

**** This is not an authorization to telework. It is only a checklist to ensure your computer is Telework Capable. ****

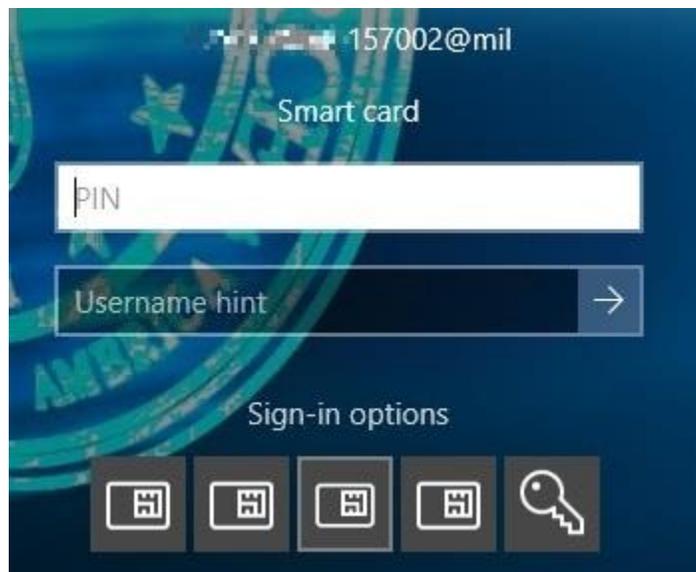
Pre-Telework Checklist

1. Caching Your Profile

- a. Make sure the network cable is plugged in, the computer is powered on, and your CAC is inside the card reader. You should see a screen like below.



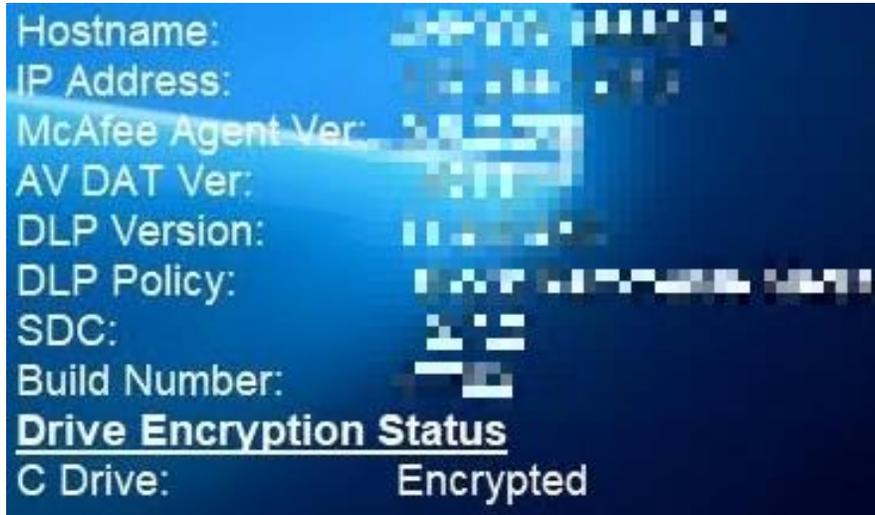
- b. Hit Enter and Click OK to the DOD Consent Banner
- c. It should automatically select your certificate but if it doesn't click Sign-in Options and select your EDIPI with the longest number. See screenshot below.



- d. Enter your CAC Pin and hit Enter, you will now be logged in and your account cached for teleworking.

2. Check If Your Drives Are Bitlocked

- a. Once you have cached your account into your computer you should see some information about the computer in the bottom right. It should look similar to the screenshot below.



- b. In order to take your computer home for teleworking every drive that shows up under Drive Encryption Status must show Encrypted. If you have any drives that do not show this, then please contact the Help-Desk at (DSN) 468-4357 or (Commercial) 478-926-HELP.

3. USAF AFNET VPN

- a. The final thing to check for is if USAF AFNET VPN is installed on your computer. You must have this installed in order to use email, IM, and to get to some internal DOD website.
- b. On your desktop you should see an icon that looks like the screenshot below.



- c. If you have this icon on your desk then USAF AFNET VPN is installed and ready to be used for telework.

**** If you don't have all three of these things then your computer is NOT telework capable. ****