



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NGB-J1

DISTRIBUTION: B

CNGBI 1101.01

20 October 2017

NATIONAL GUARD BUREAU TELEWORK PROGRAM

References: See Enclosure A.

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard Bureau (NGB) Telework Program in accordance with (IAW) references a through o.

2. Cancellation. This instruction supersedes NGB Memorandum 11-10/36-2, 05 October 2011, "National Guard Bureau Telework Policy and Guidelines," and CNGB Memorandum, 13 February 2017, "National Guard Bureau Telework Policy Amendment."

3. Applicability. This instruction applies to all employees and Service members as defined in reference m, assigned to the NGB.

4. Policy. It is NGB policy to provide telework guidance to all employees and Service members assigned to the NGB IAW references a through o. Telework is a management option, not an employee entitlement, and does not change employment terms and conditions; therefore, either the employee or the supervisor may terminate the telework arrangement at any time.

a. Performance. Employees must be accessible and available for immediate recall to their regular offices for operational requirements including meetings, briefings, special assignments, emergencies, and duties that must be performed in the office. Supervisors have the authority to require telework employees to report to their traditional worksites on scheduled telework days. Telework must not adversely affect organizational missions and functions. If managers determine an adverse effect, they must immediately modify or terminate the telework arrangement. Supervisors can terminate telework agreements when they deem the arrangement fails to meet the organization's needs or that the employee's performance does not meet the prescribed

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standard, or other business-related reasons.

b. Eligibility. Positions eligible for telework involve tasks and activities that are portable, computer-oriented, telephone-intensive, and require critical thinking and writing. Employees or Service members eligible to participate in the program must have received at least a rating of “Fully Successful” or equivalent on their most recent evaluation. Division chiefs determine eligibility for unrated employees. Eligible employees or Service members may participate in both an Alternate Work Schedule and a telework program at the same time. Division chiefs determine supervisor eligibility to telework.

c. Employees Not Eligible for Telework. Employees in the following positions/categories are typically not eligible for telework:

(1) Employees Handling Classified Materials. Employees in positions that require, on a daily basis, direct handling of classified materials are typically not eligible for telework. Classified work at an approved alternative location may be allowed, contingent on organization requirements regarding such work, when situations warrant.

(2) Face-to-Face Activity. Employees in positions that require, on a daily basis, an on-site activity or face-to-face personal contacts that cannot be handled remotely (for example, hands-on contact with equipment).

(3) Employees on Probationary Status. Employees or Service members whose performance or conduct warrants more close supervisory direction than telework may provide; whose rating of record is below “Fully Successful” (or its equivalent); or those who have unresolved security issues, are ineligible to telework.

(4) Disciplinary Actions. Employees who have been officially disciplined for being absent without permission within the past calendar year and employees whose conduct has resulted in disciplinary action within the past 12 months, are ineligible for telework. Employees who have been officially disciplined for violations of Subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography on a Federal Government computer or while performing Federal Government duties are ineligible.

d. Appropriate Employees. Highly motivated employees with good time-management skills and full understanding of organizational missions are eligible for telework.

e. Collective Bargaining Unit/Non-Unit Employees. Collective bargaining unit employees may dispute the denial of telework by providing the reasons for the denial and termination of an existing telework agreement through their

negotiated grievance procedures. Non-bargaining unit employees may dispute the denial of a request to telework through the administrative grievance procedure, unless specifically excluded.

f. Forms. The appropriate civilian personnel center will complete Standard Form 50, "Notification of Personnel Action," when an employee's worksite is changed from the official worksite to the telework location in a permanent arrangement. All employees who telework on a regular, recurring, situational, or ad hoc basis, must complete DD Form 2946, "DoD Telework Agreement." Use this form to terminate the agreement. Forms must be signed and dated by the employee and the authorized management official (director/office chief), and a copy will be maintained by the NGB Telework coordinator in the NGB Manpower and Personnel Directorate Joint Human Capital Office (NGB-J1-JHC). The employee's supervisor will also maintain a copy of the signed agreement. All telework agreements will address:

- (1) Employee telework location.
- (2) Supervisor's expectations of performance.
- (3) Telework options in the event of closure of the traditional worksite due to adverse weather conditions or any other type of emergency.
- (4) Instructions on whether sensitive, unclassified or competition sensitive source selection data is authorized for use at the telework location. Annotate the description of the proper encryption, storage, safeguarding and return of such information and data on DD Form 2946.
- (5) Location of designated section of home where telework will take place. Provide a diagram of this location, and complete the self-certification safety checklist as part of DD Form 2946.

g. Training. Employees and supervisors must complete telework training prior to teleworking. Both the employee and supervisor must print out the certificate of training and attach copies to the completed DD Form 2946 for submission to NGB-J1-JHC. Supervisors must use the training site at reference b, and employees must use the training site at reference c. The Office of Personnel Management (OPM) also offers telework training for managers available through the OPM Eastern and Western management Development Centers at reference d. Employees currently teleworking under an approved telework agreement must also complete this training.

h. Non-Accommodations and Termination. Do not use telework to replace dependent care. Supervisors should accommodate requests from teleworkers to change their scheduled telework day(s) in a particular week or biweekly pay period that are practicable and consistent with mission requirements. Agreements must be reviewed by the supervisor and teleworker and revalidated

every two years or when establishing a new relationship between employee and supervisor.

i. Timecard Submission. The policies for requesting annual leave, sick leave, or leave without pay remain unchanged for civilian employees. Report all time spent in a telework status on the employee's timecard. The timekeeping code of "TW" will be used for an approved work schedule for eligible employees who regularly work at least one day per biweekly pay period at an alternative worksite. Use the "TS" code for approved telework performed on an occasional, one-time, or irregular basis. Use the "TM" code for telework that has been approved for a particular employee as deemed necessary by the command for medical reasons.

j. Telework Location. Authorized employees may work from their personal residences or other approved alternative locations. Employees must address issues of their own personal safety to be effective while teleworking from a home office or other alternative worksite. Work-related injuries or damages at the alternative worksite are covered by references e through g, as appropriate.

(1) Employees may work part of the day at their approved alternative worksite and part of the day at the traditional worksite in order to accommodate work schedules and personal commitments (for example, to attend a training course or a medical appointment located near the employee's alternative worksite prior to reporting to the traditional worksite).

(2) The official worksite for an employee covered by a telework agreement is the location of the traditional worksite for the employee's position as long as the employee is scheduled to report physically at least twice each pay period on a regular and recurring basis to the traditional worksite.

k. Compensation. Compensate employees based on the location of their official worksite (for example, when the telework location is the employee's official worksite, locality pay is based on the location of the telework site, not the traditional worksite). Employees are entitled to reimbursement for official business travel to the traditional worksite when the employee teleworks full-time from a location outside of the local commuting area, and his or her alternative worksite has been determined as his or her official duty station.

l. Reassignment. The division chief or directorate may reassign an employee to the telework site in certain temporary situations, such as when an employee is recovering from an injury, medical condition, or emergency prevents the employee from commuting to the traditional worksite. The employee must provide a doctor's release note when returning to work.

m. Termination of Telework at a Remote Worksite. Upon termination of the remote telework agreement, there will be no exit costs (for example, Permanent Change of Duty Station, Management Directed Reassignment).

n. Remote Access, Equipment, and Information Technology (IT) Requirements.

(1) Remote Access. Use the National Capital Region (NCR) Director of Information Management (DOIM) Remote Access Request Form located in the information files within the "NCR DOIM Info" link on each employee's desktop to obtain remote access. The NCR DOIM only supports Government Furnished Equipment (GFE). The NCR DOIM does not support personally owned equipment.

(a) Eligible employees must have the ability to access the NGB network shared drives as well as any other routine work system such as the NGB electronic tasking system in order to telework officially. Eligible employees should have High-speed broadband internet capability at their residence location. Access to the Outlook Web Access (OWA) for email does not constitute the ability to "telework."

(b) Employees must leave an extended absence voice mail message that states they are teleworking (and for what period) and provide the phone number where they can be reached during the workday.

(c) NGB assumes no responsibility for operating costs associated with an employee using his or her personal computer and residence as an alternative worksite. This includes home maintenance, insurance, and utilities. Additionally, NGB assumes no responsibility for broadband costs, printers, fax machines, or increased telecommunication costs.

(d) The Equipment and IT Security policy for NGB units located outside of the National Capital Region will be delegated to the Commander.

(2) Equipment and IT Security for Virtual Desktop Infrastructure (VDI) and Non-VDI Users. Herbert R. Temple Jr., Army National Guard Readiness Center, Pentagon and Air National Guard Readiness Center employees may use two available solutions for remote access: Cisco AnyConnect Secure Mobility Client, or OWA. Instructions for downloading and configuring remote access options are available in the information files located within the "NCR DOIM Info" link located on each employee's desktop.

(a) VDI End-users approved for telework must provide their own computer equipment (laptop or desktop) with a Common Access Card (CAC) reader.

(b) End-users access their VDI desktop by using the Lightweight Portable Security (LPS) software or by downloading VMware Horizon Client software.

(c) Access to the network while on Temporary Duty (TDY) will be

provided by use of a "loaner" GFE laptop. The only TDY authorized method for a loaner GFE is LPS.

(d) Non-VDI Authorized telework employees will use their GFE laptop or their own computer equipment (laptop or desktop) with a CAC reader to access the NCR Domain. Remote access for non-VDI users is provided through a Citrix Receiver software. End-users on TDY are required to bring their GFE laptop in order to access the NCR Domain. Division Supply Logistics Officer will issue a loaner GFE laptop to end-users with desktops to access CITRIX.

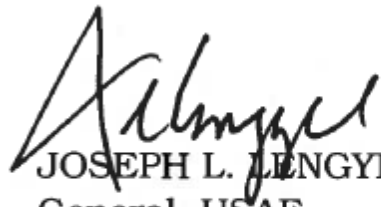
5. Definitions. See Glossary.

6. Responsibilities. NGB-J1 will ensure that this instruction remains in compliance with any changes in law and Department of Defense policy, and report telework participation to the OPM as required. All supervisors and employees are required to review their positions to ascertain if the position/employee is eligible to telework, and to comply with the requirements in this instruction.

7. Summary. This is the initial publication of CNGBI 1101.01.

8. Releasability. This instruction is approved for public release; distribution is unlimited. Obtain copies through <<http://www.ngbpdc.ngb.army.mil>>.

9. Effective Date. This instruction is effective upon signature and must be reissued, cancelled or certified as current within five years from publication.


JOSEPH L. LENGYEL
General, USAF
Chief, National Guard Bureau

Enclosures:

A -- References

GL -- Glossary

ENCLOSURE A

REFERENCES

- a. Title 5 United States Code (U.S.C.), Section 2105, “Employee”
- b. <www.telework.gov/tools_and_resources/training/managers/index.aspx>
NIPRNET – accessed 3 October 2017
- c. <www.telework.gov/tools_and_resources/training/employees/index.aspx>
NIPRNET – accessed 03 October 2017
- d. <<http://www.leadership.opm.gov>> NIPRNET – accessed 03 October 2017
- e. 31 U.S.C., § 3721, “Military Personnel and Civilian Employees Claims Act”
- f. 28 U.S.C., Chapter 171 – “Federal Tort Claims Act”
- g. 5 U.S.C., Chapter 81 – “Federal Employees’ Compensation Act”
- h. Public Law 106-346, § 359, 23 October 2000, “Department of Transportation and Related Agencies Appropriations Act, 2001”
- i. Public Law 111-292, 09 December 2010, “Telework Enhancement Act of 2010”
- j. 5 U.S.C., Chapter 65, “Telework”
- k. Office of Personnel Management (OPM) Memo, 09 February 2001, “Establishing Telecommuting Policies”
- l. OPM Guide to Telework in the Federal Government, April 2011
- m. DoD Instruction 1035.1, 04 April 2012, “Telework Policy for Department of Defense”
- n. AF Instruction 36-816, 13 November 2013, “Civilian Telework Program”
- o. United States Army – Personnel Management Information and Support System (PERMISS), 29 January 2009, “Management-Employee Relations Program – Telework”

GLOSSARY

PART I. ACRONYMS

CAC	Common Access Card
DOIM	Director of Information Management
GFE	Government Furnished Equipment
IAW	In accordance with
IT	Information Technology
LPS	Lightweight Portable Security
NCR	National Capital Region
NGB	National Guard Bureau
NGB-J1-JHC	NGB Manpower and Personnel Directorate Joint Human Capital Office
OPM	Office of Personnel Management
OWA	Outlook Web Access
TDY	Temporary Duty
VDI	Virtual Desktop Infrastructure

PART II. DEFINITIONS

Ad hoc Telework -- Approved telework performed on an occasional, one-time or irregular basis (less than one day per pay period).

Alternative Worksite -- A place away from the traditional worksite that is approved for the performance of officially assigned duties.

Continuity of Operations -- An effort to ensure that the capability exists to continue agency essential functions across a wide range of natural disasters or local or national declared emergencies.

Eligibility -- Characteristics of the job position and the employee that identify suitability for teleworking as determined by the supervisor or other appropriate management official in the employee's chain of command.

Mission-Critical Duties -- Job position functions identified as critical to performance of the mission.

Regular and Recurring Telework -- An approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.

Situational Telework -- Telework that occurs on an occasional non-routine or ad hoc basis. Telework that occurs to complete short-term special assignments or to accommodate special circumstances is also considered situational even though the telework may occur continuously for a specific period.

Telework Agreement -- A written agreement, completed and signed by an employee and the authorized management official(s), via the DD Form 2946 that outlines the terms and conditions of the telework arrangement.

Telework Site -- Alternative worksite location where an employee or Service member performs assigned official duties.

Traditional Worksite -- Official duty location where employees normally work.

Unscheduled Telework -- An arrangement where an employee on an approved telework agreement performs assigned official duties at home or other approved worksite due to closure of government offices during an emergency event or when severe weather conditions or other circumstances disrupt commuting and compromise employee safety.