

Joint Forces Headquarters
Idaho National Guard Boise, Idaho 83705
19 May 2025

HR Policy Letter 006

Idaho Military Division Situational Telework Program

Summary. This Idaho Military Division Policy governs Telework consistent with guidance from the Office of Personnel Management (OPM), Department of Defense (DoD), National Guard Bureau (NGB), state and federal law governing Telework/Telecommuting.

Applicability. This policy applies to Service Members, Federal Employees (T32/T5), and State Employees of the Idaho Military Division.

Suggested Improvements. The proponent of this policy is the Human Resource Office. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to NGID-HRO, 4794 General Manning Ave, Boise, Idaho 83705.

Currency. This policy supersedes IDNG Policy 51, dated 13 August 2020.

Concurrence. This policy was approved by the AAG-Army, AAG-Air, IMD Chief of Staff and TAG, signed 19 May 2025

FOR THE ADJUTANT GENERAL:

JAMES W. HICKS
COL, GS, IDNG
Director, Human Resources Office

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Chapter 1 General Information

1-1 References.

a. Title 5, United States Code, Sections 6501 through 6506, (As added by Public Law 111-292, also known as the “*Telework Enhancement Act of 2010*”)

b. United States Office of Personnel Management, November 2021, “*Guide to Telework and Remote Work in the Federal Government: Leveraging Telework and Remote Work in the Federal Government to Better Meet Our Human Capital Needs and Improve Mission Delivery.*”

c. Department of Defense (DoD) Instruction 1035.01, “*Telework and Remote Work,*” 08 January 2024

d. CNGB DTM 1101.01, 18 May 2023, National Guard Bureau Telework and Remote Work Program

e. Idaho Division of Human Resources, “*Executive Branch Statewide Policy section 7: Telecommuting*”, May 2024 revision

1-2 Purpose. To establish guidelines for Telework for employees of the Idaho Military Division (IMD).

1-3 Applicability. This policy applies to all IMD Employees (Military Service Members, Federal Service Personnel T32 & T5, and Idaho State employees.) "Telework" refers to agreements where the employee is temporarily or situationally allowed to work at an alternative worksite for an approved period of time.

a. Telework requests to accommodate Federal Employees and State Employees with disabilities, as defined by the Americans with Disabilities Act, are not covered under this policy, and must be worked through the Reasonable Accommodation process outlined in the IDNG Processing Request for Reasonable Accommodations or Personal Assistance Services SOP.

b. State employees who wish to file an ADA reasonable accommodation request will contact the State Personnel Branch Employee Relations Manager for guidance.

Chapter 2 Telework Eligibility

2-1. Telework Eligibility. The ability to telework depends on position eligibility, determined by the nature of work performed and whether telework would negatively impact the mission. Telework is not an entitlement, and when used, it must be consistent with mission requirements and effective employee management. Civilian

employee (State and Federal T5/T32 Technicians) participation in the telework program is voluntary; however, the agency may direct civilian employees to perform duty at an alternate work location in emergencies. Examples include a public health emergency or a Continuity of Operations Plan (COOP) invocation. In such circumstances, civilian employees not previously participating in the telework program will complete the required telework training as soon as practical.

2-2. Telework Ineligibility.

a. The following employee conduct will disqualify an employee from telework: absent without permission for more than five days in any calendar year, disciplined for violations of viewing, downloading, exchanging pornography or child pornography on a Federal Government computer, or while performing Federal Government duties, any civil or criminal convictions that restrict or remove an individual's ability to be present at the workplace (e.g., loss of driver's license/driving privileges is not an acceptable reason for telework).

b. If any employee is ineligible for telework due to disciplinary or performance reasons, their direct supervisor may also be ineligible for telework unless the supervisor can make arrangements to ensure oversight of said employee. The next level supervisor will make this determination.

c. Supervisors must annotate their employees telework eligibility if they have an active Performance Improvement Plan.

d. An employee determined ineligible to telework may become eligible at the supervisor's discretion if a change in circumstances warrants a new eligibility determination.

e. Not all positions within the IMD are eligible for telework. Supervisors can verify their Federal Employee eligibility in MyBiz, or by contacting the HRO Information Systems SPC at 208-272-3342. Supervisors can verify their eligibility for State Employees by contacting the State Personnel Branch at 208-801-4279.

f. Telework is not the same as 'On Call' (non-pay status). Supervisors and managers may need to take work calls after duty hours to resolve work or employee issues. This is expected of supervisors and managers. If an issue takes longer than one (1) hour to resolve, supervisors and managers may request compensatory time off, commonly known as 'comp time'. Compensatory time off, as defined by OPM, as paid time off earned by an employee in lieu of immediate cash payment for employment in excess or statutory hours for which overtime compensation is required the Fair Labor Standards Act.

2-3. Management Authority.

a. Management can limit, expand, or terminate telework agreements, as telework is not an entitlement. If a supervisor denies a request or terminates an agreement, the supervisor should document the reasons in writing and provide a copy to the employee.

b. When ending a telework arrangement, the supervisor should consider such factors as mission needs, employee/Service Member personal circumstances, and any required collective bargaining requirements. Supervisors will use business reasons (such as the employee's telework agreement not supporting the organization's mission or the employee's performance not meeting their performance plan standards or expectations) for disapproval of telework agreements.

c. Prior to telework disapproval or telework termination actions, supervisors of state employees should discuss with the State Personnel Branch Employee Relations Manager to verify extenuating circumstances.

Chapter 3 Situational Telework

3-1. Situational telework is the only approved telework for the IMD. Remote Work is not authorized for IMD employees. Supervisors will approve situational telework on a case-by-case basis. Even though telework may occur continuously for one particular time period, it will still be considered situational telework. Situational telework may be granted for such circumstances as special projects, completing complex tasks, conducting web-based training, allowing for recovery from illness or injury (must be physically and mentally able to perform telework; typically requires release from medical provider); Or if there is a severe local weather emergency as directed by the IMD. These teleworking days include contiguous and non-contiguous days.

3-2. Requirements. All IMD employees approved to telework will have an approved telework application on file with HRO per paragraph 4-6 and Appendices A & B. Supervisors will renew telework applications upon the employee's acceptance of a new position in the IMD.

a. Federal employee or Service Member supervisors are delegated the authority to approve telework for a maximum of 80 hours, cumulatively, in a calendar year. Supervisors are accountable for having work plans and methodology to ensure the employees' work meets their performance plan standards.

b. The Adjutant General (TAG), retains approval authority for telework requests over 80 hours for federal employees and Service Members.

c. State Employees. Supervisors of state employees have delegated authority to approve situational telework when the period will not exceed one normal workday, up to 80 non-cumulative hours per year. All requests for extended telework periods or when the work schedule will temporarily include regular telework must be submitted through the State Personnel branch for approval by TAG.

Chapter 4

Performance Management

4-1. Effective Performance. Effective performance management is essential to the success of the telework program. Teleworkers and non-teleworkers will be treated the same for work requirements, periodic appraisals of job performance, training, rewarding, reassigning, promoting, reducing in-grade, retaining, removal, and other acts requiring management discretion. Performance standards for teleworking employees will be the same as those for non-teleworking employees.

4-2. Performance Plan. Before the telework event, supervisors and employees will discuss and agree on work assignments or training requirements. In addition, the supervisor will communicate management expectations for performance, as addressed in the employee's performance plan/performance standards. When an employee participates in telework, expectations related to accountability will not differ. Employees must be available to support customers via email or phone, be responsive to supervisors/managers, and provide seamless service.

4-3. Communication. Supervisors will communicate expectations of telework arrangements, including work assignments, office coverage, and staff communication to teleworking and non-teleworking employees in the workgroup. They should also implement procedures to maintain communication across all workgroup members. Supervisors will have methods to support communication across all workgroup members and its effective functioning.

4-4. Supervisor and Employee Responsibility. Supervisors are responsible for the effective functioning of the workgroup. However, employees are responsible for their availability and information sharing with the workgroup. Both supervisors and employees are responsible for ensuring the success of the telework arrangement.

4-5. Telework Connectivity. Supervisors will establish positive connectivity and communication with all employees they are responsible for through virtual means, at a minimum Microsoft Email, Microsoft Teams, and telephone.

4-6. Documented Agreement.

a. Supervisors will use DD Form 2946, "Department of Defense Telework Agreement," for Service Members and Federal Employees to document the employee's performance expectations. In addition, Appendix A will have all additional required documents, including the telework application for federal employees.

b. State employees and supervisors complete State Employee Telecommuting Application Packet as outlined in Appendix B and submit to the State Personnel Branch for extended periods of situational telework or when situational telework will be part of the employee's regular work schedule for any period. The State Personnel Branch will

maintain records of approved applications to maintain 20% agency limitation in accordance with reference 1-1e. Packets are not required for incidental telework due to severe weather or similar circumstances requiring telework for one workday or less.

4-7. Required Training. Supervisors and employees must complete online training before allowing situational telework.

a. Service Members and Federal employees must complete the employee-designated telework training, and supervisors must complete the supervisor-designated training provided at telework.gov (<https://www.opm.gov/telework/telework-training>). Supervisors will keep training certificates in the Supervisor Employee Work folder. Supervisor training also encapsulates employee training and meets the training requirements for supervisors approved for situational telework. Training takes approximately one hour.

b. State employees and supervisors must complete the telecommuting training videos for supervisors and employees in Luma per Appendix B.

4-8. Telework Employee's Internet/phone Capability. Employees must provide their own Internet Service Provider for telework and ensure their home network is operational before teleworking. Employees must be available for communication via home landline telephone or mobile phone. Employees must either set an out-of-office message on their office phone with a reachable phone number or forward their office phones to their home landline telephone or mobile phone.

4-9. Telework Coding- Federal Employees. Supervisors must ensure they enter the appropriate telework codes for their employees' hours in the Automated Time Attendance and Production System (ATAAPS).

a. The supervisor and employees will use the following Situational telework codes: "TS" for situational telework and "TM" for telework performed due to a medical issue. "TW" for Telework Regular is not allowed.

b. The correct procedure for coding telework is as follows: Employees will code their regular hours in ATAAPS and hit save. Then select the NtDiff/Haz/Oth tab. The employee will then select "Hz/Oth: add" and then choose under reason either TM "Telework Medical" or TS "Telework Ad Hoc/Situational." Then, select the "Reason" button to accept the selection.

c. Supervisors will insure correct coding of time in ATAAPS. Both NGB and HRO will be conducting bi-weekly scrubs of telework coding to ensure accuracy and efficiency of service. Improper telework coding will result in a code of AWOL for the employee and potential disciplinary action for the supervisor.

4-10. Telework Coding – State Employees.

a. State employees will record telework time in Luma using ACT (Actual Hours Worked) for incidental telework resulting from severe weather or other instances when telework is required for one day or less and is not part of the employee's regular work schedule.

b. State employees will record telework time in Luma using TEL (Telework Regular) for situational telework that is part of the employee's regular work schedule or is approved for an extended period of time.

4-11. Out-of-State Telework. Full Time remote work is not authorized for IMD Employees.

a. Service Members and Federal Employees will submit temporary out-of-state telework requests to the Directorate/Commander through their supervisor. Directorates/O-6 Commanders are delegated the authority to approve temporary out-of-state telework up to 60 days.

b. State employees must submit requests for all out-of-state situational telework through the Human Resources Manager, State Personnel Branch for approval from DHR, the Division of Financial Management (DFM), and the State of Idaho Controller's Office (SCO) prior to telework commencing. The State of Idaho has no legal obligation to withhold or remit another state's income tax. The employees are responsible for ensuring they comply with any out-of-state tax requirements.

Chapter 5 Additional Information

5-1. Equipment and Supplies. Individuals must comply with equipment usage requirements outlined in the telework agreement. This guidance does not require the IMD to provide telephone lines, internet service, telecommunications equipment, or other infrastructure, equipment, or financial reimbursements. Employees and supervisors will account for All government-furnished Information Technology assets.

5-2. Records Management. Personnel must store, file, and manage records consistent with organizational requirements and procedures. Telework personnel should create and maintain content electronically per applicable records management directives when feasible.

a. Federal Employees will assemble DD Form 2946 "Department of Defense Telework Agreement," copies of the certificate of completion for all applicable state and federal telework training, and all of the documents in the Appendix into one PDF and send to HRO at nq.id.idarnq.mbx.idarnq-sf52@army.mil. POC – Supervisory Human Resource Specialist at 208-272-3341.

5-3. Liability Disclaimer. The IMD is not liable for damages to the employee's personal or real property while the employee is working at home. The employee assumes any

risk associated with damage to the employee's personal or real property while teleworking at home.

5-4. Worker's Compensation.

a. Federal teleworking employees must report injuries to their supervisor as soon as possible, and civilian employees must file a claim with the Idaho HRO Workman's Compensation Representative at (208) 272-3341 if they feel their injury is work-related. The Office of Workers' Compensation Program will determine if the injury or illness is covered.

b. State employees are covered by all applicable state compensation acts while working in their designated telework area IAW the Telecommuting Standard and Expectations Acknowledgement and must follow established reporting procedures for accidents or injuries.

5-5. Telework Packet Review. The employee and supervisor will review the employee telework agreement at least annually in conjunction with their annual performance assessment. Supervisors will re-evaluate and update telework agreements if the employee's position duties change or other circumstances necessitate. Employees will complete a new telework agreement when any substantive changes are needed, such as the assignment of a new supervisor.

5-6. Prohibited Activities.

a. No IMD employees should be pursuing or working outside employment opportunities while teleworking. Any employee found to be abusing their telework status will have their telework privileges revoked and may be subject to disciplinary procedures.

b. Telecommuting is not a substitute for dependent or adult care. Employees and Service Members must arrange alternative solutions to these issues while teleworking, similar to when they work at their respective agency worksites.

c. Employees may not allow nonwork-related events, activities, persons (e.g., a spouse, partner, children, or nonwork-related visitors), or pets who share the alternate work location to disrupt or interfere with their workday or job performance.

d. Telework is not an acceptable alternative for Employees and Service Members who have lost their driving privileges through a civil or criminal conviction. Employees and Service Members who have lost their driving privileges are not in a Fully Acceptable Performance status and must make arrangements to be present for duty at their work location.

e. State employees will not hold in-person meetings, business visits or host professional colleagues, customers or the public at their alternate work location.

5-7. Superseding Continuity of Operations (COOP) Plan. During any period that an organization operates under a COOP plan, that plan will supersede the telework and remote work policy and the provisions of the approved telework packets for federal and state employees. In the event of a pandemic health crisis, civilian employees with COOP responsibilities, as well as employees who do not have COOP responsibilities but who are trained and equipped to telework or remote work (including on a just-in-time basis), may be required to telework or remote work to meet organizational or Centers for Disease Control and Prevention requirements.

5-8. Dissemination. Commanders, Directors, and Supervisors at all levels will ensure the dissemination and execution of this policy.

Annex A
Federal Employee Telework Packet

See attached HR Form 006a (Federal Employee Telework Packet)

Annex B
State Employee Telework Packet

B-1. State of Idaho Telecommuting Application (available at https://dhr.idaho.gov/wp-content/uploads/STATEWIDE_POLICIES/DHR-07_Telecommuting_Application-Form.pdf).

B-2. Telecommuting Standards and Expectations Acknowledgement (available at https://dhr.idaho.gov/wp-content/uploads/STATEWIDE_POLICIES/DHR-07_Telecommuting_Standards-Expectations-Acknowledgement.pdf).

B-3. Employee and Supervisor Luma profile must show satisfactory completion of Activity ID: DHR_000046 Telecommuting Fundamentals for Employees 2024 and Activity ID: DHR_000047 Telecommuting Fundamentals for Supervisors 2024. Contact the State Personnel Branch Human Resource Information Specialist at 208-801-4272 for assistance.

Annex C Definitions

Agency worksite (also known as Regular worksite) -- An official Federal or State Agency location where work activities are based, generally considered a centralized location of an employee's assigned organization. The terms agency or regular worksite are also used to describe agency worksite. For civilian employees, the agency or regular worksite is normally the location from which the position is based and/or where the hiring authority lies. For Service members, the agency or regular worksite is normally the permanent duty station.

Alternative worksite (civilians only) -- Generally considered an employee's approved telework site, or, for a remote worker, the approved remote site (for example, an employee's residence). The alternative worksite must be codified on the completed Department of Defense DD Form 2946, "Department of Defense Telework Agreement," and any other applicable document deemed necessary by National Guard Bureau. The alternative worksite must be identified with sufficient specificity to allow for analysis of employee workplace injury claims.

Alternative Duty Location (Service members only) -- A location away from the Permanent Duty Station that has been approved for the performance of assigned official duties and other approved activities. It may be a Service member's home, a telework center, or other approved worksite, and for the purposes of telework or remote work, must be codified on the completed Department of Defense DD Form 2946, and any other applicable document deemed necessary by the National Guard Bureau. The alternative duty location must be identified with sufficient specificity to allow for analysis of Service member line-of-duty determinations.

Civilian Telework -- A voluntary work arrangement where an employee performs assigned official duties and other authorized activities during any part of the employee's regular, paid hours, at an approved alternative worksite (for example, home or telework center) on a regular, recurring, or a situational basis.

Civilian Remote Work -- A work arrangement in which the employee performs assigned official duties and other authorized activities at an approved alternative worksite, in or outside the local commuting area of the agency or regular worksite, on a permanent basis; is not required to physically report to the agency or regular worksite on any frequent, regular or recurring basis; and the approved alternative worksite is, for pay and other purposes, the official worksite, as indicated in the employee's Standard Form 50, "Notification of Personnel Action" and in accordance with reference d "determining an employee's official worksite."

Employee -- Appropriated and non-appropriated funded Department of Defense civilian employees, Service members or State employees.

Management -- Supervisor and those up to and including anyone in the chain of command through the General Officer Review Panel representative.

Official worksite -- Approved location where an employee or Service member regularly performs his or her duties. If an employee or Service member is required to perform regular duty at the agency or regular worksite at least twice in a bi-weekly pay period, the agency or regular worksite is the official worksite. If the employee is not scheduled to report to the agency worksite at least twice each biweekly pay period on a regular and recurring basis (is a remote worker), the employee's official worksite for location-based pay purposes is the alternative work location under the remote work agreement (for example, the employee or Service member residence).

Pay Period -- For all employees, telework and remote work options will be based on the standard Office of Personnel Management biweekly pay calendar.

Permanent duty station (Service members only) -- The Service member's permanent duty station is their official station or post of duty and is based on permanent change of station or permanent change of assignment orders.
Regular worksite -- See Agency worksite.

Service member telework -- A work arrangement where a Service member performs assigned official duties and other authorized activities at an approved alternative duty location on a regular, recurring, or a situational basis.

Service member remote work -- A work arrangement in which the Service member is assigned to a unit but is not required to physically report to the agency or regular worksite on a frequent, regular, or recurring basis; and the approved additional duty location is, for pay and other purposes, the official worksite as appropriate per Office of Personnel Management and Department of Defense telework or remote work guidance.

Situational Telework. (Default profile for IMD employees) Situational Telework (also referred to as episodic, intermittent, unscheduled, or ad hoc telework) is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule (as a result of inclement weather, medical appointment, special work assignments, or to accommodate other special circumstances). Telework is also considered situational even though it may occur continuously for a specific period.

Telework agreement -- A written agreement that outline the terms and conditions of telework arrangements, completed and signed by an employee or Service member and the authorized management official(s), outlined in Appendix A of this policy for federal employees and in Appendix B of this policy for state employees.

Temporary Profile Change -- A temporary change in telework location/frequency based on mission requirements and individual Service member or employee circumstances. For example, a requirement to participate in a collaborative classified

working group may drive a temporary reduction in telework compatibility. Conversely, a temporary increase in telework might be appropriate in circumstances such as injury recovery or a project that can be accomplished exclusively at an alternate work location. purposes of locality pay or basic allowance for housing, if a temporary profile change entails a temporary transition to a telework max or remote work profile (that is, no requirement to regularly report to the agency worksite at least twice per pay period), the agency may continue to treat the agency worksite as the official worksite for the Service member/civilian employee provided that the Service member/civilian employee is expected to return to the agency worksite in the near future or that the employee is expected to continue teleworking and will be able to report to the agency worksite at least twice each bi-weekly pay period on a regular and recurring basis.

Unscheduled telework -- A specific form of situational telework where a civilian employee or Service member on an approved telework agreement performs assigned official duties at an approved alternate worksite when government offices are closed due to an emergency event, or open, but severe weather conditions or other circumstances disrupt commuting and compromise civilian employee or Service member safety.