Commanders and Directors:

DoD and AF have again extended the limited exception to policy which allows US employees teleworking during an emergency to do so with a child or other person requiring care or supervision present in the home. This flexibility has been extended **through 30 Sep 2022.**

Employees must still account for work and non-work hours during their tours 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). See attached memorandums for more details.

The temporary exception from the OPM requirement that teleworking employees report to the worksite a minimum of two days per pay period is still in effect. However, that exception will end when Components fully complete workforce reentry in accordance with Department of Defense (DoD) policy or when the President declares the end of the COVID-19 pandemic national emergency status.

This guidance will be posted to the COVID section of our Ramstein CPO website. Any questions on this topic may be addressed to our US EMR team at 86fss.fsec.us-emr@us.af.mil.

V/r,

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From: AFPC/DP3FS Civilian Support Branch <AFPC.DP3FS.CivilianSupportBr@us.af.mil>
Sent: Thursday, June 2, 2022 8:39 PM
To: UDG_AFPC_CIV HR CPS <AFPC.CIVHRCPS@us.af.mil>; UDG_AFPC_CIV HR MAJCOM <AFPC.CIVHRMAJCOM@us.af.mil>
Cc: AFPC/DP3FS Civilian Support Branch <AFPC.DP3FS.CivilianSupportBr@us.af.mil>
Subject: CPS TRANSMITTAL: HAF/A1C Message # 2022-0049 -- Telework Exception to Policy for Civilian Personnel in Response to COVID-19

Please disseminate to HR Professionals, Commanders, and Supervisors.

Colleagues:

The purpose of this transmittal is to forward the below HAF/A1C Message #2022-0049 – Telework Exception to Policy for Civilian Personnel in Response to COVID-19, the attached SAF/MR Telework Exception to Policy and USD(P&R) Extension of Maximum Telework Flexibilities memorandums. The Department of Defense previously provided a temporary exception that allows personnel to work from home with individuals that require care or supervision (e.g.- children). That authority was to expire 30 June 2022 but has now been extended until 30 September 2022. Under this exception, DoD Components may allow civilian employees to telework during an emergency with a child or other persons requiring care or

supervision present at home. Employees must still account for work and non-work hours during their tours 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).

The DAF guidance from the recently updated DoDI1035.01_DAFI36-816_DAFGM2021-01, paragraph 3.j.(2)(a) and (b) is still applicable:

> (2) (a) (Added)(DAF) 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.
>
> (b) (Added)(DAF) 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.

Please note, the temporary exception from OPMs requirement that teleworking employees report to the worksite a minimum of two days per pay period is currently still in effect. However, that exception will end when Components fully complete workforce reentry in accordance with Department of Defense (DoD) policy or when the President declares the end of the COVID-19 pandemic national emergency status.

Once that exception has ended and/or reentry is complete, any employee not required to report to the worksite at least twice per pay period will require proper identification of the official duty location as the telework location via a notification of personnel action, i.e. SF-50. Proper identification of the official duty station is necessary for appropriate pay and entitlements. For more information on the temporary exception and the identification of the official worksite see OPMs website at: Official Worksite for Location-Based Pay Purposes (opm.gov).

Questions from employees should be directed to their local servicing Civilian Personnel Offices.

Questions from Civilian Personnel Offices should be addressed to the Civilian Support Branch at: afpc.dp3fs.civiliansupportbr@us.af.mil.

Thank you,

Civilian Support Branch

AFPC/DP3FS

Sent: Tuesday, May 31, 2022 9:49 PM

HAF/A1C Message # **2022-0049**

SUBJECT: Telework Exception to Policy for Civilian Personnel in Response to COVID-19

1. PURPOSE: To transmit information to employees and their supervisors, managers and leaders on the extension of the limited exception to the Telework Policy until 30 Sep 2022.

2. REFERENCES:

   a. USD(P&R) Memo, *Extension of Maximum Telework Flexibilities*, 1 Mar 2022
   b. SAF/MR Memo, *Telework Exception to Policy for Civilian Personnel in Response to COVID-19*, 24 May 2022

3. BACKGROUND:

   a. The Department of Defense previously provided a temporary limited exception to policy that allows civilian employees to telework during an emergency with a child or other persons requiring care or supervision present in the home.

   b. In accordance with reference 2.a., the exception to policy for Defense Agencies and Field Activities was extended through 30 Sep 2022.

4. STATUS:

   a. In accordance with reference 2.b., Department of the Air Force civilian personnel performing telework during an emergency (e.g., continuity of operations event, office closure due to adverse or inclement weather, or pandemic health crisis) are authorized to do so with a child or other persons requiring care or supervision present in the home through 30 Sep 2022.

   b. 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). Additionally, as a reminder, the temporary exception to the US Office of Personnel Management's requirement that teleworking employees report to the regular worksite a minimum of two days per pay period is still in effect. However, that exception will end when an organization completes its workforce reentry in accordance with DoD and DAF policy, or when the President declares the end of the COVID-19 pandemic national emergency status.

5. The Air Force Personnel Center may release additional policy and/or operational guidance related to this update.

6. All A1C Numbered Messages are maintained on A1C's Sharepoint located at: https://usaf.dps.mil/sites/10097/a1c/numberedmessages/sitepages/home.aspx#inplviewhasha38ec229-8d30-4fa3-998d-a20e3762e55b=#InplviewHash42201ba6-242e-40e6-9270-11a16a61e3f3=Paged%3DTRUE-p_ID%3D30-PageFirstRow%3D31-ShowInGrid%3DTrue#InplviewHash91b72512-3c02-4569-a4f4-0dc27935ecc8=Paged%3DTRUE-p_SortBehavior%3D0-p_FileLeafRef%3D2021%252d002%2520A1C%2520Numbered%2520Message%252epdf-p_ID%3D55-PageFirstRow%3D46