IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
4794 GENERAL MANNING AVE, BLDG 442
BOISE, IDAHO 83705-8112

NGID-HRO

MEMORANDUM FOR All Idaho Military Division State Employees

SUBJECT: Telework Checklist

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. State of Idaho, Division of Human Resources, "*2024 Telecommuting Policy Update"*, January 2024 revision

2. This checklist is to be utilized by all Idaho Military Division employees to ensure that they have met all the requirements necessary to telework.

3. The checklist will be comprised of the following elements:

a. IMD Telework Application ☐

b. DD Form 2946 Telework Agreement ☐

c. Training Certificates ☐

d. IDARNG Form 44

e. State of Idaho Telecommuting Standards (Employee/Supervisor) **STATE ONLY** ☐

f. Current Annual Performance Plan ☐

g. Fitness – Alternate Location Memo (if applicable) ☐

4. Supervisors will have all these documents on hand and complete before authorizing telework. Army Staff Directors/Directorate Heads and Air O-6 or Group Commanders will have the ability to authorize emergency telework without all documents being completed in advance and will ensure documents will be completed as soon as possible.

4. A packet containing samples of all these documents will be in Appendix A for Federal Employees and Appendix B for State Employees.

5. Email this document with all supporting documents to HRO: ng.id.idarng.mbx.idarng-sf52@army.mil

6. POC – Supervisory Human Resource Specialist, Cindy Palmer, cindy.r.palmer2.civ@army.mil or DSN 272-3341.

FOR THE COMMANDER:

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

ENCLOSURE:

Telework Packet