

-----OFFICIAL INFORMATION DISPATCH FOLLOWS-----

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ALNAVRESFOR 030/20 //UPDATED CY21 NAVY RESERVE TELEWORK REQUIREMENTS

MSGID/GENADMIN/COMNAVRESFOR NORFOLK VA/N5/DEC//

SUBJ/TELEWORK UPDATE//

REF/A/ALNAVRESFOR/COMNAVRESFOR/192235ZMAR20//

REF/B/COMNAVRESFORINST 1000.9A/01JUL15//

REF/C/DODI1035.01/04APR20//

NARR/REF A IS ALNAVRESFOR 009/20, NAVY RESERVE ENHANCED

TELECOMMUTING PROCEDURES. REF B IS COMMANDER NAVY RESERVE TELEWORK

POLICY FOR NAVY RESERVE SERVICE MEMBERS. REF C IS THE DEPARTMENT OF

DEFENSE TELEWORK POLICY.//

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RMKS/ 1. Ref (a) waived administrative requirements for telework delineated in ref (b) to maintain continuity of operations and ensure maximum flexibility during the COVID-19 pandemic. Effective 1 February 2021, all Navy Reserve telework must be conducted in compliance with Department of Defense (DoD) telework administrative guidance per ref (c), other than as outlined in this message.

2. Telework Requirements.

a. All Active Duty (AD) and Full-Time Support (FTS) Sailors and Navy civilians within the Navy Reserve Force shall complete DoD telework training and complete DD Form 2946 by 1 February 2021. Selected Reserve (SELRES) Sailors must also complete the same requirements if executing the following type of orders, utilizing telework, starting 1 February 2021.

1. Annual Training (AT)

2. Active Duty Training (ADT)

3. Unit/individual Inactive Duty Training (IDT/Drills), executed outside of scheduled drill weekend.

4. Additional Training Periods (ATP), executed outside of scheduled drill weekend.

5. Readiness Management Periods (RMP), executed outside of scheduled drill weekend.

b. CNRF will continue to waive portions of reference (b) until further notice. Specifically, the following documents are not required for teleworking:

1. Commander, Navy Reserve Force Telework Eligibility Checklist

(NAVRES 1000/7).

2. Commander, Navy Reserve Force Telework Request Form (NAVRES 1000/8).

3. Administrative Remarks (NAVPERS 1070/613).

3. Virtual Drill Weekends. Virtual drill weekends will continue to be exempted from the requirements of ref (b). Although in-person drill weekends are preferable, Navy Reserve Activity (NRA) Commanding Officers may designate partial or complete virtual drill weekends on a case-by-case basis. Virtual drill weekends will be conducted in a virtual environment via Teams or a comparable delivery format.

4. Telework Approval. Approval for AT/ADT telework is delegated to the O-6 staff level (Reserve Component Command, NRA or supported command). All other types of telework shall be approved by the applicable NRA Commanding Officer or Officer-in-Charge. Approval authorities are expected to verify completion of telework training and administrative requirements prior to approval.

5. Guidance for Future Virtual Communications Tools. CNRF recognizes the value of remote collaborative environments and will provide future guidance on the use of these tools.

6. Required Training and Forms.

a. DoD telework training is located at:

<https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/>

b. DoD telework agreement form DD2946 can be found at:

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2946.pdf>

7. Released by RADM J. A. Schommer, Deputy Commander, Navy Reserve Force.//

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