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(Federal Employees)

Human Resource Office Federal Office
Federal Alternative Work Program

By Order of the Adjutant General:

Official:

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History. This publication is a major revision, incorporating the provisions of rescinded DEMA directive 25.9 along with the provisions of the rewritten DEMA policy 20.12.

Applicability. This pamphlet applies to Arizona National Guard (AZNG) Title 32 (T32) Technicians, Title 5 (T5) National Guard Employees, Active Guard/Reserve (AGR), Full-Time National Guard Duty (FTNGD), and Active Duty Operational Support (ADOS).

Proponent and exception authority. The proponent of this pamphlet is the Adjutant General, Director of Emergency Management and Military Affairs. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent.

Suggested improvements. Users are invited to send comments and suggested improvements directly to Office of the Adjutant General, Command Chief of Staff, LTC Justin C. Douglas, via email at justin.c.douglas.mil@army.mil, or in person at the Headquarters building at 5636 E. McDowell Road, Phoenix, AZ 85008.

Distribution. Distribution of this publication is available in electronic media only and is intended for the command level of the Department of Emergency and Military Affairs.

*This pamphlet supersedes DEMA Directive 25.9, dated 13 August 2013.

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Chapter 1 General Information

1-1. Purpose

This pamphlet identifies the procedures for Arizona National Guard (AZNG) Title 32 (T32) Technicians, Title 5 (T5) National Guard Employees and Active Guard/Reserve (AGR), Full-Time National Guard Duty (FTNGD), and Active Duty Operational Support (ADOS), collectively AZNG employees, participation in the alternative work program and implements the requirements of Section 359 of Public Law 106-346, Public Law 111-292, Department of Defense Instruction (DODI) 1035.01, Telework and Remote Work. This policy does not apply to State DEMA employees. This pamphlet will not supersede any law, rule, or government-wide regulation.

1-2. References, forms, and explanation of abbreviations

All abbreviations, brevity codes, and acronyms (ABCA's) are listed in the ABCA database located at Appendix D(4), in IAW DoDI 5025.12.

1-3. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication can be found by contacting Federal DEMA Human Resource Office.

1-4. Goals

Ensure all DEMA offices are open and staffed for business from 8:00a.m. until 5:00p.m. to maintain daily operations, while utilizing a compressed work schedule when authorized and incorporating telework to:

- a. Enhance the AZNG's efforts to employ and accommodate people with disabilities, including but not limited to, employees who have temporary or continuing health problems.
- b. Complement continuity of operations plans (COOP).

1-5. Responsibilities

- a. Work schedules:
 - (1) *The Adjutant General (TAG)*
 - (a) Ensure an established alternative work program is in effect.
 - (b) Establish and approve AZNG work schedule procedures via this pamphlet.
 - (2) *The Chief of Staff - Army*

Approve alternative work schedules for AZARNG employees who are bargaining unit employees.
 - (3) *The Authorized Management Official (Directors/O-6/CoS)*
 - (a) Approve alternative work schedules for all non-bargaining unit employees.
 - (b) Approve compressed work schedules for Air bargaining unit employees.
 - (4) *Supervisors/Managers:*
 - (a) Ensure schedule changes are in accordance with the Alternative Work Agreement Policy.
 - (b) Ensure the work schedule change form is completed and submitted to the Authorized Management Official.
 - (c) Ensure technician employees accurately report time in the Automated Time Attendance and Production System (ATAAPS).
 - (5) *Telework Employees:*
 - (a) Complete work schedule change form and submit to supervisor.
 - (b) Ensure time is accurately reported in the Automated Time Attendance and Production System.

b. Telework:

- (1) *The Adjutant General (TAG)*
 - (a) Ensure an established alternative work program is in effect.
 - (b) Establish and approve AZNG telework procedures via this pamphlet.
- (2) *The Human Resource Office (HRO)*
 - (a) Appoint an Agency Telework Coordinator who will manage the AZNG telework program.
 - (b) Include telework program briefing in relevant supervisor and management trainings.
- (3) *Agency Telework Coordinator*
 - (a) Coordinate the implementation of the AZNG telework program.
 - (b) Maintain telework agreements on file for all eligible employees.
 - (c) Keep an updated list of employees that are regular teleworkers, maintain a record of pertinent data, and submit applicable reports to OPM and/or NGB as required.
 - (d) Monitor National Guard Bureau (NGB) and Office of Personnel Management (OPM) changes to the telework guidelines.
- (4) *Authorized Management Official (AMO) (Directors/O-6 Commanders):*
 - (a) Ensure all supervisors and employees are briefed on the program and have the opportunity to apply.
 - (b) Ensure telework agreements are completed IAW guidelines.
 - (c) Monitor telework program and provide feedback to those supervising telework employees. This feedback can include, but is not limited to program success, failure, needed improvements, etc.
 - (d) Approve/Disapprove all telework agreements.
 - (e) Authorized Management Officials may delegate approval/disapproval authority to O-5/GS-12 supervisors by getting written approval by the AMO's leadership and submitting a delegation memorandum to the Agency Telework Coordinator at: ng.az.azarng.mbx.hro-employee-relations@mail.mil. The delegation will be effective upon receipt by the Agency Telework Coordinator.
- (5) *Supervisors/Managers:*
 - (a) Identify telework options and constraints and discuss and document performance expectations with the employees.
 - (b) Ensure they and their employees are aware of the AZ DEMA Code of Ethical Conduct policy.
 - (c) Ensure technician employees accurately report telework time in the Automated Time Attendance and Production System (ATAAPS).
 - (d) Ensure telework training is accomplished and maintain required documentation.
 - (e) Maintain the original approved telework agreement and provide a copy to the employee and Agency Telework Coordinator through the SPR/HRO SharePoint website (see Appendix D(5)).
 - (f) Review and evaluate performance and the quality of the employee's work while teleworking.
 - (g) Supervisors/Managers must complete the supervisors telework training provided by DEMA HRO.
- (6) *Telework Employees:*
 - (a) Complete telework training and submit certificate to supervisor.
 - (b) Adhere to telework policy, procedures, and comply with the AZ DEMA Code of Ethical Conduct policy.
 - (c) Maintain non-telework performance expectations and accomplish position requirements.
 - (d) Ensure a telework agreement is recertified each year by 31 January.
 - (e) Ensure alternative telework locations are safe working environments.
 - (f) Ensure alternative telework locations have the same capabilities as duty location.
 - (g) Report any injuries or illness that may preclude or limit teleworking to their supervisor as soon as possible.
 - (h) Provide teleworking equipment requirements to their supervisor.
 - (i) Account for and safeguard Government Furnished Equipment (GFE) and workplace information.

(7) *Information Management (ARNG G6/ANG Comm Flt):*

- (a) Authorize the use of military computer networks, equipment (government furnished or personal), and supplies based on verified need from supervisors and availability of funds and support personnel.
- (b) Establish procedures for teleworkers to connect to the network from offsite locations.
- (c) Determine what equipment (government furnished or personal) and support services can be provided or used based on telework arrangements, verified need from supervisors, and availability of funds and support personnel.
- (d) Provide training on remote access hardware, software, and procedures upon request.

Chapter 2

Work Schedule Changes

- a. Employees standard schedule is Monday through Friday, 8-hour days, between the hours of 6:00a.m. and 6:00p.m.
- b. Units or sections that engage in shift work, where operational requirements demand schedules outside the specified hours, are exempt.
- c. Authorized compressed work schedules are:
 - (1) Four days per week, 10-hour days (4x10)
 - (2) Eight 9-hour days and one 8-hour day per biweekly pay period (5-4-9)
- d. Work schedule change requests are submitted on a work schedule change form (Appendix B(2)).
- e. Title 32 and Title 5 Federal Employees who are covered by a CBA must refer to their CBA for further guidance.

Chapter 3

Telework Eligibility and Applications

Telework is not an inherent right and may not be suitable for all employees or positions. Supervisors shall carefully assess and review each telework request to ensure its appropriateness for the employee's role and duty position, taking into consideration potential impacts on productivity.

3-1. Telework Eligibility

- a. Positions eligible for regular telework are those involving tasks and work activities that are portable, do not depend on the employees being at the official duty station, and are conducive to supervisory oversight at the alternative worksite.
- b. Positions generally ineligible for regular telework (but may be considered for situational telework) are those positions involving tasks that are not suitable to be performed away from the official duty station; tasks that require the employee to have daily face-to-face contact with the supervisor, colleagues, clients, or the public in order to perform his or her job effectively, which cannot otherwise be achieved via email, telephone, fax, video conferencing, or similar electronic means.
- c. Employees suitable for telework is an employee whose demonstrated personal characteristics are well suited to telework, as determined by the supervisor, including, as a minimum:
 - (1) Demonstrated dependability and the ability to handle responsibility.
 - (2) A proven record of high personal motivation.

(3) The ability to prioritize work effectively and use good time management skills.

(4) Trustworthiness and conduct (e.g., whether the employee has demonstrated a disregard for office policies or supervisory instructions or has a disciplinary record).

d. Situational. Situational telework is authorized on a case-by-case basis as the need arises, such as to prepare for continuity of operations (COOP), perform special projects, complete complex tasks, conduct web-based training, allow for recovery from illness or an injury, tend to personal situations, or when opting for unscheduled telework when OPM announces the Federal Government operating status, in the area of the employee's regular worksite as, "Open with an Option for Unscheduled Leave or Unscheduled Telework." Situational telework may also be authorized for routine teleworkers in such circumstances on regularly scheduled in-office days.

3-2. Telework Requests

a. Participation in a telework program is voluntary and telework requests or agreements may be denied or terminated by Authorized Management Officials (AMOs) based on operational needs, performance, or other business-based reasons. Telework is considered a workplace flexibility, not a right or entitlement.

b. Employees may request to telework by submitting a DoD Telework Agreement (DD Form 2946, August 2021). Telework training certificates will accompany all telework requests.

c. Employees are responsible for initiating and completing the DoD Telework Agreement and submitting to supervisor for consideration. Supervisors should review telework agreements promptly and provide clear guidance to employees regarding the approval process.

d. Supervisors/Managers will ensure the "Component-Specific Terms and Conditions" section of the telework agreements states; what type of telework the employee is eligible for (situational vs. regular), general terms descriptions of duties to be performed while teleworking, the approved alternative worksite, and the telework schedule. Personnel, security, and equipment issues should also be addressed, as well as other applicable terms and conditions.

e. Supervisors/Managers will ensure the Safety Checklist and Technology/Equipment Checklist (Telework Agreement (DD Form 2946), Sections II and III) are completed and signed by the employee. Supervisors will validate these sections by signature and date. Supervisor's signature in Section III indicates telework approval, unless "DENIED" is added.

f. Authorized Management Official approves/disapproves all telework requests, this may be delegated in writing to supervisors/managers that are O5's/GS12 or above. Signature of DD Form 2946, Section I, block 13 indicates approval, unless "DENIED" is added.

g. Denial must be based on operational needs or performance. Denials should be provided in a timely manner.

h. Denied telework requests must be sent to the HRO with boxes 1-5 in section 1 of the DD Form 2946 completed by the Authorized Management Official or delegate. The reason(s) for denial must be stated in the Component-Specific Terms and Conditions section. Supervisors/Authorized Management Officials also type "DENIED" in their signature area when denying them.

3-3. Telework Appeals

a. Employees covered by a collective bargaining agreement may appeal in accordance with the negotiated grievance procedure unless this subject is specifically excluded.

b. Non-Bargaining Unit Employees may appeal in accordance with the current agency grievance procedure.

3-4. Telework Termination

- a. A telework agreement may be terminated by either the supervisor or the teleworker. Termination may occur for reasons including, but not limited to, failure to comply with the terms of the telework agreement, performance below established expectations, misconduct, or other business-based reasons impacting mission requirements.
- b. The termination of a telework agreement should be accompanied by written justification on DD Form 2946. The supervisor should provide advanced written notice of termination, preferably at least two weeks before the cessation of telework, unless immediate termination is necessary due to performance concerns or other exigent circumstances.

3-5. Telework Recert

- a. A new telework agreement must be approved for respective employees when there is a change in an Authorized Management Official and/or a delegated O-5/GS12 supervisor.
- b. Telework agreements must be reviewed and submitted annually to the Telework Coordinator between 1 January and 31 January of each year.

3-6. Telework Training

- a. Supervisors and employees participating in the AZNG Telework Program are required to complete the applicable telework training through the U.S. Office of Personnel Management. Telework training is a one-time requirement, unless otherwise directed by a supervisor. Please see Appendix D(1) & (2).
- b. T32 Technician and T5 Employee telework training must be self-certified in the Defense Civilian Personnel Advisory Service (DCPDS) system. Instructions for the training in DCPDS are located in Appendix D(3).

Chapter 4 Attendance and Work Performance

4-1. Certification and Control of Time and Attendance

- a. AZNG T32 Technicians and T5 National Guard Employees. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the official duty station. Supervisors will ensure the number of hours each individual spends in a scheduled telework status during the regular daily tour of duty is identified with reason code "TW". For instance, if a technician has a regular daily tour of duty of eight hours and spends eight hours in a telework status, eight hours would be recorded using the "TW" code. Situational telework will be coded as "TS". Use the "TM" code for telework that has been approved for a particular employee as deemed necessary by the command for medical reasons. Please see Appendix D(6) for ATAAPS coding guide.
- b. Supervisors will ensure that the employee is working for the entire eight hours.

4-2. Expectations and Performance Management

- a. Employees authorized to telework must have a proven (or expected, for new employees) performance rating of at least "fully successful", or equivalent, to be eligible for participation in the telework program. Performance standards for teleworking employees shall mirror those of on-site employees performing similar duties.
- b. Teleworkers' performance standards for duties of the teleworking employees and service members will be the same as the performance standards for similar duties of on-site employees and service members who perform the same job.

- c. Teleworkers are required to complete all assigned work, consistent with the approach adopted for non-teleworking employees in the work group.
- d. Teleworkers will forward their desk phone, have a professional voicemail, answer phone calls and/or return messages, and answer emails in the same manner as expected at the official duty station.
- e. Telework must not adversely affect organizational missions and functions. Supervisors can immediately terminate telework agreements when they deem the arrangement fails to meet the organization's needs or that the employee's performance does not meet the prescribed standard.

4-3. Work Schedules

- a. The existing rules on hours of duty apply to teleworking employees.
- b. Employees must be available and responsive during their scheduled work hours.
- c. Employees may participate in a compressed work schedule and also telework, but per policy, employees will report to their official duty station four days per week (to exclude holidays and leave). The telework daily schedule should follow the employee's set worksite daily schedule.
- d. Telework is not a substitute for dependent care. If dependent care prevents or significantly disrupts work accomplishment, teleworker will notify their supervisor immediately and take appropriate leave.
- e. Participation in the personal physical training program is not allowed on days in which an employee is teleworking.
- f. Supervisors have the authority to require telework employees to report to their official duty station on scheduled telework days.

4-4. Official Duty Station

- a. The Office of Personnel Management Guide to Processing Personnel Actions defines "duty station" as the "city/town, county, and state in which the employee works". For AZNG telework employees, this will be the location of the employee's permanent official worksite, not their telework location.
- b. Locality pay will be based on the location of the employee's official worksite, not their telework site.

4-5. Telework and Travel

- a. The travel provisions that apply to employees working at an official duty station also apply to employees who telework. An employee who is directed to travel to another worksite during his or her regularly scheduled duty/workday would have the additional travel hours credited as hours of work.
- b. Management reserves the right to require employees to report to the official duty station on scheduled telework days, based on operational requirements. Commuting time for employees required to report to the official duty station on telework days will not be credited as hours of work unless the workday has already started when they are directed to go to the official duty station.

4-6. Emergency Dismissal, Closing, or Delay

- a. If a situation arises at the employee's alternative worksite that results in the employee being unable to continue working (e.g., power failure) the employee must report this situation to their immediate supervisor as soon as feasible. The supervisor should determine action on a case-by-case basis. Depending on the circumstance, offer the teleworker the option to take leave, use compensatory time off, or require the employee to report for work at the official duty station.

b. If a situation arises where employees reporting to the official duty station are allowed to report to work at a delayed reporting time, employees who are teleworking at their home would not be affected, therefore teleworking employees should begin work as scheduled.

c. If the employee knows, in advance, of a situation that would preclude working at the alternative worksite, then leave must be taken, or work at the employee's official duty station must be scheduled (e.g., scheduled power or communication outages for upgrades).

Chapter 5 Equipment and Liabilities

5-1. Government Furnished Equipment and Security

a. Government Furnished Equipment must only be used for official duties only. The teleworker is authorized to use government-furnished equipment and only for activities related to the teleworker's duties. The employee must return all government-furnished equipment and materials to the agency at the conclusion of teleworking arrangements.

b. Teleworkers are responsible for the security of all official data, protection of any government-furnished equipment and property, and accomplishment of the mission of AZNG at the alternative worksite. Under no circumstances will the handling of classified data be authorized for teleworkers.

c. All files, records, papers, or machine-readable materials created while teleworking is the property of AZNG. Records subject to the Privacy Act may not be disclosed to anyone except those authorized access as a requirement of their official responsibilities. Supervisors, managers, and employees shall ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records. Only copies, not originals, of Privacy Act documents may be permitted to be taken out of the official duty station and they may be taken only on temporary basis and not permanently stored out of the official duty station. Supervisors and/or managers shall ensure that any teleworkers who will be working on Privacy Act materials receive appropriate Privacy Act training.

5-2. Workers' Compensation and Other Liabilities

a. Federal Employees Compensation Act (FECA). Employees who are directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act (FECA), regardless of whether the work is performed on the agency's premises or at an alternative worksite. The employee must notify the supervisor immediately of any accident or injury at the alternative worksite, provide details of the accident or injury, and complete the DOL Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

b. Government Liability Restrictions. For telework arrangements, the employee is required to designate one area in the home as the official workstation. The government's potential exposure to liability is restricted to this official workstation for the purposes of telework. Employees are responsible for ensuring that their homes comply with safety requirements. The AZNG retains the right to inspect the home worksite, by appointment only, to ensure safety standards are met and government furnished equipment is properly maintained. The government is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the government is otherwise liable under the Federal Tort Claims Act (28 U.S.C. § 2671) or the Military and Civilian Employees Claims Act (32 U.S.C. § 3701).

Appendix A

References

Required Publications

AFI

Air Force Instruction (AFI), *Military Leave Program*, 6 June 2019.

AR 600-8-10

Army Regulation (AR) 600-8-10, *Leaves and Passes, Rapid Action Revision*, 4 August 2011.

CNGBI 1400.25

Chief of the National Guard Bureau Instruction (CNGBI) 1400.25, Vol 630, "National Guard Technician Absence and Leave Program," 6 August 2018.

DEMA Policy 10.21

Arizona Department of Emergency and Military Affairs (AZ DEMA) Policy Letter 10.21, *Code of Ethical Conduct*, 1 February 2014.

DODI 1035.01

Department of Defense Instruction, *Telework and Remote Work*, 8 January 2024.

Federal Labor Relations Authority (FLRA)

U.S. Federal Labor Relations Authority (FLRA) Decision, 71 FLRA No. 133, 21 April 2020.

OPM Guide

Office of Personnel Management (OPM), *Guide to Telework in the Federal Government*, April 2011.

and

OPM, *Addendum to Guide to Teleworking in the Federal Government*, 9 December 2016, "Telework and Dependent Care Policy Guidance".

Public Law 106-346


Public Law 111-292 (the Act), "Telework Enhancement Act of 2010," 9 December 2010.

Public Law 106-346

Section 359 of Public Law 106-346, "Department of Transportation and Related Agencies Appropriations Act 2001," 23 October 2000.

Appendix B

Prescribed Forms

1. DD Form 2946. Department of Defense Telework Agreement
https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1023575
2. Employee Work Schedule Change Form (available to supervisors/certifiers)
 [Employee Work Schedule Change \(rev 22 APR 24\).pdf](#)

Appendix C

Glossary of Terms

Acceptable risk

That part of identified risk that is allowed by the MA to persist without further engineering or management action.

Alternative worksite

A place away from the official duty station that has been approved for the performance of officially assigned duties.

Employees

Arizona National Guard (AZNG) Title 32 (T32) Technicians, Title 5 (T5) National Guard Employees and Active Guard/Reserve (AGR), Full-Time National Guard Duty (FTNGD), and Active Duty Operational Support (ADOS).

Regular telework

An approved work schedule where eligible employees regularly work one day per biweekly pay period at an alternative worksite.

Mission essential employees

Employees whose presence at work is required to assist the agency in meeting its operational needs.

Situational telework

Approved telework performed on an occasional, one-time, or irregular basis.

Telework

Any arrangement in which an employee performs officially assigned duties at an alternative worksite on either a regular or on a situational basis (not including while on official travel).

Telework agreement

A written agreement, completed and signed by an employee and appropriate official(s) in his or her section/chain of command, that outlines the terms and conditions of the telework arrangement.

Telework ready

Personnel have the resources, equipment, and an agreement on file with the telework location and contact information on file.

Official duty station

Permanent duty location where an employee performs work.

Appendix D

Websites

1. Employee training:

<https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/employee-course/index.htm>

2. Supervisor training:

<https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/managers-course/index.htm>

3. Self-Certify Training

[Federal Human Resources Office \(HRO\) | Department of Emergency and Military Affairs \(az.gov\)](#)

4. DOD Dictionary of Military and Associated Terms

<https://apps.dtic.mil/sti/pdfs/AD1029823.pdf>

5. SharePoint Website

<https://armyeitaas.sharepoint-mil.us/sites/NGAZ-AdminSvcs/SitePages/HRO-NewRequest.aspx>.

6. ATAAPS Coding Guide

[Federal Human Resources Office \(HRO\) | Department of Emergency and Military Affairs \(az.gov\)](#)