



Current as of: 8 Sept 16

CIVILIAN PERSONNEL SECTION FACT SHEET

TELEWORK

GENERAL PURPOSE: Air Force promotes telework initiative to enhance workforce efficiency, continuity of operations with reduced costs and improvement of employees' quality of life.

WHAT IS TELEWORK AND WHAT ARE THE DIFFERENT TYPES OF TELEWORK?

Telework is primarily an arrangement to facilitate accomplishment of work at a location other than the traditional worksite. There are two types of Telework.

- Regular and Recurring: Telework that occurs as part of an ongoing, regular schedule.
- 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 that requires concentration or uninterrupted blocks of time for successful completion or if other events arise and the employee is on an approved telework agreement.

WHAT POSITIONS/EMPLOYEES ARE ELIGIBLE FOR TELEWORK?

To the extent that mission requirements are not jeopardized, employees who exhibit suitable work performance and conduct and occupy eligible positions (i.e. those positions that involve portable work and are not dependent on employee's presence at the traditional worksite) are permitted to telework to the maximum extent possible.

WHAT POSITIONS/EMPLOYEES ARE NOT ELIGIBLE FOR TELEWORK?

- 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 than telework may provide.
- 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 whose conduct resulted in disciplinary action within the past 12 months.
- Employees with unresolved security issues.
- Employees who have been officially disciplined for being absent without permission for more than 5 days in a calendar year.

- Employees who have been officially disciplined for viewing, downloading, or exchanging pornography on a government computer or while performing Federal Government duties.

WHAT ARE THE TELEWORK REQUIREMENTS?

All employees authorized to telework are required to complete, sign and date the DD Form 2946, *DoD Telework Agreement, Alternate Workplace Arrangements & Schedule, Self-Certification Safety Checklist for Home-Based Teleworkers* and the *Telework Computing Agreement*. Telework agreements are to be reviewed by the supervisor and teleworker, revalidated at least every 2 years, and revised when appropriate. Employees and supervisors must complete the telework training located at www.Telework.gov/. Supervisors are also responsible for updating the telework code of the employee in My Biz if it does not reflect telework eligible. After all paperwork and training have been completed, please forward a copy to the CPS.

HOW WILL MY TIME AND ATTENDANCE BE RECORDED?

The employee or timekeeper for the unit will notify Finance that the employee is teleworking so that Finance can input the telework code in ATAAPS. Employees are responsible for documenting their telework time in ATAAPS.

CAN TELEWORK BE DENIED OR TERMINATED?

A telework request may be denied by the supervisor and a telework agreement may be terminated at the discretion of supervisor or at employee's request. Supervisors may approve or deny requests for certain days, times, or frequency of telework. Employees may not dispute disapproval of telework schedules. Supervisors are to document in writing, reasons for the denial or termination based on business reasons. Employees may dispute denial of telework, reasons given for a denial, and termination of an existing telework agreement.

Employees and supervisors wanting more information about the telework program should contact the Employee Relations Section at 86fss.fsec.us-emr@us.af.mil.

RESOURCES: Air Force Instruction 36-816, *Civilian Telework Program*, 13 Nov 2013: http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-816/afi36-816.pdf