



Texas Military Department

DIRECTIVE

Number 1000.04

16 March 2020

NGTX-JHR

SUBJECT: Texas Military Department (TMD) Continuity of Operations Telework

References.

- a. Chapter 437, Texas Government Code
- b. Title 10, United States Code
- c. Title 32, United States Code

1. PURPOSE. Provide implementing guidelines for carrying out telework procedures under the TMD Continuity of Operations Plan (COOP). This directive supersedes the existing telework directive and demonstrates the organization's preparedness for operating under a COOP, pandemic health crisis, or other emergency affecting the status of the organization.

2. APPLICABILITY AND SCOPE. This directive applies to all full-time state and federal employees of the Texas Military Department and is not intended to address telework for contracted personnel.

3. RESPONSIBILITIES.

a. J1/Director of Manpower and Personnel. The J1/Director of Manpower and Personnel is responsible for:

- (1) Designating a TMD Telework Coordinator for full-time employees.
- (2) Establishing coordinated federal and state policy with procedural guidance.

b. Commanders, Directors or their Designee are responsible for:

- (1) Ensuring compliance within their respective organizations concerning telework agreements.

(2) Maintaining accountability of assigned employees including duty status (timecards/leave logs), and associated records are kept to accurately report telework activities to the TMD Telework Coordinator.

(3) Authorizing the use of Government-owned equipment to support telework and ensure proper documentation is maintained.

(4) Ensuring all full-time military and civilian employees designated to telework have a signed agreement in their local personnel file.

(5) Maintain workforce capabilities to mitigate the impact on normal operations, when preparing to support TMD state and federal response operations.

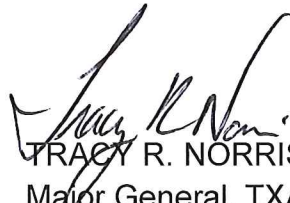
c. Employees. Employees are responsible for following the procedures of the telework program and keeping their supervisor informed in order to accurately account for changes to present for duty, leave and non-chargeable leave status.

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.

9. POINT OF CONTACT. TMD J1 at 512-782-6725 and State Human Resources at (512) 782-5133.


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