At-A-Glance: Telework Options

The Coast Guard is getting ready for increased telework capacity during the COVID-19 outbreak.

Step 1

Talk with your supervisor/CO. Are you in a telework-eligible position? What is your office's telework policy?

Step 2

You and your supervisor must complete telework training. Telework 101 for Employees and Telework 101 for Managers are both available on the CG Portal Learning Management System (LMS): https://elearning.uscg.mil/catalog/?id=8

Step 3

If approved, complete a telework agreement and provide a copy to your Coast Guard Telework Coordinators.

- Active Duty and Civilian Telework Agreement: https://media.defense.gov/2017/Nov/01/2001836846/-1/-1/0/CG_5330.PDF
- Reservists: Form CG-3307 is enclosure (2) n COMDINST 5330.4 https://media.defense.gov/2017/Mar/14/2001716210/-1/-1/0/CI_5330_4.PDF

Step 4

There are multiple options to log on to the Coast Guard network. Please start with number one and then add capacity as needed.

1. Offline or "off-network"
2. CG Mobile Device (if assigned)
3. Outlook Web Access (OWA)
4. CG Portal
5. Virtual Private Network (CGVPN)
6. Virtual Desktop Infrastructure (VDI)