



# THE ADJUTANT GENERAL WYOMING MANUAL

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NGWY-DJS (HRO)  
DISTRIBUTION: A

TAGM-WY 1700.04  
28 October 2020

WYOMING NATIONAL GUARD FULL-TIME FEDERAL PERSONNEL TELEWORK  
PROGRAM

## References.

- a. DODI 1035.01 "Telework Policy" dated April 4, 2012
1. Purpose. This manual establishes the policies and guidelines for the Telework program for the Wyoming National Guard Full-Time Workforce IAW reference (a).
2. Cancellation. This WYMD Manual supersedes and cancels Wyoming Administrative Regulation 690-200.
3. Applicability. This manual applies to all Wyoming Army and Wyoming Air National Guard Title 32 technicians, Title 5 National Guard employees, and AGR employees as well as commanders, managers and supervisors (military or civilian) with authority or responsibility over full-time personnel. Wyoming State employees will utilize the State Telework Wyoming Program available with guidance from the WYMD State HR department;
4. Summary of Changes. This manual replaces WAR 690-200 and contains substantial revisions throughout.
5. Proponent and Exception Authority. The proponent of this regulation is the Joint Force Headquarters, J-1, Human Resources Office (HRO). The proponent has authority to approve exceptions to this regulation when they are consistent with controlling laws and regulation.
6. Management and Controls: This regulation is subject to management controls and contains management control provisions in the form of follow up and reporting checklists.
7. Releasability. This manual is approved for public release; distribution is unlimited. Obtain copies through the WYMD SharePoint.
8. Effective Date. This manual is effective upon publication and must be revised, reissued, cancelled, or certified as current at least every five years.

9. Suggested Improvements: The office of primary responsibility for this manual is the HRO, TAG, WY. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to WY-HRO-SUP, 5410 Bishop Blvd, Cheyenne, WY 82009-3320.

FRANCISCO L. ROMERO  
COL, JA, WY NG  
Human Resources Officer

Enclosures:

- A – General Instructions & Implementation
- B – Pandemic/Emergency Telework Guidance
- C – Virtual TDY/Training Telework Guidance

Appendices:

- A. HRO Form 305, Telework Statement of Understanding and Liability
- B. DD Form 2946 – DoD Telework Agreement
- C. HRO Form 303 – Emergency Telework Request
- D. HRO Form 304 – Virtual TDY Telework Request

ENCLOSURE A

GENERAL INSTRUCTIONS

1. Responsibilities.

a. The Adjutant General (TAG) of Wyoming:

- (1) Establish policy, procedures, and standards governing the telework program.
- (2) Exercise TAG responsibility on all matters concerning telework.
- (3) Delegate approval authority as deemed necessary in accordance applicable regulations and laws.

b. The Human Resources Officer/J1 will:

- (1) Oversee the WYNG Telework Program;
- (2) Reserve overall approval authority for any action initiated under the telework program.

c. The HR Specialist (Labor Relations) will:

- (1) Serve as the Agency Telework Coordinator;
- (2) Be the focal point of the WYNG Telework Program;
- (3) Administer the program in accordance with public law, this regulation, and any other relevant Agency regulations;
- (4) Develop, maintain, and update the regulation on teleworking as required;
- (5) Oversee and coordinate Agency implementation and administration of the telework Program;
- (6) Assess the Agency's overall telework program;
- (7) Coordinate information on Agency telework initiatives;
- (8) Advice on the feasibility of telework arrangements;
- (9) Prepare consolidated reports on participation rates in the Agency's Telework Program, and as required by NGB;

(10) Provide statistical information to the Human Resources Officer annually.

d. Directorate/Group Commanders, will:

- (1) Review and approve telework plans and forward to the Agency Telework Coordinator;
- (2) Ensure supervisors are properly trained and capable of managing the telework program.

e. Supervisors will:

- (1) Enforce the Agency's telework policy;
- (2) Review positions and employees for suitability to telework;
- (3) Routinely review and enforce safety standards with teleworkers;
- (4) Measure and report the individual success of each telework arrangement;
- (5) Monitor teleworker performance in the same manner as all employees at the traditional work site and set standards based on a results-oriented approach;
- (6) Complete Office of Personnel Management's comprehensive telework computer based training (CBT) before initiating a routine telework agreement and obtain all five (5) certificates. (<https://telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/managers-course/index.htm> )

f. Teleworkers (employees) will:

- (1) Develop their telework plan and submit for approval;
- (2) Execute all necessary agreements to telework;
- (3) Comply with all agreements and agency policies;
- (4) Exert the same level of effort expected at the normal worksite;
- (5) Display integrity and honesty;
- (6) Keep their supervisor advised of their status and adhere to agency/work area leave procedures.

- (7) Adhere to their approved schedule while teleworking; and
- (8) Complete Office of Personnel Management's comprehensive telework CBT prior to teleworking and obtain all five (5) certificates. (<https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/employee-course/index.htm>)

## 2. Purpose.

- a. This manual implements the requirements of Public Law No. 106-346, Section 359 which requires each Executive Agency to establish a policy under which eligible employees of the agency may participate in telework to the maximum extent possible without diminished employee performance.
- b. In implementing P.L. No. 106-346, this manual is designed to actively promote telework as a legitimate tool to maximize flexibility for managers and their employees throughout the Wyoming National Guard (WYNG), and:
  - (1) Improve the recruitment and retention of high-quality employees through enhancement to employees' quality of life;
  - (2) Increase employee satisfaction;
  - (3) Increase and improve employee productivity;
  - (4) Enhance the efforts to accommodate people with disabilities, including employees who have temporary health problems, or who might otherwise have to retire on disability;
  - (5) Reduce future traffic congestion, decrease energy consumption, and pollution emissions;
  - (6) Reduce office space, parking facilities, and transportation costs, including potential costs associated with payment of the transit subsidy;
  - (7) Complement Continuity of Operations and Emergency plans.

## 3. References.

- a. This manual must be used in conjunction with the references listed and any other applicable regulations, laws, or Bargaining Unit (Union) contracts.
  - (1) CNBI 1400.25, Vol 430, Performance Management, National Guard Technician Appraisal Program and any change thereto.

(2) WY TPR 630, Wyoming Military Department Leave Policy and any change thereto.

4. Explanation of abbreviations and terms. Abbreviations and special terms used in this Regulation are explained in the glossary.
5. Types of Telework. The WYNG offers three types of telework arrangements, "regular", "situational" and "medical."
  - a. Regular Telework means an approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative work site. Reasons to consider regular telework include, but are not limited to: retention of high performing employees, improved employee morale, reductions in commuting related stress, reasonable accommodation for disabled employees, or reductions in office space.
  - b. Situational telework means approved telework performed at an alternative worksite on an occasional, one-time, or irregular basis. Reasons for situational telework may include, but are not limited to: completion of short-term projects or assignments that require intense focus and concentration, completion of web-based distance learning courses, or to enhance Contingency of Operations and Emergency Plans.
  - c. Medical telework is situational and means telework which is approved for an employee recovering from an acute or chronic illness or a temporary medical condition which does not allow an employee to report to work in a normal fashion. Examples of medical telework may include, but are not limited to: recuperating from surgery, injury, or complications associated with pregnancy. Supervisors should carefully consider medical telework requests. In some cases, sick leave may be the more appropriate option.
6. Telework Location. Authorized employees may work from their personal residences or other approved alternative locations. Other approved worksites include those that are funded or maintained by the Wyoming National Guard or Federal Agency.

A teleworkers official duty station for such purposes as special salary rates, locality pay adjustments, and travel, is established at agency discretion. For WYMD employees, this will be the location of the employer's worksite." For AGR employees, the BAH rate will be that of the assigned duty station.

7. Determining Eligibility.
  - a. Positions eligible for telework are those involving tasks and work activities that are portable, do not depend on the employees being at the traditional

worksite, and are conducive to supervisory oversight at the alternative worksite. 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:

- (1) Critical thinking and writing;
  - (2) Policy development;
  - (3) Research;
  - (4) Analysis (e.g. investigating, program analysis, policy analysis, financial analysis);
  - (5) Report writing;
  - (6) Telephone-intensive tasks;
  - (7) Computer-oriented tasks (e.g. programming, data entry, word processing, web page design); and
  - (8) Data processing.
- b. Positions not generally eligible for telework are those positions involving tasks that are not suitable to be performed away from the traditional worksite, including tasks that:
- (1) Require the employee to have daily face-to-face contact with the supervisor, colleagues, clients, customers, 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;
  - (2) Requires daily access to classified information;
  - (3) Requires physical presence at the workplace to perform duties; or
  - (4) The assigned individual is participating in a trainee program or is a probationary employee.
- c. An employee suitable for telework is an employee whose demonstrated personal characteristics are well-suited to telework, as determined by the supervisor, including as a minimum:
- (1) A proven record of high personal motivation;

- (2) Is conscientious and trustworthy;
  - (3) Fully trained;
  - (4) Has had no significant disciplinary action in the last 12 months;
  - (5) Requires minimal supervision;
  - (6) Meets deadlines and suspenses;
  - (7) The ability to prioritize work effectively and utilize good time management skills; and
  - (8) A minimum performance rating of "fully successful."
- d. A supervisor suitable for supervising teleworkers is a supervisor whose demonstrated supervisory skills are well-suited to telework, as determined by the next level manager, including as a minimum:
- (1) Is comfortable with evaluating work performance by measuring results and assessing work products instead of relying upon direct observation;
  - (2) Monitors the employee's work products on a regular basis and provides feedback and direction as needed;
  - (3) Is an effective communicator and can clearly define tasks and expectations;
  - (4) Takes appropriate action when the telecommuting agreement is violated in order to maintain the integrity and effectiveness of the telecommuting program.
8. Time and Attendance Codes. Teleworkers must use the Telework ATAAPS code for the appropriate type of telework work status. (Employee will select appropriate code within the "NtDiff/Haz/Oth" button at the bottom of the ATAAPS screen. Employee will select "Add" under the hours of attributable time. Scroll past Union time codes to see telework codes.)
- a. TM = Telework Medical
  - b. TS = Telework Situational
  - c. TW = Telework Regular
9. Policy Statement. It is the policy of the Wyoming National Guard that:



- a. The maximum number of positions be identified as eligible for regular telework;
- b. The maximum number of employees who exhibit characteristics suitable for telework, and who occupy positions identified as eligible for telework, be permitted to telework subject to mission accomplishment considerations;
- c. Participation in the telework program is voluntary and employees will not be required to participate;
- d. An employee who teleworks on a regular basis must complete an HRO Form 305 - Telework Statement of Understanding and Liability, a DD Form 2946, and required telework CBT prior to commencement of teleworking;
- e. A telework agreement is not a right or entitlement and may be terminated by either the employee or the supervisor;
  - (1) Termination of telework agreements should be coordinated through the HRO-LRS.
  - (2) When the telework agreement has been violated, supervisors may suspend telework agreements and depending on the severity of the infringement, may propose disciplinary action.
  - (3) A teleworker may be called into work with reasonable notice as required by mission needs.
  - (4) If it is determined that an employee's participation in the telework program is having an adverse impact on work operations or mission accomplishment, the supervisor shall terminate or modify the employee's participation.
  - (5) Participation in the program may be terminated if an employee's performance does not meet the prescribed standard or if the teleworking arrangement fails to meet organizational or mission needs;
  - (6) If it becomes necessary for a supervisor to terminate a telework agreement, it must be given to the employee in writing using the DD Form 2946.
  - (7) Supervisors will make every effort to provide 14 calendar days notice to employees prior to terminating a telework arrangement, unless more urgency is required due to mission needs.

- f. Employees may be approved both to telework and to work an alternate work schedule;
- g. Supervisors may approve situational telework as defined in this regulation;
- h. While telework for dependent care has been allowed through the COVID-19 emergency, telework should not be used to replace appropriate arrangements for dependent care or sick leave under normal conditions;
- i. Consistent with DoD security and information technology policies:
  - (1) No classified documents (hard copy or electronic) may be taken by teleworkers to alternative worksites;
  - (2) Government-furnished computer equipment, software, and communications, with appropriate security measures, are required for any regular telework arrangement that involves sensitive unclassified data, including Privacy Act data, personally identifiable information or personally identifying information (PII) , or For Official Use Only (FOUO) data;
  - (3) Providing and/or installing Government-furnished equipment at alternative worksites is a matter for determination by the immediate commander or appropriate supervisor. If it is determined that the issuance of Government-furnished equipment is appropriate, the Agency will be responsible for the service and maintenance of Government-owned equipment. Approved remote access software may be installed onto Government-furnished computers by the Agency communications staff, (DCSIM or 153 CF), to enable access to agency systems and networks;
  - (4) Government-furnished equipment must only be used for authorized purposes. The employee must return all Government-furnished equipment and materials to the agency at the conclusion of the teleworking arrangement or at the agency's request;
  - (5) Teleworkers are responsible for the security of all official information, protection of any Government furnished equipment and property, and carrying out the mission of the Agency at the alternative work site;
  - (6) Where it is determined that Government equipment will be provided to the teleworker, the equipment will be supplied by the members organization or the communications staff (DCSIM or 153 CF) as appropriate;
  - (7) WYNG assumes no responsibility for any operating costs associated with an employee using his or her personal equipment and or residence as an

alternative worksite. This includes home maintenance, insurance, internet connectivity, home or cell phone charges, and utilities;

- (8) Time spent in a teleworking status must be accounted for and reported in the manner specified in this regulation;
- (9) An employee who is approved for telework is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance objectives;
- (10) Compensatory time provisions that apply to employees working at a traditional worksites apply to employees who telework. Employees may work compensatory time only when ordered and approved in advance by the supervisor. Instances in which employees perform compensatory work without prior supervisory approval may be cause for administrative action;
- (11) Management reserves the right to require employees to report to the traditional worksite on scheduled telework days, based on operational requirements;
- (12) The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by any applicable laws;
- (13) The employee is covered by either the Federal Employees Compensation Act (FECA), or normal line-of-duty injury reporting procedures, when injured or suffering from work-related illnesses while conducting official Government business.
- (14) Employees who telework continue to be bound by the Department of Defense and agency standards of conduct while working at the alternative worksite and using Government-furnished equipment;
- (15) Telework may be permitted as a reasonable accommodation for an employee with a disability based on the Americans with Disabilities Act except in cases of loss of Military membership, when a disability retirement is appropriate;

- (16) Contractors will coordinate with their contractor supervisor and participate in telework as directed by their contract supervisor;
  - (17) Teleworkers will adhere to the Agency dress code when appearing on a virtual meeting platform. . Under no circumstances will it be appropriate for the teleworker to report for an official meeting at their regular worksite in other than the approved Agency attire.
  - (18) Personnel working under an approved telework agreement may continue to perform physical training, as established in the WYTAGI #1100.02A, with supervisor concurrence.
- j. It is expected that there will be changes and supplements to the specific content of this manual. As the implementation of these changes affect existing agreements, bear in mind that telework is not a right and management has the right to amend and or cancel any agreement at any time in the interest of mission accomplishment, effectiveness, and efficiency. The intent is the accomplishment of mission objectives through the support of a telework program that is right for the Wyoming National Guard and its full time workforce.
10. Nature of the Program. To work effectively, the WYMD Telework Program relies on the integrity and work ethic of participating employees and the active oversight of supervisors.
- a. There may be periods of time, (Annual Training, Year End Closeout, Inspections, Contingency and Emergency Operations), when teleworking would be detrimental to the effectiveness of a particular office, unit or organization depending on current mission and operational requirements.
  - b. It is vital that there is continuous communication between teleworkers, supervisors, Commanders/Directorates, and the HRO to ensure that the right people are present and ready for duty to meet the mission requirements of the Wyoming National Guard.
  - c. Telework is not appropriate in all situations or for all employees or supervisors.
  - d. The program is a privilege extended to expand work options for employees for whom this type of arrangement is appropriate.
  - e. Telework operates on trust and integrity and offers a creative way to accomplish the work of the agency.

ENCLOSURE B

EMERGENCY TELEWORK GUIDANCE

1. In the event of a pandemic, inclement weather, or other emergency situation where telework is widely implemented for the safety of employees, the Adjutant General may waive eligibility requirements from Enclosure A (i.e. training CBTs, fully successful performance, limitations on probationary employees) in order to streamline the process and more effectively respond to an emergency situation.
2. An HRO form 303 must be completed for employees' teleworking due to a pandemic or emergency situation.
  - a. The HRO form 303 will allow the employee to telework for the purpose of the emergency.
  - b. If the employee requests a telework agreement for purposes unrelated to a pandemic, inclement weather or other emergency, the requirements of Enclosure A must be followed.
  - c. It is encouraged that employees who live outside of the local area of their workplace complete an HRO form 303 for inclement weather situations. These employees should specify "as needed" under the "telework schedule" section of the form.
3. Supervisors should consider keeping employees in the workplace, approving alternate work schedules, or granting appropriate leave when telework is not suitable for an employee or creates a hardship. These hardships may include but are not limited to lack of phone service, internet, or an unsafe work environment.
4. While some positions are not suited for full-time telework, supervisors may consider short-term projects or other work assignments that could be completed from home in an emergency situation.
5. Supervisors may determine telework needs based on the mission of their work area.

ENCLOSURE C

VIRTUAL TDY TELEWORK GUIDANCE

1. In response to the increase in virtual conferences and training courses due to COVID-19, the WYMD has created a streamlined virtual TDY telework request for one-time virtual conference or training events.
2. Employees will request telework for virtual TDYs using the HRO form 304.
3. Telework CBT training is not required for Virtual TDY requests due to the short term nature and lack of routine work requirements.
4. A request must be made for each virtual TDY event. If multiple events are known, they may be combined into one form.
5. Supervisors will not task employees with routine workloads through the duration of the agreement, ensuring maximum focus and allowing the employee to meet training objectives.
6. Teleworking during a virtual TDY may not be suitable all situations. The employee may not have the ability to work from home (i.e. lack of internet access/computer). Supervisors may also require the employee to remain in the work area. It may be more appropriate for employees to remain in the work center when a group of employees are attending an event. If the employee does not have a private office, supervisors should make every effort to provide a distraction free environment (i.e. a vacant office, classroom, or conference room) to allow maximum focus.

APPENDIX A

**HRO FORM 305 TELEWORK STATEMENT OF UNDERSTANDING AND LIABILITY**

**EMPLOYEE:**

1. I, \_\_\_\_\_ (print name) acknowledge and agree that:
  - a. I have read the DODI 1035.01, "Telework Policy," dated April 4, 2012 and TAGM-WY 1700.004.
  - b. I have completed the required telework training CBT.
  - c. This program is not an entitlement and may be authorized at the discretion of my supervisor through my chain by the approving official.
  - d. I understand that any injury incurred during telework duty must be promptly reported to my supervisor.
2. For T5/T32 Federal Employees: All telework duty will be coded in ATAAPS will be coded in ATAAPS as "RG" with "TW" (Regular Telework), under the night/haz/diff section of the timecard.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Status:** \_\_\_ T32 Tech \_\_\_ T5 Civilian \_\_\_ AGR \_\_\_ Other: \_\_\_\_\_

**SUPERVISOR:**

1. I, \_\_\_\_\_ (print name) acknowledge and agree that:
  - a. I have read the DODI 1035.01, "Telework Policy," dated April 4, 2012 and TAGM-WY 1700.004.
  - b. I have completed the required telework training CBT.
  - c. The employee is not in a probationary status.
  - d. The employee's performance rating is at least fully successful.
  - e. The employee has completed/obtained the proper equipment and network requirements.
  - f. The employee has a designated safe workplace at home.

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Concur \_\_\_ Non-Concur \_\_\_

**GROUP COMMANDER/DIRECTORATE**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Concur \_\_\_ Non-Concur \_\_\_

**HRO Signature:** \_\_\_\_\_

Approved \_\_\_ Disapproved \_\_\_

APPENDIX B

DD FORM 2946 (double click to view full contents of form)

DEPARTMENT OF DEFENSE TELEWORK AGREEMENT	
<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> 10 U.S.C. 113, Secretary of Defense; DoD Instruction 1035.01, Telework Policy.  <b>PRINCIPAL PURPOSE(S):</b> Information is collected to register individuals as participants in the DoD alternative workplace program; to manage and document the duties of participants; and to fund, evaluate and report on program activity. The records may be used by Information Technology offices to determine equipment needs, to ensure appropriate safeguards are in place to protect government information, and for assessing and managing technological risks and vulnerabilities.  <b>ROUTINE USE(S):</b> None.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may result in your inability to be a participant in the telework program.</p>	
<b>TERMS OF TELEWORK AGREEMENT</b>	
<p>The terms of this agreement must be read in conjunction with Department of Defense (DoD) telework policy, available on the DoD Issuances Web Site at <a href="http://www.dtic.mil/whs/directives/">http://www.dtic.mil/whs/directives/</a> or on the Civilian Personnel Management Service Web Site at <a href="http://www.cpms.osd.mil">www.cpms.osd.mil</a> and any additional guidance provided by the employing organization. Signatories certify they will abide by this agreement, DoD telework policy, and all supplemental terms established by the employing organization.</p> <p>1. Work schedules and hours of duty may be modified as necessary, but are subject to local management procedures and approval and/or collective bargaining agreement requirements. A copy of the employee's approved work schedule should be kept on file with the signed telework agreement. In emergency situations (as indicated in Section I, Block 12 of the telework agreement), the teleworker's work hours may be subject to change. Emergency schedules will be set based on mission needs.</p> <p>2. If the employee reports to the regular worksite at least twice per pay period, the regular worksite is the official worksite as defined in part 531.605, subpart F of title 5, Code of Federal Regulations.</p> <p>3. If the employee does not report to the regular worksite at least twice each biweekly pay period, the official worksite is the location of the employee's telework site. Exceptions to the twice each biweekly pay period requirement may be made during emergencies (including a pandemic) and for short-term situations (e.g., special projects, medical accommodation).</p> <p>4. All pay (to include locality pay or local market supplement), leave, and travel entitlements are based on the employee's official worksite as documented on a Notice of Personnel Action.</p> <p>5. Prior to signing this Telework Agreement, the supervisor and employee will discuss:</p> <ul style="list-style-type: none"> <li>a. Office procedures (e.g., procedures for reporting to duty, procedures for measuring and reviewing work, time and attendance, procedures for maintaining office communications);</li> <li>b. Safety, technology and equipment requirements; and</li> <li>c. Performance expectations.</li> </ul> <p>6. Employee will not work in excess of the prescheduled tour of duty (e.g., overtime, holiday work, or Sunday work) unless he or she receives permission from the supervisor. By signing this form, the employee acknowledges that failure to obtain proper approval for overtime work may result in cancellation of the telework agreement and may also include appropriate disciplinary action.</p> <p>7. If designated employee (as indicated in Section I, Block 12 of this agreement) is unable to work due to illness or dependent care responsibilities, the employee must take appropriate leave. Supervisors may, on a case-by-case basis, administratively excuse the designated teleworker from teleworking if circumstances, such as a power failure or weather related emergency, prevent the employee from working at the telework site. To the extent practicable, managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.</p>	<p>8. Teleworkers may be required to return to the regular worksite on scheduled telework days based on operational requirements. In situations where the employee is called to return to the office outside normal work hours, the recall shall be handled in accordance with established policy and/or collective bargaining agreements, if applicable.</p> <p>9. If the employee uses Government-furnished equipment (GFE), the employee will use and protect the equipment in accordance with the DoD Component's procedures. GFE will be serviced and maintained by the Government.</p> <p>10. The employee agrees to comply with the terms of computer software license and copyright agreements, computer virus and protection requirements and procedures.</p> <p>11. <b>No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative worksite.</b> If classified telework is authorized at an approved alternative secure location, teleworkers must comply with the procedures established by DoD 5200.01-R and the DoD Component regarding such work. For Official Use Only (FOUO) and controlled unclassified information (CUI) data may be taken to alternative worksites if necessary precautions are taken to protect the data, consistent with DoD regulations.</p> <p>12. When CUI including competition sensitive or source selection data is authorized for use at the telework location, criteria for the proper encryption and safeguarding of such information and data must be consistent with Enclosure 3, subparagraphs 3.f.(1) through (3) of DoDI 1035.01, Telework Policy. Component specific instructions must be included in the space allowed for Component specific comments or cite the appropriate Component references that contain these instructions.</p> <p>13. The supervisor will determine how frequently, if at all, backup copies of data onto network drives or removable disks must be made to protect against loss of data. The supervisor may also require the employee to periodically send backup copies to the main work facility.</p> <p>14. The employee may be reimbursed for authorized expenses (e.g., installation of broadband or telephone lines) incurred while conducting business for the Government, as provided by statute and implementing regulations and as articulated in this agreement. (Approved authorizations are filed with this agreement.)</p> <p>15. <b>The employee will apply approved safeguards to protect Government records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, and codified at section 552a of title 5, United States Code.</b> The use of personal email accounts for transmission of Personally Identifiable Information (PII) is strictly prohibited. PII may only be emailed between government email accounts and must be encrypted and digitally signed.</p> <p>16. The DoD Component may inspect the home worksite, by appointment only, if the DoD Component has reason to suspect that safety standards are not being met and GFE is not being properly maintained.</p> <p>17. The DoD Component will not be responsible for operating, maintenance, or any other costs (e.g., utilities) associated with the use of the employee's residence.</p> <p>18. The DoD Component is not liable for damages to an employee's personal or real property while the employee is working at home, except to the extent the Government is held liable by the Federal Tort Claims Act or from claims arising under the Military Personnel and Civilian Employees Claims Act.</p>



APPENDIX C

**Emergency Telework Request**

HRO Form 303  
Current as of 14 Sep 2020

**Employee Name:** \_\_\_\_\_ **Full-Time Status:** \_\_\_\_\_

**Situation:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Telework Schedule:**

\_\_\_ as required \_\_\_ full-time telework \_\_\_ other (explain in comments section below)

**Schedule Comments:** \_\_\_\_\_

I, \_\_\_\_\_, understand that this telework agreement is effective for the purpose of the \_\_\_\_\_ emergency and that future telework arrangements outside of this event will be completed in accordance with TAGM-WY 1700.04. I understand that I must adhere to the work schedule above while teleworking. I will ensure my contact information is available to my work center and customers. While teleworking, I will adhere to all WYMD instructions.

For T5/T32 Federal Employees: All telework duty will be coded in ATAAPS as “RG” with “TS” (Situational Telework), under the night/haz/diff section of the timecard.

**Employee Signature:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

I, \_\_\_\_\_, agree that the employee’s duties are suitable for situational telework during the \_\_\_\_\_ emergency.

**Supervisor Signature:** \_\_\_\_\_

**Final Approval:**

Select appropriate approval authority:

Army-Chief of Staff \_\_\_ Air-Wing Commander \_\_\_ Director of Joint Staff \_\_\_ USPFO \_\_\_

Department of Military Affairs \_\_\_ Veterans' Commission \_\_\_ HRO \_\_\_

**Approval Authority Signature:** \_\_\_\_\_

Send completed form to [carly.j.allen.civ@mail.mil](mailto:carly.j.allen.civ@mail.mil).

Please direct any telework questions to the Mrs. Carly Allen, Labor Relations Specialist at 307-772-5909 or the e-mail above.

APPENDIX D

**Virtual TDY Telework Request**

HRO Form 304  
14 Sep 2020

**Employee Name:** \_\_\_\_\_ **Full-Time Status:** \_\_\_\_\_

**Duration of Virtual TDY:** \_\_\_\_\_

**Virtual TDY Purpose:** \_\_\_\_\_

I, \_\_\_\_\_, understand that this telework agreement is effective only through the duration of the virtual TDY from \_\_\_\_\_ to \_\_\_\_\_ and that any future telework arrangements outside of this event will be completed in accordance with TAGM WY 1700.04. While teleworking, I will adhere to all directorate/WYMD instructions and standards of conduct.

For T5/T32 Federal Employees: Telework duty for virtual TDYs will be coded in ATAAPS as "RG" with the code of "TS" (Situational Telework), under the night/haz/diff section of the timecard.

**Employee Signature:** \_\_\_\_\_

**1<sup>st</sup> Level Supervisor Name:** \_\_\_\_\_

I concur with this telework arrangement through the duration of the virtual TDY indicated above. I understand that I cannot "direct" telework and the employee must have resources at home to complete their temporary duties/training. If the employee does not have the resources to complete temporary duties/training at home, I may also offer an alternate duty location to minimize distractions.

**1<sup>st</sup> Level Supervisor Signature:** \_\_\_\_\_

**2<sup>nd</sup> Level Supervisor Name:** \_\_\_\_\_

Concur \_\_\_ Non-Concur \_\_\_

**2<sup>nd</sup> Level Supervisor Signature:** \_\_\_\_\_

**HRO Final Approval:**

Approve \_\_\_ Disapprove \_\_\_

**HRO Signature:** \_\_\_\_\_

Please send to [carly.j.allen.civ@mail.mil](mailto:carly.j.allen.civ@mail.mil) upon completion.

*Note: This form is not required if the employee will be performing virtual TDY duties in an alternate location within a WYMD facility.*