



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
HEADQUARTERS, KANSAS NATIONAL GUARD  
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NGKS/TAG


1 April 2020

MEMORANDUM FOR Employees of the Adjutant General's Department and Members of the Kansas 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. Hand-held devices will not be used while driving in the performance of duty or operating a government-owned vehicle, to include tactical vehicles. Employees will not, under any circumstance, use a hand-held cellular phone (personal or agency issued) or other communications device unless the vehicle is safely parked. Use of these devices includes talking, reading, replying to text messages, emails, or browsing.
  - b. Government supplied electronic equipment will not be used at any time, regardless of duty status or vehicle type, for text messaging or any other uses unless the vehicle is safely parked.
3. Hands-free Equipment Guidance:
  - a. While driving in the performance of duty, employees will not wear any listening devices other than hearing aids or single ear-piece hands-free phone devices.
  - b. While driving any type of government-owned vehicle other than tactical, the use of hands-free equipment is allowed. Drivers will not read or respond to text messages, emails or browse on the device while driving.
  - c. While driving any tactical vehicle, employees are prohibited from hands-free device use unless authorized by vehicle Technical Manual.
4. Violation of this policy may result in disciplinary and/or adverse action, IAW appropriate guidance, which may result in punishment or termination.
5. While this policy applies to employees on and off duty, based on the equipment being used, a reminder that AGR personnel are accountable regardless of on or off duty. The safety of each employee, as well as your family's safety and well-being, cannot be overstated.

6. Point of contact for this memorandum is the State Safety Manager at (785) 646-0047.
7. This policy letter supersedes TAG Policy letter #17 dated 23 November 2009.

  
DAVID A. WEISHAAR, Major General, KSNG  
The Adjutant General