



OFFICE OF THE ADJUTANT GENERAL
VERMONT NATIONAL GUARD
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NGVT-HRO

16 MAY 2021

MEMORANDUM FOR ALL VTNG FEDERAL EMPLOYEES

SUBJECT: Joint Policy Memorandum, Vermont National Guard Telework Policy

1. **Policy.**

a. The Adjutant General's policy guidance for the Vermont National Guard Telework Program is that the Commanders and Directorates support telework requests for 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.

2. **Cancellation.** This instruction supersedes NGVT-HRO-JP-14, VT National Guard Telework Policy.

3. **Applicability.** This instruction applies to all Title 5 and Title 32 employees assigned to the VTNG. This guidance may also be used to review telework requests from Active Guard/Reserve (AGR), Full-Time National Guard Duty (FTNGD) and Active Duty Operational Support (ADOS) employees.

4. **References.** Vermont National Guard Federal Employee's Guide to Telework

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
Major General
The Adjutant General