



**DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES IN EUROPE
UNITED STATES AIR FORCES AFRICA**

13 Mar 20

MEMORANDUM FOR USAFE-AFAFRICA WINGS AND UNITS

**FROM: USAFE-AFAFRICA/CD
Unit 3281
APO, AE 09094-3281**

SUBJECT: USAFE-AFAFRICA Installations and Tenant Units Telework Policy

1. The purpose of this memorandum is to establish USAFE-AFAFRICA policy regarding Telework for assigned service members, U.S. and Local National (LN) civilian employees in accordance with DoDI 1035.01, Telework Policy, 4 April 2012 and AFI 36-816, Civilian Telework Program, 29 Oct 2018. HQ USAFE-AFAFRICA authorizes all USAFE-AFAFRICA Installation and Tenant Commanders to establish and implement a Telework Program for all eligible USAFE-AFAFRICA positions effective immediately. It is DoD policy that telework be actively promoted and implemented throughout the DoD in support of the DoD commitment to workforce efficiency, emergency preparedness, and quality of life. Telework facilitates the accomplishment of work; serves as an effective recruitment and retention strategy; enhances DoD efforts to employ and accommodate people with disabilities; and creates cost savings by decreasing the need for office space and parking facilities.

2. Installation and Tenant Unit Commanders are highly encouraged to authorize telework for the maximum number of eligible positions to the extent mission readiness is not jeopardized. Telework may be used on a regular and recurring basis, or on a situational, non-routine, ad hoc basis. Telework is a discretionary workplace flexibility (not an entitlement) available to those service members, U.S. and LN civilian employees occupying positions that are telework eligible. Installation and Tenant Commanders should designate positions eligible for telework, require supervisors to document individual eligibility to telework in the individual's record, ensure individuals who are eligible to telework and their supervisors are fully trained on telework procedures including information technology, data security, and safety requirements.

3. Telework for LN civilian positions and employees must guarantee compatibility with international agreements, host nation laws and labor contracts, applicable within the framework of the country specific LN personnel programs. Where required, implementation of telework may necessitate pre-coordination and/or negotiation with host nation agencies or labor organizations. In countries where other DoD components also employ or utilize LN personnel, all efforts will be made to establish joint rules and uniform telework policies. AFI36-129_USAFE-AFAFRICASUP, Civilian Personnel Management and Administration, 28 January 2020, designates USAFE-AFAFRICA/A1K responsible for foreign national program management. Therefore, all country specific LN telework arrangements under the USAFE-AFAFRICA area of responsibility will be established by HQ USAFE-AFAFRICA/A1K and approval from HQ USAFE-AFAFRICA/A1K must be obtained prior to local implementation.

4. Installation and tenant commanders should designate, in writing, a local Telework Coordinator for U.S. and LN civilian employees, who will serve as a point of contact providing advocacy, local telework implementation support, and data collection on implementation of this policy. The Telework Coordinator is normally located in the local Civilian Personnel Office. They provide unit policy and procedural program guidance, advice and assistance to respective unit-level personnel tasked with policy and implementation plan development, including working with senior-level managers in establishing and obtaining unit telework goals, objectives, and reporting requirements. They also ensure employees are notified of eligibility or ineligibility to telework, and coordinate local process for approving and tracking telework arrangements. They answer questions and provides guidance to employees and supervisor regarding the local telework program.
5. The establishment of this policy will ensure effectiveness in continuing operations in the event of adverse weather, or a crisis or national emergency. It also facilitates improved progress toward environmental sustainability, and provides increased employee productivity, job satisfaction and work-life balance.
6. This memorandum supersedes all previous U-A memorandums on this topic.
7. Please direct any questions to Mr. Steve Reichert, HQ USAFE-AFAFRICA/A1K, at DSN 480-7588 or steve.reichert@us.af.mil.



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