating in the program will complete a request to participate in the Telework Program. The completed request will be submitted to the employee's supervisor (SWD Form 958, 01 October 2002). The disposition will be documented in writing and will state the reasons for the approval/disapproval. The supervisor and Division/Office Chief will jointly review and consider the requirements of this policy before making a decision, and if determined that the employee will participate in the program, the employee and supervisor will sign an Employee/Supervisor Telework Agreement (SWD Form 957), a Telework Program Self-Certification Safety Checklist (SWD Form 960, 01 October 2002), and a Telework Checklist (SWD Form 959, 01 October 2002). In addition, the employee and information assurance security officer (IASO), will sign a memorandum of agreement for government owned computer equipment on loan to employee (SWD Form 955, 01 October 2002).

(3). Supervisors will maintain a copy of all signed agreements/checklists etc. Division and office chiefs will maintain sufficient data regarding number of positions eligible for telework, number of positions/employees eligible for telework, number of employees offered the opportunity to telework, and number of employees actually teleworking. The Executive Assistant will serve as the District's Telework Coordinator and will perform the duties as outlined in the SWD Telework Guide. All Divisions/Offices will provide a Telework status report to the Executive Assistant at the end of each quarter (Enclosure).

5. POC is Dana Simmons, Executive Assistant at (501) 324-5531.

Encl

  
BENJAMIN H. BUTLER  
Colonel, EN  
Commanding

# Telework Status

**ORGANIZATION:** \_\_\_\_\_

**DATE COMPLETED:** \_\_\_\_\_

**COMPLETED BY:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

1. Total number of employees in your organization (Full time and part time permanent):  
Full Time Permanent \_\_\_\_\_  
Part Time Permanent \_\_\_\_\_
2. Total number of positions suitable for telework: Full Time Permanent \_\_\_\_\_  
Part Time Permanent \_\_\_\_\_
3. Total number of positions/employees suitable for telework: Full Time Permanent \_\_\_\_\_  
Part Time Permanent \_\_\_\_\_
4. Total number of employees offered telework: (This number should be equal to or less than Number 3)  
Full Time Permanent \_\_\_\_\_  
Part Time Permanent \_\_\_\_\_
5. Total number of employees who are currently teleworking:  
Recurring: Full Time Permanent \_\_\_\_\_  
Part Time Permanent \_\_\_\_\_  
Ad hoc: Full Time Permanent \_\_\_\_\_  
Part Time Permanent \_\_\_\_\_

**6. Position Details (list changes for the quarter):**

<u>Position Title</u>	<u>Type of Telework</u>	<u>Type of Assignment</u>
(1).		
(2).		
(3).		
(4).		
(5).		
(6).		
(7).		
(8).		
(9).		
(10).		