



# ALASKA NATIONAL GUARD INSTRUCTION

NGAK-TAG  
DISTRIBUTION: TA

AKNGI 1419.11  
25 June 2019

## TELEWORK

### Reference:

- a. All States (Log Number P02-0042) Department of Defense (DOD) Telework Policy Guide and Section 359 of Public Law No. 106-346
- b. Department of Transportation and Related Agencies Appropriation Act 2001”, 23 Oct 2000
- c. Department of Defense Instruction (DoDI) 1035.01 Telework
- d. Tele-work Enhancement Act 2010, Public Law 111-292, 09 Dec 2010.

1. Purpose. Establish agency telework guidance.

2. Supersedes/Cancellation. This AKNGI supersedes all previous regulation and policies specific to Telework.

3. Applicability. This instruction applies to all Title 5, Title 32 and Active Guard Reserve (AGR) employees of the Alaska National Guard.

4. Policy. The Telework program outlined in this instruction is an effective program which can improve the quality of life for its workforce, by allowing employees to balance their work lives with private lives and family responsibilities.

5. Definitions. N/A

6. Responsibilities.

a. Supervisors are responsible for:

(1) Recommending telework to the HRO Telework Coordinator.

(2) Ensuring all details and scope of work are mutually agreed upon before beginning work to include a comprehensive telework project that annotates the scope of work, product to be delivered, and time schedules the teleworker can meet.

(3) Complete with employee(s) pages 1 through 4 of the Department of Defense Telework Agreement, Form 2946.

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2946.pdf>

(4) Monitoring the quantity and quality of work completed.

(5) Taking manager training available at <https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/> obtaining all five Telework Fundamentals-Manager Training certificates titled:

- (a) Essentials of Telework
- (b) Skills and Processes
- (c) Telework-Related Topics
- (d) Course Review
- (e) Roadmap to Telework Success Quiz

(6) Ensuring employee(s) applying for telework take the training available at <https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/> obtaining all five (5) Telework Fundamentals-Employee Training certificates titled:

- (a) Essentials of Telework
- (b) Skills and Processes
- (c) Telework-Related Topics
- (d) Course Review
- (e) Roadmap to Telework Success Quiz

(7) Forward all ten (10) certificates to HRO Telework Coordinator, and DD Form 2946.

(8) Assist employees with request for information technology equipment needs.

b. Teleworkers are responsible for:

(1) Initiating a request to telework and providing sufficient information to the supervisor so a comprehensive telework can be developed. The information should include a complete description of the telework project; work product; and the time and resources necessary to complete the job, by completing with the supervisor the Department of Defense Telework Agreement, Form 2946.

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2946.pdf>

(2) Ensuring the alternate work locations are safe environments by completing Section II-Safety Checklist of the DD Form 2946, DoD Telework Agreement.

(3) Providing telework equipment requirements to supervisor by completing Section III-Technology/Equipment Checklist of the DD Form 2946, DoD Telework Agreement.

(4) Never exceeding the scope of work described in Telework Agreement without receiving concurrence from supervisor.

(5) Ensuring privately owned equipment is not used for telework purpose.

(6) Ensuring any software used or installed conforms to copyright law and any government information on government computer equipment from modification, destruction, or inappropriate release.

(7) Not installing any hardware or software on a government system without express approval from the Directorate of Information (J6), or Communication Squadron, as per service related requirements. The system will be provided with necessary tools and software to perform the agreed project. If additional items (peripherals, software, etc.) are required, the teleworker must request the additional items through normal channels using the supporting help desk. The use of unauthorized freeware and/or shareware is not authorized.

(8) Following procedures for damaged, lost, or stolen government equipment. For the Alaska Air National Guard, procedures are outlined in the Air Force Instruction (AFI) 33-112, “Automatic Data Processing Equipment (ADPE) Management” and AFI 33-114, “Command, Control, Communications, and Computer (C4) Software Management.”

(9) Immediately returning government owned hardware, software, and data if telework requirements terminate.

(10) Teleworkers must use the Telework Automated Time and Attendance Production System (ATAAPS) code for the appropriate type of telework work status (Select appropriate code within the “NtDiff/Haz/Oth” button at the bottom of the ATAAPS screen. Employee need to select the “Add” under the hours of attributable time”. Scroll down passed Union time codes to see telework codes):

- (a) TM = Telework Medical
- (b) TS = Telework Ad Hoc/Situational
- (c) TW = Telework Regular

c. HRO Telework Coordinator is responsible for:

(1) Maintaining the approved documentation for the telework project and providing a copy to the teleworker.

(2) Ensuring that all documentation (Supervisor Training Certificates, Employee Training Certificates, and DD Form 2946 is completed, and signed.

## 7. Compensation.

a. Travel and per diem payments for telework are not authorized.

b. Before beginning a project, authorization for reimbursement of incidental and minor out-of-pocket expenses, (e.g., postage, long distance telephone calls, consumable supplies) may be approved by the supervisor. A statement of this authorization will be included in the telework agreement allowing the teleworker to use Standard Form (SF) 1164, “Claim for Reimbursement for Expenditures on Official Business.” The normal procedures and dollar limits associated with the SF 1164 apply.

8. Security.

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

b. Access to Sensitive But Unclassified (SBU) (e.g. Privacy Act, For Official Use Only (FOUO) material,) documents, data, records, etc., on government equipment must be consistent with appropriate directives and instructions.

9. Summary of Changes. This is the initial publication of AKNG Instruction 1419.11.

10. Releasability. This issuance is approved for public release; distribution is unlimited.

11. Forward all agreements and or questions to Mr. Daniel Siekawitch, HRO Telework Coordinator by calling (907) 428-6453 or email at [daniel.s.siekawitch.mil@mail.mil](mailto:daniel.s.siekawitch.mil@mail.mil).

12. Effective Date. This notice is effective upon publication.

FOR THE ADJUTANT GENERAL:



KEVIN L. PARK, GS-14  
Director, Human Resources Officer  
Alaska National Guard