AMC TELEWORK CHECKLIST

ACTION	RESPONSIBLE OFFICER	SIGN
1. Sign Out GFE Laptop	Employee/IT	
2. Sign out a Camera / Headset	Employee/IT	
3. Request a VPN account from IT support	Employee/IT	
4. Complete and sign AF Form 4433 (To IT support)	Employee/IT	
5. Obtain "Setting up Connectoid (USAF AFNET VPN)" Handout from IT (Save to your desktop)	Employee/IT	
6. Configure and test your VPN account	Employee	
7. Ensure Office Communicator is loaded / functioning	Employee	
8. Complete and sign DD Form 2946 - Telework Agreement. Ensure Att 2 of AFI 36-816 is pasted into COMPONET-SPECIFIC TERMS AND CONDITIONS Block (To Supervisor and IT)	Employee/Supervisor	
9. Take mandatory telework training – print certificate – Supervisor keeps copy (http://www.telework.gov)	Employee	
10. Advise your supervisor they must also take mandatory telework training http://www.telework.gov	Employee/Supervisor	
11. Coordinate the date(s) you will telework in advance with your Supervisor	Employee/Supervisor	
12. Take with you: (a) Computer (b) Power Supply (c) CAC reader (d) AFNET VPN User Guide (e) Windows 7 Wireless Connection Guide (f) Camera (g) Headset (h) Phone rosters (i) Your Passwords Sheet (j) Phone number to your IT professional (k) Change your Out Of Office or Phone Answer Message (l) Work hard drive	Employee	
13. You must notify the local CPS that you have been approved to telework	Employee	
14. You must notify your Time Keeper that you have been approved to telework	Employee	
15. Phone in to your Supervisor at the beginning of the telework day – use Office Communicator throughout the day	Employee	
16. Code your timecard with Telework hours as "NtDiff/Haz/Oth" NightDiff, Hazard, Other. (TW/TS/TM) *In ATAAPS, Insert Row, Standard, RG, Then TS, TM..	Employee	

TELEWORKING TIPS ARE BELOW

TELEWORKING TIPS!

Test your computer connectivity well ahead of workday

Office Communicator allows you face-to-face access with your Office

Change your office telephone message to say you are teleworking, but on the net

Every computing task is SLOWER while teleworking

Copy frequently used documents to your C Drive – copying or attaching from your shared drives is painfully slow

You will NOT have DSN access and the DSN Operator will not assist you – do you want to give out your home phone number?

If you use paper binders, take them with you

You will not be able to print – and do not connect personal equipment

The screen on your lap top is tiny – be aware of this, SMALL fact

Use numerous shortcuts on your desktop? – they get rearranged

If you received a new CAC Card recently; use all systems/sites at work first – recover old encryption keys too

Remind your coworkers that you are up and 100% functioning while away

> **Don't let them answer your mail for you**

> **Do have them include you on the conversations that take place in the office**

> **Do have them call you for impromptu meetings and put you on a speaker line**

DO NOT PLUG ANYTHING INTO YOUR COMPUTER!!!