

S: 31 May 2002

NHAG-ZA

25 March 2002

MEMORANDUM FOR All Directorates and Commanders

SUBJECT: Telework Test, Phase II

1. Telework is a management tool that allows our employees to work at an alternate duty location. Over the past year, the New Hampshire National Guard (NHNG) conducted a test with a small pool of Air, Army and State personnel. This test was successful for the personnel involved while meeting the organization's mission. Because of the success of the first test, I am going to open up this opportunity to all employees of the NHNG.

2. Department of Defense guidance authorizes each state to determine its eligible telework positions. All Commanders, Supervisors and Managers will meet with your personnel within the next sixty (60) days to discuss the advantages of telework and see if it is feasible for your personnel to participate. When possible, employees will be offered the opportunity to telework using the attached guidelines. There should be compelling reasons why our employees would not be eligible to telework. The next testing phase will commence on 15 April and end one year later with quarterly reviews.

3. The success of our telecommuting program is incumbent upon your continued positive attitude and forward thinking actions and that of your employees. We look forward to this change in our culture and how it will make a significant contribution to our work environment.

4. Information on how to implement this program is attached. We are still developing this program and ask for everyone's patience and support while we address the fine-tuning of the policy, technology and other issues of the program.

5. Point of contact for this action is MAJ Angela Maxner at 603-225-1203.

//signed//

JOHN E. BLAIR
Major General, NHNG
The Adjutant General

5 Encls

1. Telework opportunities
2. Results from Test #1
3. Technology options/constraints
4. ANGI 36-5, 13 April 2001
5. Telecommuter/Supervisor Responsibilities

Enclosure 1 (Telework opportunities) to Telework Test, Phase II

1. Each supervisor will discuss the telework options with their employees and determine the position capability and employee desire for telework. There should be good compelling reasons not to offer telework, and there are some, but one of those reasons is not "because I (the supervisor) don't believe in it" or "because I can't have face to face meetings/staff meetings".
2. Focus on the specific job. The following will assist in determining telework options:
 - a. Look at *job content*, not just title and series
 - b. Determine if there is a *recurring* opportunity to perform work at the alternate work site
 - c. Work does not require use of *specialized equipment or technology* that is available only at official work site
 - d. Customer service jobs that require personal, *face-to-face contact* with others -- determine what project-based or thought/writing intensive job requirements
 - e. Tasks and functions generally suited for telework include, but are not limited to:
 - Data Processing
 - Research and Policy Development
 - Telephone-intensive Tasks
 - Computer-oriented tasks (e.g. programming, data entry, word processing)
 - Intensive thinking and writing tasks – policies, programs, papers
 - Project-based work
 - Review cases
 - Computer programming
 - Computer-based training (CBT)
 - Catch-up on email
3. Focus on the Employee:
 - a. Employee participation is voluntary
 - b. Employee's job performance is fully successful
 - c. Employee is not on a performance improvement plan
 - d. Employee's attendance and work habits are good
 - e. Employee does not have a disciplinary record
 - f. Employee is not serving a probationary or trial period
 - g. Employee is not occupying a trainee position
4. Focus on the when and where. There are several options to organize telework plans...find ways to make it work...make it the rule, not the exception.
 - a. At home or telework site (local armory)
 - b. Permanent plan - Select a specific day(s), each week or month
 - c. Adhoc plan - Whenever there's an need to do the types of work listed above
 - d. When there is a family/personal requirement at/near the home
5. If possible, have telecommuters defer work that may appropriately be performed at the telecommuting site.
6. Have telecommuters plan their work so tasks that can be accomplished only at the official work site do not arise while they're telecommuting.
7. Remind telecommuters to safeguard their work by saving to disks.

Enclosure 2 (Results from Phase 1 test) to Telework Test, Phase II

1. Advantages:

- Time savings from travel
- Accomplish more work in less time
- Increased efficiency, focus
- Better able to stick to timeline
- Increased morale, retention, satisfaction
- Increased trust between supervisor and employee
- Fewer interruptions
- Improves quality of life

2. Supervisor comments:

- Get more duty time and productivity from traditional employee; however, not having physical presence presents a perceived challenge since she holds an integral position in the squadron.
- Highly trustworthy employee and working on a project equals a great way to use the telecommuting tool as a supervisor
- Able to care for family without taking leave
- Employee will get more output and effort because of job satisfaction
- Employee completes more works and uses less time traveling
- Can stay more focused on project
- Project was a real payoff for employee. Normal work environment is too hectic to complete time sensitive projects
- Positive opportunity for employee. Benefit to the organization.
- It's really good for my employee to work without interruptions

3. Concerns:

- Lack of visibility creates a trust issue, and if an unscheduled event arises, employee is at least 30 minutes away
- A bit uncomfortable w/o the face to face contact, but the productivity will overcome this issue.
- Need to look at how telecommuters will make long distance calls back to the office

Enclosure 3 (Technology support/constraints) to Telework Test, Phase II

1. Air National Guard

a. Computer Resources

- (1) Secure internet
Use: Access email
Need: Any computer, access
Drawback: Some on-line activities can't be accessed, such as PDS
- (2) AKO
Use: Forward official email to the AKO account
Need: To build an account for ANG
Drawbacks: None
- (3) Individual will need personally-owned PC.
- (4) Comm Flight will provide Norton Anti-virus software. Call ext. 2500.

b. Phone Resources

- (1) Pay for outside call into voice mail
Use: Access work voice mail system
Need: Any phone
Drawback: Costs to the employee

2. Army National Guard

a. Computer Resources: No link to the network to access program files on the server.

- (1) AKO
Use: Forward official email to the AKO account
Need: Any computer; AKO account
Drawbacks: none
- (2) Individual will need personally-owned PC.
- (3) DCSIM will continue to research Virtual Private Network and client software options for full connectivity.

b. Phone Resources

- (1) Prepaid calling cards (through 2007) limited to \$12,000 total.
Use: Call anywhere, anytime
Need: Phone card from DCSIM
Drawback: Limited number of cards and funds.
- (2) 4-digit phone system
Use: Access a Private Branch Exchange (PBX) at Concord, Manchester, Berlin or Center Strafford. Then, check your voice mail or dial a public number.
Need: Be within local calling range to a PBX site
Drawback: Limited number of PBX sites. Cannot check voicemail using a cell phone.
- (3) DCSIM will not support with cell phones and pagers.

NHNG Telecommuting Telecommunications Costs and Savings (DRAFT)

<p>Telecom Costs to the NHNG. Dial in services from home. Reimbursement to individual for Long distance costs. Credit Cards.</p>	<p>Telecom Costs to the Individual. Telephone Service. Telephone Hardware.</p>
<p>Telecom Savings for the NHNG. Less small talk on phone by employees.</p>	<p>Telecom Savings for the Individual. Family does not have to call work. Worker does not have to call home.</p>
<p>Hardware/Software Costs for the NHNG. VPN Software. Terminal Thin Client software</p>	<p>Hardware/Software Costs for the Individual. Personal Computer. Appropriate Software.</p>
<p>Hardware/Software Savings for the NHNG.</p>	<p>Hardware/Software Savings for the Individual. Some requirements may allow an individual to use a government PC.</p>
<p>Miscellaneous Costs for the NHNG.</p>	<p>Miscellaneous Costs for the Individual. Home Office Space.</p>
<p>Miscellaneous Savings for the NHNG. Unnecessary lights and heat.</p>	<p>Miscellaneous Savings for the Individual. Road wear on car. Road wear on body.</p>
<p>Intangible Savings/Benefits for the NHNG. Higher morale of the work force. Reduces crowded work conditions.</p>	<p>Intangible Savings/Benefits for the Individual. Road wear on body. Focus on projects.</p>

Personnel

**TELECOMMUTING POLICY FOR
THE AIR NATIONAL GUARD**

This instruction establishes the policy and guidelines for the use of telecommuting by Air National Guard (ANG) personnel and employees. This is the initial publication of ANGI 36-5. It complies with standards set forth by the following memorandums, public law and regulations: White House memorandum, 11 July 1994, Family-Friendly Work Arrangements in the Executive Branch; Deputy Secretary of Defense memorandum, 3 March 1995, Expanding Flexible Work Arrangements in the Department of Defense; Under Secretary of Defense memorandum, 20 May 1996, Department of Defense Telecommuting Pilot Project; Public Law 104-52, Page 109 STAT.468, Section 620; 31 USC Sec. 1348 /01/16/97; AFI 33-111, *Telephone Systems Management*; AFI 33-112, *Computer System Management*; AFI 33-202, *Air Force Computer Security Program*; AFD 33-2, *Information Protection*; ANGI 33-103, *Internet and Electronic Mail Policy*; AFD 36-80, *Reserve Training and Education*; ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*; AFSSI 5024 Vol. I & II, *Certification and Accreditation*. States are encouraged to supplement this instruction to meet local needs.

Section A—General Information

1. Background.

1.1. Telecommuting is a management tool that allows the ANG to authorize personnel to voluntarily work away from their official duty location. Telecommuting is a complementary way of doing business, which moves work to the people instead of moving the people to the work. In general, it means working from an alternate work location away from the official duty location. Computers, telephones, fax, E-mail, advanced communications links such as Internet, remote LAN/WAN access and affordable high speed communications access are the most common technologies used for telecommuting. This instruction establishes, sets forth and governs commanders' authority with respect to the types of training and duty that may be performed by all telecommuters of the ANG in accordance with Federal statutes and Department of Defense (DoD) policy. This instruction does not limit any type of training or operational support provided by member/employee (hereafter referred to as telecommuter) of the ANG as may be permitted without regard to this instruction.

1.2. Telecommuting is voluntary. The approval authority should grant telecommuting only when it is in the best interest of the Air National Guard. Telecommuting is a privilege and not a right for the telecommuter. Travel in connection with this type of duty is not authorized.

1.3. This instruction requires that participants use a pre-authorized work agreement for accountability. Attachment 2 shows a sample work agreement.

2. Scope. Telecommuting, as a management tool, authorizes commanders (or their written designees) to allow ANG drill status Guard members, technicians, and AGRs to work in an official capacity for pay and/or points away from the official duty location. The alternate work locations must have the necessary tools and environment to enable the telecommuter to accomplish assigned duties. All data, documents, or products developed are the sole property of the US Government and will be prepared for filing in accordance with command guidance if it is to be a permanent record. *No classified material will be used or created while telecommuting.* The approval authority and the supervisor determine the percentage of telecommuting work. Under no circumstances should a telecommuter perform all of their duties by telecommuting.

3. Roles and Responsibilities.

3.1. The Headquarters/Wing/Group/GSU Commander (or their written designee) is the approval authority for telecommuting and work agreements.

3.2. The immediate supervisor is responsible for:

3.2.1. Recommending the telecommuting project to the approval authority.

3.2.2. Preparing required documents and obtaining any necessary signatures (Attachments 2, 3, 4).

3.2.3. Ensuring that project details (e.g., scope of work, deliverables, time schedules, etc.) are mutually agreed upon before beginning work.

3.2.4. Quality control of the telecommuter's completed product.

3.2.5. Maintaining the original approved work agreement with a copy to the telecommuter.

3.3. The commander is responsible for approving the use of Government owned equipment and supplies for use by the telecommuter. The decision to use appropriated funds to pay for equipment, services, or supplies for the purposes of telecommuting rests solely with the commander.

4. Compensation.

4.1. Telecommuters will be compensated in accordance with their duty status; i.e. technician, IDT, FTNGD (which includes AGR). All telecommuters must comply with appropriate pay status regulations.

4.2. The approval authority will not authorize travel or per diem for telecommuting.

4.3. The approval authority may authorize the performance of duties on an incrementally accrued schedule for telecommuters in a military status (Attachment 5).

5. Safety. Telecommuters are responsible for ensuring that alternate work locations are safe environments. Telecommuters will report any injuries while telecommuting to their supervisor as soon as possible. The supervisor will follow line of duty or worker's compensation reporting procedures for accidents or injuries.

6. General Obligations.

6.1. Telecommuters are subject to applicable laws, regulations and instructions. The period of jurisdiction coincides with the duty hours specified in the applicable work agreement.

6.2. Telecommuters are responsible for providing telecommuting equipment requirements to the supervisor.

6.3. Telecommuters should obtain the approving authority's concurrence before performing telecommuting duties that exceed the work agreement.

6.4. The approval authority, supervisor, or telecommuter may terminate participation in telecommuting at any time.

6.5. Telecommuters will not use telecommuting for upgrade training or PME training purposes.

7. Agreements. The telecommuter, supervisor, and approval authority must sign a work agreement (Attachment 2), Telecommuter checklist (Attachment 3), and commander's authorization (Attachment 4), before starting the telecommuting project.

8. Miscellaneous.

8.1. Personnel will be entitled to the same protections and indemnification under the Federal Tort Claims Act as would be available if the services provided herein were provided at the unit during a UTA or during scheduled active duty.

8.2. Wear of the uniform during performance of duty set forth in this instruction is not required.

8.3. Personnel falsely certifying documents under this instruction are subject to prosecution under applicable laws.

Section B—Equipment

9. Government Equipment.

9.1. Subject to prescribed rules and limitations, a commander may place government-owned computers, computer software, and telecommunications equipment (hereafter referred to as equipment) in alternative work locations.

9.2. The commander retains ownership and control of all hardware, software, and data associated with, or generated by, government-owned systems. The commander must account for equipment on a hand receipt (AF Form 1297) and inventory all equipment annually. The commander must notify the Equipment Control Officer (ECO) of the relocation of the equipment.

9.3. Government equipment is FOR OFFICIAL USE ONLY (FOUO). Commanders may authorize installation, repair, and/or maintenance of equipment at their discretion and direction. The equipment is for authorized use by the telecommuter only.

9.4. Telecommuters must comply with all government security procedures and ensure that security measures are in place to protect equipment and data from physical and virus damage, theft, loss, or access by unauthorized individuals.

9.4.1. TELECOMMUTING EQUIPMENT MAY NOT BE USED TO ACCESS OR VIEW CLASSIFIED MATERIAL.

9.4.2. ANG APPROVED ANTI-VIRUS SOFTWARE (WITH THE LATEST SIGNATURE FILE) WILL BE USED AND ACTIVE WHEN TELECOMMUTING.

9.5. Before telecommuters install any hardware or software on a government system, they must have the permission of the Designated Approval Authority (DAA). Telecommuters must ensure that software use conforms to copyright law and any contractual agreements.

9.6. Report of Survey procedures must be followed if government equipment is damaged, lost, or stolen.

9.7. Government information must be protected from modification, destruction, or inappropriate release.

9.8. If telecommuting is no longer required or appropriate, the telecommuter must immediately return government-owned hardware, software, data, and cancel all telecommunication services that the government provided.

10. Privately Owned Equipment.

10.1. Telecommuters may use privately owned equipment for telecommuting purposes.

10.2. Telecommuters must agree to install, service, and maintain (at their own risk and expense) any privately owned equipment.

10.3. The government does not incur any liability or assume any costs resulting from the misuse, loss, theft, or destruction (to include computer viruses) of privately owned equipment, resources, or data.

10.4. Government information must be protected from modification, destruction, misuse or inappropriate release.

10.5. When using privately owned equipment, the telecommuter will store all government data on appropriately marked removable media.

Section C—Accountability

11. Documentation.

11.1. The approval authority will sign all required agreements before the telecommuter starts the telecommuting project unless unique circumstances preclude timely accomplishment of the agreements. Verbal approvals will be followed with the required agreements as set forth in this instruction.

11.2. The telecommuter should submit pay documentation in a timely manner. The approval authority indicates agreement by signing the appropriate pay documents (e.g., NGB Form 105, time cards, etc.) annotating telecommuting status.

PAUL A. WEAVER, JR.
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE

Chief

Support Services

Attachments 5

- 1. References, Abbreviations, Acronyms, and Terms**
- 2. Air National Guard Telecommuting Work Agreement**
- 3. Air National Guard Telecommuting Supervisor and Telecommuter Checklist**
- 4. Commander's Authorization for Off Base Duty**
- 5. Telecommuting Duty Form**

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD 7950.1, *Automated Data Processing Resources Management*

DoD 7000.14-R, *DoD Information Security Program*

DoD 7000.14-R, Vol 8, *Civilian Pay Policy and Procedures*

DoD 7950.1-M, *Defense Automation Resource Management Manual*

AFPD 10-6, *Mission Needs and Operational Requirements Use Agreements*

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*

AFPD 33-2, *C4 Systems Security*

AFI 21-109, *Communications Security (COMSEC) Equipment Maintenance, and Training*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFI 31-101, Vol. 1, *The Air Force Physical Security Program*

AFI 31-209, *The Air Force Resource Protection Program*

AFI 33-111, *Telephone Systems Management*

AFI 33-112, *Computer Systems Management*

AFI 33-114, *Software Management*

AFI 33-119, *Electronic Mail (E-Mail) Management and Use*

AFI 33-129, *Transmission of Information via the Internet*

AFI 37-132, *Air Force Privacy Act Program*

AFMAN 23-110, Vol. 2, *USAF Supply Manual*, Part 13, Charters 4 & 8

ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*

ANGI 65-101, *Air National Guard (ANG) Workday Accounting and Reporting Procedures*

Attachment 2

AIR NATIONAL GUARD TELECOMMUTING WORK AGREEMENT

The following constitutes an agreement between:

_____ and _____ agree to
Supervisor/Approval Authority Telecommuter

the terms and conditions of the telecommuting program. The supervisor and telecommuter agree:

Telecommuting schedule is: _____ Fixed _____ As needed

A2.1. Telecommuter agrees to adhere to the applicable pamphlet, guidelines, policies, and procedures of the telecommuting program. Telecommuter recognizes that the telecommuting arrangement is not a right but a complementary tool the ANG may use to accomplish work.

A2.2. The telecommuter will meet with the approval authority/supervisor to develop and/or amend performance agreements for work performed away from the official duty station. The telecommuter will complete all assigned work according to work procedures mutually agreed upon by the telecommuter and the approval authority/supervisor in the agreement.

A2.3. Participation in telecommuting does not change the telecommuter’s official duty work location.

A2.4. Where applicable, the telecommuter agrees to document and submit to the supervisor/approval authority for endorsement, any changes in the work agreement.

A2.5. The telecommuter must ensure that a safe and healthy work environment exists. If required by the supervisor/approval authority, the telecommuter agrees to sign a self-certification checklist that proclaims the alternative work site is free of work related safety and health hazards.

The alternative work site is: _____

A2.6. Any data, document or work product developed in telecommuter’s telecommuting is the sole property of the US Government.

A2.7. During telecommuting the supervisor/approval authority may check progress via telephone calls, electronic mail or other available means.

A2.8. The telecommuter agrees not to conduct personal business while in official duty status at the telecommuting workplace (e.g. caring for dependents, making home repairs, etc.).

A2.9. The telecommuter acknowledges that while telecommuting, he/she is subject to the applicable laws during the duty hours specified relative to the duty status.

A2.10. Equipment.

A2.10.1. The Government retains ownership and control of all hardware, software, and data associated with government-owned systems.

A2.10.2. Government equipment is FOR OFFICIAL USE ONLY. Installation, repair, and maintenance are at the sole discretion and direction of the issuing organization.

A2.10.3. The telecommuter agrees to protect any government-owned equipment, to prevent the use by others, and to use the equipment only for official purposes.

A.2.10.4. The telecommuter must have DAA approval before installing any hardware or software on government systems.

A.2.10.5. The telecommuter agrees to install, service, and maintain any privately owned equipment at the telecommuter’s sole risk and responsibility.

A.2.10.6. The government does not incur any cost or liability resulting from the use, misuse, loss, theft, or destruction of privately owned computer equipment or resources.

A.2.10.7. The ANG strongly encourages use of base 1-800 numbers for remote network access and long distance phone calls.

A.2.10.8. The telecommuter must comply with DoD and AF security procedures and ensure that security measures are in place to protect the equipment from damage, theft, or access by unauthorized individuals.

A.2.10.9. Access to sensitive documents, data, records, etc. on government equipment must be consistent with all DoD and AF directives and instructions. Private equipment may not be used to access or view classified information.

A.2.10.10. The telecommuter is responsible for providing security against loss due to malicious logic, physical or virus loss, theft, or damage. Anti-virus software is available for both government and privately owned computers.

A.2.11. If telecommuting is no longer required or appropriate, the telecommuter must immediately return government-owned hardware, software, data, and cancel all telecommunication services that the government provided.

A.2.11.1 Specific telecommuting project details:

A.2.11.2. Scope of work (Description of project).

A.2.11.3. Projected deliverables:

A.2.11.4. Estimated amount of time to complete the project:

A.2.11.5. Projected start and end dates:

A.2.11.6. Type of duty:

A.2.11.7. Number of estimated days/periods of duty (orders required for active duty):

A.2.11.8. Individual’s resource requirements:

A.2.11.9. Progress report requirements:

A.2.11.10. Additional remarks:

Telecommuter Signature

Date

Supervisor Signature

Date

Approval Authority Signature

Date

AIR NATIONAL GUARD TELECOMMUTING SUPERVISOR AND TELECOMMUTER CHECKLIST		DATE COMPLETED (YYYYMMDD)																		
FOR USE OF THIS FORM SEE ANGJ 36-4. PROVISION IS ANGGED.																				
The following checklist is to ensure proper orientation of your telecommuter with the policies and procedures of the telecommuting program. Divisions 4, 5, and 6 may not be applicable to your telecommuter. If this is the case, apply these rows applicable to you.																				
NAME OF TELECOMMUTER	NAME OF SUPERVISOR																			
1. Telecommuter has read and understands ANGJ 36-30000 and all local policies concerning telecommuting.																				
2. Telecommuter received a copy of agreement.																				
3. Telecommuter has not received government equipment.																				
4. Government equipment issued by the telecommuter's approval authority. By checking "X" after each applicable item. All Government equipment and software must be accounted for, by serial number, on hand receipt.																				
	<table border="1"> <tr> <td>Category of equipment</td> <td>Serial No.</td> <td>Handed to</td> </tr> <tr> <td>A. Computer</td> <td></td> <td></td> </tr> <tr> <td>B. Modem</td> <td></td> <td></td> </tr> <tr> <td>C. Fax Machine</td> <td></td> <td></td> </tr> <tr> <td>D. Telephone</td> <td></td> <td></td> </tr> <tr> <td>E. Other Items</td> <td></td> <td></td> </tr> </table>	Category of equipment	Serial No.	Handed to	A. Computer			B. Modem			C. Fax Machine			D. Telephone			E. Other Items			
Category of equipment	Serial No.	Handed to																		
A. Computer																				
B. Modem																				
C. Fax Machine																				
D. Telephone																				
E. Other Items																				
5. Policies and procedures for care of equipment issued by the supervisor's approval authority have been explained and are clearly understood.																				
6. Policies and procedures covering classified, secure, or privacy act data have been discussed, and are clearly understood.																				
7. Requirements for a safe office space and/or area have been discussed, and the telecommuter certifies those requirements are met.																				
8. Performance expectations have been discussed and are clearly understood.																				
9. Telecommuter understands that the supervisor's approval authority may terminate telecommuter participation at any time, in accordance with supervisor's approval authority and established administrative procedures.																				
REMARKS																				
TELECOMMUTER SIGNATURE		DATE (YYYYMMDD)																		
SUPERVISOR SIGNATURE		DATE (YYYYMMDD)																		

NOB FORM 3631, APRIL 2001 (FORMFLOW V. 2.15)

Figure 3A. NGB Form 3631

Attachment 4

COMMANDER'S AUTHORIZATION FOR OFF BASE DUTY

Memorandum for: (Authorized Member)

Dated _____

FROM: (Commander)

SUBJECT: Authorization for Performance of Off Base Duty

A.4.1. You are hereby authorized and directed to perform duty under Title 32 of the United States Code at your home, civilian office, and such other locations as may be reasonably convenient and most efficient in accomplishing tasks assigned to you from time to time. This authorization is given pursuant to this instruction; and in accepting this authorization, you agree and understand that you are subject to the rules and constraints of this instruction.

A.4.2. You will track and account for time devoted to such military duties in sufficient detail which shall be reported to me for approval under this instruction as set forth in Attachment 5 of this instruction.

A.4.3. If you complete work as outlined in the agreement, I will approve your submission and authorize pay and points for the work accomplished consistent with this instruction.

A.4.4. This authorization is revocable by me at any time with or without prior notice.

(Signature Block)

Enclosure 5 (Telework Responsibilities) to Telework Test, Phase II

An excerpt from ANG INSTRUCTION 36-5. This policy is applicable to all employees participating in this Telework test.

1. All:

- a. The approval authority, supervisor, or telecommuter may terminate participation in telecommuting at any time.
- b. Provide feedback to Telework committee upon request.

2. ARNG: Directorates and Unit Commanders

ANG: Group Commanders

State: Business Administrator and Director, NH State Veterans Cemetery

- a. Ensure all supervisors and employees are aware of the program test and have the opportunity to participate.
- b. Approve all telework plans.
- c. Approve the use of Government owned equipment and supplies for use by the telecommuter.
- d. Approve the use of appropriated funds to pay for equipment, services, or supplies for the purposes of telecommuting rests.

3. Immediate supervisor:

- a. Research and discuss telework opportunities, options and constraints with all employees. Document telework plan in the remarks section, NGB Fm 3631, Supervisor & Telecommuter checklist.
- b. Recommend the telecommuting project to the approval authority.
- c. Prepare required documents and obtaining any necessary signatures
 - (1) Telecommuting work agreement (ANG Inst 36-5, Attachment 2)
 - (2) Supervisor & Telecommuter checklist (Fm 3631, ANG Inst 36-5, Attachment 3)
 - (3) Commanders Authorization for Off Base Duty (ANG Inst 36-5, Attachment 4)
- d. Review and approve the Telecommuting Duty Form (NGB Fm 3630) upon completion of telework.
- e. Quality control of the telecommuter's completed product.
- f. Maintain the original approved work agreement with a copy to the telecommuter.

4. Employees:

- a. Research and discuss telework opportunities, options and constraints with supervisor. Document telework plan in the remarks section, NGB Fm 3631, Supervisor & Telecommuter checklist.
- b. Ensure that alternate work locations are safe environments.
- c. Report any injuries while telecommuting to their supervisor as soon as possible.
- d. Are subject to applicable laws, regulations and instructions. The period of jurisdiction coincides with the duty hours specified in the applicable work agreement.
- e. Provide telecommuting equipment requirements to the supervisor.
- f. Obtain the approving authority's concurrence before performing telecommuting duties that exceed the work agreement.
- g. Will not use telecommuting for upgrade training or PME training purposes.
- h. Complete the Telecommuting Duty Form (NGB Fm 3630) upon completion of telework.