TELEWORK
Applicable to U.S. appropriated fund (APF) civilian employees

PURPOSE: Telework is intended to provide flexibility for managers and employees. The Air Force promotes telework to enhance workforce efficiency, emergency preparedness, 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 allows an employee to perform work during any part of regular, paid hours at an approved alternative worksite. There are two types of telework:

- Regular and Recurring: Telework that occurs as part of an ongoing, regular schedule
- Situational: Telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule. This includes emergency telework. Examples include telework as a result of inclement weather, pandemic, special work assignments or the illness or emergency of an employee. Refer to the “Excused Absence/Leave/Telework Due to Extreme Weather” Civilian Personnel Flight factsheet for additional information regarding telework as a result of inclement weather.

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 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)

WHAT EMPLOYEES ARE NOT ELIGIBLE FOR TELEWORK?

- 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
- 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 any calendar year

**WHAT ARE TELEWORK REQUIREMENTS?**

Telework, whether regular and recurring or situational, must be approved in advance. All employees authorized to telework are required to complete, sign and date the DD Form 2946, *DoD Telework Agreement* (linked below under references). 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 Virtual Telework Fundamentals Training Course located at [https://telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/](https://telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/). Supervisors are responsible for updating telework employee eligibility codes in My Biz. If the desired telework employee eligibility code is not available due to the underlying telework position code, the supervisor should request a change to the latter by initiating a non-RPA request in myPers at [https://mypers.af.mil/app/answers/detail/a_id/22416/p/2566,3/c/1363](https://mypers.af.mil/app/answers/detail/a_id/22416/p/2566,3/c/1363). After all paperwork and training have been completed, retain documentation, including training certificates, in the Supervisor’s Employee Work Folder. Other requirements include:

- Management reserves the right to require the employee to report to the traditional worksite on scheduled telework days, based on operational requirements.
- Teleworkers shall not conduct personal business while in official duty status (i.e., they shall not care for dependents or others, make home repairs, transact personal business, etc.).
- Telework isn’t a substitute for sick leave. Teleworkers shall request leave to perform non-work activities, when they are not well enough to perform work, or they are impaired by medication, pain, or fatigue.
- Employees may not use fitness time on teleworking days.
- The Telework Agreement (DD 2946, Dec 2011) Section I, Item 12, Continuity of Operations During Emergency Situations states, “employee is expected to telework for the duration of an emergency pursuant to: 1) component policy; 2) a pandemic; 3) when the regular worksite is closed or closed to the public due to natural or manmade emergency situations (e.g. snowstorm, hurricane, act of terrorism, etc.); or 4) when government offices are open with the option for unscheduled telework when weather conditions make commuting hazardous, or similar circumstances compromise employee safety.”

**HOW WILL MY TIME AND ATTENDANCE BE RECORDED?**

Employees must record dates and times of telework in ATAAPS by selecting “NtDiff/Haz/Oth” in the labor tab and inserting the appropriate telework code (TM, TS or TW). Supervisors are responsible for ensuring timecards are annotated with the correct telework code prior to certification.
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 through the administrative grievance procedures.

REFERENCES:

- DoDI1035.01_AFI-816, Civilian Telework Program, 19 May 2021: https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=19&modID=449&tabID=131
- Telework Program myPers resources (Answer ID: 27579): https://mypers.af.mil/app/answers/detail/a_id/27579/kw/telework
- Sections 6501-6506 of Title 5, United States Code (aka the Telework Enhancement Act of 2010)

Additional guidance on this topic is available from your Employee Relations Specialist. Contact information can be found in the footer below.