Virginia Defense Force, G6 Section Standing Operating Procedure (SOP): Electronic Equipment Maintenance and Accountability Procedures Revised 19 Nov 2017

- 1. Purpose: This SOP will provide Virginia Defense Force communications officers and NCO's guidance on routine electronic maintenance and accountability procedures.
- 2. Applicability: This SOP is applicable to all VDF units that have any electronic communications equipment issued to them and is effective when published on the Force Website. Changes to this SOP will also be announced by subsequent changes to this SOP and identified by a Change No. "X" added to the title.
- 3. Scope: This SOP is added by inference to all VDF training and operational manuals of all issued electronics equipment issued by the VDF, at all command levels.
- 4. Responsibility: Maintenance of communications equipment is the responsibility of each and every VDF soldier whenever they have been issued Commonwealth owned communications equipment. This responsibility cannot be delegated or relinquished as long as the equipment is issued to the officer, NCO, or enlisted soldier of the VDF. It is also the responsibility of the individual VDF soldier to have a sound working knowledge of the equipment being issued to him/her. If this basic knowledge has not been instructed to him/her, the soldier must refuse issuance/responsibility of the equipment until the training has been completed.
- 5. Types/Classes of Maintenance: The senior Officer/NCO of the communications team has primary responsibility of direct maintenance of the equipment or to initiate forwarding said equipment to a higher echelon for maintenance or surplus actions.
- A. First Echelon: This is the unit/user level. Maintenance at this level generally consists of replacing fuses, faulty cabling, defective coax cables, and running basic operational checks. The owner's manual of the issued equipment is the basic information source required to perform this level of maintenance. Unit/individual will request required replacement parts on DA 3161 sent through the S4 channels. This does NOT include reprogramming the unit unless authorized by Regt S6 or Force G6 staff. Primary programming authority will be the Regimental S6 (when the proper equipment has been issued to him); otherwise the programming authority is the G6 staff. As the Regimental S6 has no equipment/spare parts he is generally considered to be part of the First Echelon level of maintenance, with the exception of programming (when the equipment has been issued to him). If equipment is inoperative and beyond First Echelon ability to restore it to operating condition it is transported by the unit to Force HQ G6 section along with a completed DA 2404 (Equipment Inspection and Maintenance Worksheet). Note that the DA 2404 acts as a hand receipt and that a DA 3161 (Hand Receipt) is not required. Force Active Detachment is authorized to receive communication equipment returned for repair/turn in.
- B. Second Echelon: Second echelon level is the Force G6 staff. In-depth trouble shooting is performed at this level. Calibration of some radios may be performed as well as replacing/fabricating cables, ground rods, etc. If equipment is found to be outside of VDF maintenance ability it is passed on to the G4 section for third echelon maintenance.
- C. Third Echelon: This is considered "depot" or manufacturer repair and is accomplished by the Force G4 section in accordance with (IAW) applicable DMA regulations. Generally, the equipment is forwarded to a repair shop identified by the G4 section for their repair or forwarded for manufacturer

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repair. If a repair estimate is over 50% of the cost of a new item the repair will not be made, the item returned for salvage and a replacement item is budgeted for procurement during the next fiscal year, if funds are not on hand for a direct replacement.

4. Accountability/Procedures/ Use of Forms:

- A. General: All electronic communication devices will be cataloged, identified with a number, entered on the VDF property book and a red DMA label affixed to the item. Once entered on the property book of the unit the communication device will be accounted for by various forms to include the following:
- 1) Property Book: Issued by the DMA property book officer through Force HQ, this document lists all equipment issued to the unit. The commander is legally and personally responsible for the equipment entrusted to the unit within the guidelines of Virginia DMA regulations.
- 2) DA 2404 (Equipment Inspection and Maintenance Worksheet) (Annex A): If the communication device needs to be forwarded to higher echelon for repair a DA 2404 will be prepared by the owning unit. It is important that the correct nomenclature and DMA number is entered on the report as well as all the noted deficiencies and shortcomings of the device. Note that this form also serves as a hand receipt and a DA 2062 is not required. The DA 2404 will stay with the device at all times until it is returned to the owning unit.
- 3) DA 3161 (Request for Issue or Turn-In) (Annex B): If the communication device has been identified as to requiring replacement parts or the kit it belongs to requires additional parts to maintain operational status; the owning unit will request the parts through the S4 chain using a DA 3161. The parts requested must be within the owning units' authorization of maintenance. Note that while the S4/G4 section may inquire of the S6/G6 as to technical aspects, this action is accomplished through the S4/G4 channels.
- 4) DGS 44-014 (Surplus Property Manifest) (Annex C): If the communication device has been identified as to be unrepairable, obsolete, or not needed for further VDF use; it is to be DX'D out through the Commonwealth surplus system. This is an irrevocable action which removes the device from the units' property book as well as the VDF property book; therefore it is advisable to consult with higher levels before undertaking this action as other VDF units may have a need of the item. Complete the DGS 44-014 and transport the equipment to Force Headquarters G4 section who will complete the action.
- 5) DA Form 2062 (Hand Receipt) (Annex D): If it is required to transfer possession of the equipment to other individuals/units from the property book holder, the Hand Receipt is the vehicle to accomplish this action. This may be a temporary action, whereas the hand receipt is destroyed upon return of the time; or a permanent action. In a permanent transfer, a copy of the hand receipt is forwarded to the G4 and G6 sections for updating of their records. Acceptance of the action is not active until the G4 acknowledges receipt/completion of the property book transfer.
- B. Equipment Storage Policy: Generally, all Commonwealth owned equipment issued to a unit must be properly secured on Commonwealth owned real estate in a manner reflecting the value of the equipment. Generally, it is to be secured in the designated offices or storage spaces in the National

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Guard Readiness Centers. If there is insufficient room to store the equipment issued to the unit, contact the G4, through channels, to arrive at a solution.

- C. Personal use of Commonwealth owned equipment: Commonwealth owned equipment will not be used for personal use. If communications equipment such as laptops are to be used at home for VDF use the following procedures must be adhered to:
- 1) The unit/section commander having property book responsibility must approve of the home use. Format: standard memorandum for record. One copy to the individual, one for unit records.
- 2) The individual will sign a Hand Receipt (DA 2062) acknowledging possession of the equipment. One copy for the individual, one for unit records.
- 3) The individual will complete a VA Standard Telework Agreement. One copy for individual and one for unit records.

Rick Murdock LTC(VA), ACofS, G6 Virginia Defense Force

Annexes:

- A. DA 2404
- B. DA 3161
- C. DGS 44-014
- D. DA 2062
- E. VA Standard Telework Agreement

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Standard Telework Agreement

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Standard Telework Agreement		MANAGEMEN MINIMA MISOLANI MINIMA MISOLANI
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Standard Telework Agreement

Authority: Code of Virginia § 2.2-203.4, requires that the Secretary of Authority and Cooperation with the Secretary of Fedbrokeyy. establish and maintain the Commonwealth of Virginia's employee Helework Policy. Code of Virginia 6.2.2-2817.1, requires Commonwealth agency heads establish and maintain agency specific telework policies and establish work egreements with all employees who telework.

Terms of Telework Agreement

The terms of this agreement must be read in conjunction with agency specific telework policies. Signatories certify they will shide by the terms of this agreement, all applicable belework policies, and all agreement specific toms; restablished by the employing agency.

1. Salety

- Employee will verify the safety of an alternate worksite using the safety checklist in Section II of this agreement
- Employee is governed by the Commonwealth's Workers' Comparisation Program and/or the Virginia Sickness and thesh lifty Program (VSDP), as appropriate. Finjured write. working at the alternate worksite.
- Employee agrees to lying to the immediate attention of his/her supervisor any accident or injury that occurs while working at an approved a temate work location.
- Supervisor will investigate all account and injury reports noiseatiton privoilel vielsibemmi
- Agency reserves the right to inspect the alternate work location to stigure safety standards are met.

Confidentiality and Information Security

- Employee will apply approved safeguards, in accordance with againty pulicy, to protect agency or state records from unsubtraized disclosure or damage, and will comply with all records and data privacy requirements set forth in state law, agency specific policies, and state policies.
- Employee will conduct work at the alternate Work location in compliance with all information security standards.

3. Work Standards and Performance

- Employee will meet with their supervisor to receive assignments and to review completed work as the supervisor deems recessary or appropriate.
- Employee may be required to return to the control work location on acheduleri telework days based on operational
- Employee will complete all assigned work according to procedures mutually agreed upon by the omployed and the supervisor, and according to guidelines and expectations stated in the employee's work profile and performance plan.
- Supervisor will regularly evaluate and provide feedback on the employee's job performance as defined in the employee's work. profile and performance plan.
- Employee agrees to perform tolework at the agency approved. alternate work location(s) and times defined in this agreement. unless they north and receive explicit approval from a supervisor to temporarily shift telework to another alternate work location or time period. Failure to comply with this provision may result in loss of pay, termination of the tolework agreement, and/or appropriate disciplinary action.
- It children or adults in need of primary care are in the atemato. work location(s) during employees' work nours, some other individual must be present to provide the care.

Compensation and Benefits

 All payisatory rates, teavatretirement benefits, and vavel. rombinsoments will remain as if the employee performed an

4. Compensation and Benefits (conf.)

- A non-exampt employee who toleworks approved overtime at the direction of a supervisor will be compensated in accordance with applicable law and state policy.
- Employee understands that supervisors will not accept prapproved evertime work from non-example amployees. By argning this form, employee agrees that failing to obtain proper approval for evertime work may result in termination of the televantk agreement and/or appropriate disciplinary action.
- Employee must obtain supervisory approval before taking leave in accordance with established office procedures. By alghing this form, employee agrees to follow established. procedures for requesting and obtaining approval of leave.

5. Equipment and Expenses

- Employee who borrows againly aquipment agrees to protect such equipment in accordance with agency guidelines. Stateowned equipment will be serviced and maintained by the
- It employee provides their own equipment, employee is responsible for servicing and maintaining it
- Neither the agency nor the state will be liable for damages to en employee's persona or mal property during the performance of assigned work or while using state equipment. in the employee's residence.
- Notither the agency nor the state will be resconsible for operating costs, home maintenance, or any offer incidental costs (e.g., utilities) associated with the use of the employee's residence.

6. Initiation and Termination of Agreement

- The agency and employee understand that telework shall be governed by the same state personnal policies as those applicable to employees at the agency's central workplace except as modified by this agreement.
- Agency concurs with employee participation and agrees to adhere to applicable policies and procedures.
- Employee may terminate this telework agreement at any time unless telework is a sand tion of employment. Two weeks notice to the agency should be provided when possible.
- Agency may terminete this telework agreement at any time. (Agreement may be terminated for reasons to include, but not limited to, dealining performance and organizational benefit). Two weeks notice to the employee is recommended when

Agreement Agency Specific Tenna and Conditions:

work at the employee's established base work location. MOTE: The language used in this agreement does not create an employment contract between the employee and the signific. This

for and continue to coordise the privilege of teleworking. The agency reserves the right to revise the content of this agreement or its terms,

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agreement does not create any contractual rights or ontitlements, but, instead, establishes conditions for permitting an employee to qualify