

ALARACT 098/2023

DTG: R 061600Z DEC 23

UNCLAS

SUBJ/ALARACT 098/2023 – PERSONNEL ACCOUNTING FOR TELEWORKING SOLDIERS

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA, DCS, G-1

1. REFERENCES:

1.A. (U) DEPARTMENT OF DEFENSE INSTRUCTION 1035.01, TELEWORK POLICY (AVAILABLE AT [HTTPS://WWW.ESD.WHS.MIL/DD/](https://www.esd.whs.mil/DD/))

1.B. (U) AR 600-8-6, PERSONNEL ACCOUNTING AND STRENGTH REPORTING

2. (U) PURSUANT REFERENCES 1.A AND 1.B, COMMANDERS ARE REMINDED TO ACCOUNT FOR ALL SOLDIERS AUTHORIZED TO TELEWORK WHO ARE AT THEIR ALTERNATIVE WORKSITE AND PERFORMING THEIR ESSENTIAL DUTIES DURING THEIR SCHEDULED TOURS OF DUTY AS PRESENT FOR DUTY.

3. (U) GENERAL GUIDANCE.

3.A. (U) ARMY COMMAND, ARMY SERVICE COMPONENT COMMAND, AND DIRECT REPORTING UNIT COMMANDERS WILL ENSURE THAT ACCOUNTABILITY REPORTS INCLUDE THE DUTY STATUS OF SOLDIERS WITH AUTHORIZED TELEWORK AGREEMENTS AND SOLDIERS AUTHORIZED SITUATIONAL, NON-ROUTINE, OR AD HOC TELEWORK, IN ACCORDANCE WITH REFERENCE 1.A ABOVE.

3.B. (U) UNIT COMMANDERS WILL ENSURE THAT TIMELY AND ACCURATE UPDATES TO MULTIPLE HUMAN RESOURCES SYSTEMS OF RECORD ACCOUNT FOR TELEWORKING SOLDIERS UNDER THEIR COMMAND.

4. (U) POINT OF CONTACT, FOR PERSONNEL ACCOUNTING INFORMATION, CONTACT THE SOLDIER PROGRAMS BRANCH, PERSONNEL POLICY EMAIL: USARMY.KNOX.HRC.MBX.TAGD-SPB-POLICY@ARMY.MIL.

5. (U) THIS ALARACT MESSAGE EXPIRES ON 29 NOVEMBER 2024.