



OFFICE OF THE ADJUTANT GENERAL
VERMONT NATIONAL GUARD
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NGVT-HRO (J2020-12)

01 July 2020

MEMORANDUM FOR ALL VTNG FEDERAL EMPLOYEES

SUBJECT: Joint Policy Memorandum, Vermont National Guard Telework Policy

1. References. Vermont National Guard Federal Employee's Guide to Telework.
2. Applicability. This instruction applies to all Title 5 and Title 32 employees assigned to the VTNG.
3. Policy.
 - a. The Adjutant General's policy guidance for the Vermont National Telework Program is that the maximum number of employees who exhibit characteristics suitable for telework and who occupy positions identified as eligible for teleworking are permitted to telework.
 - b. Telework is not a right but a management tool that allows the VTNG to authorize personnel to voluntarily work away from their official duty location. All employees must sign a Telework Agreement prior to commencement of teleworking. Participation in the program is voluntary and subject to management approval IAW the Vermont National Guard Federal Employee's Guide to Telework.
4. Cancellation. This instruction supersedes NGVT-HRO-JP-14, VT National Guard Telework Policy.
5. Point of Contact. Human Resources Office, Telework Program Coordinator at (802)338-3245.

Encl
VTNG Federal Employee's
Guide to Telework

GREGORY C. KNIGHT
Brigadier General
The Adjutant General