16 April 2020

MEMORANDUM FOR RANK MEMBER NAME

FROM: 171 ARW/CC ::SUPERVISOR POSITION DESIGNATION::

SUBJECT: Authorization for Performance of Off Base Duty

**A3.1**. You are hereby authorized and directed to perform duty under Title 32 of the United States Code at your home, civilian office and such other locations as may be reasonably convenient and most efficient in accomplishing tasks assigned to you from time to time. This authorization is given pursuant to this instruction, ANGI 36-8001, Air National Guard Traditional Guard Member Telecommuting Policy; and in accepting this authorization, you agree and understand that you are subject to the rules and constraints of this instruction. The telecommuter will be performing duty off base pursuant to the ANG Telecommuting Work Agreement and is subject to applicable ANG, Air Force and DoD instructions while telecommuting.

**A3.2.** You will track and account for time devoted to such military duties in sufficient detail which shall be reported to me for approval under this instruction as set forth in this instruction.

**A3.3.** If you complete work as outlined in the agreement, I will approve your submission and authorize pay and points for the work accomplished consistent with this instruction.

**A3.4.** This authorization is revocable by me at any time with or without prior notice.

 SUPERVISOR NAME, Rank, PAANG
 Position, 171st Air Refueling Wing