

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

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

Virginia Defense Force, G6 Section

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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.

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Annexes:

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



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|--|-------|-------|
| REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED. |       |       |



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## Standard Telework Agreement

in whole or in part, at its discretion. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph are binding upon the agency.

| Section I – This document constitutes the terms of the telework agreement for:   |   |
|--|---|
| 1. Employee (Last Name, First, Middle Name)  | 2. Title  |
| 3. Agency  | 4. Alternate Work Location(s) Address(es)       |
| 5. Telework Arrangement Implementation Dates<br>(Agreement should be renewed annually and reinitiated if last date is over two years)  |   |
| a. Start Date  | b. End Date                                     |
| 6. Alternate Work Location(s) Telephone Number(s) (Include Area Code)  | 7. Alternate Work Location(s) Email Address(es) |
| Telework Arrangement Category (select one)   |   |
| <input type="checkbox"/> <b>Full-Time Telework</b><br>Employee teleworks their entire work schedule from the alternate work location(s) documented in this agreement.  |   |
| <input type="checkbox"/> <b>Hybrid Telework</b><br>Employee consistently teleworks 32 hours or more per month, typically one to two days a week from the alternate work location(s) documented in this agreement and as documented in the Hybrid telework pattern section below. Notice and approval process for deviations from the alternate work location or telework pattern must be documented in the notification and approvals section below.   |   |
| <input type="checkbox"/> <b>Limited Telework</b><br>Employee consistently teleworks less than 32 hours per month on a sporadic or task-driven basis. May be extended and/or required to work in a telework mode for limited periods in response to a specific agency need. The notice and approval process to inform the employee of the need to telework or for the employee to request a shift to telework must be documented in the notification and approvals section below.   |   |
| <b>Hybrid Telework Pattern</b> - Document the named pattern of days and hours the employee will telework each week. Document the process required to request and receive approval for deviations in days or hours or the notification and approvals section below.   |   |
| <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday<br><input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday   |   |
| Normal work hours at alternate work location will be from _____ to _____.  |   |
| <b>Notification and Approvals</b> - Document the notification and approval process required for the employee to request and receive approval for telework outside a pattern change or for the organization to inform the employee of the need to shift to telework.  |   |
| <b>Continuity of Operations "Emergency Closing" Status (select one)</b><br>Employee <input type="checkbox"/> IS or <input type="checkbox"/> IS NOT excluded to telework for the duration of an emergency pursuant to a pandemic and/or when the employee's essential functions are disrupted to address or manage emergency situations (e.g., snowstorm, hurricane, act of terrorism, etc.). If employee is unable to telework during an emergency due to illness or dependent care responsibilities, the employee must take appropriate leave. The employee may be asked and expected to report to an agency control workplace, other alternate locations, or be granted emergency closing authorization, on a case-by-case basis, when other circumstances (e.g., power failure) prevent the employee from teleworking at the alternate work locations listed above. |   |
| Employee Signature   | Date  |
| Authorized Supervisor or Manager Signature   | Date  |

| Section II – Safety Checklist  |                          |                          |
|--|--------------------------|--------------------------|
| Safety Feature Verified at Alternate Work Location Listed Above:   | Yes                      | No                       |
| 1. Temperature, ventilation, lighting, and noise levels are adequate for maintaining a work location.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors, etc.). | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Electrical system allows for grounding of electrical equipment. (three prong receptacles).  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Alternate work location is free of any obstructions that could restrict visibility and movement (including doorways).                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Phone lines, electrical cords, and surge protectors are not run under a desk or alongside a baseboard.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. If materials containing asbestos are present, they are in good condition.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Work location space is free of excessive amounts of combustibles, floors are in good repair, and carpets are well maintained.                               | <input type="checkbox"/> | <input type="checkbox"/> |
| I verify that this safety checklist is accurate and that my alternate work location is a reasonably safe place to work.  |                          |                          |



**Standard Telework Agreement**



|                    |      |
|--------------------|------|
| Employee Signature | Date |
|--------------------|------|



## Standard Telework Agreement

**Authority:** Code of Virginia § 2.2-2813.1, requires that the Secretary of Administration, in cooperation with the Secretary of Technology, establish and maintain the Commonwealth of Virginia's employee telework policy. Code of Virginia § 2.2-2817.1, requires Commonwealth agency heads establish and maintain agency specific telework policies and establish work agreements 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 abide by the terms of this agreement, all applicable telework policies, and all agreement specific terms established by the employing agency.

#### 1. Safety

- Employee will verify the safety of an alternate worksite using the safety checklist in Section II of this agreement.
- Employee is covered by the Commonwealth's Workers' Compensation Program and/or the Virginia Sickness and Disability Program (VSDP), as appropriate, if injured while working at the alternate worksite.
- Employee agrees to bring to the immediate attention of his/her supervisor any accident or injury that occurs while working at an approved alternate work location.
- Supervisor will investigate all accident and injury reports immediately following notification.
- Agency reserves the right to inspect the alternate work location to ensure safety standards are met.

#### 2. Confidentiality and Information Security

- Employee will apply approved safeguards, in accordance with agency policy, to protect agency or state records from unauthorized 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 necessary or appropriate.
- Employee may be required to return to the central work location on scheduled telework days based on operational requirements.
- Employee will complete all assigned work according to procedures mutually agreed upon by the employee 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 telework at the agency-approved alternate work location(s) and times defined in this agreement unless they notify 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 telework agreement, and/or appropriate disciplinary action.
- If children or adults in need of primary care are in the alternate work location(s) during employees' work hours, some other individual must be present to provide the care.

#### 4. Compensation and Benefits

- All payrollable rates, leave/benefit benefits, and travel reimbursements will remain as if the employee performed all work at the employee's established base work location.

#### 4. Compensation and Benefits (cont.)

- A non-exempt employee who teleworks 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 unapproved overtime work from non-exempt employees. By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in termination of the telework agreement and/or appropriate disciplinary action.
- Employee must obtain supervisory approval before taking leave in accordance with established office procedures. By signing this form, employee agrees to follow established procedures for requesting and obtaining approval of leave.

#### 5. Equipment and Expenses

- Employee who borrows agency equipment agrees to protect such equipment in accordance with agency guidelines. State-owned equipment will be serviced and maintained by the agency.
- If 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 an employee's personal or real property during the performance of assigned work or while using state equipment in the employee's residence.
- Neither the agency nor the state will be responsible for operating costs, home maintenance, or any other 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 personnel 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.
- Employer may terminate this telework agreement at any time unless telework is a condition of employment. Two weeks notice to the agency should be provided when possible.
- Agency may terminate this telework agreement at any time. (Agreement may be terminated for reasons to include, but not limited to, declining performance and organizational benefit). Two weeks notice to the employee is recommended when feasible.

#### 7. Agreement Agency Specific Terms and Conditions:

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**NOTE:** The language used in this agreement does not create an employment contract between the employee and the agency. This agreement does not create any contractual rights or entitlements, but, instead, establishes conditions for permitting an employee to qualify for and continue to exercise the privilege of teleworking. The agency reserves the right to revise the content of this agreement or its terms.