



**Headquarters Air Force  
Telework / Remote Work Guide  
AF/A1  
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HQ AFMC Supplement  
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**DEPARTMENT OF THE AIR FORCE (DAF)  
TELEWORK AND REMOTE WORK GUIDE**

This document provides clarifying guidance and information for civilian employees, Service Members, supervisors, commanders, and other management officials concerning the use of telework and remote work in light of clarifications and flexibilities identified during the COVID-19 pandemic period. As such, this document should be read concurrently with references (a) and (b) below. It applies to DAF (including the U.S. Space Force), civilian employees and Service Members, including Regular Air and Space professionals, Air Force Reserve, and Air National Guard personnel unless otherwise noted. While this guidance does not apply to contractors, leaders should consider optimizing space when devising contract requirements.

**(ADDED)(AFMC) This document incorporates AFMC deviations from the DAF Telework and Remote Work Guide. AFMC supplementary material is printed in bold font and indicated by “(ADDED) (AFMC).”**

**References-** In addition to the references listed in existing policy (references (a) and (b)), the following are included in addressing flexibilities and clarifications:

- a. Department of Defense Instruction (DoDI) Number 1035.01, 4 April 2012, *Telework Policy*, Incorporating Change 1 Effective April 7, 2020
- b. DoDI1035.01\_DAFI36-816, *Telework Program*, 29 October 2018
- c. United States Office of Personnel Management’s *Guide to Telework in the Federal Government*, April 2011
- d. AFI36-3003, *Military Leave Programs*, 24 Aug 2020
- e. AFMAN17-1203, *Information Technology (IT) Asset Management (ITAM)*, 18 May 2018 and *Guidance Memorandum*, 2 November 2020
- f. 3 FAM 2370, “Domestic Employees Teleworking Overseas,” dated May 14, 2020, <https://fam.state.gov/fam/03fam/03fam2370.html>
- g. Department of State Executive Secretary Memorandum, “Requirements for Executive Branch Employees Teleworking in Foreign Locations,” June 7, 2016
- h. AFI33-322, *Records Management and Information Governance Program*, 23 March 2020
- i. DoDI1400.25V610\_AFI36-807, *Hours of Work and Holiday Observances*, 19 April, 2019

## TERMINOLOGY

The following terms delineate between telework and remote work for both civilian employees and Service Members.

### Telework:

- **Civilian employees** - A voluntary work arrangement where an employee performs assigned official duties and other authorized activities during any part of the employee's regular, paid hours, at an approved alternative worksite (e.g., home, telework center) on a regular, recurring, or a situational basis.
- **Service Members** - A work arrangement where a Service Member performs assigned official duties and other authorized activities at an approved Alternative Duty Location (ADL) on a regular, recurring, or a situational basis.
- For both civilian employees and Service Members, 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).

### Remote work:

- **Civilian employees** - 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, and in accordance with 5 CFR § 531.605 – *Determining an employee's official worksite*.
- **Active Duty and Reserve Service Members** - A work arrangement in which the Service Member is assigned to a unit, but does not work in the vicinity of the unit. For a Service Member to perform remote work, an Operating Location (OL) must have been established.
  - **(ADDED)(AFMC) Only Service Members at the MAJCOM (HQ AFMC) level may be eligible for remote work, with appropriate approval.**
- Like telework, remote work does not include work done while on official travel or mobile work.
- Civilian employees working remotely generally should not have any assigned or dedicated workspace at the regular worksite. For Service Members, whether they have assigned or dedicated workspace at either the regular worksite or the OL would depend on the nature of the remote work arrangement and the agreement established between the parent unit and the OL.
- Additional telework and remote work related definitions are included at the end of this guidance.
  - **(ADDED) (AFMC) "Full-time telework" refers to regular (as opposed to situational) telework where an employee (1) resides *inside* the local commuting area of the employee's assigned unit, (2) is regularly scheduled to perform the employee's work at an alternative duty location that is *inside* the local commuting area of the assigned unit, (3)**

is not expected to report to his or her unit's physical office location on a regular basis, and (4) is required to be available for reporting to the unit's physical office location on short notice, as needed. Full-time telework looks like remote work that occurs within the local commuting area, but with the added requirement that the employee must be able to report to the office on short notice, without any travel entitlements. Full-time telework does not result in a change to an employee's rate of locality pay, and should not result in any travel entitlements.

- (ADDED)(AFMC) "Remote work" refers to work where an employee (1) resides *outside* the local commuting area of the employee's assigned unit, (2) is regularly scheduled to perform all of the employee's work at an alternative duty location that is *outside* the local commuting area of the assigned unit, and (3) is not expected to report to his or her unit's physical office location on a regular basis.
- (ADDED)(AFMC) Contact your servicing Civilian Personnel Office (CPO) to determine what constitutes the local commuting area.

## GENERAL GUIDELINES

### IMPORTANT CONSIDERATIONS

- A culture that supports and facilitates effective telework and remote work arrangements will require deliberate effort to create a supportive culture that values transparency, communication, trust, use of technology, and results-oriented performance management if tele/remote workers are to successfully meet agency mission and operational requirements.
- Remote work can be used for a variety of important business reasons, including, but not limited to:
  - Retention of high performing civilian employees who must move for personal reasons and would otherwise leave the DAF;
  - Recruitment of civilian employees with specialized skills, who may not want, or be able, to relocate for personal reasons;
  - Achieving agency real estate and other business cost reductions;
  - Reduction of costs associated with filling vacancies when employees/Service Members must relocate to fill the position; and
  - Increased employee/Service Member work/life balance, resulting in increased morale.
- Before approving a remote work or full-time telework arrangement, Commanders and supervisors should consider a variety of factors. These include:
  - Potential cost savings realized through physical footprint reduction, reduced turnover, etc.;
  - Impacts to the organization's operational and administrative functions; personnel cost/savings considerations such as locality pay, new travel costs, and potential costs/savings resulting from any future change in official worksite;

- Loss of valuable social interaction when individuals do not regularly work together in a traditional office setting and whether some may have difficulties in a remote setting without that social interaction;
  - Maintenance of quality customer service including any required physical office coverage;
  - Potential reorganization of work for other, on-site staff and subsequent perceptions of fairness;
  - The requirement for supervisors to monitor performance and focus on goals and outcomes rather than physical presence and activity;
  - Initial and ongoing communication on tasks and projects with supervisors and other team members;
  - Hidden financial costs, such as shipping of work materials or equipment; and
  - Ability to provide logistical support to the employee.
- Labor Relations – Management is reminded of its need to fulfill its statutory labor relations obligations in the implementation of this guidance to the extent it may impact conditions of employment of bargaining unit employees.
    - **(ADDED) (AFMC) Labor obligations with American Federation of Government Employees (AFGE) Council 214 regarding the newly published AF Guidance Memo will be fulfilled by HQ AFMC/A1KL. Until labor obligations are complete, the Memorandum of Agreement dated 11 Sep 2019 on DoDI1035.01\_AFI 36-816, Civilian Telework Program, should be followed for AFGE Council 214 Bargaining Unit employees.**
    - **(ADDED) (AFMC) For all other local labor unions, please work with your respective installation labor relations officers to fulfill any labor obligations.**

#### **TELEWORK/REMOTE WORK ELIGIBILITY**

- Remote work and increased telework arrangements can present new challenges and require new skills for individuals and their supervisors. Consequently, not every position nor every individual is suited for such arrangements. Supervisors should carefully review this Instruction and Supplement regarding eligibility requirements, and may want to consider multiple factors, including individual work characteristics, team dynamics, and job characteristics, when making decisions regarding these arrangements. Similarly, employees/Service Members are advised to conduct an honest self-evaluation when determining if they are suited for these arrangements. Eligibility criteria must be applied impartially and consistently without prohibited factors being considered.
- Good telework/remote work candidates are self-directed and require minimal supervision. They should be able to work independently and be responsive to the organization, team, and customers. They should have initiative to keep supervisors and co-workers informed on the status of work, and to seek out work assignments when workload permits. They should be comfortable not having daily face-to-face contact with colleagues.
- Telework/remote work position eligibility is determined by the Squadron Commander with input and advice from supervisors. Commanders/supervisors should consider the nature of the work or tasks to be performed, and assess whether permitting tele/remote work would

diminish the ability of any employee/Service Member in that position to perform successfully or negatively impact the mission. However, when an employee/Service Member's position is determined ineligible for tele/remote work, there may be circumstances (such as emergencies or crises), or portions of an employee/Service Member's work (some portable duties), when the employees/Service Members in these positions may be considered for telework on an emergency or situational basis.

- **(ADDED)(AFMC) All telework/remote work requests will be made in writing to the employee's immediate supervisor. All approvals/denials will normally be made in writing within 14-business days of the initial request.**
- **(ADDED)(AFMC) Civilian full-time telework or remote work requests require supervisors to coordinate approval through their chain of command to the Center Executive Director before signing the DD Form 2946 and implementation of arrangement. Once approval is obtained, then employee and supervisor sign the DD Form 2946 and continue with any applicable Request Personnel Action. For HQ AFMC Directorates, requests for civilian full-time telework or remote work will be approved by AFMC/CA. (See AFMC Appendix C for the template to be used to coordinate approval.)**
- **(ADDED)(AFMC) Civilian Reclama process for telework request denials or terminations can be found in AFMC Appendix F.**
- Examples of portable work suitable for tele/remote work include, but are not limited to: reading reports; completing online training; conducting virtual meetings and training sessions; analyzing documents and studies; preparing written letters, memorandums, reports and other correspondence; providing customer service where the service does not require face-to-face interaction; setting up and participating in conference calls; and similar tasks that do not necessarily require that an employee/Service Member be physically present at the regular worksite.
- Some positions are not typically suitable for tele/remote work. Typical examples are: Those that require, on a daily basis, direct handling of secure materials; Positions that require, on a daily basis, an on-site activity that cannot be handled remotely, or at an alternative workplace (e.g. hands-on contact with machinery, equipment, or vehicles); and Positions that require, on a daily basis, face-to-face personal contacts (e.g. direct patient care, face-to-face customer service). Employees in positions determined not typically suitable for tele/remote work may become eligible in an emergency situation if assigned functions are designated as mission-critical or essential.
- Some civilian employees may not typically be eligible to participate in tele/remote work, even though their positions may be determined tele/remote work eligible. Typical examples include: Employees whose performance or conduct warrants closer supervision than telework may provide; Employees whose last performance rating of record is below fully successful (or its equivalent); Employees whose conduct resulted in disciplinary action within the past 12 months; and Employees recently assigned or newly appointed to trainee or entry level positions. An employee who has been determined ineligible to telework may become eligible, at the supervisor's discretion, if the circumstances causing the ineligible determination change and warrant a new eligibility determination. While Service Members may be directed to telework at any time, their supervisors/Commanders should consider whether telework is advisable after considering the same factors as those applicable to civilian employee eligibility.

- **(ADDED)(AFMC) This guidance applies to civilian employees at GS-15/equivalent and below; Service Members at Colonel and below or Chief and below. For guidance applying to General Officers, Senior Executive Service, Scientific and Professional, Senior Level, (SES/ST/SL), contact the AFMC/A1L office.**
- In accordance with references (a) and (b), employees shall not be authorized to telework if the employee has been officially disciplined for being absent without permission for more than 5 days in any calendar year, or has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties consistent with the guidance set forth in section 2635.704 of title 5, Code of Federal Regulations. Additionally, employees are not authorized to telework when performing representational duties unless otherwise allowed pursuant to an applicable collective bargaining agreement.
- Telework for civilian employees is a discretionary workplace flexibility, not an entitlement. Conversely, civilian employees cannot typically be ordered to participate in a telework program, unless the employee's duties are designated as mission-critical or essential, and the employee is required to report to an alternative worksite or the employee's telework agreement addresses this requirement. Telework eligibility for Service Members is discretionary and determined by the relevant Commander or supervisor.
- Remote work may not at this time be mandated as a condition of employment for civilian employee positions without agreement from the employee. A sample of such an agreement is attached to this guide. Any such agreement must be reviewed and approved by the servicing legal and Civilian Personnel offices. Entering into such agreements is completely voluntary on the part of employees.

**(ADDED)(AFMC) AFMC TELEWORK/REMOTE WORK APPROVAL AUTHORITY TABLES**

AFMC Telework / Remote Work				
Type	Definition	Example	Approval Authority Civilian	Approval Authority Military
Local Situational/Adhoc Telework	Approved on a case-by-case basis, where the hours worked are not part of a previously approved, routine, ongoing and regular telework schedule.	Individual teleworks due to inclement weather, special work assignments, or to accommodate special circumstances	Supervisor	Supervisor
Regular/Recurring Telework	Work at an alternative worksite as part of an ongoing, regular, and recurring schedule, typically on an approved day or days during a bi-weekly pay period.	Individual reports to the traditional worksite a <u>minimum</u> of twice per pay period on a set schedule agreed upon with supervisor.	Supervisor	Squadron CC or equivalent level and above
Full Time Telework	Regular, recurring telework where the employee (1) resides inside the local commuting area, (2) is regularly scheduled to perform employee's work at an alternative duty location that is inside the local commuting area, (3) is not expected to report on a regular basis, and (4) is required to be available for reporting to the unit's physical location on short notice, as needed.	Individual primarily works from a telework location within the local commuting area and reports to the traditional worksite on an as needed basis but may be short notice.	Center CA	Center CC or CV
Remote Work	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 on the employee's Standard Form 50.	Individual works from remote location and would rarely, if ever, report to traditional worksite.	Center CA	Only HQ AFMC Level Service Members are eligible and must be approved by HQ AFMC/CC.

AFMC Civilian and Service Member Non-Local Situational Telework Approval Authority	
Approval Authority	Number of Days Authorized
Direct Supervisor	Not Authorized
Direct Supervisor (O-4/E-7/NH-III/GS-12 and above)	Not Authorized
Squadron CC/CV/CL or Division/3-letter Chief/ML	7 Consecutive Days (within 180 Day Period)
Wing CC/CV/CL or Directorate/2-letter Chief	14 Consecutive Days (within 30 Day Period, recurring for up to 180 days)
Center CC/CV/CA	Over 14 Consecutive days (within 180 Day Period)

## TELEWORK/REMOTE WORK READINESS

- Prior to participating in a tele/remote work program, employees/Service Members must complete the employee/Service Member-designated telework training, and their supervisors must complete the supervisor-designated training. If newly hired into the Agency, civilian employees must complete the required training within 30 days of appointment. Training certificates should be kept in the civilian employee's Supervisor Employee Work folder. Service Members and their supervisors are responsible for maintaining training documentation.
- Employee/Service Members and their supervisors must complete the DD Form 2946, DoD Telework Agreement, prior to participation in telework or remote work programs. Tele/remote work agreements shall be revalidated and signed by the supervisor and employee/Service Member at least every 2 years, but should be reviewed annually (recommend review occur in conjunction with annual performance assessment). Agreements may be reviewed/revalidated more frequently if changes in position duties or other circumstances necessitate. When substantive changes are needed, including any change in the alternative worksite or the assignment of a new supervisor, a new form must be completed.
- In emergency or crisis situations, employees/Service Members with mission-critical or essential duties and those who may be required to telework in the case of a Continuity of Operations Plan (COOP) event, office closure due to adverse weather, or pandemic health crisis, shall have a DD Form 2946 in place. When telework eligibility is expanded, or employees/Service Members who were not participating in telework are directed to do so, they shall be required to complete a DD Form 2946 and complete the required training as soon as practicable. Supervisors should include a description of emergency duties if those duties are different from the employee's normal duties.
- During any period that an organization is operating under a COOP plan, that plan shall supersede the tele/remote work policy and the provisions of the DD 2946, Telework Agreement. In the event of a pandemic health crisis, civilian employees with COOP responsibilities as well as employees who do NOT have COOP responsibilities, but who are trained and equipped to telework (including on a just-in-time basis) may be required to telework to prevent the transmission of germs.

## (ADDED AFMC) TELEWORK FOR SERVICE MEMBERS – AFMC SPECIFIC

- **(ADDED)(AFMC) Commanders and supervisors retain the authority to direct Service Members to telework from an alternate place of duty, typically, but not**

limited to, the Service Member's residence located within the area of the permanent duty station (PDS). While teleworking, the telework location is the Service Member's duty location for the duration of the approved telework period. During this time, the Service 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 the purposes of military leave and pass days, the approved telework location is treated in the same manner as the assigned duty location. Telework should not be utilized when any type of leave, pass, permissive TDY or humanitarian assignments are appropriate.

- **(ADDED)(AFMC) AFMC 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 Service Member to report back to the PDS, and the ability of the Service 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 Service 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 Service 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.**
- **(ADDED)(AFMC) The template at Appendix E must also be used to seek approval for Service Member remote work, which only Service Members at the MAJCOM (HQ AFMC) level may be eligible for.**
- **(ADDED)(AFMC) Even though commanders and supervisors have authority to order a Service Member to telework whenever necessary, the Service Member must complete the telework training required of civilian employees and a modified "service Member" DD Form 2946 whenever circumstances permit. A completed DD Form 2946 assists 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:**
  - **(ADDED)(AFMC) 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.

- **(ADDED)(AFMC) 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 Service Member’s responsibilities regarding reporting back to the normal worksite, leave and work hour expectations, etc.**
- **(ADDED)(AFMC) 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 Service Member must travel to the testing location, taking into consideration distance, traffic, and weather conditions. Additionally, paragraph 4.3.6. provides that Service 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 Service Member will be allowed to submit the sample upon return to the PDS. Per paragraph 2.14.12., it is at the servicing installation commander’s discretion to decide whether to require unavailable Service Members to test at a later date or not, and this must be documented in the servicing installation’s drug testing regulations. Commanders may not permanently excuse unavailable Service 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.**
- **(ADDED)(AFMC) 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 Service Members teleworking outside of the local area.**
- **(ADDED)(AFMC) 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.**

#### **OFFICIAL WORKSITE - CIVILIANS**

- Official worksite for a civilian employee covered by a telework agreement is the location of the regular worksite for the employee’s position (i.e., place where employee would normally work absent a telework agreement), *as long as* the employee is scheduled to physically report at least twice each biweekly pay period on a regular basis to the regular worksite. If the employee is not required to physically report at least twice each biweekly pay period,

then the official worksite is the location from which the employee performs the majority of their work, normally the approved alternative worksite.

- **(ADDED)(AFMC) For employees covered by telework/remote work 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/geographic worksite exception, and (3) the appropriate-situations-of-a-temporary nature exception.**
- **(ADDED)(AFMC) 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/geographic worksite 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.”**
  - **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 official worksite for a remote worker is the approved alternative worksite.
- When an employee’s official worksite is changed from the regular worksite to a tele/remote work location in a permanent arrangement, a Standard Form 50, “Notification of Personnel Action,” or equivalent non-appropriated fund form, must be completed by the servicing human resources office. Because of the fiscal implications of changing an employee’s official worksite, any telework arrangement requiring such a change must be coordinated through the appropriate chain of command to at least the Squadron Commander level. Any remote work agreement must also be coordinated through the appropriate chain of command to the same level. Commanders are highly encouraged to consult with their servicing human resources office prior to finalizing any such agreements.
- Employees are compensated based on the location of their official worksite (i.e., when

tele/remote work location is employee's official worksite, locality pay would be based on location of telework site, not the regular worksite. Additionally, any requirement to report to the regular worksite may trigger travel pay entitlements.) If reporting to the regular worksite triggers travel pay entitlements, such travel must be approved by the supervisor prior to the travel commencing. It is important to note that even if the alternative worksite is within the same local area as the regular worksite, if an employee's tele/remote work situation meets the criteria for a change in official worksite, then such change must be codified on the employee's SF50 to identify where the work is actually being performed.

- **(ADDED)(AFMC) Travel entitlements are governed by the DoD Joint Travel Regulations (JTR). HQ AFMC Directorates and Centers must ensure their travel budgets include projected costs related to government travel for teleworkers whose alternative worksite locations would trigger travel pay entitlements (e.g., for meetings, training, related travel).**

#### **REMOTE WORK FOR SERVICE MEMBERS - MILITARY**

- Only applies to HAF and CONUS MAJCOMs
  - **(ADDED)(AFMC) Remote work for Service Members is only available to members assigned at the MAJCOM (HQ AFMC) level, with appropriate approval.**
- While remote work should be rare among Service Members, Commanders are authorized to work with their supporting Manpower Office to determine feasibility of modifying positions to accommodate remote work on a case-by-case basis. Establishing an Operating Location (OL), and establishing a support agreement for the OL, is critical to ensuring accountability and that the correct support structure (supporting base capacity) exists. An OL must be established prior to commencing remote work.
- When seeking to establish a remote work arrangement, Commanders must work with their supporting Manpower Office to determine the feasibility of modifying positions to accommodate remote work. In cases where a remote arrangement is approved, an OL must be established at the nearest installation, in order for the Service Member to be supported and to ensure accountability. An OL must be established before the Service Member can begin remote work.
- Remote work should not be used when other established assignment programs (such as joint spouse, humanitarian, high school deferments, etc.) are applicable and viable alternatives.
- Approval authorities for remote work must ensure appropriate arrangements, including Memorandums of Agreement/Understanding, are made with installations local to the Service Member to ensure appropriate support to the Service Member and their families.
- Approval of a remote work arrangement will not trigger an entitlement to PCS funding. Remote work arrangements should be Low Cost/No Cost PCS in accordance with AFI 36-2110, Total Force Assignments.
- Remote work is only authorized for HAF/MAJCOMS and equivalents in the CONUS. This means when both the Service Member and owning organization are in the CONUS. Remote work arrangements are not authorized in situations where either the Service Member or owning organization are in the CONUS and the other is OCONUS.
- Service Member entitlements and allowances will be based on a Service Member's OL, not

the location of the owning organization. For example, if the Service Member is assigned to the HAF, but the OL is Peterson AFB, allowances will be paid based on Peterson AFB.

- Commanders have responsibility for their personnel at all times. Accountability, support, authorities, and expectations must be clearly outlined by senior raters (e.g. day-to-day supervision, disciplinary issues, de-confliction and prioritization of responsibilities, etc.)

## **WORK SCHEDULES AND COMPENSATION**

- Employees/Service Members who tele/remote work must be at their alternative worksite/ADL (or other locations with supervisor's approval) during their scheduled tours of duty or approved work hours.
- Typically, employees/Service Members may not tele/remote work as a substitute for dependent care, e.g., child or elder care. To clarify, this means that tele/remote work should not be approved SOLELY for the purpose of enabling dependent care; however, tele/remote work can be an important component in establishing a quality work/life balance. If dependents are expected to be present in the home, the tele/remote work agreement should clearly outline expectations regarding work hours, breaks, time and attendance documentation, work schedules, leave requests, etc.
- An in-home dependent care arrangement may pose unique challenges that must be appropriately managed to monitor whether employees/Service Members are able to successfully tele/remote work without jeopardizing work performance. While the mere presence of dependents in the household should not be an absolute bar to tele/remote working, employees/Service Members should not be engaging in dependent care activities when performing official duties. While an occasional, brief interruption may occur when a dependent is present in the home, tele/remote workers must be careful to keep interruptions to a minimum to avoid disruptions in work accomplishment.
- Telework/Remote work and Alternative Work Schedules are different work flexibility arrangements; concurrent use is permissible and is encouraged when compatible with mission requirements and individual performance, and in accordance with this Instruction. In many cases, alternative work schedules can enhance the effectiveness of tele/remote work.
- When teleworking in the local commuting area/vicinity of the PDS, employees/Service Members may, with supervisor coordination and approval, work part of the day at their approved alternative worksite/ADL and part of the day at the regular worksite to accommodate work schedules and personal commitments (e.g., to attend a training course or a medical appointment located near employee/Service Member's alternative worksite/ADL prior to reporting to the regular worksite).
  - **(ADDED)(AFMC) Civilians who telework/remote work 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.**
  - **(ADDED)(AFMC) Credit hours are non-overtime hours a civilian 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. Civilian employees on FWS are eligible for credit hours with supervisors' approval.

- **(ADDED)(AFMC) Employees on a compressed work schedule (CWS) are not eligible for credit hours.**
- All premium pay provisions that apply to work at the regular worksite also apply to civilian employees who perform tele/remote work. For example, civilian employees may work overtime only when specifically ordered and approved in advance by the supervisor.
  - **(ADDED)(AFMC) Overtime provisions that apply to civilian employees working at a traditional worksite also apply to employees on a telework/remote work agreement. Civilian employees may work overtime only when ordered and approved by the supervisor in advance.**
  - **(ADDED)(AFMC) Night pay is a 10 percent differential paid to civilian employees for *regularly scheduled work* performed at night. It is computed as a percentage of the civilian employee's rate of basic pay (including any applicable locality payment or special rate supplement). A civilian teleworker may not earn night pay by choosing to work at night.**
  - **(ADDED)(AFMC) Sunday Premium Pay is paid when a civilian employee is entitled to 25 percent of his/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 civilian teleworker must be *regularly scheduled* to work on a Sunday in order for that civilian employee to be eligible for the 25 percent Sunday premium pay.**

## TIME AND ATTENDANCE

- Time spent working by civilian employees, whether at the regular worksite or in tele/remote work status, must be accounted for and reported appropriately (e.g. in ATAAPS or other organizational official timekeeping system). Any time not spent working during the employee's duty day must also be accounted for and reported appropriately.
- Supervisors must ensure that hours spent teleworking by civilian employees are appropriately coded in the timekeeping system. In ATAAPS, telework hours are coded as "RG", with the subcode of either "TS" for situational/ad hoc, "TM" for medical, or "TW" for regular/scheduled. For reporting purposes, remote work is coded as "TW".
- Service Members are accountable to their supervisors for work hours and productivity.
- **(ADDED)(AFMC) All AFMC civilian telework eligible employees who are telework-ready and all remote work employees 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 civilian 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 civilian employees will not receive weather and safety leave since they would not have been prevented from performing work at their alternate worksites. This includes civilian employees who are approved situational teleworkers, as well.**

- **(ADDED)(AFMC) A supervisor may provide weather and safety leave to a civilian 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 civilian 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**

- Tele/remote workers and non-tele/remote workers shall be treated the same for the purposes of work requirements, periodic appraisals of job performance, training, rewarding, reassigning, promoting, reducing in grade (civilians), retaining, and other acts requiring management discretion.
- Performance standards for civilian employees, and performance expectations for Service Members, who tele/remote work should be the same as those for those working at the regular worksite.
- As with any supervisory relationship, work assignments to be performed or training to be accomplished while on telework should be mutually understood in advance of telework events.
- Supervisor's expectations of an employee/Service Member's performance should be clearly addressed in the DD Form 2946. As with on-site personnel, employees/Service Members shall be held accountable for the results they are expected to produce while tele/remote working.
- Supervisors shall communicate expectations of tele/remote work arrangements, including work assignments, office coverage, and staff communication to tele/remote working and non-tele/remote working employees/Service Members in the workgroup.
- Supervisors must have procedures in place to maintain communication across all members of a workgroup.
- Supervisors are responsible for the effective functioning of the workgroup. However, employees/Service Members are responsible for their availability and information sharing with the workgroup.
- Supervisors and employees/Service Members are mutually responsible for ensuring the success of the tele/remote work arrangement.

## **TELE/REMOTE WORK DISAPPROVAL AND TERMINATION**

- A tele/remote work request may be disapproved by the supervisor. A telework arrangement may be terminated at the discretion of the supervisor or, for civilians, at the employee's request. Under current policy, a civilian employee's remote work arrangement may also be terminated at the discretion of the supervisor or at the employee's request, unless a written agreement exists dictating other terms.
- When terminating a tele/remote arrangement, appropriate notice should be given, taking into consideration such factors as mission needs, employee/Service Member personal

circumstances, as well as any required collective bargaining requirements.

- When an employee/Service Member's request to telework is disapproved, or a tele/remote work agreement is terminated by the supervisor, reasons for disapproval or termination should be documented in writing and provided to the employee/Service Member.
- Disapproval of telework agreements should be based on business reasons (e.g., telework agreement fails to meet organization's needs, employee/Service Member's performance does not meet prescribed standards/expectations, or other factors outlined previously or in accordance with AFI36-816).
  - **(ADDED) (AFMC) See Appendix F for the AFMC civilian telework denial / termination reclama process.**
- Supervisors of civilian employees are encouraged to discuss telework disapproval or tele/remote work termination actions with servicing Civilian Personnel Section Employee Relations Specialists.
- Civilian employees may dispute disapproval or termination of telework, reasons given for disapproval, and termination of an existing telework agreement through DoDI1400.25v771\_AFI36-706, 14 November 2018; bargaining unit civilian employees may file a grievance through the appropriate negotiated grievance procedures, if applicable. Service Members may request reconsideration through their appropriate chain of command.

## **OPTIMIZING FACILITY SPACE**

- Embracing expanded tele/remote work presents opportunities for Commanders and their Facility Space Planners to relook at long-established space requirement assumptions and reset space utilization targets to capitalize on reduced demand for centralized administrative space in a tele/remote work environment. Limiting administrative space requirements through workspace sharing or hoteling presents new ways to optimize use of best-condition facilities, significantly improve facility utilization rates through consolidation, and help to achieve key objectives in the Air Force Infrastructure Investment Strategy (I2S) to position installations to divest failing and underutilized facilities when funds are available.
  - **(ADDED)(AFMC) Full-time teleworker or remote workers 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 teleworkers or remote workers 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).**
- With the realization that expanded tele/remote working presents attractive facility space utilization opportunities, new standards are being developed. However, guidance is available now to Commanders to leverage current telework momentum and pursue tele/remote work-based space efficiencies in the near-term. Organizational-level Facility Space Program Managers can work with installation functional leads to understand new customer mission space requirements under expanded tele/remote work configurations. Then, using tools and guidance available now in Civil Engineering 32-Series publications such as AFI 32-1015, Integrated Installation Planning and DAFMAN32-1084, Standard Facility Requirements, Facility Space Managers can work with Real Property, Community Planner, and Facility Asset Management personnel to incorporate those requirements into Installation Facility Space Optimization Plans to achieve the best space allocation possible

and right-size the installation footprint.

- As an example, Open Office Space Programming Tables in AFMAN 32-1084 show that hoteling/telework earns 25-50% of full-time equivalent space requirements. Combining those space reduction/consolidation realities with expanded tele/remote work authority can lead to increased vacant space with resultant underused facilities ripe for transition to “caretaker” status or demolition. Installation pilot programs are currently underway to test the real savings achieved by these telework targeted consolidations. Lessons learned and hard savings realized from these pilot programs will inform future policy development for enterprise-wide improved facility space optimization and better realization of I2S goals. In the meantime, commanders are encouraged to ensure their Base Civil Engineers make the most of the space optimization tools and programs currently at hand to ensure best success now.

## EQUIPMENT AND SUPPLIES

- Supervisors/Commanders should provide the equipment and office supplies necessary for employees/Service Members to conduct official government business while tele/remote working. Equipment and supplies may be furnished for employees/Service Members who telework on a situational basis when practicable. Individuals must comply with equipment usage requirements set forth in the telework agreement.
- All Government Furnished Information Technology assets will be accounted for within the Air Force’s system of record and IAW AFMAN17-1203. The General Services Administration (GSA) offers guidelines for equipment and support that agencies may provide on page 13845 of Volume 71, Federal Register.
  - GFE should be approved for employees/Service Members who telework on a regular and recurring basis, and for situational teleworkers when practicable. GFE will typically be approved for employees/Service Members who remote work or perform full-time telework. For remote workers and full-time teleworkers, this would typically consist of a laptop or desktop computer, but may (at the supervisor/Commander’s discretion) also include devices such as tablets, smart phones, and peripheral equipment such as printers and external data storage devices. The organization will be responsible for the service and maintenance of GFE.
    - **(ADDED)(AFMC) 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.**
  - Supplies that may be provided would typically include printer paper and ink, pens/pencils, and other office supplies to the extent necessary for daily task accomplishment.
    - **(ADDED)(AFMC) 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.**

- Furniture and other property items, such as desks, chairs and file cabinets may be provided, at the supervisor/Commander's discretion, if determined by the approval authority as necessary and if available from current inventory or within budgetary constraints. Since a traditional office space/set-up is not generally provided to remote/full-time teleworkers, strong consideration should be given to providing such items for these workers, if determined necessary by the approval authority. As government property, such items must be returned to the organization when the tele/remote work agreement ends.
  - **(ADDED)(AFMC) Furniture will not normally be provided. Exceptions may be approved based on reasonable accommodations.**
    - **(ADDED)(AFMC) For more information on how to request a reasonable accommodation, please contact your Installation's Disability Program Manager.**
- Personnel must store, file, and manage records consistent with organizational requirements and procedures, and where feasible, tele/remote working personnel should create and maintain content electronically and in accordance with AFI33-322.
- Commanders are authorized to use appropriated funds to install telephone lines, broadband, or other necessary telecommunications equipment in a private residence and fund appropriate monthly expenses (e.g. internet service) for individuals that remote work or telework on a regular and recurring basis, when the purpose is for official Government business consistent with the guidance set forth in section 1348 note of title 31, U.S.C. (also known as "The Treasury, Postal Service, and General Government Appropriations Act of 1996"). Commanders may also issue a calling card, provide a cell phone, or reimburse for long-distance (domestic and international) telephone expenses if incurred as a result of official business. However, this guidance does not require organizations to provide telephone lines, internet service, telecommunications equipment, or other infrastructure, equipment or financial reimbursements. Such authorization should normally not be used in situations where employees already possess and maintain such items/services, or where the tele/remote work arrangement does not significantly benefit the DAF.
  - **(ADDED)(AFMC) 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.**
- **(ADDED)(AFMC) 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).**
- **(ADDED)(AFMC) 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.**

- The DAF is not liable for damages to the employee/Service Member's personal or real property while the employee/Service Member is working at home, except to the extent the Government is liable under sections 1346(b), and 2671-2680 of title 28, U.S.C. (also known as "The Federal Tort Claims Act") or section 3721 of title 31 (also known as "The Military Personnel and Civilian Employees Claims Act").

#### **(ADDED)(AFMC) SECURITY**

- **(ADDED)(AFMC) 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.**
- **(ADDED)(AFMC) 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.**
- **(ADDED)(AFMC) 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.**
- **(ADDED)(AFMC) 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*.**
- **(ADDED)(AFMC) 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).**
- **(ADDED)(AFMC) 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.**
- **(ADDED)(AFMC) 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.**

- **(ADDED)(AFMC) Personnel granted access to an Advanced Battle Management System DeviceONE Secure View (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.**
- **(ADDED)(AFMC) If employee/Service Member requires access to classified information ensure the telework request is coordinated through the organization’s Security Management Office in order to assess any security related concerns or unique issues.**
- **(ADDED) AFMC) If an employee/Service Member is in a remote telework status and will require periodic access to classified information or systems, ensure procedures are coordinated and documented with the supporting location (i.e., nearest DoD facility) for necessary access needed to perform assigned duties.**

#### **DOMESTIC EMPLOYEES TELEWORKING OVERSEAS (DETO) – CIVILIANS**

- A DETO is a U.S. Government (USG) direct-hire employee assigned to a domestic position, with an approved agreement to telework from an overseas location. A DETO may be sponsored or independent. A sponsored DETO is on the USG orders of a family member, whereas an independent DETO is not on the orders of a USG family member. DETO arrangements are not applicable to Service Members.
- Arrangements for domestic civilian employees to telework overseas should be rare, due to extensive Department of State (DoS) requirements, long lead times for approval (3 - 6 months in most instances) as well as significant security, logistical and administrative challenges. Consequently, any DETO request must be approved by the Headquarters or MAJCOM Commander or equivalent (or their designee) prior to submission to the Department of State and must follow the requirements in this publication, Department of State Executive Secretary Memorandum, Requirements for Executive Branch Employees Teleworking in Foreign Locations, June 7, 2016, and Department of Defense Memorandum (DCPAS Message # 2020112), Department of State’s Domestic Employees Teleworking Overseas Policy Guidance, dated October 16, 2020.
  - **(ADDED)(AFMC) DETO arrangements should not be utilized except in extremely limited and rare situations.**
- Department of State has final approval authority over any DETO arrangement and

employees are strictly prohibited from beginning any DETO arrangement until final approval has been received from the DoS. An employee must not work beyond the DoS approved DETO ending date, until and unless an amended DETO agreement is completed, an extension request is submitted and the employee receives final DoS approval.

- Due to expanded risks of independent DETO arrangements, it is DAF policy that independent DETO arrangements are excluded. (Secretary of the Air Force has delegated the authority to approve exceptions to this exclusion to AF/A1C and only in rare circumstances with exceptional justification. Exception requests must be submitted through the employee's chain of command, with MAJCOM (or equivalent) concurrence, to AF/A1CP.)
- DETO arrangements are limited in duration to 4 years maximum. Requests for extension in rare and compelling circumstances require AF/A1C approval prior to submission to the DoS for final approval. Extension requests must be completed, submitted and routed using the same process as the original DETO request, but must be submitted to AF/A1C after MAJCOM (or equivalent) approval and prior to submission to the DoS.
- A DETO arrangement that includes duties that involve reporting on or playing any substantive role in policy or administrative issues pertaining to the country or region in which the host bureau or DETO telework location is located are generally ineligible for approval.
- Positions that require access to and/or handling of classified information are generally ineligible for a DETO arrangement unless the approved alternative worksite is at an embassy/consulate/mission/installation and the required security standards are in place. In such cases, an embassy/consulate/mission/installation will be the employee's approved overseas alternative worksite and the employing organization may be required to cover any costs required to make the workspace available to the DETO.
- In accordance with the Presidential directive (July 12, 1990) and Public Law 96-45, the Chief of Mission (COM) has specific responsibilities for all USG activities, operations, and personnel conducting official USG business in overseas locations. These responsibilities cannot be waived or delegated. Arrangements that will result in a civilian employee, assigned to a domestic position, teleworking in a location that is outside of the United States, must meet additional requirements that apply to the conduct of official USG activities and operations in overseas locations. Requirements include:
  - COM Approval:
    - Permanent Activities: Permanent activities include official government activities that are required or envisioned for 1 year or more. If an organization intends to establish a telework arrangement for 1 year or more, they must follow procedures outlined in the National Security Decision Directive 38 (NSDD 38).
    - Temporary Activities: Temporary activities include official government activities that are required for less than 1 year. If an organization intends to establish a telework arrangement for less than 1 year, they must obtain COM approval through the country clearance process.

- Organization considerations:
  - **Assignment Location:** The official worksite for an employee covered by a telework agreement not scheduled to report at least twice each bi-weekly pay period on a regular and recurring basis to the regular worksite typically will be the location of the telework site.
  - **Pay and Allowances:** A domestic employee teleworking overseas, as defined in Section 040 of the DSSR, who is assigned to a position in the United States, but performs his or her duties from a foreign location by agreement with his or her employing agency, is not eligible to receive overseas allowances.
  - **Passport/Visa:** Organizations will need to confirm that the teleworking employee has the proper documentation such as passports, visas, or any additional work permits required to perform work for the USG overseas.
  - **Local Labor and Tax Laws:** Local labor and tax laws may apply to the employee's work, and the organization and employee must ensure appropriate compliance (e.g., obtain necessary work visas) before the COM will approve the activity.
  - **Contingency Planning:** Organizations should be prepared to address any problems with the telework arrangement, including situations when the employee is no longer able or willing to work from their home, when the employee or organization wants to terminate the telework arrangement and/or when the employee return(s) to the United States, or is ordered to depart the country by the COM.
  - **Other costs:** Organizations may be responsible for funding security and administrative support for positions located overseas. Organizations may be responsible for funding travel expenses during the course of the telework arrangement if the employee must travel to other installations or return to the United States for official duties such as periodic consultations or training.
- Employees and organizations requesting a DETO arrangement must complete a Domestic Employees Teleworking Overseas (DETO) Agreement using the DAF sample agreement (Enclosure 4 DoDI1035.01\_DAFI36-816, *Telework Program*) and following all instructions on the template. The completed Agreement must be submitted through the employee's chain of command to the MAJCOM (or equivalent) for approval. Once approved by the MAJCOM (or equivalent), it must be submitted to AFPC/DP3FS for submission to DoS and tracking purposes.
- Eligibility for overseas/foreign allowances and differentials is governed by 5 U.S.C. 5921 *et seq.*, the Joint Travel Regulations. Once management approves a DETO arrangement the employee is considered "officially stationed" in a foreign area (despite being on their sponsor's orders) and once the organization identifies the OCONUS location as the new official worksite/duty station (by processing the SF-50 showing that change) then the employee's pay will change to base rate only (locality does not apply in foreign OCONUS) and they could be entitled to post allowance based on the definition found at DSSR section 031.2 to such an employee defined in Department of State Standardized Regulations (DSSR) Section 040i. After DETO approval, employees must notify their supervisors and organizational telework coordinators of the effective commencement date

of the DETO arrangement before or upon arrival at the overseas alternative worksite to allow the organization to process the SF-50 (Notice of Personnel Action) documenting the change in official worksite. At the end of the DETO arrangement, employees must notify their supervisors and organizational telework coordinators of the effective date of the termination of the DETO arrangement to allow the organization to process the required SF-50 personnel action documenting the change in official worksite.

- Title 5 premium compensation may be available. All overtime must be ordered and approved in writing and in advance, and timely reported to the employee's timekeeper. (T-0) Whether an employee will be eligible or entitled to receive overtime compensation will depend upon the nature of the duties and where the work is performed. The existing rules governing overtime in Title 5 U.S.C. (regulations in 5 CFR 550) and the Fair Labor Standards Act (regulations in 5 CFR 551) apply to telework arrangements with DETOs.
- Sponsored DETO arrangements will not generally require International Cooperative Administrative Support Services (ICASS) provided by the COM, as the employee will be receiving support in their status as a "dependent". However, in the rare circumstance that an independent DETO arrangement is approved as an exception to policy, services required to support the employee in the performance of their duties would require funding by the employing organization and must be included in the DETO Agreement. (T-0) Examples of potential support services that may be provided by the COM, with reimbursement to DoS by the employing organization, include reproduction services, travel services, mail and messenger services, information management, purchasing and contracting, human resources services (e.g. health care), non-residential security guard services, housing, etc. Situations potentially involving ICASS must be coordinated in advance with AFPC/DP3FS.
- Equipment and supplies for the DETO will be in accordance with this Instruction.
- Employees who are approved for a DETO arrangement will not work on or have access to classified information at the alternative work site unless the approved alternative worksite is at the embassy/consulate/mission/installation and the required security standards have been met and are in place.
- Care and judgment must be exercised with regard to records and information that are Sensitive But Unclassified (SBU) and/or subject to the Privacy Act. Organizations allowing employees access to these records offsite must ensure that appropriate administrative, technical, and physical safeguards are maintained to protect the confidentiality and integrity of records.
- The employee will make available any residential alternative work site for survey by post Regional Security Officer to ensure that information security requirements are observed and official documents are properly handled.
- Any ICASS costs incurred in relation to the DETO are the responsibility of the employing organization.
- As a U.S. government Executive Branch employee, while teleworking overseas the employee is subject to Chief of Mission (COM) authority, although the employee will not be included in the DoS Post's staffing pattern or considered part of Post's regular staffing complement. The COM must be notified and agree to the DETO's employment arrangements prior to the DETO's arrival at the installation through the NSDD 38 or country clearance procedures.

- The employee or supervisor may cancel the DETO agreement at any time with prior notification of at least 90 days by providing a written notification, which should include the basis for the cancellation. A supervisor may also amend the DETO agreement at any time by providing written justification based on the needs of the office and prior notification of at least 2 pay periods. Nothing in this agreement precludes the employing office from terminating the telework arrangement, with appropriate notice, and requiring the employee to report to the domestic location of the regular worksite.
- Employees whose DETO arrangements are terminated may potentially seek LWOP from their employing organization. Extended LWOP requests are subject to approval by the supervisor and/or organizational leadership IAW DoDI1400.25v630\_AFI36-815, *Leave*.
- The completed DETO agreement should be drafted by the DETO applicant, in consultation with the supervisor/employing organization, for signature by the employee, the supervisor, and the Squadron Commander or equivalent to start the process, and then be submitted to the MAJCOM Commander or equivalent (or designee) for approval. The AFPC/DP3FS Telework Coordinator should ensure the MAJCOM Commander or equivalent (or designee) has signed the agreement prior to submission to DoS. The employing organization's Telework/DETO Coordinator is also responsible for initiating the NSDD 38 approval process. To complete the NSDD 38/country clearance process, a signed agreement must be in place.
- A completed agreement is not final approval of the DETO arrangement. The signed agreement simply allows the NSDD 38/country clearance process to move forward. The DETO arrangement must not commence and work must not be performed until the DETO arrangement approved by the DoS. (T-0) It is approved only after the COM agrees to the DETO arrangement through the NSDD 38 approval process (for DETO arrangements of one year or longer) or through the electronic Country Clearance process (for DETO arrangements of less than one year). Employees are strictly prohibited from beginning any DETO arrangement until final approval has been received from the DoS.
- An Anti-Nepotism Review (ANR), if applicable, must be approved as a part of the entire approval process.

## **ADDITIONAL TERMS**

Alternative worksite (civilians) – For the purposes of tele/remote work, the alternative worksite must be codified on the completed DoD Telework Agreement, DD Form 2946, and/or 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.

Alternate Duty Location (ADL)(Service Members) – A location away from the Permanent Duty Station that has been approved for the performance of assigned official duties and other approved activities. It may be a Service Member's home, a telework center, or other approved worksite, and for the purposes of telework, must be codified on the completed DoD Telework Agreement, DD Form 2946, and/or any other applicable document deemed necessary by the Agency. The ADL must be identified with sufficient specificity to allow for analysis of Service Member line-of-duty determinations.

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), the Uniform Code of Military Justice (Service Members), and AFI36-2907, Adverse Administrative Actions (Service Members).

Emergency Situation Telework – Telework performed in an employee/Service Member’s home or alternative worksite/ADL during a crisis situation or emergency event by those employees/Service Members who perform duties in support of mission requirements during crisis situations or contingencies. Employees/Service Members 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 – Appropriated and non-appropriated funded DoD civilian employees (including foreign national employees) and contractors (where their contracts allow tele/remote work).

Hot Desking – An arrangement in which individuals use non-dedicated, non-permanent workspaces on an unreserved first come, first-served basis.

**(ADDED)(AFMC) Full-time teleworkers or remote workers 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 teleworkers or remote workers 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).**

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

**(ADDED)(AFMC) Full-time teleworkers or remote workers 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 teleworkers or remote workers 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).**

Official worksite (civilians) – Approved location where an employee regularly performs their duties via telework. If an employee physically reports to the regular worksite at least twice in a bi-weekly pay period, the regular worksite is the official worksite. If an employee is not routinely required to report to the regular worksite at least twice in a bi-weekly pay period, then the official worksite is the alternative worksite. Once the official worksite has been codified on the SF50, Notification of Personnel Action, and DD Form 2946, it cannot be changed without approval of the employee’s chain of command to at least the Squadron Commander 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.

Official remote work worksite (civilians) – The official worksite for a remote worker is the place (away from the regular worksite) where the employee is approved to work on a permanent basis. That location may or may not be within the local area of the regular worksite. Once the official worksite has been codified on the SF50, Notification of Personnel Action, and DD Form 2946, it cannot be changed without approval of the employee’s chain of command to at least the Squadron Commander 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.



Permanent duty station (Service Members) – The Service Member’s permanent duty station (PDS) is their official station and is based on Permanent Change of Station (PCS) orders or Permanent Change of Assignment (PCA) orders.

Regular worksite – For civilian employees, the regular worksite is normally the location from which the position is based and/or where the hiring authority lies. For Service Members, the regular worksite is normally the PDS.

Remote work (civilian employee) – 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 on the employee’s Standard Form 50, and in accordance with 5 CFR § 531.605 – Determining an employee’s official worksite. Like telework, remote work does not include work done while on official travel or mobile work.

- Remote work (Active Duty and Reserve Component Service Member) – A non-temporary work arrangement in which the Service Member is assigned to a unit, but does not work in the vicinity of the unit, i.e. is geographically separated. For a Service Member to perform remote work, an Operating Location (OL) must have been established. Like telework, remote work does not include work done while on official travel or mobile work. **(ADDED)(AFMC) Only Service Members at the MAJCOM (HQ AFMC) level may be eligible for remote work, with appropriate approval.**

Remote work eligibility – If both a position and employee are determined by the approval authority to be initially eligible for regular/recurring telework, they may (at the approval authority’s discretion) also then be determined to be remote work eligible, if the approval authority 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 approval authority’s discretion; however, before determining an employee is no longer eligible, the approval authority should consult with the servicing human resources and/or legal offices.

Remote worker (civilian) – An employee who meets all of the following criteria: employee is deemed remote work eligible; employee’s position is deemed eligible for regular/recurring telework; employee is telework ready; 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; employee has not been granted a temporary exception under 5 CFR 531.605 (d)(2); and employee’s 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.

Remote worker (Service Members) – A Service Member who has been authorized to work from an Operating Location (OL), which is geographically separated from the organization/location to which they are assigned. Whether Service Members have assigned or dedicated workspace at either the regular worksite or the OL would depend on the nature of the remote work arrangement and the agreement established between the parent unit and the OL. **(ADDED)(AFMC) Only Service members at the MAJCOM (HQ AFMC) level may be eligible for remote work, with appropriate approval.**

**Routine telework (ADDED)(AFMC) Regular and Recurring** – An approved work arrangement where eligible employees work at an alternative worksite as part of an ongoing, regular, and recurring schedule, typically on an approved day or days during a bi-weekly pay period (also known as regular or recurring telework.) For Service Members, an approved work arrangement where eligible Service Members work at an ADL as part of an ongoing, regular, and recurring schedule, typically on an approved day or days during a work week.

**Situational telework** – Telework that is approved on a case-by-case basis, where the hours worked are not part of a previously approved, routine, ongoing and regular telework schedule (e.g., telework as a result of inclement weather, medical appointment, special work assignments, or to accommodate special circumstances). Telework is also considered situational even though it may occur continuously for a specific period and is also referred to as episodic, intermittent, unscheduled, temporary, or ad hoc telework.

**Telework (civilian employees)** – A voluntary work arrangement where an employee performs assigned official duties and other authorized activities during any part of the employee's regular, paid hours, at an approved alternative worksite (e.g., home, telework center) on a regular, recurring, or a situational basis. 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 (Service Members)** – A work arrangement where a Service Member performs assigned official duties and other authorized activities at an approved Alternative Duty Location (ADL) on a regular, recurring, or a situational basis. 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 agreement** – A written agreement, completed and signed by an employee and the authorized management official(s) via the DD Form 2946, that outlines the terms and conditions of the telework arrangement. For DAF, this also applies to remote work arrangements, and the agreement outlines the terms, conditions, obligations, and responsibilities of the telework or remote work arrangement. For Service Members, the agreement may be signed by an authorized management official(s) or Commander.

**Telework eligible employee/Service Member** – An employee/Service Member whose position is deemed telework eligible, and whose performance, conduct, assignment, mission, and other relevant personnel factors are suitable to allow telework participation, even though participation may only be situational, temporary, or on an emergency basis. Supervisors are responsible for determining an employee/Service Member's telework eligibility. The individual employee/Service Member's eligibility is separate and distinct from the position eligibility.

**Telework eligible position** – Characteristics of the position that identify suitability for tele/remote work as determined by the Squadron Commander, with input and advice from the supervisor, who has authority to manage the position. Civilian positions are identified as either: eligible for regular/recurring telework; or eligible for situational telework; or not eligible for telework. Typically, position telework eligibility involves at least some tasks and work activities that are portable and do not depend on the employee/Service Member being physically present at the regular worksite. The position eligibility is separate and distinct from the employee/Service Member's eligibility.

Telework Full-time – An approved telework arrangement where the employee performs telework on a full-time basis. For purposes of space allocation/authorization, 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. While it is possible for full-time telework to be approved outside of the defined local commuting area, full-time telework is differentiated from remote work in that an individual performing full-time telework is required to be available for reporting to the regular worksite on short notice, whereas remote work generally has no such requirement and therefore the official worksite may be outside the local commuting area. Civilian employees teleworking full-time generally should not have any assigned or dedicated workspace at the regular worksite.

**(ADDED) (AFMC) “Full-time telework” refers to regular (as opposed to situational) telework where an employee (1) resides *inside* the local commuting area of the employee’s assigned unit, (2) is regularly scheduled to perform all of the employee’s work at an alternative duty location that is *inside* the local commuting area of the assigned unit, (3) is not expected to report to his or her unit’s physical office location on a regular basis, and (4) is required to be available for reporting to the unit’s physical office location on short notice, as needed.**

Telework participant – An employee who is telework eligible and telework ready, even though the individual may not be actively teleworking, or may not have performed telework for an extended period.

Telework ready – An employee/Service Member is telework ready when the following conditions are met: both the employee/Service Member and their position are determined to be telework eligible; the employee/Service Member (and their supervisor) have completed the required training; the employee/Service Member (and their supervisor) have completed the DD Form 2946; and the employee/Service Member possesses the necessary equipment and infrastructure (e.g., laptop, internet access, OL support in place, etc.) in order to perform work at the approved alternative worksite/ADL.

Telework/Remote work site – The alternative worksite location where an employee/Service Member is approved to perform telework/remote work.

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/ADL 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.

## QUESTIONS AND ANSWERS

**Q1. How do employees/Service Members find out if their positions are eligible for tele/remote work and if they are eligible to participate?**

**A1.** Supervisors/Commanders are responsible for informing employees/Service Members of their position eligibility as well as eligibility status. Additionally, employees may use the report function in MyBiz to access the “Additional Person Information” and review the telework eligibility coded by their supervisor. They may also access the “Special Position Requirements” to review the position’s Telework Indicator.

**(ADDED)(AFMC) Employee/Service Member eligibility to telework/remote work 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. Only Service Members at the MAJCOM (HQ AFMC) level may be eligible**

**for remote work, with appropriate approval. Commanders and supervisors should ordinarily permit employees 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.**

**Q2. Can employees/Service Members who participate in tele/remote work arrangements use their personal home computers if the organization cannot provide laptops due to the quantity of people teleworking?**

**A2.** Yes, but the personal computers must comply with the criteria and guidelines for using personal equipment established by the DoD CIO and DAF requirements. The DAF may provide a CAC reader and software in order to ensure user identification and authentication requirements are met. Employees/Service Members are responsible for the installation, repair, and maintenance of all personal equipment and other incremental costs associated with the residential workplace. Operating costs associated with the employee/Service Member using his/her personal residence as the alternative worksite/ADL, including home maintenance, insurance, or utilities (e.g., heat, electricity) will not be assumed by DAF.

**Q3. Are civilian employees covered by Workers' Compensation when injured or suffering from work-related illnesses while conducting official DAF business at the telework location?**

**A3.** Employees are required to report injuries to their supervisor as soon as possible and must file a claim with the Department of Labor if they feel their injury is work-related. The Office of Workers' Compensation Program (OWCP) will ultimately determine if the injury/illness is covered.

**(ADDED)(AFMC) Telework/remote work employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment. When the telework/remote work location is in the home, workers' compensation does not cover injuries that are not job-related. Employees are required to report injuries to their supervisor as soon as possible and must file a claim with the Department of Labor if they feel their injury is work-related. The Office of Workers' Compensation Program (OWCP) will ultimately determine if the injury/illness is covered. Information on Injury Compensation can be found on MyPers.**

**Q4. Can a Service Member telework outside the vicinity of the PDS?**

**A4.** Yes. Although telework is not an entitlement, commanders and supervisors should afford DAF Service Members the option to telework allowing maximum flexibility to the extent that mission requirements are not compromised. Commanders will carefully consider the time period necessary for telework outside the local area or away from the Service Member's permanent duty station on a case-by-case basis and should approve such an arrangement for no longer than is necessary. Telework at an ADL will not replace or be used as a "work around" when normal leave rules should apply. Service Members assigned to a CONUS PDS (including AK, HI, and U.S. Territories) may not tele/remote work at an OCONUS location, nor may a Service Member assigned to an OCONUS location telework at a CONUS location. OCONUS unit commanders should consult with their servicing JA office to ensure SOFA compliance before approving telework arrangements outside the vicinity of the PDS.

**(ADDED)(AFMC) Within AFMC, only particular levels of command have the authority to approve a Service Member to telework outside the area of the permanent duty station (See AFMC Approval Authority Tables). Commanders and supervisors retain the authority to direct Service Members to telework from an alternate place of duty (typically, but not limited to, the Service Member's residence located within the area of**

the permanent duty station). While teleworking, the telework location is the Service Member's duty location for the duration of the approved telework period. During this time, the Service 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 purposes of military leave and pass days, the approved telework location is treated the same as the assigned duty location.

**Q5. I am considering approving a Service Member to telework outside the vicinity of the PDS. How do I as the Commander authorize my Service Member's travel to the Alternate Duty Location?**

**A5.** Commanders are authorized to approve an alternate duty location (ADL) for the purpose of telework. Some situations requiring this include but are not limited to emergencies, pandemic etc. (DoDI 1305.01 *Telework Policy*, April 4, 2012, Incorporating Change 1 Effective April 7, 2020). If the ADL is outside the local area, a pass may be granted to allow travel to the ADL. Commanders should consider allowing members to travel to the ADL on a non-duty day, i.e. on a Sat or Sun or alternate non-duty day for members who work a shift. Ultimately, commanders must maintain accountability of their Service Members at all times and should further consider approving the ADL via memo in the event a Line of Duty Determination is necessary. Travel to and from the ADL is at the Service Member's own expense. **(ADDED)(AFMC) Only Service Members at the MAJCOM (HQ AFMC) level may be eligible for remote work, with appropriate approval.**

**Q6. What duty status should a Service Member be placed in if they are teleworking outside the vicinity of the PDS?**

**A6.** Commanders should annotate duty status 14 "Other" for this situation.

**Q7. Are commanders authorized to permit Air Guardsmen or Reservists to telework?**

**A7.** Yes. Air Reserve Component Service Members will follow guidance contained in the applicable references cited as part of the total force.

**Q8. I am a Service Member and am remote working from my home in Colorado Springs, CO. I am assigned to a unit in Washington D.C. but my OL is at Peterson AFB. Which location are my allowances and entitlements based on?**

**A8.** Service Member allowances and entitlements in this case are based on the OL at Peterson AFB. A Service Member's housing allowance is based on their PDS location. BAH is based on the zip code for the location as directed by orders. **(ADDED)(AFMC) Only Service Members at the MAJCOM (HQ AFMC) level may be eligible for remote work, with appropriate approval.**

**Q9. Who provides office supplies for employees/Service Members who tele/remote work?**

**A9.** Employee/Service Member's supervisor may provide office supplies, such as paper, toner, printer ink, etc., the same way as the traditional worksite, or any other method determined appropriate by the supervisor. **(ADDED)(AFMC) Normally, printers and toner will not be provided.**

**Q10. Can the DAF continue to drug test their civilian employees while they are on tele/remote work status if drug testing is a condition of their employment?**

**A10.** Please consult your drug testing coordinator for additional information. It will likely require coordination to establish a process for your employee's specific situation. **(ADDED)(AFMC) Telework/remote work does not eliminate the requirement for drug testing. It will likely require coordination to establish a process for your employee's**

**specific situation. If drug testing is a condition of employment for a civilian employee, employees who are teleworking are still required to be tested. Local procedures may vary installation to installation. Please consult your drug testing coordinator for additional information.**

**Q11. Can a commander or supervisor mandate an employee to telework who is not on a telework agreement?**

**A11.** Yes, under the following scenarios an agency may order an employee to telework whether or not the position is telework eligible or the employee voluntarily enters into a telework agreement:

- The agency includes in their Continuity of Operations Plan (COOP) that employees are required to telework and the agency activates the COOP. (COOPs may be amended as necessary on a just-in-time basis.)
- A pandemic has been declared by the World Health Organization and the DoD Component issues an evacuation order to an alternative worksite (e.g. home).
- By law or Presidential directive mandating federal workforce telework. A commander has the authority to direct a Service Member to telework at the commander's discretion.

**(ADDED)(AFMC) 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.**

**Q12. Can I tele/remote work with my children in the home?**

**A12.** Maybe. Typically, employees/Service Members may not tele/remote work as a substitute for dependent care, e.g., child or elder care. To clarify, this means that tele/remote work should not be approved SOLELY for the purpose of enabling dependent care; however, tele/remote work can be an important component in establishing a quality work/life balance. If dependents are expected to be present in the home, the telework agreement should clearly outline expectations regarding work hours, breaks, time and attendance documentation, work schedules, leave requests, etc. Civilian employees must still account for work and non-work hours during their tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent).

**Q13. How will tele/remote working affect my performance evaluation?**

**A13.** Performance standards for civilian employees, and performance expectations for Service Members, who tele/remote work should be the same as for those working at the regular worksite. Supervisors shall communicate expectations of tele/remote work arrangements, including work assignments, office coverage, and staff communication to teleworking and non-teleworking personnel in the workgroup. As with on-site personnel, tele/remote workers shall be held accountable for the results they produce while tele/remote working.

**Q14. I am currently a federal employee and the spouse of an active duty Service Member. My spouse is transferring to Germany and I will be moving also. Can I keep my current job and remote work from Germany?**

**A14.** Possibly. First, your commander would need to determine whether you and your position are eligible for remote work. Additionally, arrangements for domestic civilian employees to telework overseas should be rare, due to extensive Department of State requirements, long lead times for approval (6+ months in most instances) as well as significant security, logistical and administrative challenges. Consequently, any DETO request must be approved by the Headquarters or MAJCOM commander (or their designee). Then the employee and their organization must follow the guidelines outlined in the section entitled DOMESTIC EMPLOYEES TELEWORKING OVERSEAS (DETO) – CIVILIANS.

**Q15. I supervise several civilian positions that have been designated as remote work eligible, and they are currently encumbered. Can I mandate those employees transition to remote work?**

**A15.** No. You cannot mandate that civilian employees currently encumbering remote work eligible positions transition to working remotely. Remote work may not at this time be designated as a condition of employment for civilian employee positions without agreement from the employee. A sample of such an agreement is attached to this guide. Any such agreement must be reviewed and approved by the servicing legal and Civilian Personnel offices. Entering into such agreements is completely voluntary on the part of employees.

**Q16. I'm a civilian employee and I've been teleworking successfully during the COVID-19 pandemic, but my supervisor has determined that we must all return to the regular worksite when the pandemic subsides. Can I be approved to continue teleworking full-time post-COVID?**

**A16.** Telework is not an entitlement and supervisors/commanders are responsible for determining employee/position telework eligibility. There are a variety of factors that must be considered in making such determinations and ultimately, it may be determined that permanent telework is not in the best interests of the DAF.

**Q17. I'm a supervisor of civilian employees. Do I have the authority to determine whether a position I manage, and the people I supervise are telework eligible?**

**A17.** In accordance with AFI36-816, commanders are responsible for determining what *positions* are telework eligible. Commanders may delegate this authority. Additionally, supervisors have the authority to determine whether *employees* are telework eligible.

**Q18. Management in my organization is clearly supportive of continued expanded telework after the current COVID-19 emergency. I supervise several positions that I believe can continue teleworking on a full-time basis permanently. When should we change those employees' DD Form 2946's/telework agreements? Also, for civilian employees, when should we request their SF50 be changed to reflect their new official worksites?**

**A18.** As soon as management determines that full-time telework will continue after the current pandemic emergency passes, (i.e. when it's determined that full-time telework is no longer temporary), then the telework agreement should be re-accomplished/revised and, for civilian employees, the SF50 should be changed to reflect the new official worksite. Supervisors should consult their servicing human resources office for assistance with changing the employee's SF50.

**Q19. I have a civilian employee and a Service Member who are approved to work remotely. Can I require them to report to the regular worksite for a conference?**

**A19.** Yes. For civilian employees, a supervisor can require remote employees to report to the regular worksite for business reasons. Requiring the employee to report to the regular worksite would be similar to directing a non-remote employee to go on official travel for mission needs. It's important to remember that if the employee's official worksite is outside the local commuting area of the regular worksite, the employee would likely be entitled to official travel benefits. It is recommended that any recurring need for the civilian employee to report to the regular worksite, (for example for a quarterly meeting, planned conferences, etc.), be discussed as expectations and codified in the tele/remote work agreement (DD Form 2946). If an employee is required to report to the regular worksite on a frequent and recurring basis, the position is not well-suited for full-time tele/remote work. For Service Members, a supervisor/commander can, at their discretion, direct remote Service Members to report to the regular worksite. If the Service

Member's OL or ADL is outside the vicinity of the PDS of the regular worksite, the Service Member would likely be on TDY status. **(ADDED)(AFMC) Only Service Members at the MAJCOM (HQ AFMC) level may be eligible for remote work, with appropriate approval.**

**Q20. I have a civilian employee who is teleworking and I need them to come in to the regular worksite on one of their scheduled telework days. If I require them to come in, is their travel time to the regular worksite considered duty time or normal commute/personal time?**

**A20.** The supervisor is responsible for determining work status and in this situation, and it could depend on several factors. For example, if the supervisor directs the employee to come in for the entire day, travel should be considered their normal commute. If the supervisor determines the employee will come in first thing in the morning, to attend a meeting for example, then permits the employee to return home to the alternative worksite for the remainder of the workday, the travel should again be considered normal commute time. However, if the telework day has already begun, and the employee is directed to come in to the regular worksite on short notice, the travel time could be considered as work hours. There is no one-size-fits-all answer to these situations and supervisors must consider mission requirements, efficiency, as well as liability concerns.

**Q21. I have a civilian employee who would like to telework and I agree their position is telework eligible up to 100% of the time, and in fact could be remote eligible. However, the employee wants to live outside the local commuting area, in another locality pay area, and he wants to establish a telework schedule that requires him to report to the regular worksite (which is in a higher locality pay area) 2 days per pay period even though his duties really don't require him to report to the regular worksite. He said he will travel to the regular worksite "on his own dime". He is clearly requesting this solely for the purpose of keeping the higher locality pay, which will more than compensate him for his travel to the regular worksite for 2 days per pay period. Should I allow this?**

**A21.** No. The telework schedule, including any requirement to report to the regular worksite, should be established based on the requirements of the position. If the duties and responsibilities of the position do not require him to report to the regular worksite 2 days per pay period, then authorizing that schedule solely for the purpose of maintaining a higher locality pay would be a misuse of the telework program.

**Q22. My work unit can accomplish 100% of their duties and responsibilities remotely and our senior leadership wants to save money by reducing the physical footprint (leased space). Can I change their positions to remote work positions and mandate these current employees work remotely?**

**A22.** No. Remote work is a form of telework and falls under the Telework Enhancement Act. Therefore, generally you may not mandate that current employees work remotely. Employees who desire to transition into remote work situations may be offered the opportunity to do so and may voluntarily enter into remote work agreements that bind both the employee and Agency to certain remote working arrangements. A sample of such an agreement is attached to this guide. Any such agreement must be reviewed and approved by the servicing legal and Civilian Personnel offices. Entering into such agreements is completely voluntary on the part of employees.

**Q23. My work unit can accomplish 100% of their duties and responsibilities remotely and we are reducing our physical footprint (leased space). I have a current vacancy and am about to start the recruitment and hiring process. Can I make this position a remote position and mandate the person hired work remotely?**

**A23.** Yes. You will need to work closely with your recruitment team and ensure the position is



advertised as such. You will also want to ensure that during the interview and selection process, you screen for candidates who possess characteristics that will make them successful in a remote work environment and ensure any candidate you select desires to work remotely. Once selected, the selectee would be expected to enter into a remote work agreement (similar to sample attached to this guide).

**(ADDED)(AFMC) Q24. I am the supervisor of a civilian employee who is teleworking. May I approve civilian fitness time off for civilian employees who are teleworking?**

**A24. It depends. Permitting employees to utilize duty time to participate in fitness activities is ultimately up to the organization and the supervisor as they are in the best position to balance mission requirements and utilization of duty time for other activities. Air Force Policy does not prevent employees from utilizing duty time to participate in fitness activities.**

**(ADDED)(AFMC) Q25. Assume that an employer grants telework to employees for the purpose of slowing or stopping the spread of COVID-19. When an employer reopens the workplace and recalls employees to the worksite, does the employer automatically have to grant telework as a reasonable accommodation to every employee with a disability who requests to continue this arrangement as an ADA/Rehabilitation Act accommodation? (Answer is from the EEOC's website.)**

**A25. No. Any time an employee requests a reasonable accommodation, the employer is entitled to understand the disability-related limitation that necessitates an accommodation. If there is no disability-related limitation that requires teleworking, then the employer does not have to provide telework as an accommodation. Or, if there is a disability-related limitation but the employer can effectively address the need with another form of reasonable accommodation at the workplace, then the employer can choose that alternative to telework.**

**To the extent that an employer is permitting telework to employees because of COVID-19 and is choosing to excuse an employee from performing one or more essential functions, then a request—after the workplace reopens—to continue telework as a reasonable accommodation does not have to be granted if it requires continuing to excuse the employee from performing an essential function. The ADA never requires an employer to eliminate an essential function as an accommodation for an individual with a disability.**

**The fact that an employer temporarily excused performance of one or more essential functions when it closed the workplace and enabled employees to telework for the purpose of protecting their safety from COVID-19, or otherwise chose to permit telework, does not mean that the employer permanently changed a job's essential functions, that telework is always a feasible accommodation, or that it does not pose an undue hardship. These are fact-specific determinations. The employer has no obligation under the ADA to refrain from restoring all of an employee's essential duties at such time as it chooses to restore the prior work arrangement, and then evaluating any requests for continued or new accommodations under the usual ADA rules.**

**(ADDED)(AFMC) Q26. I am a bargaining unit employee, can I follow the AFMC Telework Policy immediately?**

**A26. No, bargaining obligations for all BUEs must be satisfied prior to implementing any policy that changes conditions of employment. Once bargaining obligations are finalized w/AFGE C214 the workforce will be notified. Bargaining unit employees who do not fall under AFGE C214, contact your local Civilian Personnel Office (CPO), Labor Relations section for further information.**

**(ADDED)(AFMC) Q27. I have questions regarding teleworking, who can I ask?  
A27. Employees and Supervisors may work directly with your local Civilian Personnel Office (CPO), for further information. In addition, each Center has set up a Telework Coordinator. You may also check out our SharePoint site for the latest Telework Guide under the AFMC Supplementary Guidance Repository icon at [https://usaf.dps.mil/teams/21918/A1K/A1KK/HR\\_Collab/SitePages/Home.aspx](https://usaf.dps.mil/teams/21918/A1K/A1KK/HR_Collab/SitePages/Home.aspx). Or, you may submit questions to the HQ AFMC/AFMC Telework Workflow box:**

**Global Name: HQ AFMC/AFMC Telework**

**Email Address: [HQAFMC.AFMC.Telework@us.af.mil](mailto:HQAFMC.AFMC.Telework@us.af.mil)**

REMOTE WORK AGREEMENT

Employee Name \_\_\_\_\_

Employee Position Title \_\_\_\_\_

Organization \_\_\_\_\_

Location of Remote Work \_\_\_\_\_

1. The parties to this Remote Work Agreement (“Agreement”) are (enter employee name) and the Department of the Air Force (“Agency”), (enter organization name).
2. You have voluntarily accepted a position identified for remote work, or you and your approving authority have agreed that your position is identified for remote work. This Agreement is therefore voluntarily entered into by the Agency and the Employee and is essential in order to establish and approve a remote work arrangement and its essential terms. DAF remote work is governed by DODI1035.01\_DAFI36-816, referred to herein as “Telework Policy”. In return for the Agency approving the employee to work from a remote location in the position of (enter position title) with (enter organization name), the Employee agrees to the following terms:

a) I understand that upon acceptance of this Agreement, my ability to work remotely becomes a condition of employment for this position. \_\_\_\_\_

(Initials)

b) I understand that failing to maintain any condition of employment, including the ability to work remotely, could result in removal from federal service in accordance with appropriate due process. \_\_\_\_\_

(Initials)

c) I understand that my Official Remote Work Worksite (as defined in Telework Policy) will be (enter the remote location) and the Regular Worksite, (as defined in Telework Policy) is (enter the regular worksite location). \_\_\_\_\_

(Initials)

d) I understand that my pay, benefits and entitlements will be determined based on my Official Remote Work Worksite, and not the Regular Worksite, and that this may result in a loss of monetary benefit in some cases. \_\_\_\_\_

(Initials)

e) I understand that in the event of a RIF, my RIF competitive area would be determined based on my Official Remote Work Worksite, not the Regular Worksite. \_\_\_\_\_

(Initials)

f) I understand I may be required to travel to the Regular Worksite for official business, and such requirement will be determined by the Agency. Travel entitlements will be in accordance with agency travel policy and the Joint Travel Regulation (JTR) (if applicable). \_\_\_\_\_

(Initials)

g) I understand that I am responsible for ensuring that my approved Official Remote Work Worksite has the requirements necessary to support full-time remote work, including but not limited to electricity, internet access, and a dedicated area conducive for performing work, attending meetings and teleconferences.

\_\_\_\_\_  
(Initials)

h) I understand and agree that my remote environment will allow me to work safely and is secure for the protection of government owned equipment and information required for my duties.

\_\_\_\_\_  
(Initials)

i) I understand that any change to my Official Remote Work Worksite must be approved by the Agency, and that an updated agreement must be signed by all parties, PRIOR to moving. In addition, I understand that I am required to provide no less than two (2) weeks' notice to the Agency before any change to Official Remote Work Worksite may take place.

\_\_\_\_\_  
(Initials)

j) I understand that if I request, and am approved, to change my Official Remote Work Worksite location, any expenses associated with the change (such as moving costs, etc.) will be at my expense and will not be funded by the Agency.

\_\_\_\_\_  
(Initials)

k) I understand that, in accordance with Telework Policy, I must complete a DD Form 2946 and am obligated by the terms outlined in the completed form.

\_\_\_\_\_  
(Initials)

l) I understand that remote work is not an entitlement and that the Agency has the authority to terminate this Agreement for legitimate business reasons, and that the Agency's decision to do so is final.

\_\_\_\_\_  
(Initials)

m) I understand that if the Agency decides to terminate this Agreement, I will be given a minimum of 60 days advance notice of the requirement to begin reporting to the Regular Worksite. In such case, PCS costs will be the responsibility of the Agency in accordance with the JTR and applicable agency policies.

\_\_\_\_\_  
(Initials)

n) I understand that I am solely responsible for any and all tax implications attributable to this Agreement and I acknowledge that the Agency is making no representations concerning any tax consequences of this Agreement.

\_\_\_\_\_  
(Initials)

3. Additionally, I understand that telework and remote work are not authorized consistent with the guidance set forth in section 6502 of title 5, United States Code if:

a. I have been officially disciplined for being absent without permission for more than 5 days in any calendar year; or

b. I have been officially disciplined for violations of subpart G of the Standards of Ethical

Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties consistent with the guidance set forth in section 2635.704 of title 5, Code of Federal Regulations.

4. I understand that, as a Remote Worker (as defined in Telework Policy), if I am unable to work, (for example, due to a power outage, unplanned dependent care responsibilities, etc.), I am required to contact my supervisor as soon as possible and explain my circumstances. Supervisors will consider all circumstances, including but not limited to the nature of the circumstances, any work assignments that can still be performed in light of the circumstances, and whether personal leave, excused absence, or another duty status is appropriate.

5. I affirm that I have read this entire Agreement and that I have consulted with an attorney, or with a Union Representative (if applicable), or I am aware that I have the right to consult with an attorney or Union Representative and have decided not to do so.

6. I affirm that I have not been induced to enter into this Agreement by any promises or representations other than those expressly stated in the Agreement, and that I understand the terms of this Agreement, and that I have not been coerced in any manner into entering into this agreement.

The parties agree that the terms of this Agreement do not preclude Agency officials from taking appropriate administrative action to address substandard performance, misconduct, or any other administrative issue in a manner appropriate to the circumstances and in accordance with applicable Agency guidelines.

The parties agree that this is a joint Agreement, that it constitutes the entire agreement between the Employee and Agency, and there are no other terms, conditions, or representations other than those enumerated herein.

This Agreement becomes effective on the date of last signature below.

THE PARTIES TO THIS AGREEMENT HEREBY SIGNIFY THEIR VOLUNTARY, KNOWING AND UNCONDITIONAL ACCEPTANCE OF EACH AND EVERY TERM OF THIS AGREEMENT, WITHOUT RESERVATION OR DURESS, BY SIGNING THIS AGREEMENT ON THE FOLLOWING SIGNATURE LINES:

Signed \_\_\_\_\_ [Employee]

Signed \_\_\_\_\_ [Supervisor]

Signed \_\_\_\_\_ [Commander IAW Telework Policy]

(ADDED)(AFMC)

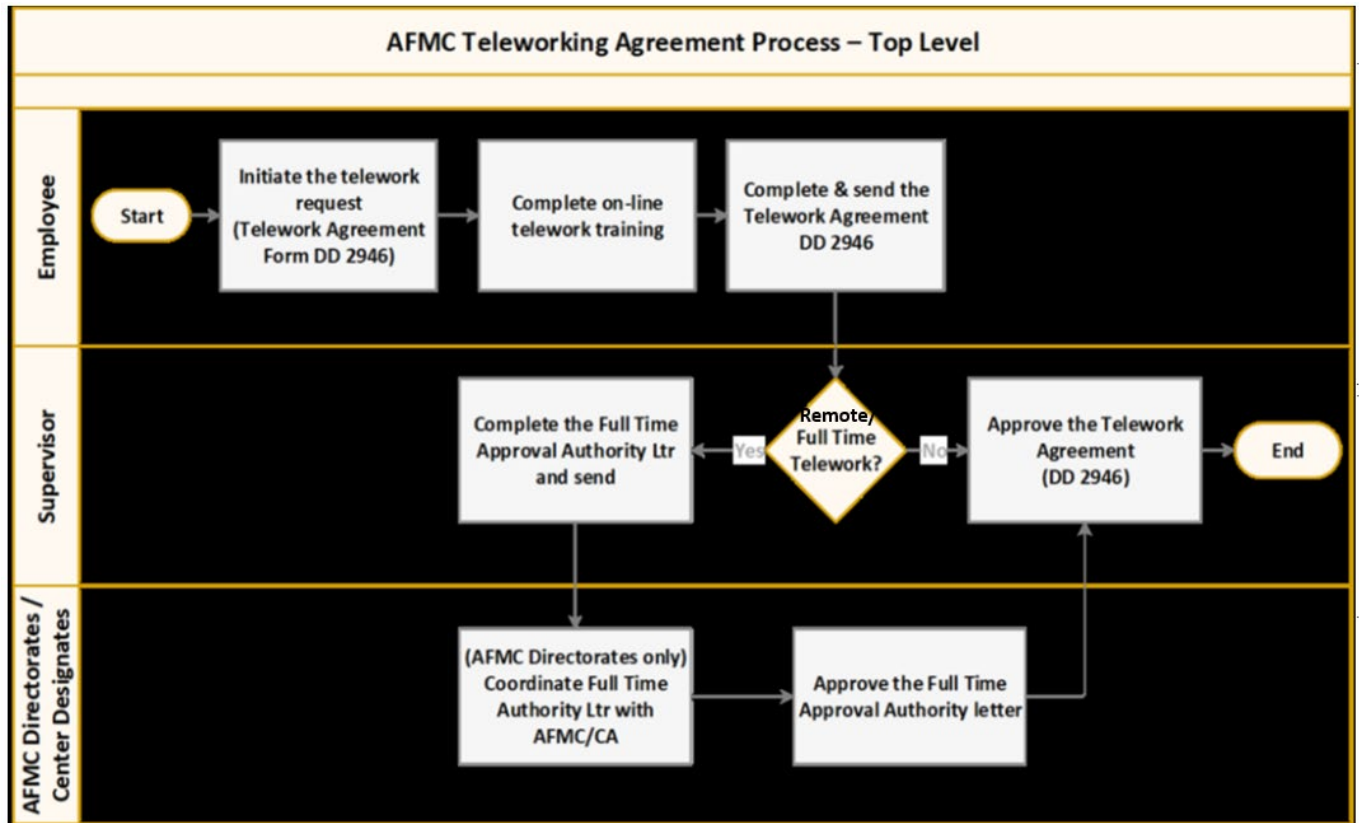
**APPENDICES**

***AFMC APPENDIX A: Telework Form***

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

(ADDED)(AFMC)

**AFMC APPENDIX B: AFMC Telework and Remote Work Process**



**(ADDED)(AFMC)**

***AFMC APPENDIX C: Full-Time Telework or Remote Work [choose one]  
Approval Authority Template***

(Name) \_\_\_\_\_, the employee, requests to work [full time][remote] at an alternative worksite and to follow all applicable work-related policies and procedures. The employee recognizes that this [full time telework] [remote work] 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 work at an alternative worksite may have 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 accomplish the Remote Work Agreement as well as 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, if necessary.

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

Employee's alternative worksite (where the telework or remote work 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] [remote work] 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.)



(ADDED)(AFMC)

**AFMC APPENDIX D: ATAAPS Telemwork/Remote Work Coding**



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

Employee Information  
 Logged In As: OSTERHAUS, DAVID F UIC: F16M  
 Team: NONPAY [dropdown] << >> [Team]  
 Employee: OSTERHAUS, DAVID F  
 Begin Pay Period: 2013-Feb-24 [dropdown] << >> [PayPeriod]  
 NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

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	Total
NONPAY	AFDWJON		RG		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
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		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	Total
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		Hz/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	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

\*\*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 telemwork.

**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 type="checkbox"/>	<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	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

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.

(ADDED)(AFMC)

**AFMC APPENDIX E: Request for Authorization for Service Member to Situational/Adhoc 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**

(ADDED)(AFMC)

**AFMC APPENDIX F: Civilian Telework Denial/Termination Reclama Process**

**(Does not apply to Full-Time Telework or Remote work as those are already approved or denied at the Center CA level)**

<b>Step #1</b>	<b>When the direct Supervisor disapproves/ terminates telework agreement</b>	<b>Provide details to second line supervisor Date Telework Work Requested: Date Request Denied: Requester Name: Rank/Grade: Phone #: Email: Justification for Denial:</b>
<b>Step #2</b>	<b>Second Line Supervisor reviews and concur/non-concur with direct supervisor</b>	<b>Provide Recommendation: Approve / Deny Justification for Denial:</b>
<b>Step #3</b>	<b>Supervisor provides feedback to employee to include reason for denial/termination</b>	
<b>Step #4</b>	<b>Employee submits Reclama to Center Telework Coordinator (processed normally within 10 business days)</b>	<b>1) Track metrics of all reclama requests 2) Obtains all required coordination 3) Staffs to Reclama Authority for final decision</b>
<b>Step #5</b>	<b>Group/CC/CL or HQ/Center staff offices 2- letter Director (processed normally within 15 business days)</b>	<b>Decision authority for reclama requests</b>