DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

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OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR DISTRIBUTION C
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FROM: SAF/MR
1660 Air Force Pentagon
Washington, DC 20330-1660

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

References: (a) Under Secretary of Defense (P&R) Memorandum, *Extension of Maximum Telework Flexibilities*, November 20, 2020
(b) Under Secretary of Defense (P&R) Memorandum, *Second Extension of Maximum Telework Flexibility*, June 17, 2021
(c) Headquarters Mission Directive 1-24, *Assistant Secretary of the Air Force (Manpower and Reserve Affairs)*, January 28, 2019
(d) Department of Defense Instruction 1035.01 – Change 1, *Telework Policy*, April 7, 2020

In accordance with references (a) and (b), and pursuant to reference (c) paragraph A1.25, I hereby grant a limited exception to policy, under Enclosure 3, paragraph 3.j.(2) of reference (d), through September 30, 2022.

Consistent with organizational needs and ability, Department of the Air Force civilian personnel may telework while engaging in dependent care activities at home. 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 to include providing care for a child or adult dependents.

As a reminder, the temporary exception to the US Office of Personnel Management's 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 policy or when the President declares the end of the COVID-19 pandemic national emergency status.

Please direct questions or concerns to my point of contact, Mr. Scott Stoner, AF/A1CP, at (703) 571-1728, DSN 671-1728, or e-mail: scott.stoner.2@us.af.mil.

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