



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-C (1aa4)

MAR 10 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Situational Telework Guidelines

1. References.

- a. Secretary of Defense memorandum (Initial Department of Defense Implementation Guidance, Return to In-Person Work), 31 January 2025.
- b. Office of the Under Secretary of Defense memorandum (Guidance on the Use of Situational Telework), 4 March 2025.
- c. Office of the Assistant Secretary, Manpower and Reserve Affairs (ASAMRA) memorandum, (Initial Army Return to In-Person Work Implementation Guidance), 3 February 2025.
- d. Department of Defense Instruction 1035.01, "Telework and Remote Work," 8 January 2024.
- e. TRADOC Regulation 600-18, Telework Policy.

2. Pursuant to reference 1a, the Department of Defense (DoD) terminated authority for civilian professionals and Service members to continue regular and recurring telework and remote work arrangements, unless necessary to comply with applicable laws. Such certification is not required for disability or qualifying medical conditions handled through the reasonable accommodation process.

3. Until such time as the DoD approves additional exemption requests, the current DoD-approved exemptions are as follows:

- a. Civilians with an approved deferred resignation request;
- b. For whom telework or remote work is an approved reasonable accommodation pursuant to applicable law;
- c. Civilians who are approved for remote work for purposes of enabling them to accompany a Service member spouse to an assignment that is not in the vicinity of the agency worksite;

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d. For whom the DoD Component head has determined there is no suitable office space at the agency worksite; and

e. Civilians for whom applicable law or collective bargaining obligations require an exemption.

4. Situational telework should be intermittent and not authorized as a substitute for routine or recurring telework. Center and Activities must ensure that situational telework requests are reviewed on a case-by-case basis and that judicious discretion is exercised in authorizing telework. Additionally, all situational telework arrangements must be approved in advance by the designated authority, in accordance with reference 1e, and civilian professionals and Service members must obtain explicit approval before performing work at an approved alternate worksite.

5. Situational telework may continue to be authorized for weather-related emergencies, office closures or other situations where the supervisor determines telework serves a compelling agency need (e.g., to minimize the amount of leave required for medical appointments in the middle of the work day; work on special projects; attend web-based training; a civilian professional or Service member who is recovering from an illness or injury and is able to perform work, but temporarily unable to physically report to the official worksite).

6. Entering a situational telework arrangement remains voluntary and subject to approval by the chain of command.

7. Supervisors, civilians, and Service members authorized to telework will complete telework training prior to signing the DD Form 2946, *Department of Defense Telework Agreement*. Telework and remote work agreements should continue to be recorded on form DD Form 2946 until further notice. Supervisors of civilian professionals or Service members who will work regular/recurring telework or remote work based on an approved DoD exception **must** ensure the following statement is included on the form, specifically in the "Component Specific Terms and Conditions" section: **"This agreement is in accordance with an approved exception from the Secretary of Defense."** To preserve employee privacy in the event of an approved reasonable accommodation, do not annotate on this form what type of exception was approved.

8. Flexible work arrangements such as alternative work schedules (flexible or compressed) are not affected by the return to in-person work policy and may still be considered.

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9. Centers and Activities must develop tracking mechanisms to identify the number of employees teleworking or working remotely for each exception category. Do not track by employee name, only aggregated data should be collected and maintained.

10. Data on the number of approved reasonable accommodation requests that include telework or remote work can be provided from the Installation Disability Program Manager. All reasonable accommodation requests must be formally annotated in the reasonable accommodation tracking system to ensure accuracy of the data reported.

11. Local labor relations obligations must be met prior to implementation.

12. Point of contacts are HQ TRADOC, DCS, G-1/4/9, Civilian Human Resources Directorate, Ms. Dee McKinnon, danelle.l.mckinnon.civ@army.mil and Ms. Hannah Morton, hannah.r.morton.civ@army.mil.



GARY M. BRITO
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