



# CIVILIAN PERSONNEL FLIGHT FACTSHEET

Current as of November 2023

## TELEWORK

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

**PURPOSE:** Telework is intended to provide flexibility for managers and employees. It is DoD and Air Force policy that telework shall be actively promoted and implemented throughout the DoD and the Air Force in support of the commitment to workforce efficiency, emergency preparedness, continuity of operations, and 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 where the employee is approved to telework 3 or more days per pay period
- 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. Telework is also considered situational when approved for 2 days or less per pay period. 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 classified materials;
  - Those that require, on a daily basis, an on-site activity or face-to-face personal contacts that cannot be handled remotely or at an alternative worksite (e.g., hands-on contact with machinery, equipment, vehicles, or direct patient care); and,
- 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 misconduct 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 requesting to telework should complete their request on the HQ USAFE-AFAFRICA Telework Compliance SharePoint (Telework SharePoint), linked under references. This site walks through the requirements needed to begin teleworking, including a pre-populated DD Form 2946, *DoD Telework Agreement*, with mandatory U-A Terms and Conditions that are required to be included. 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 telework request and DD Form 2946 should be completed on the Telework SharePoint when a new supervisor is responsible for

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the employee. Employees and supervisors must complete the Telework Fundamentals – Employee Training course linked on the Telework SharePoint. After all paperwork and training have been completed and documented within the Telework SharePoint, supervisors should retain documentation, including training certificates, in the Supervisor's Employee Work Folder. Other items of note include, but are not limited to:

- 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 or when they are not well enough to perform work, such as when they are impaired by medication, pain, or fatigue.

#### **APPROVAL AUTHORITIES AND UPDATES TO TELEWORK CODES:**

- The position eligibility code is determined by the Squadron Commander (or equivalent) with input and advice from supervisors. Requests for position eligibility code updates should be made by initiating a non-RPA request in myFSS linked under references below.
- The person eligibility code is determined by the supervisor. Supervisors are responsible for updating telework employee eligibility codes in MyBiz+ following the MyBiz+ Telework Navigation Instructions linked under references below.

**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 DAFI36-143 DAFGM2023-01, Telework and Remote Work Program, 09 March 2023](#)
- [Telework Positions and Employee Eligibility myFSS resources \(Answer ID: 4204\)](#)
- [Non-RPA Request for Telework Indicator Code Updates myFSS resource \(Answer ID: 1307\)](#)
- [MyBiz+ Telework Navigation Instructions](#)
- [Sections 6501-6506 of Title 5, United States Code \(aka the Telework Enhancement Act of 2010\)](#)
- [OPM's telework FAQs](#)
- [Ramstein CPF website](#)
- [HQ USAFE-AFAFRICA Telework Compliance SharePoint](#)
- [Headquarters Air Force \(HAF\) A1C Telework Remote Work Manager's Toolkit SharePoint](#)

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

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