

**CALIFORNIA NATIONAL GUARD TELEWORK PROGRAM
COMMANDER/SUPERVISOR
TELEWORK PROJECT CHECKLIST**

This checklist ensures proper orientation of the teleworker with the policies and procedures of the telework program. CNG Form 690-34, Telework Project Agreement, including the signature of the Authorizing Authority, must be completed prior to beginning any telework.

	Name		Name
Teleworker		Unit Commander	
Supervisor		Authorizing Authority	
Date Completed Form			

Refer to CNGFPR 204	Yes	No
Supervisor has initiated an CNG Form 690-34, Telework Project Agreement.		
Teleworker has read and understood the telework guidelines and all local telework policies.		
Teleworker understands the requirements for a safe office space and/or area and certifies those requirements are met.		
Teleworker clearly understands project expectations.		
Teleworker understands that the telework approval and authorization may be terminated at any time.		
Supervisor has obtained had receipts that show the serial numbers of any government equipment or software issued to the teleworker.		
The issuing authority has signed all hand receipts.		
Supervisor has issued government equipment to the teleworker including the following:		
Computer		
Modem		
Fax Machine		
Telephone		
Other:		
Other:		
Teleworker clearly understands the policies and procedures for care of government equipment.		
Teleworker clearly understands the policies and procedures for securing privacy act data.		
Teleworker clearly understands that no classified information will be used in the formulation or completion of the telework project.		
Teleworker has received a copy of the completed CNG Form 690-34, Telework Project Agreement.		