

## Government Computer/Laptop

ANG assets that will be taken off base must be properly accounted for between you and your equipment custodian. Please complete an AF Form 1297 for Equipment Sign Out. Some examples of equipment that you may need in order to support teleworking is a laptop, a CAC reader (from your CSS) or keyboard with CAC, and a monitor if necessary. No equipment is permitted to leave base unaccounted for. All equipment must be signed out of Comm by your respective equipment custodian.

## VPN (Cisco-Anyconnect or USAF)

You can access VPN training for mobile devices at <https://cyber.mil/cyber-training/training-catalog/>  
Base Laptops: have Cisco Anyconnect and USAF VPN Client loaded. You can access military websites, CHES Email, Skype, and Share Drives. Personal Laptops: Desktop anywhere is available to use on your home machine.

## Desktop Anywhere

Available to use on your home machine. It requires you to follow the Desktop Anywhere Win10 or MAC Installation Guide which is available on the CFP SharePoint page. You can access military websites, CHES Email, Skype, and Share Drives.

## Share Drives (Y, O, L, R, K)

The local share drives can be accessed using NIPR, VPN, or Desktop Anywhere. If you need access to certain folders on a drive please contact the CFP.

## CHES Email & OWA

Access your CHES email from a government computer on NIPR, VPN, or Desktop Anywhere. You can also access your email on commercial internet by using the OWA link: <https://owa.us.af.mil>

## Skype for Business

Chat-based tool for keeping in contact with personnel from base. The status option lets you tell other members when you are Available, Busy, Away, etc. This tool on a Gov. Computer allows Comm to see what you see and better assist you with issues you may be having at home.

## Air Force portal

Members using NIPR, VPN, or Desktop Anywhere, are able to access military sites and tools that we use every day. Access: <https://federation.prod.cce.af.mil/pool/sso/authenticate/msg/19?m=GET&r=t&u=https%3A%2F%2Fwww.my.af.mil%2Fgcss-af%2FUSAF%2Fep%2Fhome.do>

## 171<sup>st</sup> ARW SharePoint

Collaborative tool that can be accessed using NIPR, VPN, or Desktop Anywhere. The 171 ARW SharePoint site is a great tool for sharing information and unclassified documents that do not contain personally identifiable information. Access: <https://org2.eis.af.mil/sites/34158/SitePages/Home.aspx>



# 171<sup>st</sup> ARW TELEWORKING CAPABILITIES

## On Base with Government Equipment

## Teleworking with Government Equipment

## Teleworking with Personal Equipment

### Access Criteria

- CAC/CAC Reader
- AF Form 1297 – Equipment Sign Out
- VPN Request from Commander
- Telework Fundamentals Training
- DD2946 Telework Agreement

### Computer Capabilities

- Government Computer
- Personal Computer
- NIPR
- VPN (Cisco-Anyconnect or USAF)
- Desktop Anywhere
- Share Drives (Y, O, L, R, K)
- CHES Email & OWA
- Skype for Business
- Air Force Portal
- 171<sup>st</sup> ARW SharePoint

### Phone Capabilities

- Government Phone
- Personal Phone
- Voicemail
- DISA Conference Bridges
- Government Cell Phones

### Other Capabilities

- 171<sup>st</sup> ARW App & Public Website
- Teams CVR
- Teams CHES

## Voicemail

To Access Base Voicemail from Off Base, Dial 412-776-8011, Enter your base phone 7 digit extension number and #, Enter your PIN and #.

## DISA Conference Bridge

We have 3 bridges, and each has enough ports for up to 40 callers, and can be called DSN or Commercial.

1. Bridge 1: From On or Off base Dial 301-909-7350 (DSN 723-7350):

a. At the prompt enter: 24734983#  
b. One person has to be the chairperson – please contact Comm for the Chairperson PIN.

2. Bridge 2: From On or Off base Dial 301-909-7357 (DSN 434-7357):

a. At the prompt enter: 247311300#  
b. One person has to be the chairperson – please contact Comm for the Chairperson PIN.

3. Bridge 3: From On or Off base Dial 301-909-7357 (DSN 434-7357):

a. At the prompt enter: 247311301#  
b. One person has to be the chairperson – please contact Comm for the Chairperson PIN.

\*Conference Bridge reservations can be scheduled on the 171<sup>st</sup> ARW SharePoint home page calendar. Access: <https://org2.eis.af.mil/sites/34158/layouts/15/start.aspx#/Lists/Wing%20calendar>

## 171<sup>st</sup> ARW App & Public Website

You can access documents located under "Virtual Drill" and check for updates. Download the 171 ARW App or Access: <https://www.171arw.ang.af.mil/>

## Teams (CVR & CHES)

Teams is a chat-based workspace application meant to facilitate ongoing collaboration and communication occurring among any team, project, organization or group of people. Teams provides single-point access to conversations, files and more. Teams also has audio &/or video calls if your machine is properly equipped. CVR and CHES teams can be accessed on base or through VPN. CVR: Access Temporary (15 June 2021)

CVR Self-Help Portal:

<https://disa.deps.mil/ext/cop/gsd/cvr/index.html#/>

CHES: Permanent.

## Teleworking Documents

The 171<sup>st</sup> ARW Teleworking guide and documents can be found on the CFP SharePoint Page or the 171<sup>st</sup> App and Public Website under Virtual Drill.

## Communications Focal point

DSN: 294-7333

Commercial: 412-776-7333

Email: [171.ARW.CS.Helpdesk-](mailto:171.ARW.CS.Helpdesk-CFP.Org@us.af.mil)

[CFP.Org@us.af.mil](mailto:CFP.Org@us.af.mil)

CFP SharePoint:

<https://org2.eis.af.mil/sites/34158/MSG/CF/CFP/layouts/15/start.aspx#/SitePages/Home.aspx>