



**VERMONT NATIONAL GUARD
HUMAN RESOURCES OFFICE**
789 Vermont National Guard Road
Colchester, Vermont 05446-3099

NGVT-HRO (100)

7 February 2025

MEMORANDUM FOR ALL VTNG FEDERAL EMPLOYEES

SUBJECT: CHANGE 1 to Vermont National Guard Federal Employee Remote and Telework Policy Update

1. References:

- a. Presidential Memorandum (PM), *Return to In-Person Work*, January 20, 2025
- b. OPM Memorandum, Office of Management and Budget and OPM, *Agency Return to Office Implementation Plans*, January 27, 2025
- c. Secretary of Defense Memorandum, "Initial Department of Defense Implementation Guidance, Return to In-Person Work," January 31, 2025
- d. Secretary of the Air Force Memorandum, "Initial Return to In-Person Work Implementation Plan," February 1, 2025
- e. Joint Policy Memorandum, Vermont National Guard Telework Policy, May 16, 2021
- f. Vermont National Guard Federal Employee's Guide to Telework, July 01, 2020

2. Applicability. All full-time permanent and temporary Federal Employees (T5 National Guard Employees and T32 Technicians) as well as Guard/Reserve (AGR), Full-Time National Guard (FTNGD), One Time Occasional Tour (OTOT), and Active-Duty Operational Support (ADOS) employees.

3. Effective 7 February 2025, The Vermont National Guard Full Time Telework Policy, Reference (e), is hereby modified: All routine, regular and recurring telework and remote work agreements, subject to exceptions per reference (c), are rescinded.

- a. Recurring telework employees with alternate worksites within 50 miles of their office/worksites shall begin reporting in-person to the office/worksites no later than their next regularly scheduled workday.
- b. Remote work and Recurring telework employees with alternative worksites more

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than 50 miles from their worksite must report in-person to the office/worksite as soon as possible, but not later than 4 months from the date of this memorandum.

4. The following exemptions, per Reference (c), are in effect:

a. Employees with an approved Deferred Resignation Program request.

b. Employees for whom telework or remote work is an approved Reasonable Accommodation due to disability or medical condition that was adjudicated through the reasonable accommodation process within the Vermont Human Resource Office.

c. Employees who are approved for remote work for purposes of enabling them to accompany a Service member spouse to an assignment that is not in Vermont.

5. Waivers. Guidance is forthcoming concerning the processes for obtaining waivers.

6. Situational Telework. Pending CNGB guidance is forthcoming. In the meantime, VTNG policies regulating the use of Telework Situational/Ad Hoc (TS) remain in effect. This covers employees who are approved by their supervisor to telework **on a case-by-case basis** as the need arises.

7. Employees of any status are not authorized to telework without an approved telework package on file with the Human Resource Office.

8. Anyone still working remotely or teleworking after 7 FEB 2025, shall continue to code ATAAPS appropriately with existing, approved, remote work or teleworking codes (i.e., TR – Remote Work; TW - Telework Routine (reoccurring); TS- Telework Situational/Ad Hoc) until such time as you are back in the office, or further guidance is given.

9. For questions regarding this update to the Vermont Telework Policy, please contact the undersigned at todd.m.goff.mil@army.mil; (802) 338-3096.

FOR THE ADJUTANT GENERAL:

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COL, FA
Human Resources Officer