



CIVILIAN PERSONNEL FLIGHT FACTSHEET

Current as of November 2022

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, and continuity of operations while reducing costs and improving employees' quality of life.

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 currently applicable to Ramstein Air Base employees:

- **Regular and recurring** telework occurs as part of an ongoing, regular schedule
- **Situational** telework 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, a pandemic, a special work assignment or the illness or emergency of an employee. *Refer to the Excused Absence/Leave/Telework Due to Extreme Weather Civilian Personnel Flight (CPF) factsheet for additional information regarding telework as a result of inclement weather. (See link below under "References.")*

ELIGIBILITY: So long as mission requirements are not jeopardized, employees who exhibit suitable work performance and conduct and occupy eligible positions (typically those positions that involve portable work and are not dependent on employee's presence at the regular worksite) are permitted to telework to the maximum extent possible.

INELIGIBILITY:

- **Positions** that are typically not suitable for telework include:
 - Those that require, on a daily basis, direct handling of secure 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); and,
 - Positions that require, on a daily basis, face-to-face personal contacts (e.g., direct patient care, counseling, teaching).
- **Employees** that are typically not suitable to participate in telework, even though their positions may be determined telework eligible, include:
 - 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; and,
 - Employees recently assigned or newly appointed to trainee or entry level positions.
- Employees in positions determined not typically suitable for telework may become eligible in an emergency if assigned functions are designated as mission-critical or essential. An employee who is ineligible to telework may become eligible, at the supervisor's discretion, if the circumstances causing the initial ineligibility determination change and warrant a new eligibility determination.

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 and revalidated by the supervisor and teleworker at least every 2 years, and more frequently when revisions are required. A new DD Form 2946 should be completed when a new supervisor is responsible for the employee. Employees and supervisors must complete the Virtual Telework Fundamentals Training Course linked under references below. Supervisors are responsible for updating telework employee eligibility codes in MyBiz+. 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 linked under references below. After all paperwork and training have been completed, supervisors should retain documentation, including training certificates, in the Supervisor's Employee Work Folder. Other items of note include, but are not limited to:

86 FSS/FSCA-E (Employee Relations) • Unit 3221, APO, AE, 09094-3221
Ramstein AB, Building 2120 • DSN: 314-478-7143/6714 • Fax: 480-7054
E-mail: 86fss.fsec.us-emr@us.af.mil

- 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.). *Note, supervisors may authorize employees to telework even when they may also have a dependent present or dependent care responsibilities, so long as work and non-work hours are appropriately accounted for. Supervisors may require employees to demonstrate their ability to complete their job assignments in such situations. Expectations between supervisors and employees in these situations should be clearly outlined on the DD Form 2946, Telework Agreement.*
- 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, such as when they are impaired by medication, pain, or fatigue.

ATTAPS: Telework hours are coded as "RG" with the subcode of either "TS" for situational/ad hoc or "TW" for regular/scheduled. Supervisors are responsible for ensuring timecards are annotated with the correct telework code prior to certification.

DENIALS OR TERMINATIONS: Telework for civilian employees is a discretionary workplace flexibility, not an entitlement. Management reserves the right to require the employee to report to the traditional worksite on scheduled telework days, based on operational requirements. A telework request may be denied by the supervisor and a telework agreement may be terminated at the discretion of that supervisor or at the employee's request. Supervisors may approve or deny requests for certain days, times, or frequency of telework. 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. *See the Complaint Systems factsheet on the Ramstein CPF website for more information, linked under references.*

REFERENCES:

- DoDI1035.01_AFI36-816, *Civilian Telework Program*, 11 March 2022: <https://www.e-publishing.af.mil/>
- Telework Program myPers resources (Answer ID: 27579): https://mypers.af.mil/app/answers/detail/a_id/27579/kw/telework
- DD2946, *DoD Telework Agreement*, August 2021: https://www.esd.whs.mil/Directives/forms/dd2500_2999/
- Sections 6501-6506 of Title 5, United States Code (aka the Telework Enhancement Act of 2010): <https://www.law.cornell.edu/uscode/text/5/part-III/subpart-E/chapter-65>
- OPM's telework FAQs: <https://www.opm.gov/frequently-asked-questions/telework-faq/>
- Non Request for Personnel Action Request for telework indicator code updates: https://mypers.af.mil/app/answers/detail/a_id/27588
- Telework Training: <https://telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/>.
- Ramstein CPF website: <https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>
- USAFE-AFAPRICA Installations and Tenant Units Telework Policy and Civilian Telework Guide, May 2021: https://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/Factsheets/USAFE-AFAPRICA%20Installations%20and%20Tenant%20Units%20Telework%20Policy%20and%20Civilian%20Telework%20Guide.pdf?ver=jZoFp7LJ7XiNoD35KXocMw%3d%3d
- A1C Telework and Remote Work Online Toolkit for Managers and Supervisors SharePoint site: <https://usaf.dps.mil/sites/10097/A1C/SitePages/Mobility-Toolkit.aspx>

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

86 FSS/FSCA-E (Employee Relations) • Unit 3221, APO, AE, 09094-3221
 Ramstein AB, Building 2120 • DSN: 314-478-7143/6714 • Fax: 480-7054
E-mail: 86fss.fsec.us-emr@us.af.mil