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**NEW JERSEY AIR NATIONAL GUARD
Supplement**

21 August 2009

Personnel

**AIR NATIONAL GUARD TRADITIONAL
GUARD MEMBER TELECOMMUTING POLICY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the policy and guidelines for the use of telecommuting by Air National Guard (ANG) personnel. It complies with standards set forth by the following memorandums, public law and regulations: White House memorandum, 11 July 1994, Family-Friendly Work Arrangements in the Executive Branch; Deputy Secretary of Defense memorandum, 3 March 1995, Expanding Flexible Work Arrangements in the Department of Defense; Under Secretary of Defense memorandum, 20 May 1996, Department of Defense Telecommuting Pilot Project; Public Law 104-52, Page 109 STAT.468, Section 620; 31 United States Code (USC) Section 1348 /01/16/97; AFI 33-111, Telephone Systems Management; AFI 33-112, Computer System Management; AFI 33-202, Network and Computer Security Force Computer Security Program, AFPD 33-2, Information Protection; ANGI 33-103, Internet and Electronic Mail Policy; AFPD 36-80, Reserve Training and Education; ANGI 36-2001, Management of Training and Operational Support within the Air National Guard. States are encouraged to supplement this instruction to meet local needs. This publication is only applicable to Traditional Guardsmen.

(ANG) ANGI 36-8001, Air National Guard Traditional Guard Member Telecommuting Policy, 28 May 2004, is supplemented as follows. It applies to all New Jersey Air National Guard units. This program is applicable to members of the NJANG who are in a traditional status. It is not applicable to Technician or Active Guard/Reserve (AGR) personnel.

Section A—General Information

1. Background.

1.1. Telecommuting is a management tool that allows the ANG to authorize personnel to voluntarily work away from their official duty location. Telecommuting is a complementary way of doing business, which moves work to the people instead of moving the people to the work. In general, it means working from an alternate work location away from the official duty location. Traditional telecommuters have used dial-up laptops, telephones and facsimiles to provide office communications away from the office. Virtual private networking and high-speed internet access have enhanced both electronic security and capability for telecommuters. This instruction establishes, sets forth and governs commanders' authority with respect to the types of training and duty that may be performed by all telecommuters of the ANG in accordance with Federal statutes and Department of Defense (DoD) policy. This instruction does not limit any type of training or operational support provided by member (hereafter referred to as telecommuter) of the ANG as may be permitted without regard to this instruction.

1.2. Telecommuting is voluntary. The approval authority should grant telecommuting only when it is in the best interest of the ANG. Telecommuting is a privilege and not a right for the telecommuter. Travel in connection with this type of duty is not authorized.

1.3. This instruction requires that participants use a pre-authorized work agreement for accountability. **Attachment 2** shows a sample work agreement.

2. Scope. Telecommuting, as a management tool, authorizes commanders (or their written designees) to allow ANG drill status Guard members to work in an official capacity for pay and/or points away from the official duty location. The alternate work locations must have the necessary tools and environment to enable the telecommuter to accomplish assigned duties. All data, documents or products developed are the sole property of the United States Government and will be prepared for filing in accordance with command guidance if it is to be a permanent record. No classified material will be used or created while telecommuting. The approval authority and the supervisor determine the percentage of telecommuting work. Under no circumstances should a telecommuter perform all of their duties by telecommuting.

2.1 (**Added-NJANG**) NJANG members are limited to a maximum of 3 annual training (AT) and 3 special training (ST) days per fiscal year. NJANG members are also limited to a maximum of 8 RUTA periods and 6 AFTP (aircrew only) per fiscal year.

3. Roles and Responsibilities.

3.1. The Headquarters/Wing/Group/Geographically Separated Unit Commander (or their written designee) is the approval authority for telecommuting and work agreements.

3.1.1. (**Added-NJANG**) Headquarters/Wing/Group Commanders may delegate this authority to unit commanders.

3.2. The immediate supervisor is responsible for:

3.2.1. Recommending the telecommuting project to the approval authority.

3.2.2. Preparing required documents and obtaining any necessary signatures (**Attachment 2**, NGB IMT 3631, *Air National Guard Telecommuting Supervisor and Telecommuter Checklist* and **Attachment 3**).

3.2.3. Ensuring that project details (e.g., scope of work, deliverables, time schedules, etc.) are mutually agreed upon before beginning work.

3.2.4. Quality control of the telecommuter's completed product.

3.2.5. Maintaining the original approved work agreement with a copy to the telecommuter.

3.3. The commander is responsible for approving the use of Government owned equipment and supplies for

use by the telecommuter. The decision to use appropriated funds to pay for equipment, services or supplies for the purposes of telecommuting rests solely with the commander.

3.3.1 **(Added-NJANG)** Commanders will not issue or purchase government equipment for the purpose of telecommuting.

4. Compensation.

4.1. Telecommuters will be compensated in accordance with their duty status. All telecommuters must comply with appropriate pay status regulations.

4.2. The approval authority will not authorize travel or per diem for telecommuting.

4.3. The approval authority may authorize the performance of duties on an incrementally accrued schedule for telecommuters in a military status (NGB IMT 3630, *Telecommuting Duty Form*). **(Attachment 4)**

4.3.1 **(Added-NJANG)** See **Attachment 7** for pre-approved duties and associated time increments that may be used to accrue incremental pay periods. Other duties and increments will be determined and agreed upon by the approval authority on a case-by-case basis.

4.4. Incidental expenses incurred by members may be reimbursed in accordance with current financial management policy governing claiming reimbursement from the government. Approval is not guaranteed and should be obtained prior to incurring the expense.

5. Safety. Telecommuters are responsible for ensuring that alternate work locations are safe environments. Telecommuters will report any injuries while telecommuting to their supervisor as soon as possible. The supervisor will follow line of duty reporting procedures for accidents or injuries.

6. General Obligations.

6.1. Telecommuters are subject to applicable military laws, regulations and instructions.

6.2. Telecommuters are responsible for providing telecommuting equipment requirements to the supervisor.

6.2.1 **(Added-NJANG)** Commanders will not issue or purchase government equipment for the purpose of telecommuting.

6.3. Telecommuters should obtain the approving authority's concurrence before performing telecommuting duties that exceed the terms or hours listed in the work agreement.

6.4. The approval authority, supervisor or telecommuter may terminate participation in telecommuting at any time.

6.5. Telecommuters will not use telecommuting for upgrade training or Professional Military Education training purposes.

6.6. Telecommuters must provide adequate and timely access to their telecommuting location for troubleshooting, equipment installation, inventory, modification, etc., if needed and to ensure tele-communications guidelines are being followed.

7. Agreements. The telecommuter, supervisor and approval authority must sign a work agreement (**Attachment 2**), Telecommuter checklist (NGB IMT 3631) (**Attachment 6**), and commander's authorization (**Attachment 3**), before starting the telecommuting project.

8. Miscellaneous.

8.1. Personnel will be entitled to the same protections and indemnification under the Federal Tort Claims Act as would be available if the services provided herein were provided at the unit during a Unit Training Assembly (UTA) or during scheduled active duty.

8.2. Wear of the uniform during performance of duty set forth in this instruction is not required.

8.3. Personnel falsely certifying documents under this instruction are subject to punishment and/or administrative action.

Section B—Equipment

9. Government Equipment.

9.1. Subject to prescribed rules and limitations, a commander may place government-owned computers, computer software, and telecommunications equipment (hereafter referred to as equipment) in alternative work locations.

9.1.1 (**Added-NJANG**) Commanders will not issue or purchase government equipment for the purpose of telecommuting.

9.2. The commander retains ownership and control of all hardware, software and data associated with, or generated by, government-owned systems. The commander must account for equipment on a hand receipt (AF IMT 1297, *Temporary Issue Receipt*) and inventory all equipment annually. The commander must notify the Equipment Control Officer (ECO) of the relocation of the equipment.

9.3. Government equipment is FOR OFFICIAL USE ONLY (FOUO). Commanders may authorize installation, repair and/or maintenance of equipment at their discretion and direction. The equipment is for authorized use by the telecommuter only.

9.4. Telecommuters must comply with all government security procedures and ensure that security measures are in place to protect equipment and data from physical and virus damage, theft, loss or access by unauthorized individuals.

9.4.1. TELECOMMUTING EQUIPMENT MAY NOT BE USED TO ACCESS OR VIEW CLASSIFIED MATERIAL.

9.4.2. ANG APPROVED ANTI-VIRUS SOFTWARE (WITH THE LATEST SIGNATURE FILE) WILL BE USED AND ACTIVE WHEN TELECOMMUTING.

9.5. Before telecommuters install any hardware or software on a government system, they must have the permission of the Designated Approval Authority (DAA). Telecommuters must ensure that software use conforms to copyright law and any contractual agreements.

9.6. Report of Survey procedures must be followed if government equipment is damaged, lost or stolen.

9.7. Government information must be protected from modification, destruction or inappropriate release.

9.8. If telecommuting is no longer required or appropriate, the telecommuter must immediately return government-owned hardware, software, data, and cancel all telecommunication services that the government provided.

9.9. The authorizing official assumes responsibility for providing any government network or computer equipment and telecommunication services required for telecommuting. Depending on circumstances, this may include dial-in capability, VPN capability, DSN access, high-speed internet access, leased-line costs, etc. Authorizing officials are not responsible for and will not assume personal costs of telecommuting such as telecommuter's home telephone or internet services.

10. Privately Owned Equipment

Frequent telecommuting using privately owned equipment presents unacceptable risk to ANG information resources and equipment. Privately owned equipment will NOT be used for telecommuting on a regular basis; government equipment should be provided for frequent telecommuting or when full network services are

required. Privately owned equipment may be used intermittently for minimal public network services (e.g., e-mail via Outlook Web Access) under exceptional circumstances provided that:

- 10.1. User agrees to install, service, and maintain (at their own risk and expense) any privately owned equipment or services.
- 10.2. The government does not incur any liability or assume any costs resulting from the misuse, loss, theft or destruction (to include computer viruses) of privately-owned equipment, resources or data.
- 10.3. Use of DoD provided anti-virus software is required unless user already has current and updated commercial anti-virus software in place.
- 10.4. The user stores all government data on appropriately marked removable media.
- 10.5. Government information is protected from modification, destruction, misuse or inappropriate release. Users must control access to systems in use until appropriately cleared per Paragraph 10.6.
- 10.6. User must remove sensitive residual government information from privately owned systems using an approved data removal method when the session is terminated. Sensitive information includes Privacy Act and For Official Use Only information, but may also include any other information deemed mission related.
 - 10.6.1. **(Added-NJANG)** DOD provided antivirus software provides file shredding capability that will be used to shred residual documents that remain on privately owned equipment in order to protect sensitive information. If the user has commercial software in place, similar measures must be used to protect sensitive data.
- 10.7. User will only access network resources through approved gateway protocols and methods such as Outlook Web Access in accordance with ANG/C4 Remote Network Access Policy. NOTE: Direct connections to the network by privately owned equipment are prohibited.
- 10.8. The DAA approves of the access by non-government equipment. DAAs allowing use of personal equipment must ensure that procedures are in place to recover from information mishandling incidents and to ensure removal of residual government information.
- 10.9. User must provide adequate and timely access to privately owned equipment for troubleshooting, installation, inventory, modification, etc., in the event an information handling incident is encountered and to ensure guidelines are being followed.
- 10.10. Telecommuters may not “auto-forward” e-mails from government to non-government accounts as e-mail containing sensitive information may not transit public networks without appropriate encryption. E-mail and attachments may be manually forwarded after review if no sensitive information is included. This may also prevent inadvertent transit of classified information in the event such an incident occurs on the unclassified network. Telecommuters may establish an auto-reply rule to provide those wishing to contact them with alternate contact information.

Section C—Accountability

11. Documentation.

- 11.1. The approval authority will sign all required agreements before the telecommuter starts the telecommuting project.
- 11.2. The telecommuter should submit pay documentation in a timely manner. The approval authority indicates agreement by signing the appropriate pay documents (e.g., NGB 105S, *Authorization for Individual Inactive Duty Training*, etc.) **(Attachment 5)** annotating telecommuting status.
 - 11.2.1. **(Added-NJANG)** Telecommuting status will be noted in the “Local Use Only” section of the

NGB 105S along with the cumulative number of RUTA or AFTP performed in the fiscal year. NGB 3630 will be completed and submitted with the NGB 105S for audit and accountability purposes.

11.2.2. **(Added-NJANG)** For AT and ST, NGB 3630 will be submitted with NGB 336 to issue the appropriate Annual Training or Special Training order. These forms will be maintained for audit and accountability purposes.

12. Information Management Tools (IMTs) Prescribed : NGB IMT 3630, *Telecommuting Duty Form*, and NGB IMT 3631, *Air National Guard Telecommuting Supervisor and Telecommuter Checklist*.

13. Adopted IMTs and Forms : NGB 105S, *Authorization for Individual Inactive Duty Training* and AF IMT 1297, *Temporary Issue Receipt*.

13.1. **(Added-NJANG)** NGB 336, *Air National Guard Order Application Request*.

MARIA A. FALCA-DODSON
Major General, NJANG
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 7950.1, Automated Data Processing Resources Management
DoD 7000.14-R, DoD Information Security Program
DoD 7000.14-R, Vol 8, Civilian Pay Policy and Procedures
DoD 7950.1-M, Defense Automation Resource Management Manual
AFPD 10-6, Mission Needs and Operational Requirements Use Agreements
AFPD 33-1, Command, Control, Communications, and Computer (C4) Systems
AFPD 33-2, C4 Systems Security
AFI 21-109, Communications Security (COMSEC) Equipment Maintenance, and Training
AFI 23-111, Management of Government Property in Possession of the Air Force
AFI 31-101, Vol. 1, The Air Force Physical Security Program
AFI 31-209, The Air Force Resource Protection Program
AFI 33-111, Telephone Systems Management
AFI 33-112, Computer Systems Management
AFI 33-114, Software Management
AFI 33-119, Electronic Mail (E-Mail) Management and Use
AFI 33-129, Transmission of Information via the Internet
AFI 37-132, Air Force Privacy Act Program
AFMAN 23-110, Vol. 2, USAF Supply Manual, Part 13, Charters 4 and 8
ANGI 36-2001, Management of Training and Operational Support within the Air National Guard
ANGI 65-101, Air National Guard (ANG) Workday Accounting and Reporting Procedures

Abbreviations and Acronyms

ANG—Air National Guard
ANGI—Air National Guard Instruction
ANG/C4—Air National Guard/Command, Control, Communications and Computers
AFPD—Air Force Policy Directive
DAA—Designated Approval Authority
DoD—Department of Defense
DSN—Defense Switch Network
ECO—Equipment Control Officer
IMT—Information Management Tools
USC—United States Code

UTA—Unit Training Assembly

VPN—Virtual Private Network

(Added-NJANG) RUTA – Rescheduled Unit Training Assembly

(Added-NJANG) AFTP – Additional Flight Training Period

Attachment 2

AIR NATIONAL GUARD TELECOMMUTING WORK AGREEMENT

The following constitutes an agreement between:

_____ And _____ agree to
Supervisor/Approval Authority Telecommuter

the terms and conditions of the telecommuting program. The supervisor and telecommuter agree:

Telecommuting schedule is: _____ Fixed _____ As needed.

A2.1. Telecommuter agrees to adhere to the applicable pamphlet, guidelines, policies, and procedures of the telecommuting program. Telecommuter recognizes that the telecommuting arrangement is not a right but a complementary tool the ANG may use to accomplish work.

A2.2. The telecommuter will meet with the approval authority/supervisor to develop and/or amend performance agreements for work performed away from the official duty station. The telecommuter will complete all assigned work according to work procedures mutually agreed upon by the telecommuter and the approval authority/supervisor in the agreement.

A2.3. Participation in telecommuting does not change the telecommuter’s official duty work location.

A2.4. Where applicable, the telecommuter agrees to document and submit to the supervisor/approval authority for endorsement, any changes in the work agreement.

A2.5. The telecommuter must ensure that a safe and healthy work environment exists. If required by the supervisor/approval authority, the telecommuter agrees to sign a self-certification checklist that proclaims the alternative work site is free of work related safety and health hazards.

The alternate worksite is: _____

A2.6. Any data, document or work product developed in telecommuter’s telecommuting is the sole property of the United States Government.

A2.7. During telecommuting the supervisor/approval authority may check progress via telephone calls, electronic mail or other available means.

A2.8. The telecommuter agrees not to conduct personal business while in official duty status at the telecommuting workplace (e.g., caring for dependents, making home repairs, etc.).

A2.9. The telecommuter acknowledges that while telecommuting, he/she is subject to the applicable laws, regulations and instructions during the duty hours specified relative to the duty status.

A2.10. Equipment.

A2.10.1. The Government retains ownership and control of all hardware, software, and data associated with government-owned systems.

A2.10.2. Government equipment is FOR OFFICIAL USE ONLY. Installation, repair, and maintenance are at the sole discretion and direction of the issuing organization.

A2.10.3. The telecommuter agrees to protect any government-owned equipment, to prevent the use by others, and to use the equipment only for official purposes.

A2.10.4. The telecommuter must have DAA approval before installing any hardware or software on government systems.

A2.10.5. The telecommuter agrees to install, service and maintain any privately owned equipment at the telecommuter's sole risk and responsibility. NOTE: Regular telecommuters accessing full network resources must use government furnished equipment.

A2.10.6. The government does not incur any cost or liability resulting from the use, misuse, loss, theft or destruction of privately owned computer equipment or resources. NOTE: Regular telecommuters accessing full network resources must use government furnished equipment.

A2.10.7. The telecommuter must comply with DoD, AF and ANG security procedures and ensure that security measures are in place to protect the equipment from damage, theft or access by unauthorized individuals.

A2.10.8. Access to sensitive documents, data, records, etc. on government equipment must be consistent with all DoD, AF and ANG directives and instructions. Privately owned equipment may not be used to access or view classified information. Users must remove any sensitive government information (e.g., Privacy Act, FOUO) from privately owned systems using an approved data removal method when the session is terminated.

A2.10.9. The telecommuter is responsible for providing security against loss due to malicious logic, physical or virus loss, theft, or damage. Anti-virus software is available for both government and privately owned computers.

A2.10.10. Telecommuters must provide adequate and timely access to their equipment for troubleshooting, installation, inventory, modification, etc., in the event an information handling incident is encountered and to ensure telecommuting guidelines are being followed.

A2.10.11. Telecommuters will only access network resources through approved gateway protocols and methods in accordance with ANG/C4 Remote Network Access Policy. Remote access guidelines apply to both government and privately owned equipment. NOTE: Direct connections to the network by privately owned equipment are prohibited.

A2.11. If telecommuting is no longer required or appropriate, the telecommuter must immediately return government-owned hardware, software, data and cancel all telecommunication services that the government provided.

A2.11.1. Specific telecommuting project details:

A2.11.2. Scope of work (Description of project).

A2.11.3. Projected deliverables:

A2.11.4. Estimated amount of time to complete the project:

A2.11.5. Projected start and end dates:

A2.11.6. Type of duty:

A2.11.7. Number of estimated days/periods of duty (orders required for active duty):

A2.11.8. Individual's resource requirements:

A2.11.9. Progress report requirements:

A2.11.10. Additional remarks:

Telecommuter Signature

Date

Supervisors Signature

Date

Approval Authority Signature Date

Date

Attachment 3

COMMANDER’S AUTHORIZATION FOR OFF BASE DUTY

A3.1. You are hereby authorized and directed to perform duty under Title 32 of the United States Code at your home, civilian office and such other locations as may be reasonably convenient and most efficient in accomplishing tasks assigned to you from time to time. This authorization is given pursuant to this instruction, ANGI 36-8001, Air National Guard Traditional Guard Member Telecommuting Policy; and in accepting this authorization, you agree and understand that you are subject to the rules and constraints of this instruction. The telecommuter will be performing duty off base pursuant to the ANG Telecommuting Work Agreement and is subject to applicable ANG, Air Force and DoD instructions while telecommuting.

Figure A3.1. Sample Letter

Memorandum for _____
(Authorized Member) _____
(Date)

FROM: _____
(Commander)

SUBJECT: Authorization for Performance of Off Base Duty

A3.2. You will track and account for time devoted to such military duties in sufficient detail which shall be reported to me for approval under this instruction as set forth in this instruction.

A3.3. If you complete work as outlined in the agreement, I will approve your submission and authorize pay and points for the work accomplished consistent with this instruction.

A3.4. This authorization is revocable by me at any time with or without prior notice.

(Signature Block)

Attachment 4

TELECOMMUTING DUTY FORM			
The proponent agency is NGB/A1PO. The prescribing directive is ANGI 36-8001.			
PRIVACY ACT STATEMENT			
1. AUTHORITY: Title 5 USC Section 6311 and Executive Order 9397. 2. PURPOSE: Information is being collected for management and payroll to approve and document member's duty while telecommuting. 3. ROUTINE USES: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; State Unemployment Compensation Office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or Local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of telecommuting administration; or to the General Services Administration in connection with its responsibilities for records management. 4. DISCLOSURE: Providing information on this form, including Social Security Number, is voluntary, but failure to do so may result in disapproval of this request.			
SECTION I			
NAME	GRADE	SSN	
UNIT			
SECTION II			
DATE	LOCATION	SUMMARY OF TASKS/PROJECTS WORKED ON	HOURS
*Time can be shown in quarter hour increments (i.e., 1.25, .75, or 3.5).			TOTAL HOURS
SECTION III			
Member requests that hours be approved for pay and points as follows:			
Annual Training _____ Days Special Training _____ Days (minimum 8 hours accumulated for 1 day of either)			
Inactive Duty Training periods _____ periods (minimum 4 hours per period)			
<i>This form does not replace any military pay documents. Member is responsible for the submission of pay documents.</i>			
TELECOMMUTER SIGNATURE		SUPERVISOR SIGNATURE	

Attachment 5

AUTHORIZATION FOR INDIVIDUAL INACTIVE DUTY TRAINING <small>The proponent agency is ANG/FM. The prescribing directive is ANGI 65-101.</small>					
PRIVACY ACT STATEMENT					
1. <i>AUTHORITY:</i> Title 10 USC 275, Title 37 USC 204, and Executive Order 9397 . 2. <i>PURPOSE:</i> Used to verify performance of Inactive Duty Training for pay purposes and awarding of retirement point credit. 3. <i>ROUTINE USES:</i> None 4. <i>DISCLOSURE:</i> Mandatory; SSN is required by the Defense Joint Military Pay System (DJMS). If SSN is not provided, individual will not be paid.					
NAME: (Last, First, Middle)			SSN:	SQUADRON:	
MEMBER'S SIGNATURE:			ORIGINAL SCHEDULED DUTY DATE:		
DUTY CODE:	WUC:	DATE PERFORMED:	TIME IN:	TIME OUT:	PERIOD:
DUTY CODE:	WUC:	DATE PERFORMED:	TIME IN:	TIME OUT:	PERIOD:
FHD FUNERAL HONORS DETAIL:					
ZZC617 - Enlisted (See ANG Pay Message 2003-05 and 2003-8 for format)		ZZC507 - Officer		<input type="checkbox"/> Base Pay <input type="checkbox"/> Retirement Points Only <input type="checkbox"/> \$50.00 Stipend <input type="checkbox"/> Retiree (Must be done on SF 1034)	
DUTY CODES & WORK UTILIZATION CODES					
DUTY CODES F = AFTP P = PT U = UTA Q = EQT T = TPPA	AFTP (Additional Flying Training Periods) LA - Mission Ready (MR) Flying LB - Mission Support (MS) Flying LC - Mission Ready Ground LD - Mission Support Ground	PT (Proficiency Training) HA - Crash/Fire Rescue HB - Combat Control Team HC - Air Weapons Controller HD - Air Traffic Controller HE - Other	EGT and UTA (RUTA, SUTA, & BUTA) KA - Pay Category A KB - Pay Category P	TPPA IT - Unit Training Prep Period Assembly	
LOCAL USE ONLY					
CERTIFYING OFFICIAL					
PRINTED NAME, GRADE & TITLE:					
SIGNATURE OF CERTIFYING OFFICIAL:				DATE:	
AUTHORIZING OFFICIAL					
PRINTED NAME, GRADE & TITLE:					
SIGNATURE OF AUTHORIZING OFFICIAL:				DATE:	

Attachment 6

AIR NATIONAL GUARD TELECOMMUTING SUPERVISOR AND TELECOMMUTER CHECKLIST																				
The proponent agency is NGB/A1PO. The prescribing directive is ANGI 36-8001.																				
<i>The following checklist is to ensure proper orientation of your telecommuter with the policies and procedures of the telecommuting program. Questions 4., 5., and 6. may not be applicable to each telecommuter.</i>																				
NAME OF TELECOMMUTER	NAME OF SUPERVISOR	DATE COMPLETED																		
<input type="checkbox"/> 1. Telecommuter has read and understands ANGI 36-8001 and all local policies concerning telecommuting.																				
<input type="checkbox"/> 2. Telecommuter received a copy of the agreement.																				
<input type="checkbox"/> 3. Telecommuter was issued government equipment.																				
4. Document any equipment issued by the supervisor/approval authority, by placing an X after each applicable item. All Government equipment and software must be accounted for, by serial number, on a hand receipt.																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">a. Computer</td> <td style="width: 10%;"><input type="checkbox"/> Yes</td> <td style="width: 10%;"><input type="checkbox"/> No</td> <td style="width: 33%;">d. Telephone</td> <td style="width: 10%;"><input type="checkbox"/> Yes</td> <td style="width: 10%;"><input type="checkbox"/> No</td> </tr> <tr> <td>b. Modem</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>e. Other (Specify)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>c. Fax Machine</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td colspan="3" style="border: 1px solid black; height: 15px;"></td> </tr> </table>			a. Computer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	d. Telephone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Modem	<input type="checkbox"/> Yes	<input type="checkbox"/> No	e. Other (Specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Fax Machine	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
a. Computer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	d. Telephone	<input type="checkbox"/> Yes	<input type="checkbox"/> No															
b. Modem	<input type="checkbox"/> Yes	<input type="checkbox"/> No	e. Other (Specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No															
c. Fax Machine	<input type="checkbox"/> Yes	<input type="checkbox"/> No																		
<input type="checkbox"/> 5. Policies and procedures for care of equipment issued by the supervisor/approval authority have been explained and are clearly understood.																				
<input type="checkbox"/> 6. Policies and procedures covering classified, secure, or privacy act data have been discussed, and are clearly understood.																				
<input type="checkbox"/> 7. Requirements for a safe office space and/or area have been discussed, and the telecommuter certifies those requirements are met.																				
<input type="checkbox"/> 8. Performance expectations have been discussed and are clearly understood.																				
<input type="checkbox"/> 9. Telecommuter understands that the supervisor/approval authority may terminate member participation at any time, in accordance with supervisor/approval authority and established administrative procedures.																				
REMARKS																				
TELECOMMUTER SIGNATURE		DATE (yyyymmdd)																		
SUPERVISOR SIGNATURE		DATE (yyyymmdd)																		

Attachment 7

A7.1. The list below is not all-inclusive. It represents those activities preapproved by the approval authorities of the NJANG. Other activities may be approved by the designated approval authorities IAW this instruction. Activities that are determined to affect a large number of NJANG personnel will be reviewed for inclusion on this list and to standardize the time increments authorized if necessary.

Preapproved Duties and Time Increments Allotted			
Computer Based Training	Course Number	Increment	Notes
Force Protection	ZZ133079	1 hour	1
Human Relations	ZZ133080	1 hour	1
Information Protection	ZZ133078	1 hour	1
Self Aid/Buddy Care (SABC)	ZZ131008	4 hours	1
Law of Armed Conflict (LOAC)	ZZ132007	1.5 hours	1
OPSEC Awareness	ZZ133086	1 hour	1
SERE 100	N/A	1.5 hours	1
Instrument Refresher Course (IRC)	N/A	8 hours	1,2
On Line Activities			
OPR/EPR - writing/editing/submission		4 hours	3
Decorations (w/citation) - write/edit/submit		4 hours	3
Decorations (w/o citation) - write/edit/submit		2 hours	3
Notes:			
1. Time increment includes portal logon, ADLS logon, course completion, printing certificate (if applicable)			
2. Aircrew only			
3. Activity will be credited for pay purposes upon final approval/posting to records by ARPC			