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JFHQKS-TAG

23 November 2009

MEMORANDUM FOR Employees of the Adjutant General's Dept and Members of the KS National Guard

SUBJECT: TAG Policy Letter #17, Electronic Communications Device Use While Driving in Performance of Duty

1. This policy applies to all employees of the Adjutant General's Department and members of the Kansas National Guard.

2. Hand-held Equipment Guidance:

a. While driving in the performance of duty, employees will not, under any circumstance, use a hand-held cellular phone (personal or agency issued), Blackberry or other communications device. Use of these devices includes talking, reading or replying to text messages.

b. While driving any type of Government owned vehicle, to include tactical vehicles, use of a hand-held cellular phone (personal or agency issued), Blackberry or other communications device is prohibited. Use of these devices includes talking, reading or replying to text messages.

3. Hands-free Equipment Guidance:

a. While driving in the performance of duty, employees will not, under any circumstance, use a hands-free cellular phone (personal or agency issued), Blackberry or other communications device. Use of these devices includes talking, reading or replying to text messages.

b. While driving any type of Government owned vehicle, to include tactical vehicles, Kansas Adjutant General Department employees will be required to quickly respond to incoming calls with a short response advising that the call will be continued once the driver can safely stop and park the vehicle. Drivers will not utilize agency provided hands-free equipment to initiate calls while driving. Drivers will not read or respond to text messages while driving.

4. Violation of this policy may result in disciplinary and/or adverse action, IAW appropriate guidance, which may result in termination.

5. While this policy technically covers employees while on duty, or in the performance of duty related activities (which, for AGR personnel is seven days a week, 24 hours a day), I strongly urge you to practice this policy at all times. The safety of each employee, as well as your family's safety and well-being, cannot be overstated.

6. This policy letter supersedes the previous TAG Policy letter No. 17 dated 24 February 2005.

Tod M Bunting

TOD M. BUNTING, Major General, KSNG
The Adjutant General