SUBJECT: Texas Military Department (TMD) Telework

Reference: See enclosure 1.

1. PURPOSE. Telework is a tool for achieving a resilient and results-oriented workforce by allowing appropriate personnel to perform work during any part of regular duty at an approved alternative worksite.

2. APPLICABILITY AND SCOPE. This directive applies to all full-time state and federal employees of the Texas Military Department (TMD).

3. POLICY.

   a. Telework is an option for some personnel if it enhances productivity and is in the best interests of the TMD.

   b. Telework may be an appropriate option for personnel who perform tasks and activities which are portable and do not depend on the employee being at the traditional worksite. Successful candidates for telework include those who have demonstrated dependability, are trustworthy, require minimal supervision, meet deadlines and suspenses, have a proven or expected minimum performance rating of “fully successful” or equivalent and are committed to the success of the organization.

   c. Telework is not appropriate for personnel who require daily face-to-face contact with the supervisor, colleagues, clients/customers in order to perform their duties effectively, or those who require access to classified information. Trainees and those in entry-level positions are not eligible for telework.

   d. Employees approved for telework will follow the Human Resource Office (HRO) Standard Operating Procedure (SOP), TMD Telework Guide.

   e. All data, documents, or products developed during the performance of telework are the sole property of TMD and are prepared, maintained, and managed in accordance with command guidance. No classified materials are used or created if teleworking from home.
f. The final approval authority for telework agreements is the Human Resource Officer (federal employees) or the Executive Director (state employees); however, the immediate supervisor or employee may terminate participation in telework at any time.

g. All employees approved for telework will complete the Office of Personnel Management (OPM) telework training prior to signing the telework agreement. Comprehensive OPM training courses for supervisors and employees are available at the joint OPM/GSA telework website, https://www.telework.gov/training-resources/. The Human Resources Office or State Human Resources will maintain a record of all completed telework training and agreements.

4. DEFINITIONS. NA

5. RESPONSIBILITIES. TMD personnel maintain a sound working knowledge of policies, regulations, and procedures governing telework.

6. INFORMATION REQUIREMENTS. NA

7. RELEASABILITY. Unlimited.

8. EFFECTIVE DATE. This directive is effective immediately and will expire two years from the date of publication unless sooner rescinded or superseded.


JOHN F. NICHOLS
Major General, TXANG
Adjutant General

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Enclosure

References.


c. DOD Instruction 1035.1, Telework Policy for Department of Defense, October 21, 2010

d. National Guard Bureau Memorandum, National Guard Bureau (NGB) Telework Policy, October 5, 2011

e. www.telework.gov

f. 5 U.S.C. Chapter 65, Telework

g. HRO SOP, Texas Military Department Telework Guide, (2016)

h. Texas Government Code, Section 658.010