



MILITARY DIVISION, STATE OF IDAHO

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BOISE, IDAHO 83705-5004

BRAD LITTLE
GOVERNOR

THE ADJUTANT GENERAL
MICHAEL J. GARSHAK

NGID-TAG

20 March 2020

MEMORANDUM FOR Idaho Military Division Employees

SUBJECT: Telework Program – Exceptions for COVID-19

References: (a) DoDI 1035.01, "Telework Policy", dated April 4, 2012.
(b) CNGBI 1101.01, "National Guard Bureau Telework Program", dated October 20, 2017.
(c) IDNG-51, "Telework Program", dated 20 March 2020

1. PURPOSE. During the COVID-19 pandemic, local exceptions to telework are listed below.
2. APPLICABILITY. Probationary, temporary, and part-time employees may be eligible to telework.
3. APPROVAL TO TELEWORK. The approving official may establish telework eligible employees, to include mission essential employees. All other employees will be ineligible to telework. Only eligible employees as determined by the approving official will need to complete the telework agreement.
4. PERFORMANCE. Employees will not be required to have a current or fully successful performance rating.
5. EQUIPMENT AND OFFICE SUPPLIES. The employee will not be authorized any reimbursable expenses. (DoDI 1035.01, Encl 3, para. 3(g)(6) and DD Form 2942, Terms of Telework Agreement (14))
6. DEPENDENT CARE. Telework is not normally allowed to accommodate dependent care. However, during COVID-19, employees who need to care for dependents may be allowed to telework. If an employee is interrupted from official duties due to childcare or elder care, they must account for this time in an appropriate leave status. (DoDI 1035.01, Encl 3, para. 3(j)(2))

7. LENGTH OF APPROVAL. Approved telework requests will be for the duration of COVID-19 as determined by The Adjutant General. (NGID Telework Program, paragraph 8)

A handwritten signature in black ink, appearing to read 'M. Garshak', written in a cursive style.

MICHAEL J. GARSHAK

Major General

The Adjutant General/Commander, IDNG