

AFMC Telework Guide



03 March 2021

Version: 1.0

TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
I. GUIDE OVERVIEW.....	3
II. GENERAL GUIDELINES.....	4
TELEWORK CATEGORIES	4
ELIGIBILITY.....	6
III. CIVILIAN EMPLOYEE GUIDELINES	7
TELEWORK TRAINING	7
TELEWORK AGREEMENTS	8
APPROVAL AUTHORITY.....	8
TELEWORK DENIAL AND TERMINATION	9
WORK SCHEDULE	9
CREDIT HOURS	9
PREMIUM PAY.....	9
LEAVE AND WORK SCHEDULE FLEXIBILITIES	10
TELEWORK AND HAZARDOUS WEATHER	10
PERFORMANCE MANAGEMENT.....	10
PROBLEMS AFFECTING WORK PRODUCTIVITY	11
OFFICIAL WORKSITE FOR LOCATION-BASED PAY.....	11
TELEWORK AND TRAVEL.....	13
INJURY COMPENSATION.....	13
TELEWORK EQUIPMENT, SUPPLIES, SECURITY, AND DRUG TESTING.....	13
SECURITY.....	14
RANDOM DRUG TESTING	15
IV. SERVICE MEMBER GUIDELINES	15
V. DEFINITIONS	18
APPENDICES	20
APPENDIX A: Telework Form	20

APPENDIX B: AFMC Telework Process.....21

APPENDIX C: Full-Time Telework outside of Local Geographic Area Approval Authority
Template22

APPENDIX D: ATAAPS Telework Coding.....23

APPENDIX E: Request for Authorization for Service Member to Telework Outside the
Local Area of the Member’s Permanent Duty Station25

EXECUTIVE SUMMARY

The AFMC Telework Guide provides interim guidance for Air Force Materiel Command (AFMC) personnel while the Department of Defense (DoD) and Headquarters Air Force (HAF) revise official telework Instructions. This Guide is intended for immediate use where decisions are made on the appropriate use of telework situations within respective organizations. We recognize the AFMC Telework Guide may require revisions as decisions regarding telework are made by DoD and HAF in the future. The AFMC Telework Guide also provides information that is useful during the current COVID-19 National Pandemic. The purpose of this guidance is to implement AFMC Telework guidelines in accordance with the references listed below.

The AFMC Telework Guide provides information for all AFMC civilian employees, service members, supervisors, commanders, and other management officials (including Air Force Reserve and Air National Guard personnel, except for Air National Guard Technicians administered under Title 32) who are in positions eligible for telework as determined by the relevant commander or supervisor consistent with DoD and Air Force guidance. Commanders and supervisors who have responsibility for approving and denying telework must make themselves familiar with DoDI1035.01_AFI36-816 and any applicable labor agreements.

The overarching goals of this guide follow:

- Establish a policy under which AFMC Airmen may be authorized to telework
- Develop process to determine eligibility of AFMC Airmen to participate in telework
- Define various categories/definitions of telework
- Provide means to notify AFMC Airmen of their eligibility to telework

We recognize the AFMC Telework Guide may require revisions as decisions regarding telework are made by DoD and HAF in the future.

Consistent with DoDI1035.01_AFI36-816, AFMC is committed to promoting the use of telework throughout the Command. Among other benefits, maximizing telework can lead to increased workforce efficiency, better emergency/pandemic preparedness and response, higher workplace satisfaction, and flexibilities in addressing issues with office space.

I. GUIDE OVERVIEW

Except as otherwise distinguished within this guide, the term *employee* shall refer to DoD civilian employees. The term *Service member* will be used to specify military personnel.

NOTE: AF and AFMC domestic employees are NOT authorized to telework from overseas (OCONUS) locations without an approved Domestic Employee Teleworking Overseas (DETO) agreement. This guidance does NOT address teleworking from an overseas location.

General Officers, Senior Executive Service, Senior Material Leaders, and service members are currently only eligible for situational telework in AFMC.

References:

- Public Law 111-292, *Telework Enhancement Act of 2010*
- Public Law 106-346, 23 October 2000
- United States Office of Personnel Management’s *Guide to Telework in the Federal Government*, April 2011
- Department of Defense Instruction (DoDI) Number 1035.01, 4 April 2012, *Telework Policy*, Incorporating Change 1 Effective April 7, 2020
- DoDI1035.01_AFI36-816, *Civilian Telework Program*, 29 October 2018
- AFI36-3003, *Military Leave Programs*, 24 Aug 2020
- AFMAN17-1203, *Information Technology (IT) Asset Management (ITAM)*, 18 May 2018 and *Guidance Memorandum*, 2 November 2020
- 3 FAM 2370, “Domestic Employees Teleworking Overseas,” dated May 14, 2020, <https://www.dcpas.osd.mil/Content/documents/OD/TeleworkDoDi2013.pdf>
- Department of State Executive Secretary Memorandum, “Requirements for Executive Branch Employees Teleworking in Foreign Locations,” June 7, 2016

Additional Information:

- OPM Pay & Leave (<https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/official-worksite-for-location-based-pay-purposes/>)
- Telework.Gov: <https://www.telework.gov/>
- MyPers Telework: <https://mypers.af.mil/app/answers/list/st/5/kw/telework/p/3/page/1/search/1>
- Department of Defense Telework Eligibility Code: https://mypers.af.mil/app/answers/detail/a_id/27588/kw/telework/p/3

II. GENERAL GUIDELINES

TELEWORK CATEGORIES

All telework situations require supervisor approval to work at an “alternative worksite.” An alternative worksite is a location away from the regular worksite that has been approved for the performance of assigned official duties and other approved activities. It may be an employee/Service member’s home, a telework center, or other approved worksite. This agreement must also be codified on a DoD Telework Agreement, DD Form 2946. The alternative worksite must be identified with sufficient specificity to allow for analysis of civilian employee workplace injury claims or Service member line of duty determinations.

Situational Telework: Situational Telework (also referred to as episodic, intermittent, unscheduled, or ad hoc telework) is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing and regular telework schedule (e.g., as a result of inclement weather, medical appointment, special work assignments, or to accommodate other

special circumstances). Telework is also considered situational even though it may occur continuously for a specific period. AFMC service members are currently only eligible for situational telework in accordance with the requirements of Section IV, SERVICE MEMBER GUIDELINES, below.

Regular and Recurring Telework: An approved work schedule where eligible employees work at an alternative worksite on a regular, recurring, and ongoing basis. Regular and recurring telework is sometimes referred to as Routine Telework. Employees who are approved to telework on a schedule that is regular and recurring most often telework on an agreed-upon day or days during a bi-weekly pay period (e.g., telework “every Wednesday” or “every Tuesday and Thursday”). The specific days that are regularly scheduled for telework are spelled out in a written telework agreement between the employee and respective supervisor. **AFMC service members are not eligible for regular and recurring telework.**

Full-Time Telework: A telework arrangement where the employee performs telework on a full-time basis. Full-time is further defined as that which is on a regular and recurring schedule where the employee is not scheduled to report to the regular worksite more than once per bi-weekly pay period for civilian employees. Full-time telework is differentiated from remote telework as the employee is required to be available for reporting to the regular worksite on short notice (whereas remote telework has no such requirement, and therefore, the official worksite/duty station for remote telework may be outside the local commuting area). **AFMC service members are not eligible for full-time telework.**

Remote Telework: A telework arrangement where the employee is approved to work at an alternative work location on a permanent basis, with no frequent, regular and/or recurring requirement to physically report to the regular worksite. A remote telework employee must be: 1) remote telework eligible; 2) in a position eligible for regular/recurring telework; 3) telework ready; and 4) approved to work at an alternative work location on a permanent basis, with no frequent, regular and/or recurring requirement to physically report to the regular worksite. In addition, the alternative worksite is, for pay and other purposes, the official worksite as indicated on the employee’s Notification of Personnel Action (SF50). **AFMC service members are not eligible for remote telework.**

Remote telework from a location outside the geographic area that is the basis for the employing organization’s locality pay entitlement is subject to higher level approval (such as by Center Executive Directors or their delegates, as addressed in the “Approval Authority” section below). If an employee is approved for a remote telework arrangement where the employee is not required to report to his or her organization’s worksite, the employee’s organization is responsible for submitting a Request for Personnel Action (SF-52) to formally document the employee’s official worksite in the Defense Civilian Personnel Data System (DCPDS).

In AFMC, full-time or remote teleworkers will normally not be provided their own exclusive workspaces at their organization’s regular worksite since they will be working from an alternative worksite most of the time. Therefore, full-time or remote teleworkers should expect to share space at their regular worksite in some fashion (such as “hot-desking,” “desk-sharing,” or “hoteling,” as described in DoDI1035.01_AFI36-816).

ELIGIBILITY

Employee/Service member eligibility to telework is not an entitlement. Eligibility is determined by the employee or Service member's respective commander or supervisor consistent with DoDI1035.01_AFI36-816 and applicable labor agreements. **AFMC service members are currently only authorized situational telework.** Commanders and supervisors should ordinarily permit employees/service members to telework when they are eligible to do so provided use of telework in a particular situation does not negatively impact mission readiness or accomplishment. Commanders and supervisors must consider both the duties of the position an employee occupies and the employee's particular circumstances when making determinations of eligibility.

Positions Not Normally Suitable for Regular Telework

- Positions that require, on a daily basis, direct handling of secure materials.
- Positions that require, on a daily basis, on-site or face-to-face activity that cannot be handled at an alternative telework location (e.g., hands-on contact with machinery, equipment, or vehicles; direct patient care).

Employees in Situations Not Normally Suitable for Regular Telework

- Employees whose performance or conduct requires closer supervision than telework may provide.
- Employees whose last performance rating of record is below fully successful, or its equivalent. (Once performance improves to fully successful, supervisors may re-evaluate eligibility.)
- Employees whose conduct resulted in disciplinary action within the past 12 months.
- Employees who have unresolved security issues (e.g., issues based on personal conduct, handling protected information, or misuse of information technology systems).
- Employees recently assigned or newly appointed to trainee or entry level positions.

Circumstances may exist where positions and employees not normally suited for regular telework can still be considered for situational telework (e.g., reading and analyzing documents, preparing reports, limited duration assignments of work that require less supervision or oversight), so long as the use of situational telework does not detrimentally impact mission accomplishment. Additionally, employees not normally suited for regular telework may still become eligible for situational telework in an emergency situation if management determines their duties are mission critical.

Employees Not Authorized for Regular or Situational Telework

- Those who have been disciplined for being absent without permission for more than 5 days in any 12 month period.
- Those who have been disciplined for viewing, downloading, or exchanging pornography, including child pornography, on a federal government computer or while performing federal government duties.
- Those performing union representational duties who are not otherwise permitted to perform those duties by telework in an existing bargaining agreement.

Directing Employees to Telework

Though telework is generally voluntary for civilians, DoDI1035.01_AFI36-816, Enclosure 3, paragraph 2.f. recognizes two circumstances where civilian employees may be directed to telework:

- When the employee's duties are designated as mission-critical and the employee is required to report to an alternative worksite, or
- When employee has a telework agreement that includes terms which address circumstances under which the employee may be ordered to telework.

Supervisors must contact their Civilian Personnel Section for guidance before directing a civilian employee to telework. **Commanders and supervisors retain the authority to direct a service member to telework, and are not limited to the circumstances that apply to directing civilian employees to do so.** Supervisors must contact their local JAG office if they have a question regarding ordering a service member to telework.

III. CIVILIAN EMPLOYEE GUIDELINES

The following guidelines apply specifically to civilian employees, unless otherwise noted.

TELEWORK TRAINING

Training is a key component of successful telework operations. This training should be provided for all teleworkers and their supervisors. This should include review of the telework guide and discussion, as appropriate, with their Center DP, unit HR liaison or installation civilian personnel office.

The Office of Personnel Management (OPM) has telework training modules (Telework 101) at www.telework.gov that must be successfully completed by both supervisors and employees before employees can enter into a telework agreement. (Click [HERE](#) to be taken directly to telework training). Upon completion of the OPM training, employees must enter their names on their completion certificates and provide the certificates to their supervisors. Supervisors with employees participating in the telework program must successfully complete the OPM

interactive telework training program for managers. Telework training completion certificates are maintained by the employee's supervisor.

Information technology security training, administered at AF level through the ADLS, is also mandatory for both civilian employees and Service members. Teleworkers must complete this training and understand their responsibilities in safeguarding work-related information.

TELEWORK AGREEMENTS

All employees authorized to telework shall complete a [DD Form 2946](#), DoD Telework Agreement. The DD Form 2946 should be included in the new employee's on-boarding package for those employees occupying telework eligible positions. Employees with duties designated as mission critical who may be required to work at an alternative worksite shall have a DD Form 2946 in place. AFMC also encourages all telework eligible employees to have a DD Form 2946 in place for adverse weather or pandemic health crisis response.

The DD Form 2946 contains a list of 25 standard terms, and in Block 12, informs employees and supervisors of their responsibilities during emergency situations. Supervisors must review the 25 standard terms and Block 12 emergency responsibility terms with their employees to ensure a clear understanding of the terms of the DoD Telework Agreement.

The DD Form 2946 also has a section for component-specific terms and conditions to be added, if there is a need for terms or requirements in addition to the standard 25 that are already part of the agreement. For example, if an employee is requesting regular full-time telework, terms may need to be added to address the availability of office space at the regular official worksite (e.g., whether the employee will be required to share a desk, reserve office space ahead of time, etc.). Supervisors should seek advice from their Civilian Personnel Section or Center Telework Manager if they have any questions about additional terms they may want to add.

Once the employee and supervisor have completed all the necessary sections of the DD Form 2946, to include its Section II – Safety Checklist and Section III – Technology/Equipment Checklist, the parties shall sign and date the form. The supervisor is required to maintain a copy of the signed agreement and should ensure the employee has a copy. When an employee's supervisor changes, a new DD Form 2946 should be completed reflecting agreement with the new supervisor.

Supervisors should make it a habit to review telework agreements annually, when they conduct annual appraisals or performance reviews. Supervisors are required to review telework agreements at least every two years, and to also revise them any time that circumstances make it appropriate (such as when an employee's work performance falls below standards for eligibility). Additionally, supervisors must annually review agreements for full-time or remote telework outside the local geographic area.

APPROVAL AUTHORITY

All telework requests will be made in writing to the employee's immediate supervisor. For requests for full-time or remote telework, supervisors must coordinate approval through Center

Executive Directors or their delegates before the DD Form 2946 is signed and the request is approved. For HQ AFMC Directorates, requests for full-time or remote telework will be approved by AFMC/CA unless further delegated. (See [Appendix C](#) for the template to be used to coordinate approval of full-time telework outside the local geographic area.)

TELEWORK DENIAL AND TERMINATION

A telework request may be denied and an existing telework agreement may be terminated at a supervisor's discretion, as telework is not an entitlement. However, it is DoD, Air Force, and AFMC policy to promote and implement telework to the maximum extent possible as long as mission readiness is not jeopardized. If a supervisor denies a request or terminates an agreement, the supervisor should document the reasons for doing so in writing and provide a copy to the employee. Denial or termination of telework should be based on business reasons (e.g., the requested telework fails to meet the organization's needs, the employee's performance does not meet required standards, or other reasons like those listed above in the "Eligibility" section).

Supervisors must contact their Civilian Personnel Section for guidance before they terminate a telework agreement for an employee. At an employee's request, an existing telework agreement may also be terminated in accordance with the agreement's terms.

WORK SCHEDULE

Employees who telework may also have alternative work schedules (AWS) at the discretion of their supervisor. There are two categories of AWS—flexible work schedules (FWS) and compressed work schedules (CWS). Review DODI1400; 25V610_AFI-807 for various flexible and compressed work schedules.

CREDIT HOURS

Credit hours are non-overtime hours an employee on a flexible work schedule (FWS) may voluntarily request to work in excess of their basic work requirement (e.g., 8 hours a day) during flexible hours (e.g., Mon-Fri 0600-0900 and 1500-1800 and Sat or Sun 0600-1800) so as to vary the length of a workday or workweek. Employees on FWS are eligible for credit hours with supervisors' approval.

Employees on a compressed work schedule (CWS) are not eligible for credit hours.

PREMIUM PAY

Typically, the same premium pay rules apply to employees who telework and those who don't.

Overtime provisions that apply to employees working at a traditional worksite also apply to employees on a telework agreement. Employees may work overtime only when ordered and approved by the supervisor in advance.

Night pay is a 10 percent differential paid to employees for *regularly scheduled work* performed at night. It is computed as a percentage of the employee's rate of basic pay (including any

applicable locality payment or special rate supplement). A teleworker may not earn night pay by choosing to work at night.

Sunday Premium Pay is paid when an employee is entitled to 25 percent of his or her rate of basic pay for work performed during a *regularly scheduled* basic 8-hour tour of duty that begins or ends on a Sunday. A teleworker must be *regularly scheduled* to work on a Sunday in order for that employee to be eligible for the 25 percent Sunday premium pay.

LEAVE AND WORK SCHEDULE FLEXIBILITIES

Employees must follow their organization's policies for requesting leave and work scheduling changes when teleworking. Similar to when employees are at their regular worksite, they may take leave for a portion of the day when they are working at their alternative worksite as well. Organizations may allow their employees to adjust their work schedules during a telework day based on an employee's telework agreement (e.g., to attend a medical appointment or deal with a household repair). Leave and work scheduling flexibilities not only assist employees in balancing their personal lives, they also maintain productivity for the Air Force by allowing employees to work around what might otherwise disrupt the workday.

TELEWORK AND HAZARDOUS WEATHER

All AFMC telework employees who are telework-ready are required to telework during base closures, unless they are on approved leave. Organizations are not permitted to approve weather and safety leave for a telework program participant who is not prevented from working safely at an alternate worksite during severe weather or other emergency situations. In the case of a weather or emergency event which could have reasonably been anticipated and where telework participants have the opportunity to either bring home materials and equipment necessary to telework or already have such materials and equipment available at their alternate worksites, those employees will not receive weather and safety leave since they would not have been prevented from performing work at their alternate worksites. This includes employees who are situational teleworkers, as well.

A supervisor may provide weather and safety leave to a telework-ready employee who could not have reasonably anticipated the severe weather or other emergency condition, and who, therefore, did not take home needed equipment or work. (For example, an area weather forecast that changes dramatically during a weekend such that an employee could not reasonably have expected the need to telework on Monday.) A supervisor may also provide weather and safety leave to a telework-ready employee who is prevented from safely working at the alternate worksite as a result an emergency at that site (such as a flood or roof collapse).

PERFORMANCE MANAGEMENT

Effective performance management is important to the success of the telework program. Teleworkers and non-teleworkers shall be treated the same for the purpose of work requirements, periodic appraisals of job performance, training, rewarding, reassigning, promoting, reducing in grade, retaining, removal, and other acts requiring management discretion. Performance

standards for teleworking employees should be the same as performance standards for non-teleworking employees.

As with any supervisory relationship, work assignments to be performed or training to be accomplished while on telework should be discussed, understood, and agreed to in advance of the telework event. Management expectations for performance should be clearly addressed in an employee's performance plan, regardless of whether or not the employee is a teleworker. When an employee participates in telework, expectations related to accountability do not differ by virtue of the telework agreement.

Supervisors shall communicate expectations of telework arrangements, including work assignments, office coverage, and staff communication to teleworking and non-teleworking employees in the workgroup. They should also put procedures in place to maintain communication across all members of a workgroup.

Supervisors are responsible for the effective functioning of the workgroup. However, employees are responsible for their availability and information sharing with the workgroup. Both supervisors and employees are responsible for ensuring the success of the telework arrangement.

PROBLEMS AFFECTING WORK PRODUCTIVITY

Employees will promptly advise their supervisor when problems arise at the alternative worksite which adversely affect their ability to perform work. Examples include situations such as equipment failure, telecommunications difficulties, and power outages. If an employee is unable to continue to work at the alternative worksite, and it is impractical for the employee to report to the regular worksite, the supervisor may provide the employee with the opportunity to request approved leave, use earned credit hours, or previously earned compensatory time off. Supervisors should contact their Civilian Personnel Section for guidance or questions on appropriate courses of action.

OFFICIAL WORKSITE FOR LOCATION-BASED PAY

In accordance with 5 C.F.R. § 531.605, an employee's locality pay rate is based on the employee's "official worksite." The official worksite is usually the location of the employee's position of record where the employee would, when not teleworking, regularly perform his or her duties, and is referred to as the "regular worksite" (the physical place to which the employee regularly reports to work).

For employees covered by telework agreements, 5 C.F.R. § 531.605 contains three ways to determine whether an employee's "official worksite" is the geographic location where the employee's organization is located or whether it is the location of the employee's alternative worksite (where the employee "sits" while performing telework): (1) the twice-a-pay-period standard, (2) the same-locality-pay-area exception, and (3) the appropriate-situations-of-a-temporary nature exception.

If an employee is covered by any of the following three rules, then the employee's "official worksite" remains the geographic location where the employee's organization is located:

- The twice-a-pay-period standard—If an employee is scheduled to work at least twice per bi-weekly pay period on a regular and recurring basis at the employee’s organization’s regular worksite, then the employee’s organization’s regular worksite is the employee’s “official worksite.”
- The same-locality-pay-area exception—If an employee occasionally has to come to the employee’s organization’s regular worksite, but is not scheduled to do so on a regular and recurring basis, as long as the employee regularly performs telework at an alternative worksite located locally within the same geographic locality pay area as the employee’s organization’s regular worksite, the employee’s organization’s regular worksite remains the employee’s “official worksite.” This exception to the twice-a-pay period standard is automatic (i.e., so long as the requirements are met, it applies).
- The appropriate-situations-of-a-temporary-nature exception—An employee’s supervisor may make an exception to the twice-in-a-pay-period standard in appropriate situations of a temporary nature, such as when an employee:
 - Can still perform duties by telework while recovering from an injury or medical condition.
 - Is affected by an emergency situation which temporarily prevents commuting to the employee’s organization’s regular worksite.
 - Is on some form of extended approved absence (e.g., any form of paid leave).
 - Is in temporary duty (TDY) travel status.
 - Is temporarily detailed to work at a location that is not covered by a telework agreement.

The appropriate-situations-of-a-temporary-nature exception is not automatic; it requires a discretionary determination by the supervisor in order to apply. Telework under this exception is situational, not regular, telework. Supervisors must consult with their Civilian Personnel Section before making a determination under this exception for anything other than an approved absence because of paid leave or TDY in order to avoid situations where an employee might be receiving the wrong locality pay, resulting in an unexpected debt collection by DFAS.

If an employee does not fall under any of the above three rules, then the employee’s “official worksite” is the location of the employee’s alternative telework worksite. When an employee’s official worksite changes to the employee’s alternative telework worksite, the employee’s organization is required to contact the Civilian Personnel Section to initiate a Standard Form 50 Notification of Personnel Action. Both the employee and management must recognize that regular telework at an alternative location outside the local geographic area of the organization’s regular worksite may create financial responsibilities and consequences that affect both the employee and the Air Force (e.g., changes in locality pay, costs for official business travel to the organization’s regular worksite, reduction in force calculations if the employee’s competitive area is different, and potential state or local income implications). (Information on employees’

travel, transportation, and relocation benefits and entitlements based on their "official duty station" may be obtained from the [GSA website](#).)

TELEWORK AND TRAVEL

Employees who are teleworking in the local area are not eligible for reimbursements for coming in to their organization's worksite. HQ AFMC Directorates and Centers must ensure their travel budgets include projected costs related to government travel for civilian remote teleworkers whose alternative worksite locations are not within the local area (e.g., for meetings, training, related travel).

INJURY COMPENSATION

Teleworking employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment. When the telework location is in the home, workers' compensation does not cover injuries that are not job-related. Information on Injury Compensation can be found on [MyPers](#).

TELEWORK EQUIPMENT, SUPPLIES, SECURITY, AND DRUG TESTING

The employee/service member's organization will provide necessary equipment and office supplies to telework (e.g., laptop/desktop, external mouse, pens, paper, sticky notes) within its budgetary constraints as determined by the Commander (or equivalent), based on the nature and type of work performed. Normally, printers and toner will not be provided.

The employee will be responsible for home maintenance, utilities, and any other incidental costs (e.g., electricity, internet service) associated with the use of the alternative worksite. The AF will be responsible for maintenance and repair of government-furnished equipment (GFE) (e.g., a GFE computer).

Employees/service members will be required to provide their own Internet Service Provider (ISP) for telework, and are responsible for ensuring their home network is set up and operational prior to teleworking.

GFE will be equipped with the "USAF VPN Client" and "JRSS VPN Client" to facilitate virtual private network or remote access to the Air Force Information Network (AFIN). The Virtual Private Network (VPN) will allow the telework employee/service member access to shared resources hosted on AFIN to include the Cloud Hosted Enterprise Services. Enterprise Service Desk personnel can connect to an employee/service member's machine in a telework situation if the Joint Regional Security Stack (JRSS) VPN Client is connected. If an employee/service member is unable to connect via JRSS on the GFE, the device will need to be delivered to the local Communications Focal Point for additional touch maintenance or troubleshooting efforts.

Provision of any items or services beyond those identified in the "Standard Terms of Telework Agreement" on the DD Form 2946 should be entered in the form's "Component-Specific Terms and Conditions" section.

SECURITY

Employees/service members are responsible for safeguarding Official Information, protecting GFE in their possession, and performing assigned duties while teleworking in support of organizational mission requirements.

Employees/service members must protect Controlled Unclassified Information (CUI) and Personally Identifiable Information (PII) in the same manner as they would at their official duty station/traditional worksite. Storing, processing, or transmitting CUI may only be accomplished via approved methods using GFE or “Bring Your Own Approved Device” (BYOAD). Transmission of CUI through personal e-mail accounts is strictly prohibited. CUI must be transferred between approved methods/capabilities and must be digitally signed and encrypted.

Employees/service members must remain cognizant of their surroundings when conducting business on the Air Force Information Network (AFIN) or other remote work capabilities while teleworking. Family members and friends are not authorized to view or listen to CUI/PII conversations or access government information not approved for public release by a local or higher headquarters Public Affairs office.

Employees/service members are authorized to use CUI at the alternative worksite only for an authorized, lawful government purpose, and in a manner that minimizes the risk of unauthorized disclosure. Refer to specific guidance in DoDI 5200.48, *Controlled Unclassified Information*, and AFGM 2020-16-01, *Controlled Unclassified Information*.

Information not approved for public release cannot be accessed, processed, or stored on personal devices (smartphone, tablet, or computer) with the exception of BYOAD. Do not use personal email, unofficial accounts, personal accounts, free versions, and unapproved electronic messaging services or apps to process information not approved for public release (e.g., “private” Instagram accounts, “protected” tweets, “private” Facebook groups, and “encrypted” WhatsApp messages).

Safeguard GFE or BYOAD when not in use. Safeguarding includes storage in a user-controlled, limited access location such as a locked residence; storage in an unoccupied vehicle is not permitted. When the employee/service member is not in the proximity of the GFE or BYOAD, the screen must be locked to prevent unauthorized disclosure of information. Additionally, removal of the multi-factor authentication token (Common Access Card or Nation Security System Hardware Token) must be accomplished to prevent inadvertent or unauthorized disclosure of information.

Devices authorized to process, store, or transmit classified information must be protected in a manner commensurate with the level of information stored on it, IAW AFI 16-1404, Air Force Information Security Program, Chapter 5, and DoDM 5200.01, DoD Information Security Program: Protection of Classified Information, Volume 3. Sensitive Compartmented Information and Special Access Program Information will never be removed from their applicable facility for telework purposes. Do not remove Top Secret information from a designated work area for use at an alternative worksite without authorization from the Secretary of the Air Force and/or SAF/AA. AFMC/CD may approve Staff personnel to remove Secret or Confidential information

from a designated working area for telework. Approval packages will be sent through your servicing Information Protection Office. Refer to specific guidance in DoDM 5200.01, and AFI 36-1004.

Personnel granted access to an Advanced Battle Management System device ONE SecureView (ADSV) or DoD Mobility Classified Capability – Secret (DMCC-S) capability must follow all requirements provided by the issuing authority, to include using the device in classified configuration/mode only when classified or mission critical information must be processed, transmitted, or relayed. Do not use the device in classified configuration/mode outside of a secure area unless you have determined that it is critical to the mission and all other alternatives have been considered. When the ADSV/DMCC-S capability is not in use, it should remain in a powered-off state to ensure the device remains in an unclassified mode.

RANDOM DRUG TESTING

If drug testing is a condition of employment for a civilian employee, employees who are teleworking are still required to be tested. The employee's immediate supervisor will be notified when the respective employee is selected to be tested. Once the supervisor has the official paperwork, they will contact the employee to pick up the required paperwork from his/her supervisor at the office location. After testing, the individual will need to report back to his/her supervisor with the signed paperwork showing testing has been completed. At that point, the supervisor, will make a copy of the paperwork for inclusion in the Supervisor's Employee Work Folder and return the other copy to DSH. Local procedures may vary installation to installation.

Instructions on public health emergency are located in, AFGM2020-01 to 44-197 paragraph 4.1.4. "In the event of a public health emergency as declared by the installation commander, other emergency situation (e.g., a major medical event), or catastrophic event (to include, but not limited to, a natural disaster), the installation commander has the authority to direct the temporary suspension of DDR operations." Supervisors should coordinate with the CPS for appropriate action on employees who fail to complete the steps for drug testing as condition of their employment.

Service members, whether teleworking or not, are subject to drug testing.

IV. SERVICE MEMBER GUIDELINES

This section applies specifically to service members.

Commanders and supervisors retain the authority to direct service members to telework from an alternate place of duty, typically, but not limited to, the member's residence located within the area of the permanent duty station (PDS). While teleworking, the telework location is the member's duty location for the duration of the approved telework period. During this time, the member is present for duty and required to comply with all rules and regulations as if performing duty at the assigned place of duty. For purposed of military leave and pass days, the approved

telework location is treated the same as the assigned duty location. Telework should not be utilized when a type of leave, pass, permissive TDY, or humanitarian assignments is appropriate.

Within AFMC, the approval authority for a service member's telework varies depending on (1) whether the telework location is within, or outside of, the local area of a member's PDS, and (2) the number of days the member will be absent from the PDS while teleworking. Approval to telework outside the local area of a service member's PDS ("non-local telework") for more than 14 days should be rare. The authorized approval authorities for local and non-local telework are as follows:

- For **local area telework during a pandemic or other extended emergency**, direct supervisors may approve up to 30 consecutive days. Supervisors in the grades of O-4/E-7/NH-III/GS-12 or above may approve up to 60 consecutive days. Squadron Commanders and civilian equivalents may approve up to 120 consecutive days. Center Commanders may approve over 120 days.
- For **local area telework that is not during a pandemic or other extended emergency**, direct supervisors may approve up to 3 consecutive days within a 180-day period. Supervisors in the grades of O-4/E-7/NH-III/GS-12 or above may approve days up to 7 consecutive days within a 180-day period. Squadron Commanders and civilian equivalents or above may approve up to 60 consecutive days within a 180-day period.
- For **non-local telework**, Squadron Commanders and civilian equivalents or above may approve up to 7 consecutive days within a 180-day period. Installation Commanders and above may approve up to 14 consecutive days within a 180-day period. Center Commanders may approve up to 14 consecutive days within a 30-day period, recurring for up to 180 days.

Appendix E contains a template for requesting higher-level approval for non-local telework. It is up to the authorized approval authority to determine whether circumstances make non-local telework appropriate. Factors approval authorities must consider for non-local telework include the likelihood the service member would be required to report back to the PDS with less than 24 hours-notice, the time it would take for the member to report back to the PDS, and the ability of the member to fund the cost of travel back to the PDS. Non-local telework is not a substitute for leave or a humanitarian reassignment. Approval authorities must assess the totality of the circumstances (e.g., the ability of the requester to perform while teleworking, impact on mission accomplishment, and associated travel times and costs) to determine an appropriate length of time for non-local telework. The service member is responsible for all costs associated with travel to and from the approved non-local telework location to the member's PDS and is not authorized any travel pay or per diem. A service member's authorized housing, locality payments, and associated entitlements will be determined by the PDS and will not be adjusted if the member is authorized non-local telework. If the service member is ordered to travel to a temporary duty (TDY) location, travel to or from the approved telework location and the TDY location should be IAW the Joint Travel Regulations.

Even though commanders and supervisors have authority to order a service member to telework whenever necessary, supervisors should still require the service member to complete the telework training required of civilian employees and a modified “service member” DD Form 2946 whenever circumstances permit. A completed DD Form 2946 also helps if the need for a line of duty determination arises. The following AFMC-specific language is part of every service member telework agreement, and must be added by supervisors to any Service member DD Form 2946 Telework Agreement in the “Component-Specific Terms and Conditions” section of the form:

Service members are subject to different rules and authorities than civilian employees, and must comply with lawful orders. Commanders and supervisors retain the authority to direct service members to telework from an alternate place of duty and to establish the terms of that telework, independent of the standard 25 “Terms of Telework Agreement” listed above on this form. Terms 2, 3, 4, and 6, the last sentence of 8, the words “by appointment only” in 16, the first sentence of 19, and the first four words of 22 (“Either the employee or”) do not apply to service members or service member telework agreements.

Commanders and supervisors may also address other relevant limitations and requirements for the Service member’s telework in the “Component-Specific Terms and Conditions” section, such as delineating the telework location, the member’s responsibilities regarding reporting back to the normal worksite, leave and work hour expectations, etc.

Service members remain subject to drug testing while teleworking, so if any special reporting requirements for testing are needed, they must also be addressed. AFMAN 44-197_AFGM 2020-01, Military Drug Demand Reduction Program (DDRP), paragraph 4.3.4, requires service members selected for random urinalysis testing to report to the designated testing location within two hours of notification. Paragraph 4.3.5 allows commanders to authorize an appropriate amount of time in excess of two hours when the selected member must travel to the testing location, taking into consideration distance, traffic, and weather conditions. Additionally, paragraph 4.3.6 provides that members who work alternative or irregular schedules must report within two hours of notification, or as soon as possible upon return to duty. Based on these provisions, commanders have discretion as to whether a teleworking service member selected for random urinalysis will need to report to the PDS immediately, or whether the member will be allowed to submit the sample upon return to the PDS. Per paragraph 2.14.12, it is at the installation commander’s discretion to decide whether to require unavailable members to test at a later date or not, and this must be documented in the installation’s drug testing regulations. Commanders may not permanently excuse unavailable members from a random UA program unless otherwise authorized in the installation’s drug testing regulations. Coordination with DDRP Program Manager is imperative so the time between notification and service member’s ability to report is minimized.

Commanders do have discretion to coordinate with DDRP units for inclusion in random urinalysis pools at other Air Force installations or locations in the vicinity of the service member’s approved alternate duty location. AFMAN 44-197_AFGM 2020-01, paragraphs 4.3.7.1–4.3.7.3, provide commanders the discretion to allow teleworking AF Reserve and Air

National Guard members the option to select an alternate site for drug testing, and commanders should refer to these provisions as a model for active duty members teleworking outside of the local area.

While it may be helpful to consider the other general guidelines that apply to civilian employee telework when addressing a service member's telework, ensure any terms added to the agreement do not appear to conflict with the inherent command authority over service members. When in doubt about adding a term, consult with your installation JAG office.

V. DEFINITIONS

Alternative worksite - A location away from the regular worksite that has been approved for the performance of assigned official duties and other approved activities. It may be an employee's home, a telework center, or other approved worksite, and for the purposes of telework or remote work, must be codified on the completed DoD Telework Agreement, DD Form 2946, and any other applicable document deemed necessary by the Agency. The alternative worksite must be identified with sufficient specificity to allow for analysis of civilian employee workplace injury claims or Service member line of duty determinations.

Controlled Unclassified Information (CUI) - Information that requires safeguarding or dissemination controls pursuant to and consistent with law, regulations, and government-wide policies, excluding information that is classified under Executive Order 13526, *Classified National Security Information*, December 29, 2009, or any predecessor or successor order, or the Atomic Energy Act of 1954, as amended.

Desk sharing - An arrangement in which two individuals share the use of a single workspace where each individual has a designated date or time for use of this space.

Disciplinary action - Action taken to correct an employee/Service member's performance or conduct. These actions are further outlined in AFI36-704 (civilian employees) or the Uniform Code of Military Justice (service members).

Eligibility - Characteristics of the job position and the employee/service member that identify suitability for teleworking as determined by the supervisor or other appropriate management official in the employee/service member's chain of command.

Emergency Situation Telework - Telework performed in an employee/service member's home or alternative worksite during a crisis or emergency event by those employees/service members who perform duties in support of mission requirements during crisis situations or contingencies. Employees/service members (and their supervisors) who were not previously telework participants, and who are directed to perform emergency situation telework, should complete the required telework training and telework agreements (DD 2946) as soon as possible.

Employee - Appropriate and non-appropriated fund DoD civilian employees (including foreign national employees).

Hot desking - An arrangement in which individuals use non-dedicated, non-permanent

workspaces on an unreserved first come, first-served basis.

Hoteling - An arrangement where individuals use non-dedicated, non-permanent workspaces, assigned for use by reservation on an as-needed basis.

Non-Teleworker - An employee who is not eligible to telework or who is not telework ready/capable.

Official worksite - The location of the employee's position of record where the employee would, when not teleworking, regularly perform his or her duties. Also referred to as the "regular worksite" (the physical place to which the employee regularly reports to work). For civilian employees participating in either telework or remote work, once the official worksite has been codified on the Standard Form 50 (SF50), Notification of Personnel Action, and DD Form 2946, it cannot be changed without approval of the employee's appropriate chain of command to at least the squadron commander (or equivalent) level. Changing the official worksite may affect an employee in a number of ways, including rates of pay, locality pay, Reduction in Force (RIF) competitive area, travel reimbursement, PCS entitlements, and unemployment compensation.

Regular worksite - The location where an employee/service member would work absent an alternative worksite arrangement to telework. For civilian employees, the regular worksite is normally the location where the position is based or where the hiring authority lies.

Remote work - A work arrangement in which the employee performs assigned official duties and other authorized activities at an approved alternative work location, in or outside the local commuting area of the regular worksite, on a permanent basis; is not required to physically report to the regular worksite on any frequent, regular or recurring basis; and the approved alternative worksite is, for pay and other purposes, the official worksite, as indicated in the employee's SF50. If both a position and employee are determined by the supervisor/commander to be initially eligible for regular/recurring *telework*, they may also then be determined to be *remote* work eligible, if the chain of command determines that *all* of the required duties and tasks can be completed away from the regular worksite, with no frequent, regular and/or recurring requirement to be physically present at the regular worksite. After initial eligibility for remote work is established, continued eligibility is at the supervisor/commander's discretion. Like telework, remote work does not include work done while on official travel or mobile work. Employees working remotely generally should not have any assigned or dedicated workspace at the regular worksite.

Remote worker - An employee who is: remote work eligible; whose position is eligible for regular/recurring telework; who is telework ready; and who is approved to work at an alternative work location on a permanent basis, with no frequent, regular and/or recurring requirement to physically report to the regular worksite; who has not been granted a temporary exception under 5 CFR 531.605 (d)(2); and for whom the alternative worksite is, for pay and other purposes, the official worksite as indicated on the employee's SF50. Civilian employees working remotely generally should not have any assigned or dedicated workspace at the regular worksite. (For Service members, guidance is currently being reviewed at Air Force level. **Remote telework is not currently available to service members in AFMC.**)

Service Member - Military member assigned to the United States Government Armed Forces.

Supervisor - Management official, commander, or service member who has responsibility for directing and managing an employee/service member's work, to include authority for approving and denying telework or remote work agreements as applicable.

Telework - A work arrangement where assigned official duties are performed at an approved alternative worksite. Telework does not include any part of work done while on official travel or mobile work, that is, work characterized by routine and regular travel to customer or other worksites instead of a single agency worksite (e.g., site audits, inspections, investigations, and property management).

Telework Worksite - Alternative worksite location where an employee or service member performs assigned official duties.

Telework agreement - A written agreement, completed and signed by an employee/service member and the authorized management official(s)/commander, via the DD Form 2946, DoD Telework Agreement, which outlines the terms, conditions, obligations, and responsibilities of the telework arrangement.

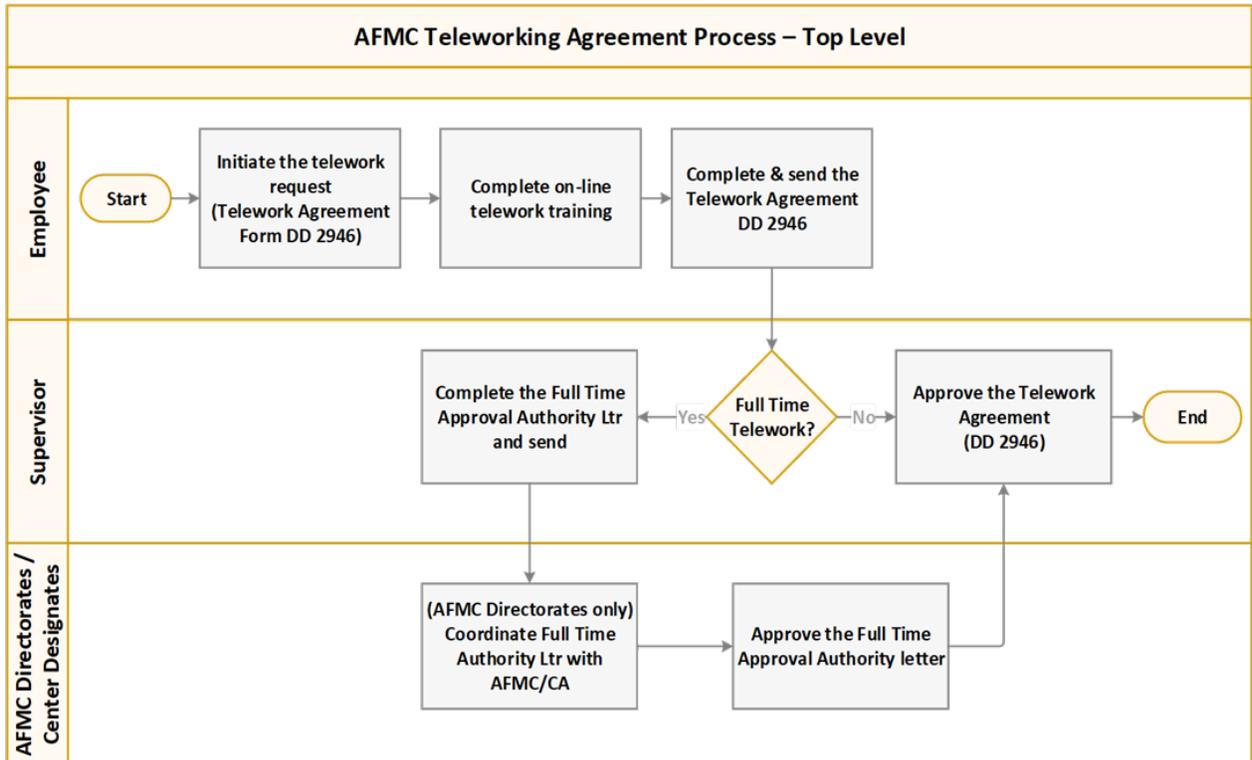
Unscheduled telework - A specific form of situational telework where an employee/service member on an approved telework agreement performs assigned official duties at an approved alternative worksite when Government offices are closed due to an emergency event, or open, but severe weather conditions or other circumstances disrupt commuting and compromise employee/service member safety.

APPENDICES

APPENDIX A: Telework Form

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2946.pdf>

APPENDIX B: AFMC Telework Process



APPENDIX C: Full-Time Telework outside of Local Geographic Area Approval Authority Template

(Name) _____, the employee, requests to work full time at an alternative worksite outside the local geographic area of the assigned organization's regular worksite and to follow all applicable work-related policies and procedures. The employee recognizes that this full time telework arrangement is not an employee benefit or entitlement, but an additional method the organization may approve to accomplish work. Both the employee and management recognize that telework at an alternative worksite outside the local geographic area of the organization's regular worksite has financial responsibilities and consequences that affect both the employee and the Air Force, and are agreeing to accept those responsibilities and consequences. The employee's organization must submit a Request for Personnel Action to initiate a Standard Form 50 Notification of Personnel Action to ensure the employee's official worksite (per 5 C.F.R. § 531.605) is properly identified.

Organization's regular worksite location: *[fill in address of regular worksite here]*

Employee's alternative worksite (where the telework will occur): *[fill in address of alternative worksite here]*

Work Schedule:

Employee Signature:

Supervisor Signature:

1st Ind,

TO:

The request to approve full time telework outside the local geographic area for *[insert employee name]* is hereby (approved/not approved).

(The supervisor and employee should each keep a copy of the agreement for reference with DD Form 2946 in employee 6 part folder.)

APPENDIX D: ATAAPS Telework Coding



**From your main screen, go to the Labor section.

Employee Information

Logged In As: OSTERHAUS, DAVID F UIC: F16M

Team: NONPAY [Dropdown] [Navigation] [Team]

Employee: OSTERHAUS, DAVID F

Begin Pay Period: 2013-Feb-24 [Dropdown] [Navigation] [PayPeriod]

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				February															
	Work Center	Job Order	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	NONPAY	AFDWJON		RG		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	0.00	80.00
Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Reported to Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

Buttons: Save, DeleteRow, CopyRow, NtDiff/Haz/Oth, InsertRow, Refresh, Summary

Employee Hours

				February																
	Work Center	Job Order	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>	NONPAY	AFDWJON		RG		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	0.00	80.00	
Sub Acct					NtDiff														0.00	
User Data					Haz/Oth	Add	Add	Add	Add	Add			Add	Add	Add	Add	Add			
FLSA						Add	Add	Add	Add	Add			Add	Add	Add	Add	Add			
Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Reported to Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

Buttons: Save, DeleteRow, CopyRow, NtDiff/Haz/Oth, InsertRow, Refresh, Summary

**Additional rows will appear for NtDiff (Night Differential), Hz/Oth (Hazard/Other), and FLSA. Under the RG row, in the Hz/Oth row, click 'add' for the day you want to reflect telework.

Employee Information

Employee: OSTERHAUS, DAVID F
 Date: 3/6/2013
 Job Order: AFDWJON
 OP Code:
 Type Hours: RegGrd

Reason:
 BK - Grievance and Appeals
 TM - Telework Medical
TS - Telework Ad Hoc/Situational
 TW - Telework Regular

Reason Remove Cancel

February	24	25	26	27	28	1	2	3	4	5	6	7	8	9
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

**Under Reason, find the correct telework code and click on it. On the button, put a check mark in all days teleworked and then click on the Reason button.

Employee Hours

					February	24	25	26	27	28	1	2	3	4	5	6	7	8	9	Total
	Work Center	Job Order	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="checkbox"/>	NONPAY	AFDWJON		RG		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			80.00
	Sub Acct			NtDiff																0.00
	User Data			Hr/Oth		Add	Add	Add	Add	Add			Add	Add	TS	Add	Add			
				FLSA		Add	Add	Add	Add	Add			Add	Add	Add	Add	Add			
	Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
	Reported to Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary

**Once you click the Reason button, you'll be brought back to your Labor screen. Your Telework code is reflected in your timecard.

APPENDIX E: Request for Authorization for Service Member to Telework Outside the Local Area of the Member's Permanent Duty Station

Request authorization for [Enter rank, name, organization, and email address of service member]

to telework from the below alternative worksite, which is outside the local geographic area of the service member's assigned permanent duty station for the purpose of:

Other relevant service member information

Permanent duty station: _____

Organization: _____

Supervisor (name, rank, phone #, email address): _____

Address of alternative worksite: _____

Date member will leave PDS: _____

Date member will return to PDS: _____

Total number of days of telework requested: _____

Dates of any planned leave while outside the PDS: _____

Mileage from assigned permanent duty station to alternative worksite: _____

Work Schedule: _____

Service Member Signature: _____

SUPERVISOR'S SIGNATURE BLOCK

1st Ind,

TO:

The request to non-local telework is hereby (approved/not approved).

APPROVAL AUTHORITY SIGNATURE BLOCK