WEST VIRGINIA NATIONAL GUARD
TELEWORK PROJECT AGREEMENT

The following constitutes an agreement between the parties signing the form who agree to the conditions of the telework program contained in Technician / AGR Administrative Instruction (TAAI) 09-002.

Teleworker's Name	Unit	Activity Head/Supervisor

Project Name							
Project Description							
Project Deliverables							
Project Duration	Planned Start Date		Planed Completion Date			Total Work Days	
Type and Number of Days to be Used	TECH	AGR	FTNGD				
Telework Schedule	Fixed ☐		Flexible ☐			As Needed ☐	
	S M T W T F S		Attach Explanation			Attach Explanation	
Progress Reports Req.	Daily		Weekly			Bi-Weekly	
	Monthly		Quarterly			Other	
Progress Reports Req.	Government Owned Computer		1-800 Toll Free Access to Network			Dial-in Access to Network	
	Printer		VPN			Other Attach Explanation	
Rembursable expense type cost estimate if required (SF 1164):							

Certification of Agreement-Read the conditions on the reverse of this form before signing

	Name	Signature	Date
Teleworker			
Immediate Supervisor			
Activity Head			
Authorizing Authority			