



NATIONAL GUARD BUREAU

3500 FETCHET AVENUE
JOINT BASE ANDREWS, MD 20762

ANGI36-8001_ANGGM2025-01
28 April 2025

MEMORANDUM FOR DISTRIBUTION

FROM: NGB/A1

SUBJECT: Air National Guard Guidance Memorandum to ANGI 36-8001, *Air National Guard Drill Status Guardsmen (DSG) & Active Guard and Reserve (AGR) Telework Policy*

By Order of the Director, Manpower, Personnel, Recruiting, and Services, this Air National Guard Guidance Memorandum clarifies the applicability of telework for military members of the Air National Guard. In accordance with Presidential Memorandum, "Return to In-Person Work," January 20, 2025, and Acting Secretary of Defense Memorandum, "Implementation of Presidential Memorandum, Return to In-Person Work," January 24, 2025, regular and recurring telework is not permitted. Compliance with this memorandum is mandatory. To the extent these directions are inconsistent with other Air National Guard publications, the information herein prevails, in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*.

This guidance is applicable to the Air National Guard.

Supporting DoD and DAF publications for ANGI 36-8001, such as DoDI 1035.01, *Telework and Remote Work*, January 8, 2024, are currently in rewrite. Once the rewrite of the underlying publications has been completed, a thorough review will be conducted to determine if an update or rewrite of ANGI 36-8001 is required.

Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of an interim change (IC) or rewrite of the affected publication, whichever is earlier.

The point of contact for this publication is NGB/A1PS, NGB.A1.A1PS.Org@us.af.mil.

CHARLES W. NICHOLS JR., Brigadier General, USAF
Director, Manpower, Personnel and Services

**BY ORDER OF THE
DIRECTOR AIR NATIONAL GUARD**

**AIR NATIONAL GUARD INSTRUCTION
36-8001**



6 APRIL 2022

PERSONNEL

**AIR NATIONAL GUARD DRILL
STATUS GUARDSMEN (DSG) &
ACTIVE GUARD AND RESERVE (AGR)
TELEWORK POLICY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: NGB/A1P

Certified by: NGB/A1
(Col Lisa Kirk)

Supersedes: ANGI36-8001, 21 January 2012

Pages: 17

This instruction establishes the policy and guidelines for the use of telework by Air National Guard (ANG) personnel. It complies with standards set forth by the following memorandums, public law and regulations: DODI 1035.01, Telework Policy, Headquarters Air Force (HAF) Telework/Remote Work Guide dated 14 May 2021, Public Law 104-52, Section 620; 31 United States Code (USC) Section 1348, 01/16/97; AFPD 16-14, Security Enterprise Governance; AFI 17-130, CyberSecurity Program Management, All State Memorandum; ANGI 36-2001, Management of Training and Operational Support within the Air National Guard. States are encouraged to supplement this instruction to meet local needs. This instruction does not apply to Dual Status Technicians in civilian status and Title 5 civilians. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System.

SUMMARY OF CHANGES

This instruction has been significantly revised. Changes include but are not limited to, the inclusion of Active Guard and Reserve (AGR) members, removing the limitations placed on telework and delegating the overall responsibility to The Adjutant General or Commanding General, and incorporating the new HAF Telework/Remote Work guide.

Section A—General Information

1. Background.

1.1. Telework is defined as a work arrangement where a service member performs assigned official duties and other authorized activities at an approved Alternative Duty Location (ADL) on a regular, recurring, or a situational basis. This instruction establishes, sets forth and governs commanders' authority with respect to the types of training and duty that may be performed by all DSG and AGR teleworkers of the ANG in accordance with Federal statutes and Department of Defense (DoD) policy. This instruction does not limit any authorized training or operational support provided by a military member of the ANG as may be permitted without regard to this instruction.

1.2. Telework is voluntary. The approval authority should consider a variety of factors before approving telework agreements. These include:

1.2.1. Potential cost savings realized through physical footprint reduction, reduced turnover, etc.

1.2.2. Impacts to the organization's operational and administrative functions; personnel cost/savings considerations such as locality pay, new travel costs, and potential costs/savings resulting from any future change in official worksite;

1.2.3. Loss of valuable social interaction when individuals do not regularly work together in a traditional office setting and whether some may have difficulties in a remote setting without that social interaction;

1.2.4. Maintenance of quality customer service including any required physical office coverage;

1.2.5. Potential reorganization of work for other, on-site staff and subsequent perceptions of fairness;

1.2.6. The requirement for supervisors to monitor performance and focus on goals and outcomes rather than physical presence and activity;

1.2.7. Initial and ongoing communication on tasks and projects with supervisors and other team members;

1.2.8. Financial costs, such as shipping of work materials or equipment

1.2.9. Ability to provide logistical support to the employee.

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

2. Scope. Telework, as a management tool, authorizes commanders or their appointed designees to allow members, to work in an official capacity for pay and/or points away from the official duty location. The ADL must have the necessary tools and environment to enable the teleworker to accomplish assigned duties.

3. Roles and Responsibilities.

3.1. The Adjutant General (TAG) or Commanding General (CG) is the approval authority for their respective state or territory. TAG/CG may delegate telework agreement approval down to the unit commander level (or equivalent).

3.2. The commander is responsible for supplying the use of Government-owned equipment and supplies for use by the teleworker. The decision to use appropriated funds to pay for equipment, services or supplies for the purposes of telework rests solely with the commander.

3.3. The immediate supervisor is responsible for:

3.3.1. Recommending the telework agreement to the approval authority.

3.3.2. Preparing required documents and obtaining any necessary signatures on Telework Agreement or Telework checklist forms.

3.3.3. Ensuring that the telework agreement (e.g., scope of work, deliverables, time schedules, etc.) are mutually agreed upon before beginning work.

3.3.4. Quality control of the teleworker's completed product.

3.3.5. Maintaining the original approved work agreement with a copy to the teleworker. Copies of all agreements should be given to unit Customer Support Staff (CSS) to incorporate into file plan.

3.3.6. Complete both manager and employee telework training.

3.4. Teleworker:

3.4.1. Teleworker agrees to adhere to the directed laws, policies, and procedures of the telework program. Teleworker recognizes that the telework arrangement is not a right but a complementary tool the ANG may use to accomplish work.

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

3.4.1.2. Participation in telework does not change the teleworker's official duty work location.

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

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

3.4.1.5. Any data, documents, or work products developed during telework are the sole property of the United States Government and will be prepared for filing in accordance with command guidance if it is to be a permanent record. All documents should be

maintained in accordance with the system of record. The approval authority determines the telework portfolio.

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

3.4.1.7. The teleworker agrees not to conduct personal business while in official duty status at the ADL (e.g., caring for dependents, making home repairs, posting on social media websites, etc.).

3.4.1.8. The teleworker acknowledges that while teleworking, he/she is subject to the applicable laws, regulations and instructions during the duty hours specified relative to the duty status.

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

3.4.1.10. The teleworker agrees to install, service and maintain any privately owned equipment at the teleworker's sole risk and responsibility.

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

3.4.1.12. The teleworker 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.

3.4.1.13. Teleworkers must provide adequate and timely access to their ADL for troubleshooting, equipment installation, inventory, modification, etc., in the event an information handling incident is encountered and to ensure telecommunications guidelines are being followed.

3.4.1.14. Users will only access network resources through approved gateway protocols and methods such as Outlook Web Access 12 or Virtual Private Network gateways.

3.4.1.15. If teleworking is no longer required or appropriate, the teleworker must immediately return government-owned hardware, software, data and return all documents, project details and deliverables.

3.4.1.16. Complete employee telework training.

4. Compensation.

4.1. Teleworkers will be compensated in accordance with their pay grade and duty status. All teleworkers must comply with appropriate pay status regulations.

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

4.3. The approval authority may authorize the performance of duties on an incrementally accrued schedule for teleworkers in a military status (NGB IMT 3630, Telework Duty Form). An example would be a JAG working in his or her civilian legal office and keeping track of time worked on issues for the commander.

4.4. There are no incidental expenses authorized in conjunction with telework. This includes any expenses for electricity, WIFI, cell phones, office furniture, or supplies.

5. Safety. Teleworkers are responsible for ensuring that their ADLs are safe. Teleworkers will report any injuries while teleworking to their supervisor immediately. The supervisor will follow line of duty reporting procedures for accidents or injuries in accordance with AFI 36-2910.

6. General Obligations.

6.1. Teleworkers are subject to applicable military laws, regulations and instructions.

6.1.1. Teleworkers must comply with the Personal Identifiable Information (PII), Controlled Unclassified Information (CUI), Health Insurance Portability and Accountability Act (HIPPA), Operational Security (OPSEC), and all security regulations.

6.2. Teleworkers are responsible for providing telework equipment requirements to the supervisor.

6.3. Teleworkers must obtain the approving authority's concurrence before performing telework duties that exceed the terms or hours listed in the work agreement.

6.4. The approval authority, supervisor or teleworker may terminate participation in telework at any time. Note: This does not apply during Contingency Operations (COOP).

6.5. Telework will not be used for the sole purpose of upgrade training or Professional Military Education training. Service members will not be placed on orders for the sole purpose of performing PME. However, it is most certainly appropriate that Electronic-Based Distributed Learning tied to AF AFSC training to include skills based and upgrade training may be performed. **Note:** This prohibition is in accordance with 37 USC Section 206 (d) (1) Except as provided in paragraph (2), this section does not authorize compensation for work or study performed by a member of a reserve component or by a member of the National Guard while not in Federal service in connection with correspondence courses of a uniformed service. (2) A member of the Selected Reserve of the Ready Reserve may be paid compensation under this section at a rate and under terms determined by the Secretary of Defense, but not to exceed the rate otherwise applicable to the member under subsection (a), upon the member's successful completion of a course of instruction undertaken by the member using electronic-based distributed learning.

7. Agreements. The teleworker, supervisor and approval authority must sign a work agreement. Telework Agreement Sample - [Attachment 2](#) (DD2946), ANG Teleworker and Supervisor Checklist Sample – [Attachment 4](#) (NGB IMT 3631), before starting telework.

8. Miscellaneous.

8.1. Telework at an ADL will not replace or be used as a “work around” when normal leave rules should apply. Service Members assigned to a CONUS PDS (including AK, HI, and U.S. Territories) may not tele/remote work at an OCONUS location, nor may a Service Member assigned to an OCONUS location telework at a CONUS location. OCONUS unit commanders should consult with their servicing JA office to ensure SOFA compliance before approving telework arrangements outside the vicinity of the PDS.

8.1.1. Commanders will carefully consider the time period necessary for telework outside the local area or away from the member's permanent duty station on a case-by-case basis

and should approve such an arrangement for no longer than is necessary. Commanders should consider allowing members to travel to the ADL on a non-duty day, i.e. on a Saturday, Sunday, or alternate non-duty day for members who work a shift. Ultimately, commanders must maintain accountability of their service members at all times and should further consider approving the ADL via memo in the event a Line of Duty Determination is necessary. Travel to and from the ADL is at the Service Member's own expense.

8.2. 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 Regularly Scheduled Drill (RSD) or during scheduled active duty.

8.3. Wear of the uniform during performance of duty set forth in this instruction is at the approval authority discretion.

8.4. Personnel falsely certifying documents under this instruction are subject to punishment and/or administrative action.

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 ADLs.

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 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 intended 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 teleworker only.

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

9.4. 1 Teleworkers must adhere to all rules governing classified activities. This instruction does not govern classified materials. In the event, teleworkers expect to be working on classified matters, the authorizing commander must ensure official guidance on classified material is adhered to.

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

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

9.7. If telework is no longer required or appropriate, the teleworker must immediately return government-owned hardware, software, supplies, and data.

9.8. The authorizing official assumes responsibility for providing any government network or computer equipment. Authorizing officials are not responsible for and will not assume personal costs of telework such as teleworker's home telephone or internet services.

10. Privately Owned Equipment. Government equipment should be provided for frequent telework or when full network services are required. Privately owned equipment may be used intermittently for public network services (e.g., e-mail via Outlook Web Access) under exceptional circumstances provided that:

10.1. User agrees to install, service, and maintain (at their own risk and expense) any privately owned equipment or services.

10.2. 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.

10.3. Use of DoD provided anti-virus software is required unless user already has current and updated commercial anti-virus software in place.

10.4. Any removable media used to store government data must be marked in accordance with all DoD requirements. (i.e., PII, CUI, FOR OFFICIAL USE ONLY, etc.)

10.5. Government information is protected from modification, destruction, misuse or inappropriate release. Users must control access to systems in use until appropriately cleared per [Paragraph 10.6](#).

10.6. User must remove sensitive residual government information from privately owned systems using an approved data removal method when the session is terminated. This includes but is not limited to deleting documents, emails, and all attachments; emptying recycle bin; deleting cookies, and emptying caches.

10.7. User will only access network resources through approved gateway protocols and methods such as Outlook Web Access. Personal email servers such as: Yahoo mail, Gmail, Hotmail, or any other personal emails are not authorized for government work.

10.8. In the event privately owned equipment is produced for troubleshooting, installation, inventory, modification, etc. after an information handling incident, all efforts must be made to protect attorney work-product and any/all privileged communications.

10.9. Teleworkers shall not “auto-forward” e-mails from government to non-government accounts as e-mail containing sensitive information may not transit public networks without appropriate encryption. E-mail and attachments may be manually forwarded after review if no sensitive information is included. This may also prevent inadvertent transmission of classified information in the event such an incident occurs on the unclassified network. Teleworkers may establish an auto-reply rule to provide those wishing to contact them with alternate contact information.

Section C—Accountability

11. Documentation.

11.1. *The approval authority will sign all required agreements before the telework is authorized.*

11.2. The teleworker must submit pay documentation in a timely manner. The approval authority reviews the telework documentation prior to signing pay documents. The approval authority indicates agreement by signing the appropriate pay documents (e.g., NGB 105S, Authorization for Individual Inactive Duty Training, etc.). **(This paragraph only applies to Drill Status Guardsmen). AGR members are exempt from submitting pay documents.**

WENDY B.WENKE, Brig Gen, USAF
Director, Manpower, Personnel, Recruiting and
Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDM 5200.01, *DoD Information Security Program: Overview, Classification, and Declassification*, 28 July 2020

DoD 7000.14-R, Vol 8, *Civilian Pay Policy*, October 2021

ANGI 36-101, *Air National Guard Active Guard and Reserve (AGR) Program*, 15 August 2014

AFPD 10-6, *Capability Requirements Development*, 6 November 2013

AFPD 17-1, *Information Dominance Governance and Management*, 12 April 2016

AFMAN 17-1302-O, *Communications Security (COMSEC) Equipment Maintenance and Maintenance Training*, 9 April 2020

AFMAN 17-1301, *Computer Security (COMPUSEC)*, 12 February 2020

DAFI 31-101, *Integrated Defense (FOUO)*, 25 March 2020

AFPD 16-14, *Security Enterprise Governance*, 31 December 2019

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 23-101, *Materiel Management Policy*, 22 October 2020

ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*, 30 April 2019

ANGI 65-101, *Air National Guard (ANG) Workday Accounting and Reporting Procedures*, 10 May 2018

AFI 17-130, *CyberSecurity Program Management*, 13 February 2020

AFMAN 17-1203, *Information Technology (IT) Asset Management (ITAM)*, 18 May 2018

DODI 1035.01, *Telework Policy*, 7 April 2020

Headquarters Air Force (HAF) *Telework/Remote Work Guide*, dated 14 May 2021

Public Law 104-52, *Treasury, Postal Service, and General Government Appropriations Act, 109 STAT.468, Section 620*, 19 November 1995

31 U.S.C. § 1348, 3 April 2022

DAFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, 3 September 2021

Prescribed Forms

DD 2946, *Department of Defense (DoD) Telework Agreement*

NGB 3630, *Telework Duty Form*

NGB 3631, *Air National Guard Telework Supervisor and Teleworker*

Adopted Forms

NGB 105S, *Authorization for Individual Inactive Duty Training*

AF 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

ADL—Alternate Duty Location

AFPD—Air Force Policy Directive

AGR—Active Guard and Reserve

ANG—Air National Guard

ANGI—Air National Guard Instruction

CONUS—Continental United States

CUI—Controlled Unclassified Information

DAA—Designated Approval Authority

DoD—Department of Defense

DSN—Defense Switch Network

ECO—Equipment Control Officer

HIPPA—Health Insurance Portability and Accountability Act

IMT—Information Management Tools

JA—Judge Advocate

NGB/A6—Air National Guard/Command, Control, Communications and Computers

OPSEC—Operational Security

PDS—Permanent Duty Station

PII—Personal Identifiable Information

RSD—Regularly Scheduled Drill

SOFA—Status of Forces Agreement

USC—United States Code

VPN—Virtual Private Network

Attachment 2

ANGRC TELEWORK AGREEMENT SAMPLE

Figure A2.1. Terms of Telework Agreement.

TERMS OF TELEWORK AGREEMENT <i>(Continued)</i>	
<p>19. Employees paid from appropriated funds are covered under the Federal Employee's Compensation Act if injured in the course of performing official duties while at the official alternative worksite. Employees paid from nonappropriated funds are covered under the Longshore and Harbor Workers' Compensation Act. Any accident or injury occurring at the alternative workplace must be brought to the immediate attention of the supervisors who will investigate all reports as soon as practical following notification.</p> <p>20. The employee acknowledges that telework is not a substitute for dependent care.</p> <p>21. The employee acknowledges that telework is a discretionary alternative workplace arrangement. The employee may be required to work at the regular worksite on scheduled telework day(s) if necessary to accomplish the mission.</p>	<p>22. Either the employee or the supervisor can cancel the telework agreement. When possible, advance written notice should be provided. Management will terminate the telework agreement should the employee's performance or conduct not meet the prescribed standard or the teleworking arrangement fail to meet organizational needs.</p> <p>23. The employee continues to be covered by DoD Component standards of conduct while working at the alternative worksite.</p> <p>24. The employee has assessed the telework location against the attached safety checklist and certifies the location meets all safety requirements.</p> <p>25. DoD Component-specific conditions may be included below.</p>
COMPONENT-SPECIFIC TERMS AND CONDITIONS	
<p>Applicability: ANGRC Civilian employees and Service members</p> <p>Reference: ANGRC/CC, ANGRC Telework and Remote Work Guidance Memorandum, dated 30 July 2021, Attachment 1, ANGRC Changes to the DEPARTMENT OF THE AIR FORCE (DAF) TELEWORK AND REMOTE WORK GUIDE, DATED 14 MAY 2021</p> <p>1) (Ref Page 4, Bullet 2): "Telework/remote work position eligibility is determined by the Director with input and advice from supervisors. Directors/supervisors..."</p> <p>2) (Ref Page 5, Bullet 2): "Telework eligibility for Service Members is discretionary and determined by the relevant Director or supervisor."</p> <p>3) (Ref Page 6, Bullet 6): "While remote work should be rare among Service Members, Directors are authorized...."</p> <p>4) (Ref Page 6, Bullet 7): "When seeking to establish a remote work arrangement, Directors must work with their supporting Human Resources Office to determine the feasibility of modifying positions to accommodate remote work."</p> <p>5) (Ref Page 7, Bullet 5): "Directors have responsibility for their personnel at all times."</p> <p>6) (Ref Page 10, "EQUIPMENT AND SUPPLIES"): "As per the ANGRC/CC, the ANGRC will provide a laptop and power cord to support teleworking members, monitors by exception. The ANGRC assumes no responsibility for operating cost associated with a civilian employee or service member using their residence as an alternate worksite. This includes home maintenance, insurance, furniture and utilities. Additionally, the ANGRC assumes no responsibility for broadband costs, printers, fax machines, or increased telecommunication costs."</p> <p>7) (Ref Page 19, Q1, A1): "Supervisors/Directors are responsible for informing employees/..."</p> <p>8) (Ref Page 19, Q4, A4): "Yes. Although telework is not an entitlement, directors and supervisors.", "Directors will carefully consider the time period necessary for telework outside the local area..."</p> <p>9) (Ref Page 19, Q5 and A5): "How do I as the Director authorize my.."; "Directors are authorized to approve an alternate duty location (ADL) for the purpose of telework."</p> <p>10) (Ref Page 20, Q6, A6): "Directors should annotate duty status 14 "Other" for this situation."</p> <p>ADDITIONAL ANGRC GUIDANCE: If the base of assignment is closed due to adverse weather conditions or other emergencies that result in the traditional work site being closed or closed to the public, service members and government civilian employees are required to telework from their approved telework location, regardless of whether the day(s) impacted is a scheduled telework day(s) or non-scheduled telework day(s).</p>	

Figure A2.2. Section I –Department of Defense Telework Agreement (Page 1 of 4).

DEPARTMENT OF DEFENSE TELEWORK AGREEMENT <i>(Read Privacy Act Statement and Terms of Agreement before completing this form.)</i>	
SECTION I - This document constitutes the terms of the telework agreement for:	
1. EMPLOYEE <i>(Last Name, First, Middle Initial)</i>	2. OFFICIAL JOB TITLE
3. PAY PLAN/SERIES/GRADE/PAY BAND	4. ORGANIZATION
5. REGULAR OFFICIAL WORKSITE <i>(Street, Suite Number, City, State and ZIP Code)</i>	6. ALTERNATE WORKSITE ADDRESS <i>(Street, Apartment Number, City, State and ZIP Code) (May be TBD under emergency situations)</i>
7. ALTERNATE WORKSITE TELEPHONE NUMBER <i>(include Area Code)</i>	8. ALTERNATE WORKSITE EMAIL ADDRESS <i>(Address for official emails if different from office email address. Identification of personal email address is not required.)</i>
9. TELEWORK ARRANGEMENT IMPLEMENTATION DATES <i>(Agreement should be revalidated at least once every 2 years)</i> a. START (YYYYMMDD) b. END (YYYYMMDD)	10. TOUR OF DUTY <i>(X one) (Attach copy of biweekly work schedule)</i> <input type="checkbox"/> FIXED <input type="checkbox"/> FLEXIBLE <input type="checkbox"/> COMPRESSED
11. TELEWORK ARRANGEMENT <i>(X one)</i> <input type="checkbox"/> REGULAR AND RECURRING <input type="checkbox"/> SITUATIONAL Regular and Recurring Telework Schedule: _____ Number of Days per Week or Pay Period _____ Days of the Week (e.g., Mon, Wed, Thur) All employees who are authorized to telework on a Regular and Recurring or Situational basis to include emergency situations shall have a telework agreement in place.	
12. CONTINUITY OF OPERATIONS DURING EMERGENCY SITUATIONS Employee is expected to telework for the duration of an emergency pursuant to: 1) Component policy; 2) a pandemic; 3) when the regular worksite is closed or closed to the public due to natural or manmade emergency situations (e.g., snowstorm, hurricane, act of terrorism, etc.); or 4) when Government offices are open with the option for unscheduled telework when weather conditions make commuting hazardous, or similar circumstances compromise employee safety. Employees unable to work due to personal situations (e.g., illness or dependent care responsibilities), must take appropriate leave (e.g., annual or sick). If the worksite is closed or closed to the public, the employee may be granted administrative leave, on a case-by-case basis, when other circumstances (e.g., power failure) prevent the employee from working at the telework site. Managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.	
13. SUPERVISOR OR AUTHORIZED MANAGEMENT OFFICIAL <i>(Name and Signature)</i> <input type="checkbox"/> I also verify that I have completed approved telework training.	14. DATE (YYYYMMDD)
15. EMPLOYEE SIGNATURE <input type="checkbox"/> I also verify that I have completed approved telework training.	16. DATE (YYYYMMDD)

Figure A2.3. Section II –Safety Checklist (Page 2 of 4).

SECTION II - SAFETY CHECKLIST			
SAFETY FEATURE	(X)	YES	NO
1. Temperature, ventilation, lighting, and noise levels are adequate for maintaining a home office.			
2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.).			
3. Electrical system allows for grounding of electrical equipment (three-prong receptacles).			
4. Office (including doorways) is free of obstructions to permit visibility and movement.			
5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways.			
6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.			
7. If material containing asbestos is present, it is in good condition.			
8. Office space is free of excessive amount of combustibles, floors are in good repair, and carpets are well secured.			
I verify that this safety checklist is accurate and that my home office is a reasonably safe place to work.			
9. EMPLOYEE SIGNATURE		10. DATE (YYYYMMDD)	

Figure A2.4. Section III –Technology/Equipment Checklist (Page 3 of 4).

SECTION III - TECHNOLOGY/EQUIPMENT CHECKLIST			
(1) TECHNOLOGY/EQUIPMENT <i>(Indicate all that apply)</i>	(2) REQUIREMENT <i>(Y or N)</i>	(3) OWNERSHIP: AGENCY OR PERSONAL <i>(A or P)</i>	(4) REIMBURSEMENT BY COMPONENT <i>(Y or N)</i>
1. COMPUTER EQUIPMENT			
a. LAPTOP			
b. DESKTOP			
c. PDA			
d. OTHER:			
2. ACCESS			
a. IPASS/VPN ACCOUNT			
b. CITRIX - WEB ACCESS			
c. OTHER:			
3. CONNECTIVITY			
a. DIAL-IN			
b. BROADBAND			
4. REQUIRED ACCESS CAPABILITIES			
a. SHARED DRIVES (e.g., H or P Drive)			
b. EMAIL			
c. COMPONENT INTRANET			
d. OTHER APPLICATIONS:			
5. OTHER EQUIPMENT/SUPPLIES			
a. COPIER			
b. SCANNER			
c. PRINTER			
d. FAX MACHINE			
e. CELL PHONE			
f. PAPER SUPPLIES			
g. OTHER:			
6. SUPERVISOR'S SIGNATURE		7. DATE (YYYYMMDD)	
8. EMPLOYEE SIGNATURE		9. DATE (YYYYMMDD)	

Figure A2.5. Section IV –Notice of Telework Arrangement Cancellation (Page 4 of 4).

SECTION IV - NOTICE OF TELEWORK ARRANGEMENT CANCELLATION <i>(Complete this section when the telework agreement is cancelled.)</i>	
1. CANCELLATION DATE (YYYYMMDD)	2. INITIATED BY (X one) <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> MANAGEMENT
3. REASON(S) FOR CANCELLATION	
4. GOVERNMENT-FURNISHED EQUIPMENT/PROPERTY RETURNED LIST PROPERTY AND DATE OF RETURN: <input type="checkbox"/> YES <input type="checkbox"/> NO	
5. SUPERVISOR'S SIGNATURE	6. DATE (YYYYMMDD)
7. EMPLOYEE SIGNATURE	8. DATE (YYYYMMDD)

Attachment 3
TELECOMMUTING DUTY FORM SAMPLE

Figure A3.1. Telecommuting Duty Form Sample.

TELECOMMUTING DUTY FORM			
The proponent agency is NGB/A1PO. The prescribing directive is ANGI 36-8001.			
SECTION I			
NAME			GRADE
UNIT			
SECTION II			
DATE	LOCATION	SUMMARY OF TASKS/PROJECTS WORKED ON	HOURS
*Time can be shown in quarter hour increments (i.e., 1.25, .75, or 3.5).			TOTAL HOURS
SECTION III			
Member requests that hours be approved for pay and points as follows:			
Annual Training <input style="width: 50px;" type="text"/> Days Special Training <input style="width: 50px;" type="text"/> Days (minimum 8 hours accumulated for 1 day of either) Inactive Duty Training periods <input style="width: 50px;" type="text"/> periods (minimum 4 hours per period)			
This form does not replace any military pay documents. Member is responsible for the submission of pay documents.			
TELECOMMUTER SIGNATURE		SUPERVISOR SIGNATURE	

Attachment 4

AIR NATIONAL GUARD TELECOMMUTING SUPERVISOR & TELECOMMUTER CHECKLIST FORM SAMPLE

Figure A4.1. Air National Guard Telecommuting Supervisor & Telecommuter Checklist Form Sample.

AIR NATIONAL GUARD TELECOMMUTING SUPERVISOR AND TELECOMMUTER CHECKLIST <small>The proponent agency is NGB/A1PO. The prescribing directive is ANGI 36-8001.</small>																				
<small>The following checklist is to ensure proper orientation of your telecommuter with the policies and procedures of the telecommuting program. Questions 4, 5, and 6 may not be applicable to each telecommuter.</small>																				
NAME OF TELECOMMUTER	NAME OF SUPERVISOR	DATE COMPLETED																		
<input type="checkbox"/> 1. Telecommuter has read and understands ANGI 36-8001 and all local policies concerning telecommuting.																				
<input type="checkbox"/> 2. Telecommuter received a copy of the agreement.																				
<input type="checkbox"/> 3. Telecommuter was issued government equipment.																				
4. Document any equipment issued by the supervisor/approval authority, by placing an X after each applicable item. All Government equipment and software must be accounted for, by serial number, on a hand receipt.																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">a. Computer</td> <td style="width: 10%;"><input type="checkbox"/> Yes</td> <td style="width: 10%;"><input type="checkbox"/> No</td> <td style="width: 33%;">d. Telephone</td> <td style="width: 10%;"><input type="checkbox"/> Yes</td> <td style="width: 10%;"><input type="checkbox"/> No</td> </tr> <tr> <td>b. Modem</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>e. Other (Specify)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>c. Fax Machine</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td colspan="3" style="border: 1px solid black; height: 15px;"></td> </tr> </table>			a. Computer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	d. Telephone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Modem	<input type="checkbox"/> Yes	<input type="checkbox"/> No	e. Other (Specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Fax Machine	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
a. Computer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	d. Telephone	<input type="checkbox"/> Yes	<input type="checkbox"/> No															
b. Modem	<input type="checkbox"/> Yes	<input type="checkbox"/> No	e. Other (Specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No															
c. Fax Machine	<input type="checkbox"/> Yes	<input type="checkbox"/> No																		
<input type="checkbox"/> 5. Policies and procedures for care of equipment issued by the supervisor/approval authority have been explained and are clearly understood.																				
<input type="checkbox"/> 6. Policies and procedures covering classified, secure, or privacy act data have been discussed, and are clearly understood.																				
<input type="checkbox"/> 7. Requirements for a safe office space and/or area have been discussed, and the telecommuter certifies those requirements are met.																				
<input type="checkbox"/> 8. Performance expectations have been discussed and are clearly understood.																				
<input type="checkbox"/> 9. Telecommuter understands that the supervisor/approval authority may terminate member participation at any time, in accordance with supervisor/approval authority and established administrative procedures.																				
REMARKS																				
TELECOMMUTER SIGNATURE		DATE (yyymmdd)																		
SUPERVISOR SIGNATURE		DATE (yyymmdd)																		