



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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TOPEKA, KS 66611-1287

4 August 2006

JFHQ-KS-J1/HRO

MEMORANDUM FOR See Distribution

SUBJECT: Kansas Telework Policy, HRO Policy Letter #7

1. References:

- a. Section 359 of Public Law No. 106-346, "Department of Transportation and Related Agencies Appropriation Act 2001," 23 Oct 00.
 - b. Section 620 of Public Law No. 104-52, "Treasury, Postal Service and General Government Appropriations Act, 1996," 30 Sep 96.
 - c. DoD Telework Policy and Guide for Civilian Employees, 22 Oct 01.
 - d. DoDD 1035.1, Telework Policy for Department of Defense, 9 Sep 02.
 - e. All States (Log Number P02-0042) DoD telework Policy and Guide, 11 Jun 03.
 - f. AFI 65-601, Vol 1, para 4.24.6, Budget Guidance and Procedures, 24 Dec 02.
2. This memorandum defines the Kansas National Guard policy for participation in the Telework Program and establishes guidelines under which civilian and military employees may participate in telework without diminished employee performance.
 3. Telework may be authorized on an ad hoc (occasional, one-time or irregular basis) or a regular/recurring basis (approved work schedule of least one day per biweekly pay period). Only positions that involve tasks and work activities that are portable will be considered for approval. Only employees who have a proven performance rating of "fully successful" will be eligible for participation in the telework program. Telework is not an employee entitlement and does not change employment terms and conditions. It is a management tool and may be terminated by either the employee or supervisor with a written five (5) workday notification.
 4. All employees approved for regular/ recurring telework will also complete a Telework Agreement prior to commencing work at home. All employees requesting telework (ad hoc or regular/recurring) must complete a Safety Checklist prior to beginning a telework arrangement. All requests for regular/recurring telework must contain thorough justification/description of the work being performed, the number of hours/scheduled for telework, equipment/support required, the support and approval of the employee's chain-of-command and approval of the HRO.
 5. Operations and Maintenance funding, (equipment, utilities, telephone, internet access, office supplies, etc), if available, may be used to support telework needs. Availability of such support should be secured prior to approving a telework request.
 6. The Director of Information Management, Army, or the Communications Commander, Air, is responsible for establishing procedures for supporting the telework program by allowing connection to the network from offsite locations. They are also responsible for determining information technology equipment and support services necessary.

7. Point of contact for this policy is the Human Resources Office/Chief of Employee Services Division,
(785) 274-1183.

FOR THE ADJUTANT GENERAL:


KATHRYN L. HULSE, Col, KSANG
Human Resources Officer

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