



NATIONAL GUARD BUREAU

1636 DEFENSE PENTAGON
WASHINGTON DC 20301-1636

NGB-ZA

MAR 23 2010

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, THE U.S. VIRGIN ISLANDS, GUAM AND THE COMMANDING GENERAL OF DISTRICT OF COLUMBIA

SUBJECT: (All States Log P10-0007) National Guard Title 32 Telework Policy Guide

1. References

a. Section 359 of Public Law No. 106-346, "Department of Transportation and related Agencies Appropriation Act 2001," 23 October 2000

b. DoD Telework Policy and Guide for Civilian Employees, 22 October 2001

c. DoDI 1035.01 Telework Policy, 3 April 2007

2. The DoD Telework Policy and Guide implemented the requirements of Section 359 of Public Law No. 106-346, which requires executive agencies to establish policies under which civilian and military employees may participate in teleworking to the maximum extent possible, without diminished employee performance. This memorandum applies to Title 32 employees only.

3. The National Guard Bureau (NGB) recognizes telework as a valuable management tool, effective in improving the quality of life for our Title 32 workforce by allowing employees to balance their work lives with their private lives and Family responsibilities.

4. Telework enhances the National Guard's efforts to recruit and retain high quality employees. Teleworking directly benefits our society in terms of cleaner air, reduced energy consumption, and decreased traffic congestion. Due to increasing fuel prices and economic concerns, it is a good time to engage telework practices. In addition, due to possible real-world pandemic health threats, your telework policy must be integrated into your emergency preparedness /continuity of operations (COOP) plans. Doing so will ensure critical functionality of your state in the event of an emergency. The National Guard Bureau supports all efforts to comply with the program's lawful requirements and the DoD's policy within mission and operational constraints.

5. The Adjutants General are responsible for establishing and approving state and territory telework policy and identifying eligible positions. Telework is a management tool. It is not an employee entitlement and does not change employment terms and/or

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conditions. The telework arrangements can be terminated at will, by either the employee or the supervisor(s).

6. The Adjutants General should ensure local bargaining obligations are met prior to implementing this program. In addition, TAGs must remove all artificial, logistical, organizational, or other barriers which may inhibit full implementation and successful functioning of the policy.

7. The funding requirements to meet telework needs, such as support equipment, utilities, telephone, Internet access, office space, supplies, etc., are the states' responsibility. The National Guard Bureau has no dedicated funding for the telework program; however, states may use Operations and Maintenance funding, if available.

8. The States' Directors of Information Management are responsible for establishing procedures for teleworkers who will connect to the network from offsite locations. They will determine what equipment and support services are provided, based on the circumstances of the telework arrangements.

9. The Office of Personnel Management (OPM) and the General Services Administration (GSA) have a joint telework website at www.telework.gov. On that website, you will find the latest information regarding their telework policy and guidance; beneficial information for employees, managers, and supervisors; and state telework coordinators' contact information. Additionally, OPM has telework training courses available for both employees and managers at www.telework.gov/course.

10. Included in the DoD Policy is a reporting/survey requirement to reflect our component's rate of participation in the program. State Human Resources Offices (HROs) are required to submit an annual report that reflects the number of positions deemed eligible for telework and the number of personnel participating. In addition to the annual report, each state should send a copy of its telework policy letter to NGB-J1-TN no later than 31 May 2010.

11. The NGB-J1-TN point of contact is Colonel Bill Kolbinger, Chief, Technician Personnel, (703) 607-5479, DSN 327-5479, or email william.kolbinger@us.army.mil.


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