
TELEWORK POLICY GUIDE

FOR THE ADJUTANT GENERAL

Proponent. The proponent for this regulation is the Director, J1.

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Suggested improvements. Users are invited to send comments and suggested improvements to Joint Force Headquarters, ATTN: WIJS-J1, P.O. Box 8111, Madison, WI 53708-8111.

Summary. This regulation discusses the telework policy guide for Federal Air and Army National Guard Technicians.

Distribution. This publication is available in electronic media only and is intended for all Joint Force Headquarters elements, the Wisconsin Army National Guard, and the Wisconsin Air National Guard. It is available on the WIJS-J1/Human Resources intranet page

Applicability. This regulation applies to all Joint Force Headquarters elements, the Wisconsin Army National Guard, and the Wisconsin Air National Guard.

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Chapter 1

General

1-1. Purpose

This Policy implements the requirements of Section 359 of Public Law No. 106-346 (reference A), which requires each Executive Agency to establish a policy under which eligible employees of the agency may participate in teleworking to the maximum extent possible without diminished employee performance. The goals of an effective telework program are:

- a. Promote DoD as an employer of choice
- b. Improve the recruitment and retention of high-quality employees through enhancements to employees' quality of life
- c. Reduce traffic congestion and decrease energy consumption and pollution emissions
- d. Reduce office space, parking facilities, and transportation costs, including costs associated with payment of the transit subsidy

1-2. References

- a. Section 359 of Public Law No. 106-346 Department of Transportation and Related Agencies Appropriation Act 2001, 23 Oct 00
- b. All states (Log Number P02-0042) Department of Defense (DOD) Telework Policy and Guide
- c. DOD Telework Policy & Guide for civilian Employees, 22 Oct 01
- d. DOD 1035.1 Telework Policy for Department of Defense, 9 Sep 02
- e. WWW.telework.gov

1-3. Definitions

Terms used in this regulation are defined as follows:

- a. Telework means an alternative work arrangement for employees to conduct all or some of their work away from the primary workplace. This concept can be applied to a variety of work experiences. The work location might be a residence, an office closer to the employee's residence, or another acceptable location. The telework schedule may be fixed or ad hoc.
- b. Regular and Recurring Telework means an approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.
- c. Ad Hoc Telework means approved telework performed at an alternative worksite on an occasional, one-time, or irregular basis. (Telework of less than one day per pay period is considered ad hoc.)
- d. Work-at-home Telework means an approved arrangement whereby an employee performs his or her official duties in a specific work or office area of his or her home that is suitable for the performance of official government business.
- e. Other Approved Worksites include any other worksite funded by the employee's component from which the employee is approved to telework, including a facility established by state, local or county.

1-4. Responsibilities

- a. J-6 director is responsible for establishing procedures for teleworkers connecting to the network from offsite locations and determining what equipment and support services can be

provided. Support for government equipment systems for the Air Guard will be provided by their unit's communication flight.

- b. J1 director will monitor the program and provide annual reports to NGB.
- c. Telework coordinator will monitor overall effectiveness of the program.

Chapter 2

Eligibility

2-1. Selection of Participants

a. Supervisors will first identify positions suitable for telework and, once identified, supervisors may select employees to participate voluntarily. Responsibilities, not just title and series, will be used to determine if there is a recurring opportunity to perform work at an alternate worksite.

b. Because teleworking is a supervisor-approved work option, continued participation is not a statutory or automatic right and supervisors may change, modify, or terminate the program due to mission needs or other eligibility considerations at any time. Teleworking may be performed on a regular scheduled basis each pay period, such as several days a week or several days per pay period, or may be performed on an ad hoc or as needed basis.

c. An example of ad hoc, teleworking would be when an employee occasionally works from home to complete a quarterly or annual report, researches/writes policies/regulations, or works from home a few days each quarter to attend to detailed administrative work without interruption.

2-2. Position Eligibility

Positions eligible for telework are those involving tasks and work activities that are portable, do not require employees being at the traditional work site, and are conducive to supervisory oversight at the alternative work site. Positions shall not be excluded as eligible on the basis of occupation, series, grade or supervisory status. Tasks and functions generally suited for telework include, but are not limited to:

- a. Thinking and writing
- b. Policy development
- c. Research
- d. Analysis (e.g. investigating, program analysis, policy analysis, financial analysis)
- e. Report writing
- f. Telephone-intensive tasks
- g. Computer-oriented tasks (e.g. programming, data entry, word processing, web page design)
- h. Data processing

2-3. Positions Not Eligible

Positions not generally eligible for telework are those positions involving tasks that are not suitable to be performed away from the traditional work site, including tasks that:

- a. Require the employee to have daily face-to-face contact with the supervisor, colleagues, clients, or the general public in order to perform his or her job effectively, which cannot otherwise be achieved via email, telephone, fax or similar electronic means.
- b. Require daily access to classified information.
- c. Are part of trainee or entry level positions.

2-4. Suitability

An employee suitable for telework is an employee who can demonstrate personal characteristics that are well-suited for telework, as determined by the supervisor, including, as a minimum:

- a. Demonstrated dependability and the ability to handle responsibility;
- b. Proven record of high personal motivation;
- c. The ability to prioritize work effectively and utilize good time management skills; and
- d. Proven or expected minimum performance rating of "fully successful", or equivalent.

Probationary status employees are not eligible for telework because probationary status periods are established to provide supervisors an opportunity to personally observe and evaluate employee performance.

2-5. Offsite Workdays

The routine use of offsite work-days are extremely rare and will be considered only in exceptional cases. This program requires frequent employee - supervisor contact and will include a supervisor imposed cap on the total number of days an employee can work at the alternate work site. This requires:

- a. Completing the attachments.
- b. A signed memorandum of understanding.
- c. Director Approval.
- d. TAG approval in coordination with the J1 Director.

2-6. Supervisor-Driven

Supervisors are responsible for initiating, staffing, researching, and monitoring arrangements for employees under their supervision.

- a. Supervisors may only consider duty positions in which employees are able to operate with little or no supervision and who have a proven, sustained level of performance.
- b. Telework approvals are based on assessment of work environment, available resources, budget and the needs of the organization.

Chapter 3

Telework Program Guidelines

3-1. Orientation and Technical Assistance

Managers, supervisors, and employees must approach telework very differently from traditional work arrangements. The technician must receive a telework orientation from both the J1 and J6 staff before participating in this program. This ensures the technician fully understands that the success of this program depends largely on the supervisor and employee establishing a joint commitment.

3-2. Labor Relations

Labor relations for the telework policy has been coordinated with the labor organization, exercising exclusive representational rights for bargaining unit employees.

3-3. Written Agreements

Each person in a telework arrangement and his or her immediate supervisor must sign and maintain a written agreement. Appendix A, B, and C must be completed and on file with the telework coordinator.

3-4. Work Schedules

Employees must perform scheduled work either at the office or an approved telework site. Each telework arrangement must identify the time for work in each setting to address face-to-face meetings, reference and equipment access, isolation and communication difficulties, and proper time and attendance certification. For bargaining unit members, the provisions of the collective bargaining agreement, relative to establishing and changing work schedules apply. The arrangement should specify a maximum number of days at the official duty station to ensure the employee is available in the office during the pay period for face-to-face meetings, access to facilities, etc. Supervisors will periodically review work schedules to meet employee and organizational requirements and must coordinate absences from the office or telework site.

3-5. Time and Attendance

Monitoring and certifying time and attendance for employee work time is critical. Supervisors will correctly report time and attendance to ensure employees are paid for work performed and account for absences. Code LX will be used on the attendance sheet. To carry out this responsibility, supervisors may visit the employee's work site (at a pre-arranged time), establish telework contact, determine reasonableness of work output for the time spent, or use other appropriate certification methods.

3-6. Home Office Space

Employees must have a designated office space to work at home and communicate easily by telephone during the workday. The Wisconsin National Guard will not provide home office furnishings. Each employee must complete a self-certification checklist for home work space to ensure it meets health, safety, building code, physical security and other requirements. A supervisor may deny an employee the opportunity to participate or rescind a teleworking agreement based on safety or security problems in the home. Supervisors may inspect homes by appointment. Appendix B is a required safety check list and Appendix C a required security check list.

3-7. Family Care

Telework is not a substitute for child or elder care. The opportunity to telework is offered only with the understanding the telework site and the employees time are exclusively for work.

3-8. Official Duty Station

The teleworker's official duty station is his or her main office. Working at an alternative work site is not a basis for changing any salary or benefits.

Chapter 4 Computer and Telecommunications Support

4-1. Additional Computer and Telecommunications Support

Specific requirement for additional teleworking computers or telecommunications resources to support this initiative will be reviewed and approved by J6. J6 will provide the teleworker with computer equipment, associated peripherals and technical support required to complete the mission.

4-2. Home Telecommunications Costs

Home telephone costs associated with work at home may be reimbursable. Any reimbursement authorized is the sponsoring unit or office responsibility. Local units may reimburse telephone and telecommunications costs, including official long distance calls, based on statutory authority and availability of sponsoring unit funds. Cell phones maybe issued to handle the cost of telecommunications.

Chapter 5 Security Requirements

5-1. Technical Requirements

Employees who require internet access to do their telework task must meet all connectivity and security requirements specific to their functional area prior to the agreement being accepted. The J6 will review, validate information is contained in Appendix C prior to starting.

5-2. Internet Access

Teleworking and any access to Wisconsin National Guard computers or networks from an alternate work site (such as from a hotel room while on TDY), creates security risks for the United States and Wisconsin National Guard information systems hardware and software infrastructure. Teleworkers who need internet access with the Wisconsin National Guard to perform their work must have Army National Guard or Air National Guard approved anti-virus software (with the latest signature file) used and active when teleworking. All teleworkers will comply with Automated Information Systems (AIS) security procedures to reduce risks to Wisconsin National Guard computers, data, and telecommunications networks. Two factor authentications are required to minimize the vulnerabilities when providing external access.

5-3. Home Access

Classified information is not allowed at home work sites. **Employees will not gain remote access; i.e., use modems to enter data files on another computer, to classified data or FOUO record messages.** An employee will report any and all access to classified material, whether accidental or not, to the appropriate security officer, who will declassify personal computing resources.

Appendix A

**Wisconsin National Guard and Employee Teleworking Agreement
Approval for Alternative Work Site**

Name: _____

Organization/Office: _____

Current Duty Station: _____

Geographical Location: _____

Approved Alternative Work Place: _____

Geographical Location: _____

Voluntary Participation

I voluntarily agree to work at the approved alternative work site indicated above and agree to follow all applicable policies and procedures. I recognize this arrangement is not an employee benefit but an additional method the agency may approve to accomplish work. Telework is a management option. It is not an employee benefit or right and does not change employment terms and conditions.

Official Duties

I shall perform official duties only at the official duty station or supervisors approved alternate work site and will not conduct personal business, such as caring for dependents or making home repairs, while in official duty status at the alternate work site.

Work Schedule and Tour of Duty

Unless the supervisor and I agree otherwise, the number of hours I am scheduled to work remains the same. My official tour of duty will be

_____ (specify days, hours, and location such as official duty station or alternative work site). I further understand I am expected to report for work at my official duty station at least one day per pay period. I am also expected to attend all required staff meetings at my official duty station.

Time and Attendance

_____ My timekeeper will have a copy of my schedule. My supervisor will certify biweekly the time and attendance for hours worked at the official duty station and alternative work site.

(Note: the organization may require me to complete a self-certification form).

Leave

_____ I shall follow established office procedures for requesting and obtaining approval of leave.

Compensatory Time

_____ As a technician, I agree to work compensatory time only if my supervisor so orders and is approved in advance by second level supervision. Working without such approval may result in terminating the teleworking privilege and/or other appropriate action.

Equipment and Supplies

_____ I shall protect all government-owned equipment and use it only for official purposes. The agency will install, service, and maintain its own equipment if applicable. I shall install, service, and maintain any personal equipment I use. I understand the Wisconsin National Guard is not responsible for the expense to repair, restore or replace any personal computers, peripherals, and media or data files used for teleworking from the home worksite.

Security

_____ I will comply with security policies and protect all Wisconsin National Guard resources, including Wisconsin National Guard data and information, at the alternate work site.

Liability

_____ The Wisconsin National Guard is not liable for damages to my personal or real property while I work at the approved alternate work site except to the extent the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act holds the Wisconsin National Guard, as a government agency, liable.

Work Area

_____ I shall provide a furnished work area adequate for performing official duties.

Work Site Inspection

_____ I agree to permit supervisory inspection of my alternate work site during normal working hours at a pre-arranged time to ensure proper maintenance of government-owned property and conformity to safety standards. (I will complete a self-certification safety checklist (appendix B) for an at-home work site.)

Alternative Work Site Costs

_____ The Wisconsin National Guard will not pay installation, infrastructure and/or operating costs associated with using my home as an alternate work site; e.g., home maintenance and insurance. However, I do not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for Wisconsin National Guard, as provided for by statute and implementing regulations.

Injury Compensation (Check the Applicable Paragraph)

_____ As a *civilian member*, I am covered under the Federal Employee's Compensation Act or appropriate state regulations if injured while actually performing official duties at my official duty station or alternate work site. I agree to notify my supervisor immediately of any accident

or injury that occurs at the alternate work site; the supervisor will investigate my report immediately and in addition, notify the appropriate safety office/officer.

____As a *military member*, I am covered under 32 USC if injured actually performing official duties at my official duty station or alternate work site. I agree to notify my supervisor immediately of any accident or injury that occurs at the alternate work site. The supervisor will investigate my report immediately and in addition, notify the appropriate safety office/officer.

Work Assignments

____I shall complete all assigned work according to procedures my supervisor and I mutually agree to and according to guidelines and standards in my performance plan.

Performance

____My most recent performance rating must be at least Fully Acceptable or Excellent. My supervisor may require me to report regular progress to assist in judging performance.

Disclosure

____I shall protect government records from unauthorized disclosure or damage and will comply with requirements of the Privacy and Freedom of Information Act Manual. I will not store, gain access to, or use classified information at a home work site.

Standards of Conduct

____I understand standards of conduct continue to apply to me while I work at my telework site(s) in accordance with applicable regulations.

Cancellation

____After appropriate notice to my supervisor, I may resume working my regular schedule at my official duty station. After appropriate notice to me, my supervisor may instruct me to resume working my regular schedule at my official duty station if my performance declines, the project fails to benefit organizational needs, the need for in-office interaction between me and my coworkers or customers arises, or for other work-related reasons. The supervisor will follow any applicable administrative or negotiated telework procedures.

Other Action

____Nothing in this agreement precludes management from taking any appropriate disciplinary or adverse action against me if I fail to comply with the provisions of this agreement. Nothing in this agreement shall be construed so as to infringe upon an employee's rights or benefits provided by law, regulation, or contract.

Employee's Signature and Date: _____

Supervisor's Signature and Date: _____

Telework Coordinator Signature and Date: _____

Cancellation Date:

If this agreement is canceled please indicate date of cancellation below:

Cancellation Date: _____

Employee's Acknowledgment and Date: _____

Supervisor's Signature and Date: _____

SUMMARY INFORMATION

Check the description that applies:

Telework Arrangement

_____ 1 day per 2 weeks _____ More than 1 day per 2 weeks

Occasionally; i.e., project nature

Position Type:

Civilian: _____

Military: _____

Send a copy of this agreement, along with this Safety checklist, Security Audit Checklist and Computer System Information to your supervisor, and retain a copy for your records. Send a copy of this agreement to the Human Resource Office.

CF:

Directors

Telework Coordinator

J1

Appendix B

**WISCONSIN NATIONAL GUARD SELF-CERTIFICATION SAFETY CHECKLIST
FOR TELEWORKER WORKING AT HOME**

Name: _____

Organization/Office: _____

Telephone: _____

This checklist assesses the overall safety of the home work site. Each participant will read, complete, sign, and date the self-certification safety checklist.

Address of home work site location:

Describe the designated home work area:

A. WORKPLACE ENVIRONMENT

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Are temperature, noise, ventilation, and lighting levels adequate to maintain your normal level of job performance? | Yes | No |
| 2. Are all stairs with four or more steps equipped with handrails? | Yes | No |
| 3. Does the electrical system conform to appropriate local building codes? Will the building's electrical system provide for grounding equipment (three prong receptacles)? Is all electrical equipment free of recognized hazards that would cause physical harm (frayed or loose wires, exposed wiring, missing/broken outlet/switch covers)? | Yes | No |
| 4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? | Yes | No |
| 5. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? | Yes | No |

- | | | |
|----------------------------------------------------------------------------------------------------------|-----|----|
| 6. Do chairs have any loose casters (wheels)? | Yes | No |
| 7. Are the phone lines, electrical cords, and extension wires secured under a desk or along a baseboard? | Yes | No |
| 8. Is the office space neat, clear, and free of excessive amounts of combustibles? | Yes | No |
| 9. Are floor surfaces (including carpets) clean, dry, level, and free of worn or frayed seams? | Yes | No |
| 10. Is there enough light to read? | Yes | No |
| 11. Is the residence equipped with working smoke detectors? | Yes | No |

COMPUTER WORKSTATION (IF APPLICABLE)

- | | | |
|-------------------------------------------------------------------------------------------------------|-----|----|
| 12. Is your chair adjustable? | Yes | No |
| 13. Does a back rest support your back adequately? | Yes | No |
| 14. Is your computer monitor at eye level? | Yes | No |
| 15. When keying, are your forearms close to parallel with the floor? Are your wrists fairly straight? | Yes | No |

Explain any no responses:

Employee Signature _____ Date _____

Attach a copy of this list to your Telecommuting Agreement, retain a copy for your record and send one copy to your Human Resource Office.

Appendix C

**WISCONSIN NATIONAL GUARD SELF-CERTIFICATION SECURITY AUDIT
CHECKLIST FOR TELEWORKERS WORKING AT HOME**

Name: _____

Organization/Office/Location: _____

Phone: _____

This checklist assesses the overall ability to protect United States Government, state, and Wisconsin National Guard data and information processed, stored, transmitted, or received at the home work site. Each participant shall read, complete, sign, and date the security audit checklist.

Home work site location:

USER SECURITY

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Have you received adequate Automated Information Systems (AIS) security awareness and training? | Yes | No |
| 2. Have you signed an AIS user responsibility acknowledgment form? | Yes | No |
| 3. Do you possess an adequate working knowledge of how your computer transmits and receives data? | Yes | No |
| 4. Do you possess an adequate working knowledge of what data needs to be protected when you transmit or receive? | Yes | No |
| 5. Do you possess an adequate working knowledge on properly storing and handling storage media (e.g., floppy disks, CD-ROMs, backup tapes, etc.)? | Yes | No |
| 6. Are you familiar with computer virus detection and eradication procedures? | Yes | No |

Employee Signature _____ Date _____

Attach a copy of this list to your Telecommuting Agreement, retain a copy for your record and send one copy to your Human Resource Office.

Appendix D

Wisconsin National Guard Telework Summary Report

For the Month of:

Functional Area:

Telework Coordinator Name:

Email Address:

Phone Number:

Using the table below, specify the total number of teleworkers by the indicated categories:

<i>Participation Rate</i>	<i>Federal (NDS) Non-Dual Status</i>	<i>Federal (DS) Dual Status</i>	<i>AGR</i>	<i>Notes</i>
1 day per pay period				
More than 1 day per pay period				
Ad hoc (i.e., Occasional Project)				