

FACT SHEET: Telework Program

PURPOSE: Air Force promotes telework initiative to enhance workforce efficiency, continuity of operations, emergency preparedness and improvement of employees' quality of life. Telework facilitates the accomplishment of work; can serve as an effective recruitment and retention strategy; enhance DoD efforts to employ and accommodate people with disabilities; and create cost savings by decreasing the need for office space and parking facilities, and by reducing transportation costs, including costs associated with payment of transit subsidies.

WHAT IS TELEWORK AND WHAT ARE DIFFERENT TYPES OF TELEWORK?

***Regular & Recurring:** Telework that occurs as part of an ongoing, regular schedule. (Local National Telework Shop Agreement in progress for "regular and recurring")

Situational: Telework that can be accomplished on an occasional non-routine basis due to the illness or emergency of an employee, a short-term project or if other events arise and the employee is on an approved telework agreement (early release/base closure due to weather; to reduce the spread of disease; pandemic arise, etc.)

TELEWORK ELIGIBILITY CONSIDERATIONS

In certain situations based on the following criteria, positions or employees may be identified as ineligible for telework. However, when an employee's position is ineligible for telework, there may be circumstances or portions of the employee's work (e.g., reading and analyzing documents and preparing reports or other types of correspondence) when the employees in these positions may be considered and approved for telework on a situational basis:

- Positions that require, on a daily basis, direct handling of classified 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).
- Positions that require, on a daily basis, face-to-face personal contacts (e.g. direct patient care, counseling, teaching).
- Employees recently assigned or newly appointed to trainee or entry level positions. (The length of time the employee is not eligible for Telework is at the supervisor's discretion.)
- Employees whose performance or conduct warrants closer supervision.

- Employees whose last performance rating of record is below fully successful (or its equivalent); once performance is at fully successful, employee may participate in telework with supervisor approval.
- Employees conduct which resulted in disciplinary action within the past 12 months.

WHAT ARE THE TELEWORK REQUIREMENTS?

Before entering into a voluntary telework agreement,

Supervisors and Employees must complete telework training:

- Telework Fundamentals for Employees
- Telework Fundamentals for Supervisors

Training is located at **www.Telework.gov**. (*Select the TRAINING + RESOURCES tab*)

All supervisors and employees are required to complete, sign and date:

1. **DD Form 2946**, Department of Defense Telework Agreement Appropriated Fund (APF) / Non-Appropriated Fund (NAF)

or

Local National (LN) Telework Shop Agreement

Employee's computer will need to be WIFI enabled and have a VPN (e.g. Cisco AnyConnect) enabled.

Supervisors are required to review the telework agreement with the teleworker **at least every two years** from the date of initial approval **or upon the change of supervision**.

Supervisors are responsible for maintaining a copy of the telework training certificates of the employee and themselves, the DD Form 2946 or LN-Telework Shop Agreement in the Supervisor's Employee Work Folder

ACTION: Supervisors must provide a copy of all completed documents to the CPO Telework Coordinator via email: 52fss.fsmc@us.af.mil

(Please ensure **"Telework Agreement"** is in the **subject line** of the email)

APF/LN/NAF EMPLOYEES

APF/LN/NAF employees can request approval of telework through their supervisor.

*Telework program participants are expected to continue working and may not receive weather and safety leave.

***If the WHO declares COVID-19 to be a pandemic, can an agency order one or more employees to evacuate their worksite and work from home?**

- Yes. 5 CFR 550.409(a) allows an agency to order its employees to evacuate their regular worksites and work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis.

***During a pandemic health crisis, can an agency order an employee to work from home (or an alternative location mutually agreeable to the agency and the employee) if the employee does not have a telework agreement?**

- Yes. An agency may order an employee to work from home (or an alternative location mutually agreeable to the agency and the employee) without regard to whether the agency and the employee have a telework agreement in place at the time the order to evacuate is issued. Agencies should consult with offices of human resources and general counsel to determine appropriate collective bargaining obligations where bargaining unit employees are impacted.

***What type of work may an agency assign to an evacuated employee?**

- Under OPM regulations, an agency may assign any work considered necessary without regard to the employee's grade or title. However, an agency may not assign work to an employee unless the agency knows the employee has the necessary knowledge and skills to perform the assigned work.

SUPERVISOR/TELEWORK APPROVING OFFICIALS

Determine employee eligibility for telework consistent with DoDI1035.01_AFI36-816, NAF Personnel Program Management and Administration Procedures Guide and the LN Shop Agreement. Notifies employee of their eligibility. Participate in training prior to approving telework agreement. Approve or deny requests for telework based upon mission requirements, employee performance, current disciplinary actions, inappropriate work habits and the needs of the work group. Terminate telework agreements if employee's performance or conduct does not comply with the terms of the agreement or if the telework arrangement fails to meet organizational needs.

TELEWORK COORDINATOR

Serve as point of contact, providing advocacy, local telework implementation support and data collection. Provide advice and/or guidance to unit personnel. Ensure employees are notified of eligibility or ineligibility to telework. Answer questions and provides guidance to employees and supervisor regarding telework program.

TIMEKEEPER CODING

APF Civilians: should input “**RG**” for the number of hours of telework and the sub code “TS” (Ad Hoc/Situational) under Hz/Oth in ATAAPS.

NAF Civilians: will enter telework hours as “**RG**” in SETS and enter “**Telework – MMDDYY**” in the comments box.

LN Civilians: specific payroll designated code in LNTAP (pending). Telework hours should be entered in the same manner in which work performed at official duty location. Track manually, if updates are required later the information will be available.

Reference: AFI36-816, Civilian Telework Program, Local National Telework Shop Agreement and NAF Personnel Program Management and Administration Procedures Guide and www.telework.gov

*Does not apply to Local National workforce.