



Civilian Personnel Branch  
HQ USAFE-AFAFRICA/A1KC  
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-----REFERENCES-----

**U.S. OPM Question and Answers on Human Resources Flexibilities and Authorities for Coronavirus Disease 2019 (COVID-19), 7 March 2020**

Link: <https://chcoc.gov/sites/default/files/OPM%20COVID-19%20Additional%20Guidance%20Questions%20and%20Answers%20March%207%202020.pdf>

**A. (6) Does an agency possess the authority to have their telework program participants work from home during an agency closure due to COVID-19?**

Yes. During an agency closure due to COVID-19, when an agency Continuity of Operation Plan (COOP) has not been initiated and the World Health Organization has NOT declared a pandemic, telework program participants will generally be expected to continue working from home. All telework program participants will be ineligible for weather and safety leave during a closure except in rare circumstances when one of the exceptions under 5 CFR 630.1605(a)(2) applies. They must telework for the entire workday, take other leave (paid or unpaid) or other time off, or use a combination of telework and leave or other paid time off. (Note: A telework program participant may also be referred to as a “telework-ready” employee.)

**A. (7) Can an agency order an employee to telework during a COOP event?**

Yes. The Telework Enhancement Act of 2010 states that “each executive agency shall incorporate telework into the continuity of operations plan of that agency.” Employees participating in an agency telework program can be leveraged during a COOP activation. If an agency COOP plan is in operation, that plan “shall supersede any telework policy,” (see 5 U.S.C. 6504(d)(2)) and allow greater flexibility to expand telework to a larger segment of the workforce in support of agency operations) so that as many employees as possible are working during a COOP activation.

**E. (2) If the WHO declares COVID-19 to be a pandemic, can an agency order one or more employees to evacuate their worksite and work from home?**

Yes. 5 CFR 550.409(a) allows an agency to order its employees to evacuate their regular worksites and work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis.

**E. (3) During a pandemic health crisis, can an agency order an employee to work from home (or an alternative location mutually agreeable to the agency and the employee) if the employee does not have a telework agreement?**

Yes. An agency may order an employee to work from home (or an alternative location mutually agreeable to the agency and the employee) without regard to whether the agency and the employee have a telework agreement in place at the time the order to evacuate is issued. Agencies should consult with offices of human resources and general counsel to determine appropriate collective bargaining obligations where bargaining unit employees are impacted.



- **Supervisors should obtain their unit commander's concurrence** before approving telework for their employees.
- Supervisors are responsible for ensuring all administrative program requirements mentioned in DoDI1035.01\_AFI36-816 and the *USAFE-AFAFRICA Civilian Telework Guide* (training, agreements, expectations, equipment, documentation, etc.) are met before an employee begins teleworking, unless prevented by emergency circumstances and must be accomplished as soon as practicable at the beginning of telework.
  - Required training for both supervisors and employees is available at <https://www.telework.gov/training-resources/telework-training>. A training certificate is printable immediately upon completion and should be maintained in the supervisor's employee work folder.
  - A [Telework Agreement, DD Form 2946](#), must be completed and signed by the supervisor and the employee covering the terms of the employee's telework arrangement. The agreement should be maintained in the supervisor's employee work folder.
  - US teleworkers must reflect their telework in ATAAPS – see Tab 4 for guidance.
  - Teleworkers must work a minimum of 1 day per week at the official duty station. Under emergency circumstances (e.g., long-term office or base closure due to COVID-19) this may not be possible.
  - DoD components have been granted a limited exception through December 31, 2020, to allow their civilian employees to telework during an emergency (e.g., a pandemic health crisis such as we are currently facing) with a child or other persons requiring care or supervision present 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.

Although telework eligibility must be coded for both the position and the employee in the Defense Civilian Personnel Data System (DCPDS), we realize that our current situation may not permit timely completion of these requirements. In the short-term, we are working with AFPC to mass update position coding for all US employees as "situational telework". After these requested updates have been effected by our HR community (ECD 17 Mar 20), supervisors will then be asked to update coding for their employees in MyBiz+. (Tab 5)

Consult with 86 Comm Squadron and/or organizational representative for questions on equipment, software, and IT support requirements: [86cs.cfp@us.af.mil](mailto:86cs.cfp@us.af.mil) and 480-5000.

v/r  
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**DEPARTMENT OF THE AIR FORCE  
UNITED STATES AIR FORCES IN EUROPE  
UNITED STATES AIR FORCES AFRICA**

13 Mar 20

**MEMORANDUM FOR USAFE-AFAFRICA WINGS AND UNITS**

**FROM: USAFE-AFAFRICA/CD  
Unit 3281  
APO, AE 09094-3281**

**SUBJECT: USAFE-AFAFRICA Installations and Tenant Units Telework Policy**

1. The purpose of this memorandum is to establish USAFE-AFAFRICA policy regarding Telework for assigned service members, U.S. and Local National (LN) civilian employees in accordance with DoDI 1035.01, Telework Policy, 4 April 2012 and AFI 36-816, Civilian Telework Program, 29 Oct 2018. HQ USAFE-AFAFRICA authorizes all USAFE-AFAFRICA Installation and Tenant Commanders to establish and implement a Telework Program for all eligible USAFE-AFAFRICA positions effective immediately. It is DoD policy that telework be actively promoted and implemented throughout the DoD in support of the DoD commitment to workforce efficiency, emergency preparedness, and quality of life. Telework facilitates the accomplishment of work; serves as an effective recruitment and retention strategy; enhances DoD efforts to employ and accommodate people with disabilities; and creates cost savings by decreasing the need for office space and parking facilities.

2. Installation and Tenant Unit Commanders are highly encouraged to authorize telework for the maximum number of eligible positions to the extent mission readiness is not jeopardized. Telework may be used on a regular and recurring basis, or on a situational, non-routine, ad hoc basis. Telework is a discretionary workplace flexibility (not an entitlement) available to those service members, U.S. and LN civilian employees occupying positions that are telework eligible. Installation and Tenant Commanders should designate positions eligible for telework, require supervisors to document individual eligibility to telework in the individual's record, ensure individuals who are eligible to telework and their supervisors are fully trained on telework procedures including information technology, data security, and safety requirements.

3. Telework for LN civilian positions and employees must guarantee compatibility with international agreements, host nation laws and labor contracts, applicable within the framework of the country specific LN personnel programs. Where required, implementation of telework may necessitate pre-coordination and/or negotiation with host nation agencies or labor organizations. In countries where other DoD components also employ or utilize LN personnel, all efforts will be made to establish joint rules and uniform telework policies. AFI36-129\_USAFE-AFAFRICASUP, Civilian Personnel Management and Administration, 28 January 2020, designates USAFE-AFAFRICA/A1K responsible for foreign national program management. Therefore, all country specific LN telework arrangements under the USAFE-AFAFRICA area of responsibility will be established by HQ USAFE-AFAFRICA/A1K and approval from HQ USAFE-AFAFRICA/A1K must be obtained prior to local implementation.

4. Installation and tenant commanders should designate, in writing, a local Telework Coordinator for U.S. and LN civilian employees, who will serve as a point of contact providing advocacy, local telework implementation support, and data collection on implementation of this policy. The Telework Coordinator is normally located in the local Civilian Personnel Office. They provide unit policy and procedural program guidance, advice and assistance to respective unit-level personnel tasked with policy and implementation plan development, including working with senior-level managers in establishing and obtaining unit telework goals, objectives, and reporting requirements. They also ensure employees are notified of eligibility or ineligibility to telework, and coordinate local process for approving and tracking telework arrangements. They answer questions and provides guidance to employees and supervisor regarding the local telework program.
5. The establishment of this policy will ensure effectiveness in continuing operations in the event of adverse weather, or a crisis or national emergency. It also facilitates improved progress toward environmental sustainability, and provides increased employee productivity, job satisfaction and work-life balance.
6. This memorandum supersedes all previous U-A memorandums on this topic.
7. Please direct any questions to Mr. Steve Reichert, HQ USAFE-AFAFRICA/A1K, at DSN 480-7588 or [steve.reichert@us.af.mil](mailto:steve.reichert@us.af.mil).



STEVEN L. BASHAM  
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Civilian Telework Guide

March 2020

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### 1. Introduction.

The Telework Enhancement Act of 2010 was signed into law on December 9, 2010. The Act specifies roles, responsibilities, and expectations for all Federal executive agencies with regard to telework policies; federal employee eligibility and participation; program implementation; and reporting. It is the Department of Defense's policy that telework is actively promoted and implemented throughout the Department in support of the DoD commitment to workforce efficiency, emergency preparedness, and quality of life. All information, guidance, procedures, etc., within this guide, applies to all civilian employees assigned to USAFE-AFAFRICA. This guide does not apply to any employee working under the governance of a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or Host Tenant Support Agreement (HTSA); military personnel or contractors.

### 2. Overview. This supersedes November 2010 guide.

2.1. This guide provides policy and procedural guidance for the USAFE-AFAAFRICA Telework

Program. 2.2. It provides the legal basis and administrative oversight of the program.

2.3. It further provides definitions of unique terms and outlines management and administrative requirements, including written agreements associated with the Telework Program.

2.4. This guide is subject to revision as the governing telework laws/regulations are amended periodically and as the USAFE-AFAFRICA procedures change.

### 3. Definitions. These terms and definitions apply to this guide.

**Alternate Worksite/Duty Station:** A place away from the traditional office worksite (official duty station) that has been approved for the performance of assigned official duties. It may be the teleworker's home, a telework center, or other approved worksite. **NOTE:** Wireless connection to unencrypted wireless hotspots is strictly prohibited, i.e., Starbucks, public libraries, etc.

**Electronic Data Interchange Personal Identifier (EDIPI):** a unique number that is associated with you and your Common Access Card (CAC).

**Local Commuting Area:** IAW 5 CFR §351.203 this is "the geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment."

**Medical Telework:** an employee who teleworks during their convalescence/recovery. A medical release assessment form is mandatory. (See Forms, Item 9)

**Official Duty Station:** approved/official location, of a teleworker's position of record/official duty station, where he/she regularly performs duties. Teleworker's official duty station must be documented on his/her Notification of Personnel Action (SF-50) or equivalent. [5 CFR §531.605(a)] Synonymous with (or synonym for) Official Worksite.

**Personally Identifiable Information (PII):** a name, number, or symbol that is unique to an individual and can be used to trace an individual's identity, usually the person's name, SSN, or Electronic Data Interchange Personal Identifier (EDIPI): Information about an individual that identifies, links, relates, or



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is unique to, or describes him/her, such as SSN, age, military rank, civilian grade, marital status, race, salary, home/office phone number, other demographic, biometric, personal, medical, financial information, etc. Any information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date of birth, place of birth, mother's maiden name, or biometric records, including any other PII which is linked or linkable to a specific individual. For further information, refer to AFI 33-332, Chapter 2 and 6; DoD 5400.11-R; and AFI 33-129.

**Regular/recurring telework:** an approved work schedule where eligible employees work at an alternative worksite on a regular, recurring, and ongoing basis at least twice each biweekly pay period.

**Situational telework:** occurs on an occasional non-routine or ad hoc basis. Telework that occurs to complete short-term special assignments or to accommodate special circumstances is also considered situational even though the telework may occur continuously for a specific period.

**Telework:** a voluntary work arrangement where an employee performs assigned official duties and other authorized activities during any part of regular paid hours at an approved alternative worksite (e.g., home, telework center) on a regular and recurring or a situational basis. Telework does not include any part of work done while on official travel or mobile work, that is, work characterized by routine and regular travel to customer or other worksites instead of a single agency worksite (e.g., site audits, inspections, investigations, and property management).

**Teleworker:** an employee who is telework-ready and is teleworking.

**Telework Agreement:** a written agreement, completed and signed by an employee and the authorized management official (supervisor) via the DD Form 2946, that outlines the terms and conditions of the telework arrangement. The agreement requires both employee and supervisor to adhere to applicable guidelines and policies.

**Telework-Ready:** an employee who, is telework eligible (position and person.) Has a telework Agreement explaining telework arrangements and Management expectations. Has an approved alternate worksite/environment that is conducive to work and worker safety. Has duties/tasks that can be performed at an alternate duty station. Warrants regular pay status. Fully understands work expectations.

**Telework site:** alternative worksite location where an employee performs assigned official duties.

### **4. Benefits, Types, and Uses of Telework.**

4.1. **Benefits and Uses.** Telework provides a means of responding to rapidly changing factors affecting today's Federal Government and workforce--demographically, socially, and technologically.

#### 4.1.1. **Benefits include:**

- 4.1.1.1. Improved ability to continue work in the event of an emergency
- 4.1.1.2. Enhanced recruitment and retention, especially in critical occupations/and positions
- 4.1.1.3. Improved progress toward environmental sustainability
- 4.1.1.4. Increased employee productivity and job satisfaction

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4.1.1.5. Improved work-life balance

4.1.1.6. Reduced costs of operating a work station; increased utilities savings

4.2. Types and Uses. Telework is a workplace flexibility that enables the Air Force to maintain continuity of operations and reduce management costs while also improving employee's ability to balance their work and life commitments. Telework is an arrangement to facilitate the accomplishment of work. A formal Telework Agreement is required for all types of telework.

Telework can be used:

4.2.1. On a regular and recurring basis. For USAFE-AFAFRICA regular teleworkers, the telework arrangement will include a minimum of 1 day per week at the official duty station.

4.2.2. On a situational (ad hoc basis) such as to perform large projects, tasks that require concentration and uninterrupted blocks of time for successful completion, or to accomplish job tasks when practicable. Employees who telework to complete short-term special assignments or accommodate special circumstances (i.e., medical reasons) are also considered Situational teleworkers even though they may telework continuously for a specified period.

4.2.2.1. As a Regular, Situational (ad hoc) arrangement for employees with impairments, as appropriate.

4.2.2.2. As Medical, for those instances when an employee is recovering from an illness or injury and is temporarily unable to physically report to the official duty station.

4.2.2.3. Telework may also be appropriate when the traditional worksite is closed due to adverse or inclement weather, i.e., floods, hurricanes, ice/snow emergencies, etc.

4.2.2.4. By those employees who perform duties in support of mission requirements during crisis situations, contingencies, or emergency events. It can also be used periodically as practice to prepare for Continuity of Operations (COOP) and an efficient transition to telework in the event of an emergency situation.

**5. Guidance and Procedures.** This section establishes parameters for using telework at USAFE-AFAFRICA. It is designed to provide the structure needed for effective implementation and operation of telework at USAFE-AFAFRICA.

5.1. It is the policy of the Air Force to provide its employees with the opportunity to participate in telework when practical and consistent with the mission. Use of the Telework Program is encouraged, and will be considered for approval, for those projects/duties where workflow processes can be accomplished electronically (paperless) and will not result in a negative impact on productivity and mission accomplishment. An employee may be allowed to participate in the Telework Program if the responsible supervisor decides the employee's duties are appropriate for offsite work, and the employee meets all criteria for eligibility.

5.2. Telework will:

5.2.1. Be based on the type of work and/or the position

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5.2.2. Both must be amenable to telework

5.2.3. Be based on operational or organizational needs

5.2.4. Take into account the needs or work of the group

5.2.5. Not diminish employee performance or agency operations

5.2.6. Be measurable and measured with quarterly metrics

5.3. Telework is a management option. Approval for participation in the USAFE-AFAFRICA Telework Program is within a supervisor's authority, is not guaranteed for an employee, and is not an employee entitlement. The operational needs of the Air Force are paramount. The mission and roles and responsibilities of a particular office and its employees determine how often, and to what extent, telework is approved.

5.4. Participation in the USAFE-AFAFRICA Telework Program is voluntary and employees must meet eligibility criteria as outlined in Telework Selection Worksheet (See Forms, Item 7) to participate in the Telework Program.

5.5. Employees who have met all eligibility criteria, and have been approved to telework, must then: have a telephone (land line or personal cell) suitable workspace utilities adequate for installing any needed equipment a general work environment that is free from interruptions and provides reasonable security and protection for government property and information prior to teleworking. For Security Checklist requirements (See Forms, Item 3.)

5.5.1. The Air Force assumes no responsibility for any operating costs associated with an employee using his/her personal equipment and/or residence as an alternative worksite. This includes home maintenance, insurance, utilities (heating, electricity, water,) telephone service (land line and/or personal cell), internet (DSL/cable/fiber) service, etc.

5.6. An employee's participation in the USAFE-AFAFRICA Telework Program must not adversely affect the workload and/or performance of other employees in the office.

5.7. Employees must report to their official duty station on scheduled offsite workdays if needed, and requested by the supervisor, for a variety of reasons such as, but not limited to: meetings, briefings, special assignments, emergencies, and duties which must be performed in the office.

A request to report to the official duty station is not a termination of the telework arrangement. Employees' travel to and from the official duty station is commute time, not hours of work.

5.8. Employees must satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the workgroup, and according to standards and guidelines in the employee's performance plan.

5.9. An approved Telework Agreement must be in effect prior to commencing any teleworking arrangement. When an employee makes a request in writing to participate in the Telework Program, the supervisor must consider the request and respond in a timely manner.

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5.10. Employee must physically report a minimum of 1 day per week, on a regular and recurring basis, to the official duty station (as indicated on his/her most recent Notification of Personnel Action (SF-50.)) The employee must report for the amount of time specified by his/her supervisor, and that time must be during his/her regular tour of duty.

5.11. The approved telework location must be within the local commuting area of the employee's official duty station. Travel to and from the employee's official duty station is not hours of work, but rather normal commute time. Exceptions may be granted on a temporary basis if the nature of the employee's work permits such an exception, and approval of the temporary exception is beneficial to the Air Force. If requested, the employee must be able to report to his/her official duty station for the normal tour of duty, on the following workday, at no cost to the Air Force. Furthermore, the requirement to report to the official duty station could be for any number of workdays and will not entitle the employee to travel expenses and/or per diem.

5.12. Telework arrangements can be modified, adjusted, temporarily suspended, or terminated at any time by management or the employee. Modifications should be on a case-by-case basis for mission/business needs, or when due to employee conduct and/or performance. A telework agreement should not be suspended without defined operational, security, or regulatory concerns. When feasible, management will provide reasonable notice before modifying or terminating a telework agreement. Reasonable is defined as 2 weeks, unless circumstances are such that the telework agreement must be terminated immediately.

5.12.1. Modifications to telework days can be at the supervisor's discretion and approval. If a modification is made, employee (or supervisor) will e-mail telework Program Coordinator. Program Coordinator can make pen/ink changes to initial telework Agreement.

5.13. If a telework request is denied, or telework is temporarily suspended or terminated, the supervisor will provide a written explanation, upon request, as to why the employee cannot/can no longer participate in the telework Program. A supervisor's decision to deny an employee's telework request may be subject to the grievance procedures. Bargaining unit employees may pursue the matter through their appropriate negotiated grievance procedures outlined in their Collective Bargaining Agreement (CBA.) A non-bargaining unit employee, whose telework request is denied, may pursue the matter through the administrative grievance system as outlined in AFI 36-1203.

5.14. Telework does not alter the terms and conditions of employment, including an employee's underlying rate of basic salary, benefits, individual rights, or obligations. Matters regarding pay, such as a change in official duty station, overtime, call back, leave, travel entitlements, etc., will be administered in accordance with current law, rules, and regulations. Telework shall not affect other conditions of employment (i.e., hours of work) unless specified in a written agreement.

5.15. Participation in telework shall not affect an employee's eligibility for receipt of awards, promotions, or any other condition of employment consistent with applicable law, Office of Personnel Management (OPM) regulations, DoD policy, and AF policy. Employees who telework will receive the same treatment and opportunities as employees who do not telework.

5.16. The Telework Program will not serve as a substitute for child care, day care, spousal care, elder care, or any other type of dependent care. Employees who telework are to treat telework, and the alternate duty station, the same as they would their official duty station, giving full time and attention to work, duties, and responsibilities. A dependent (older child, spouse, or elder dependent) can be at home while the employee teleworks, as long as the dependent is independent and independently pursues his/her

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own activities; however, a child/children previously in a child care center during the work day, should remain in the center.

5.17. The USAFE-AFAFRICA Telework Program may be a form of reasonable accommodation for employees who qualify. Additional information is available on the *U.S. Equal Employment Opportunity Commission (EEOC) Guidance on Work at Home/Telework as a Reasonable Accommodation* at [www.eeoc.gov/facts/telework.html](http://www.eeoc.gov/facts/telework.html).

5.18. All forms required to complete telework package are located under Forms.

**6. Program Participation (Eligibility/Suitability).** Participation in the telework program is determined by occupational eligibility, work suitability, and employee eligibility, as defined below.

6.1. Occupational Eligibility and Work Suitability.

6.1.1. In accordance with the Telework Enhancement Act of 2010, an employee may not telework if:

6.1.1.1. He/she has been officially disciplined (defined as disciplinary actions that result in the placement of a document in employee's official personnel file [OPF] for being absent without permission for more than 5 days in any calendar year) or

6.1.1.2. He/she has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties.

6.1.2. Unless the nature of the job, or poor performance, prohibits it, every employee should be eligible for telework, whether on a regular or situational basis.

6.1.3. Typical telework can be performed independent of the official duty station, at least a portion of the work week; and when doing so, does not adversely affect the accomplishment of work or the performance of the participating employee, or others, in the workplace. For example, telework may be appropriate for positions that require analysis, case reviews, decision making or report writing, arranging conferences, research, policy development, data entry, and/or word processing, and other computer-based assignments—all electronic processes.

6.1.4. A position may be suitable for telework if any of the following apply:

6.1.4.1. Work activities are portable and paperless, and can be performed effectively outside the traditional office.

6.1.4.2. Job tasks are easily quantifiable or primarily project-oriented.

6.1.4.3. Employee's participation does not adversely affect the workload and/or performance of other employees.

6.1.4.4. Contact with other employees and/or customers is expected.

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6.1.4.5. Technology and equipment needed to perform the job, off-site, are available and operational.

6.1.4.6. Office coverage, access to customers and/or supervisor, and team involvement are unaffected by the employee's location.

6.1.5. A position may not be suitable for telework if any of the following apply:

6.1.5.1. Direct handling of classified information.

6.1.5.2. Daily access to PII and sensitive materials are needed and cannot be removed from the official duty station and/or is not accessible by computer.

6.1.5.3. Regular face-to-face contact or other on-site activities are needed to fill requirements of the position and cannot be adequately achieved at a telework site.

6.1.5.4. If it is a trainee or entry-level position.

6.1.5.5. Special facilities and/or equipment necessary to perform a job which is only available in the official duty station.

6.1.5.6. Privacy Act, security, and/or health safety concerns cannot adequately be addressed.

6.1.6. The supervisor should complete the Telework Selection Worksheet (See Forms, Item 7) to determine if the employee is a candidate for telework.

6.2. Employee Eligibility Criteria. In addition to the position being eligible for telework, employee must meet certain basic eligibility criteria to be considered for participation in any form of telework.

Agencies have discretion to make their own eligibility determinations for employees subject to operational needs while considering the specific requirements described in the Act.

To be able to participate in telework, an employee must first be identified as eligible.

Participation is limited because of the duties and/or eligibilities encompassed by the position. Some positions are not conducive to telework, for example, positions requiring daily face-to-face contact. USAFE-AFAFRICA will ensure telework does not diminish performance or agency operations. Furthermore, Section 6502(b)(4) states that telework participation would, "not apply to any employee of the agency whose official duties require on a daily basis (every work day) **(A)** direct handling of secure materials determined to be inappropriate for telework by the agency head; or **(B)** on-site activity that cannot be handled remotely or at an alternate duty station."

6.2.1. The employee (supervisor / non-supervisor):

6.2.1.1. Must have an "Acceptable" performance rating and cannot be on a Performance Improvement Plan (PIP). If the employee is on a PIP, he/she is not eligible for participation in the Telework Program until performance returns to an "Acceptable" rating.

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6.2.1.2. Must not have received disciplinary action for conduct within the past 12 months. Moreover, in accordance with the Telework Enhancement Act of 2010, the employee must not have been officially disciplined for being absent without permission for more than 5 days in any calendar year and must not have been officially disciplined for violations of subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties.

6.2.1.3. Must have a verifiable security clearance or background investigation.

6.2.1.4. Must be at the journeyman or full-working level of his/her position. "Position" refers to the position occupied by the employee and the journey-level specific to that position.

6.2.1.5. Must have a telephone (land line or personal cell), work space suitable to perform work, utilities adequate for installing any needed equipment, and a general work environment that is free from interruptions and provides reasonable security and protection for government property and information. The Air Force assumes no responsibility for any operating costs associated with the employee using his/her personal equipment and/or residence as an alternative worksite, including home maintenance, insurance, utilities (e.g., heating, electricity, water,) telephone service (land line and/or personal cell), internet (DSL/cable/fiber) service, etc.

6.2.1.6 Must not be performing representational duties on Official Time.

Except for employees who fall into the ineligible categories specified above, the supervisor will use the Telework Selection Worksheet (See Forms, Item 7) to determine whether it is practical for the employee to be eligible for telework. Upon request, a supervisor will notify the employee, in writing, why a request is denied. This notification will clearly state the reason.

6.2.2. Things to be considered for a supervisor who wishes to telework:

6.2.2.1. Lack of oversight and direct supervision of employees at the official worksite. Supervisors must work with employees to establish suitable goals, action plans and time lines. A supervisor delegates and provides on-going guidance and support to the employee as they complete their daily duties. Supervisors must also effectively supervise trainees and/or employees involved in any disciplinary actions.

6.2.2.2. Lack of accessibility. Often, the supervisor is the first to inform employees about changes, new policies, and programs from upper management. Employees may be confused or frustrated by these new actions, and need further clarification, guidance, and support from supervisors. In our rapidly changing organization, it can be a major challenge to present updates/changes to employees, and upper management depends on supervisors to be that direct "go-to" to their employees.

6.2.2.3. Erosion of company culture and/or departmental morale. Supervisors should have a major/positive impact on their office environment. When the boss teleworks, his/her absence may be felt by the staff members left behind. In some cases, this absence can have an effect on the office's overall culture.

6.2.2.4. Loss of brainstorming ability. The informal bouncing around of ideas, or formal going to the boss for assistance/guidance, becomes difficult/impossible without the face-to-face contact of a shared workplace.

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The supervisor (of the supervisor who wishes to telework) will use the Telework Justification (See Forms, Item 9) to determine whether it is practical for that supervisor to be eligible for telework.

If a telework request is denied, or telework is temporarily suspended or terminated, the supervisor will provide a written explanation, upon request, as to why the employee (supervisor) cannot/can no longer participate in the Telework Program.

### **7. Communications Guidance.**

7.1. Computers and AF-Owned Equipment. The Air Force assumes no responsibility for any operating costs associated with the personnel using personal equipment and/or residence as for telework, including home maintenance, insurance, utilities (e.g., heating, electricity, water), telephone service (landline/personal cell), internet (DSL/cable/fiber). A hand receipt (AF Form 1297) should be on-file with equipment custodians, or completed prior to GFE being removed from government facilities.

7.1.1. The Air Force is responsible for maintenance, repair, and replacement of GFE. Personnel must notify his/her supervisor or Communications Support Liaison (CSL) immediately following any malfunction.

7.1.2. As part of the Telework Agreement, government-furnished equipment (GFE), such as a laptop or tablet, may be used by personnel in private residences, provided the GFE is used exclusively for official business. The Air Force retains ownership, control, and right to monitor the device and owns data all software and data on the device. Each time a user logs on to the network, they are required to read and concur with a Standard Notice and Consent banner. By doing so, the user is agreeing that the Air Force retains the authority to scan all information on his/her computer including e-mail and internet traffic. The Air Force actively scans email and policy violators may have their accounts disabled without notice. Unauthorized software or non-government provided licenses and USB devices are prohibited from being installed on the device.

7.2. Teleworker Responsibilities. Teleworkers will maintain assigned equipment (laptop and any issued peripheral GFE) in good working order and compliant with AF standards.

7.2.1. Conveyence of device and other data processing equipment between the office and home (or alternate duty location) is the responsibility of the user -- proper handling and precautions must be taken to protect equipment in-transit and at all times.

7.2.2. Non-government peripheral equipment to include mouse, keyboard, storage and/or any other devices are NOT permitted to be directly or wirelessly connected to issued GFE. This does not include Cat 5 cable or wireless connection to local Internet Service Provider (ISP) equipment necessary for connectivity through the Internet and VPN interfaces.

If GFE is damaged by non-DoD employees (e.g., relative and/or dependent of personnel), the member will be liable for repairs and/or replacements, and may face administrative or other punishment. A supervisor or CSL must be contacted immediately if GFE is damaged accidentally or due to negligence.

Home Computing. Virtual private network (VPN) Instructions should be utilized and are found on *Tab 12, USAFE-AFAFRICA Telework Computer Instructions*.

7.3. VPN Usage Guidelines. VPN usage by high numbers of teleworkers may result in slower



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connection rates and increased latency, therefore personnel should only connect via the VPN when access to restricted resources or services that required access from a .mil network (e.g. Teams, SharePoint, Specialized Applications). Limit VPN usage to the time required to access restricted resources. If taking a break or no longer requiring restricted resources, personnel should disconnect from the VPN. Do not leave systems connected solely for patching unless instructed by CSLs or the base Communications Focal Point (CFP).

7.3.1. In case of technical difficulties, submit a trouble ticket via vESD and may be required to deliver the equipment to their servicing communications unit. If issued equipment does not function properly and/or vESD is not accessible, teleworkers will notify their CSL or servicing base CFP for assistance.

7.3.2. Use the AF VPN when accessing the Internet from a public wireless network (e.g. hotel, base lodging) when utilizing GFE.

7.3.3. Maintenance and configuration of home network equipment is the responsibility of the teleworker.

7.4. Computer Security Requirements. Employee is responsible for safeguarding all AF information, protecting GFE, and performing assigned duties while teleworking in support of mission requirements.

7.4.1. Personnel in a telework arrangement shall not take classified documents (hard copy and/or electronic) to their homes or alternate duty stations.

7.4.2. Personnel must protect sensitive unclassified data, including Privacy Act and For Official Use Only data, consistent with the guidance set forth in:

Section 552a of Title 5, U.S.C.(also known as *The Privacy Act of 1974*)

DoD 5400.11, *DoD Privacy Program*

AFI 33-332, *Air Force Privacy Program*

Section 552 of Title 5, U.S.C. (also known as *The Freedom of Information Act*)

- DoD 5400.7, *DoD Freedom of Information Act Program and AF Pol*

7.4.3. Sending user DoD ID, PIN, and passwords to a personal e-mail account (Yahoo, Hotmail, Gmail, etc.) is **prohibited**.

7.4.4. Sending Personally Identifiable Information (PII) to an unencrypted personal mail box is prohibited. Do not e-mail recall rosters or other documents containing PII to a personal email account. PII may only be e-mailed between government e-mail accounts and must be encrypted and digitally signed.

7.4.5. If a user discovers his/her account is locked, it must be reported to a supervisor or CSL. If not available, the member will contact their servicing CFP to request assistance. The CSL or CFP can check the account via Active Directory. If an account was locked due to PII or password breach, details will be returned to the user so they know why it was locked, what actions they need to take to have it reset. This can be a lengthy process and may take up to 2 weeks, therefore all security PII policy should be adhered to at all times.

7.4.6. Personnel must protect sensitive, source selection information, or contractor proprietary data restricted by section 423 of Title 41, U.S.C. (also known as Section 27 of the Office of Federal Procurement Policy Act, as amended) or data otherwise restricted by the Federal Acquisition Regulation or the Defense Federal Acquisition Regulation Supplement or other acquisition policies.

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7.4.7. Personnel must comply with criteria and guidelines established by the Department of Defense (DoD) Chief Information Officer (CIO) and Air Force CIO for using both GFE and non-GFE for access to DoD information systems and networks to perform telework.

**8. Administrative Program Requirements.** (All required telework forms can be found under Forms.)

8.1. Telework Agreements (DD 2946).

8.1.1. Prior to teleworking, it is mandatory the employee and supervisor sign a Telework Agreement that covers terms and conditions of the employee's telework arrangement, and the director review and approve the Telework Agreement. Supervisors must keep (on file) copies of all Telework Agreements in employee's work folder.

8.1.2. The primary purpose of the Telework Agreement is to specify the terms of the Telework Program. The information in the agreement may be used in administrative or judicial proceedings affecting employees' personnel rights. The agreement covers items such as:

8.1.2.1. Assignment for the performance of official duties

8.1.2.2. Telework work option (Regular and Recurring or Situational)

8.1.2.3. Telework work location

8.1.2.4. Work days and duty hours at the alternate duty station

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8.1.2.5. Responsibilities for time and attendance, leave approval, requests for credit, overtime, and compensatory time

8.1.2.6. Performance requirements

8.1.2.7. Proper use and safeguard of government property

8.1.2.8. Records and standards of conduct

8.1.2.9. Expectations regarding work continuation for employees who telework during a temporary hardship arrangement, closing/early dismissal and/or emergency are indicated in the Continuity of Operations section of the Telework Agreement (Section 1, Block 12.)

8.1.3. Anyone who participates in the USAFE-AFAFRICA Telework Program will have a signed Telework Agreement in effect.

8.1.4. Annual re-evaluation of the Telework Agreement is mandatory. (Telework Agreements are living documents and should be re-visited and re-signed by the manager and teleworker once a year.)

8.1.5. Re-evaluation of the Telework Agreement is mandatory when there is a change in supervision.

**8.2. Performance Standards and Expectations.**

8.2.1. Managing an employee participating in telework is essentially no different than managing an employee in the official duty station. Management of teleworkers requires supervisors to be more diligent in managing and focusing on outcomes, business results, and deliverables. Strong performance management skills are important. Employees who telework are held accountable for the rules of conduct, performance standards, time and attendance, ethics, and all other regulations applicable to their position.

8.2.2. Management discussions with employees relative to telework can be facilitated by the use of the Management Expectations Form (See Forms, Item 2) and should include:

8.2.2.1. Planning work and setting expectations

8.2.2.2. Monitoring performance

8.2.2.3. Developing employee skills

8.2.2.4. Appraising performance

8.2.2.5. Recognizing employees for their accomplishments

8.2.3. Performance expectations and standards should not change. Performance evaluations should be based upon the same expectations of work which apply in the official duty station. Employees participating in telework should have no higher performance expectations than those who are not participating in telework.

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8.2.4. The Air Force places a high premium on ethical standards and expects employees to conscientiously perform their duties at all times. All standards governing ethical behavior remain in effect regardless of how, where, or when the work is performed.

8.2.5. Some employees choose to hold off answering phone calls, checking voice messages, checking e-mails, etc., until they find a convenient stopping point in their workload. In a traditional office setting, this is an appropriate way to plan a work day because the supervisor can gain direct access to the employee when necessary; however, **teleworkers do not have that convenience and are required to respond to phone calls and e-mails from their customers and office immediately.**

### 8.3. Telework Training.

8.3.1. After the employee and supervisor tentatively agree to the employee's participation in the USAFE-AFAFRICA Telework Program, they both must receive proper training. Telework training educates both the supervisor and employee on the telework environment. Both the supervisor and employee must complete training **prior to** beginning a telework arrangement. These government-wide courses provide helpful and needed information on telework concepts and how best to implement telework within the workgroup. *Telework 101 for Employees* and *Telework 101 for Supervisors* are available at <http://www.telework.gov>. Training courses on Change Management, Communication Skills, and Expectation Management can be found on the AF Portal at <https://www.my.af.mil> under IT E-Learning. These optional resources supplement the required OPM telework courses. NOTE: The system does not save training certificates.

8.3.2. Upon completion of the courses, the supervisor must place a copy of the certification in the employee work folder. After the supervisor and employee complete the training, they should discuss any questions and ensure understanding.

### 8.4. Suspension, Modification, Termination, or Denial of Telework Agreements.

8.4.1. A telework request can be denied by the supervisor. A Telework Agreement can be terminated at the discretion of the supervisor or at the employee's request. Telework is not an employee right, even if the employee is considered "telework eligible" by OPM or agency standards.

8.4.2. Denial of telework must be based on a valid business reason. Examples include, but are not limited to:

8.4.2.1. *Based on a Staffing Reason* – Supervisor can deny a Telework Agreement if, employee must provide on-site office coverage.

8.4.2.2. *Based on Performance of the Employee* - Supervisors will deny telework if an employee's performance is not at least at a "fully successful" level.

8.4.2.3. *Based on Organizational Needs* - Supervisors can deny telework in instances which may result in severe work interruption, insufficient office coverage, lack of appropriate security/equipment, or where the nature of the work otherwise precludes participation.

8.4.3. Supervisors can temporarily suspend, modify, or terminate a telework arrangement. Decisions to temporarily suspend, modify, or terminate a telework arrangement must be made by the supervisor on a case-by-case basis and must be based on business needs or employee performance.

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8.4.4. Examples of reasons for temporary suspension, modification, or termination of an employee's telework arrangement would include, but is not limited to:

- 8.4.4.1. Falling below minimum eligibility requirements at any time.
- 8.4.4.2. Issuance of a PIP, leave restriction letter, or intent to deny a within-grade-increase.
- 8.4.4.3. Portable duties required to provide on-site office coverage.
- 8.4.4.4. Performance fails to meet the prescribed standard.
- 8.4.4.5. Any disciplinary or adverse action in the last 12 months.
- 8.4.4.6. Change in duties due to a conduct-related investigation or incident.
- 8.4.4.7. Change in official duty station. (Telework is not transferrable)
- 8.4.4.8. Change in supervisor.
- 8.4.4.9. Failing to report to the official duty station as required or when requested by the supervisor.
- 8.4.4.10. Refusal of a home inspection, by the supervisor, to ensure safety standards are met and Government Furnished Equipment (GFE) is properly maintained. Supervisor must give advance notice of a home inspection.

NOTE: Before a supervisor makes any determination on denying telework, changing the conditions of the telework arrangement, or revoking an existing telework arrangement, he/she should contact the Telework Coordinator at USAFE-AFAFRICA/A1KC . The Telework Coordinator will check with Labor Relations and provide guidance/advice.

8.5. Furlough. In the event of a furlough, employee will adhere to the furlough rules of implementation. Employee is legally prohibited from performing work or acting as an unpaid volunteer on furlough days. This includes telework, using AF-issued laptops, and checking e-mail. Work on furlough days violates federal law and may result in disciplinary action against supervisors and employees. Supervisors may continue/discontinue telework IAW mission requirements. Employees are prohibited from rescheduling telework days that fall on a designated furlough day.

8.6. Responsibilities. Air Force supervisors and employees are both responsible for ensuring a successful telework arrangement. Supervisors and employees are encouraged to work together to develop a telework arrangement that works best for the specific needs of their work unit.

8.6.1. Supervisor will:

8.6.1.1. Use good performance management practices to determine employee/position eligibility.

8.6.1.2. Review, approve, or deny applications for participation in the USAFE-AFAFRICA Telework Program. (Denials will be based on business reasons, will be documented in writing, and will be filed in

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the Employee Work Folder.) The Authorized Management Official on the Telework Agreement (Section I, block 13) is the direct supervisor or Approving Official for the organization. Supervisor will submit a telework package to U-A/A1KC for final approval and processing. A1KC will review and process applications within 7 days of receipt of package.

8.6.1.3. Determine when tasks/duties are appropriate for a telework arrangement and complete Telework Selection Worksheet (See Forms, Item 7.)

8.6.1.4. Meet with employee to give assignments and review work as necessary at the official duty station, approved telework location, or a mutually agreed upon site. Remain equitable in assigning work and rewarding performance.

8.6.1.5. Develop and discuss performance plans and standards with employee prior to beginning the telework assignment. Discussion of plans will also occur during mid-year and year-end performance reviews.

8.6.1.6. Apply telework eligibility criteria impartially and consistently. Supervisors must access DCPDS (My Workplace) to maintain/update employee telework eligibility to aid in tracking telework participation AF-wide. Job Aid for completion of this process is located at Atch 2.

8.6.1.7. Complete *Telework 101 for Supervisors* training at <http://www.telework.gov>.

8.6.1.8. Communicate expectations effectively with employee. Work with employee to design the telework arrangement so as to reduce employee isolation from the remainder of the staff and facilitate communication between the staff and employees who telework. (There are many techniques for overcoming feelings of isolation. These include core days in the office and frequent communication by telephone or voice mail. Employees who telework should be included in all scheduled meetings and events.)

8.6.1.9. Direct employees who telework to report to the office for events/activities requiring their presence. These can include, but are not limited to, group meetings, workload review meetings with the supervisor, and training classes. Employees who telework should be kept informed of all office events.

8.6.1.10. Ensure adherence to provisions of:

DoD 5400.11-R, *Department of Defense Privacy Program*  
DoD Memo, *DoD Guidance on Protecting Personally Identifiable Information (PII)*  
AFI 33-332, *Air Force Privacy Program*

Supervisors are responsible for ensuring employees complete the annual DoD Information Assurance Awareness training available through the Advanced Distributed Learning Service accessible via the AF Portal at <https://www.my.af.mil>

8.6.1.11. Properly certify time and attendance of employees who telework. Supervisors have the ultimate responsibility for ensuring employees track telework participation. Supervisors will need to provide a copy of the employee's duty schedule to the timekeeper to ensure the work schedule code is correct in the Automated Time Attendance and Production System (ATAAPS.)

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8.6.1.12. Work with employee to obtain appropriate equipment through their respective equipment custodian.

8.6.1.13. Review written agreements annually to ensure they meet the needs of both management and the employee. A new Telework Agreement will be completed when a new supervisor is responsible for the employee.

8.6.1.14. Understand and assess the needs of the workgroup and facilitate communication with all members of the workgroup.

8.6.1.15. Determine the effective date (between supervisor and employee) when employee can begin teleworking. This will be done after the approved package is received back from the Program Coordinator. Supervisors are highly advised not to allow an employee to begin teleworking until an approved package has been received.

8.6.2. Employees will:

8.6.2.1. Provide management specific information regarding work schedule, type of work to be performed, and location of the alternative worksite. This includes the obligation to inform management when unable to perform work due to illness or personal problems during the telework tour of duty, and requesting appropriate leave.

8.6.2.2. Complete *Telework 101 for Employees* training at <http://www.telework.gov> prior to entering into a written Telework Agreement.

NOTE: Upon completion of medical telework, supervisor and employee will complete Section IV, of the Telework Agreement, and submit to the Telework Program Coordinator in A1KC.

8.6.2.3. Understand that **no printing** is allowed at the alternate duty station.

8.6.2.4. Not use telework as a substitute for child care, day care, spousal care, elder care, or any other type of dependent care. Employees who telework are to treat telework, and the alternate duty station, the same as they would their official duty station, giving full time and attention to work, duties, and responsibilities. A dependent (older child, spouse, or elder dependent) can be at home while the employee works, as long as the dependent is independent and independently pursues his/her own activities; however, a child/children previously in a child care center during the work day, should remain in the center.

8.6.2.5. Contact the official duty station to retrieve messages and to notify management of changes in work locations.

8.6.2.6. Meet organizational requirements regarding communication and accessibility.

8.6.2.7. Ensure a safe workspace, as outlined in Section II of the Telework Agreement. Promptly report any on-the-job injury that is incurred during a period of telework at the approved worksite to the supervisor. Understand that as a civilian employee, he/she is covered by the Federal Employment Compensation Act (FECA) when injured or suffering from work-related illnesses incurred while conducting official government business at the designated official alternate duty station identified in the Telework Agreement.

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8.6.2.8. Complete annual DoD Information Assurance Awareness training available through the Advanced Distributed Learning Service accessible via the AF Portal at <https://www.my.af.mil> Privacy Act (PA) Awareness training at <http://www.cdse.edu/catalog/elearning/DS-IF101.html>.

8.6.2.9. Protect all PII. PII includes the personal data of employees, applicants, and visitors to the Air Force. For further information, refer to AFI 33-332, *Air Force Privacy Program*.

8.6.2.10. Ensure Equipment Custodian issues an AF 1297, *Temporary Issue Receipt*, to document and account for issued equipment related to telework requirements. DSHC will submit Telework Agreement, AF 4433, and Computer Load Sheet, via Remedy ticket, to request a VPN account and laptop load. Allow 2-3 weeks.

8.6.2.11. Return government equipment promptly (as appropriate) following conclusion of the Telework Agreement.

8.5.2.12. Submit Section IV (Notice of Telework Arrangement Cancellation) following conclusion of the Telework Agreement.

8.6.2.13. Adhere to records management guidelines outlined in AFMAN 33-363, *Management of Records*, and dispose of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm> or see your Functional Area Records Manager (FARM).

8.7. Tours of Duty, Time and Attendance. The governing rules, regulations, and policies concerning tours of duty, time and attendance, leave, compensatory time, and overtime, remain unchanged by telework arrangements. Existing laws in Title 5 of the U.S. Code and the Fair Labor Standards Act (FLSA) apply to flexible workplace arrangements. An employee approved for telework may also request Compressed Work Schedule (CWS); the supervisor will utilize CWS policy when making a decision to approve/disapprove.

### 8.7.1. Tours of Duty.

8.7.1.1. Employee is in a duty status when teleworking. He/she is expected to have necessary resources to do his/her job and to concentrate on official duties without interruption.

8.7.1.2. Employee is permitted to work at home/alternate duty station full days, or a portion of a day, when approved for a telework arrangement. A minimum of 1 day per week will be at the official duty station.

8.7.1.3. Employee may work a flexible or compressed tour of duty, as approved by the supervisor, USAFEI 36-803 (Link: <https://static.e-publishing.af.mil/production/1/usafe/publication/usafei36-803/usafei36-803.pdf>) *Flexible Work Schedule with Credit Hours and Compressed Work Schedule*.

8.7.2. Time and Attendance. The Air Force tracks employee telework participation via the Automated Time Attendance and Production System (ATAAPS.) Only employees, with a signed Telework Agreement in effect, should be considered telework employees and have their time tracked. (Atch 4-4a.)



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8.7.2.1. Employee shall accurately report time and attendance. Employees who telework must submit their time and attendance in accordance with existing policy making certain to appropriately code their hours of telework.

8.7.2.2. Employees must make certain to appropriately indicate their hours of telework using the following codes:

**TW** (telework Regular)  
**TS** (telework Situational)  
**TM** (telework Medical)

8.7.2.3. Supervisor is responsible for properly certifying time and attendance and ensuring timekeeper inputs telework codes. Supervisor will need to provide a copy of the employee's duty schedule to the timekeeper to ensure the work schedule code is correct in ATAAPS. NOTE: a Work Schedule Change form is not necessary for teleworkers.

8.7.2.4. Overtime and compensatory time is ordered by management, for mission-driven work, and must be approved in advance. Credit hours can be worked within a Flexible Work Schedule and must be requested by the employee in advance and approved by the supervisor. Teleworkers under the Compressed Work Schedule (CWS) cannot earn credit hours.

8.7.2.5. Employee can change his/her telework days; however, this must be approved by the supervisor in advance. For time and attendance purposes, there is no need to submit a Request of Change to Schedule; however, employee will need to ensure he/she properly codes time sheet.

#### 8.8. Leave, Administrative Leave, Excused Absence, Dismissals and Emergency Closing, Holidays.

8.8.1. Regulations regarding leave remain unchanged under the USAFE-AFAFRICA Telework Program. Leave must be requested and approved in accordance with existing practices, laws, regulations, agency and departmental policy, and the collective bargaining unit agreement as appropriate.

8.8.2. Supervisor must clearly articulate the rules for use of leave and the leave approval process. Employees who telework are expected to adhere to the same policies and procedures as a non-telework employee.

8.8.3. One of the major benefits of the Telework Program is the ability for an employee to continue working at his/her alternate duty station during a disruption of Government operations. In recognition of the growing importance of teleworkers in maintaining the continuity of Government operations, agencies may require teleworkers to work when the agency is closed. A telework employee may be required to continue to work on his/her telework day if the base closes or dismisses employees early.

8.8.3.1. 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."

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8.8.4. Although a variety of circumstances may affect individual situations, the principles governing administrative leave/excused absence, dismissals, and emergency closings remain the same.

8.8.5. When the office is closed, an employee at his/her alternate duty station, is not granted an excused absence unless the condition which impacted the office also impacts the alternate duty station and prevents employee from performing work (i.e., power outage, natural disaster, etc.)

8.8.6. Employee at his/her alternate duty station, who experiences an emergency (i.e., power outage, natural disaster, etc.) which has not impacted the official duty station, must contact his/her supervisor. Employee may be directed to report to the official duty station to complete his/her workday when the duration of the emergency situation is expected to last more than two hours; or the employee has the option to request some form of leave (annual, time-off award, or previously earned comp/credit hours) for the duration of the duty day.

8.8.7. During an emergency or early dismissal/closing, an employee on a Telework Agreement is expected to perform his/her duties on their assigned telework day unless he/she is prevented from accomplishing work because of the same emergency condition that caused the office to close (i.e., flooding/ice conditions caused a power outage) and prevented the telework employee from completing his/her work assignments at home.

8.8.8. Any requirement that necessitates an employee who teleworks to continue to work if the agency closes (or dismisses employees early) on his/her telework day, must be included in the Telework Agreement.

8.8.9. If a telework day falls on a holiday, the employee will acknowledge the holiday (the same as a non-teleworking employee.) Employee inputs leave in ATAAPS as LH.

8.8.10. For designated Family Days, a liberal leave policy will be in effect for all employees. If a regular telework day falls on a Family Day, employee can telework, with supervisor's approval.

8.8.11. Refer to AFI 36-815, *Absence and Leave*, and AF/A1PC Policy Clarification letter, 7 Nov 2012 (Atch 3-3a) for further guidance on Air Force telework policy.

#### 8.9. Injuries, Continuation of Pay, and Workers' Compensation.

8.9.1. Employees are covered by Chapter 81 of Title 5, U.S.C. (also known as The Federal Employment Compensation Act) when injured or suffering from work-related illnesses while conducting Government business at the telework location. The Department of Defense's potential exposure to liability is restricted to the designated official alternate duty station.

8.9.2. Employees should notify their supervisor immediately, if injured, while teleworking.

#### 8.10. Medical Telework.

8.10.1. There are different instances when an employee can be approved for telework. One of those instances is when an employee is recovering from an illness or injury and is temporarily unable to physically report to the official duty station.

8.10.2. A division chief may make an exception to reassignment of official duty station to telework site in certain temporary situations, such as when an employee is recovering from an injury or

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medical condition or employee is affected by an emergency situation, such as pandemic influenza, that prevents employee from commuting to traditional worksite.

8.10.3. Work at the traditional worksite on scheduled telework days if called for by mission requirements. Consideration shall be made for those employees that are participating in the situational telework program due to a medical situation or condition (such as a disability) that prevents them from reporting to the traditional work site.

8.10.4. Requests for Medical Telework will require the same forms as regular telework.

8.10.5. The USAFE-AFAFRICA Medical Release Assessment form must be provided by a physician or health care provider. (See Forms, Item 9.)

8.11. Pay Issues, Official Duty Station.

8.11.1. All leave and travel entitlements are based on the employee's official duty station. Any locality pay rate, wage rate, or special rate entitlement is based on the official duty station. For an employee who teleworks from an alternate duty station (home), the employee's official duty station is the location of the employee's main or reporting office.

8.11.2. The official duty station is defined as a building in which USAFE-AFAFRICA occupies space, and may not be the employee's home or other location not occupied by USAFE-AFAFRICA. Telework employees must report a minimum of 1 day per week on a regular and recurring basis to the official duty station for the employee's position of record, as indicated on the most recent Notification of Personnel Action (SF-50.) Employee may be authorized to telework temporarily without reporting twice per pay period under the following circumstances:

8.11.2.1. If an employee is recovering from an injury or medical condition.

8.11.2.2. An emergency [i.e., severe weather (hurricane, flood, etc.)] prevents the employee from commuting to the official duty station.

8.11.2.3. The employee is away from the area on extended official travel (5CFR §531.605).

8.11.2.4. When approved by USAFE-AFAFRICA/DS.

8.12. Telework and Travel.

8.12.1. The travel provisions that apply to an employee working at the official duty station also apply to an employee who teleworks. Travel to and from the official duty station is commute time, not hours of work when an employee is recalled to the official duty station during his/her regularly scheduled telework day.

8.12.2. Management reserves the right to require employees to report to the official duty station on scheduled telework days based on operational requirements. Management should make every attempt to provide advance notice to the employee of the requirement to report to the official duty station during a telework day.

8.13. Physical Fitness.

## USAFE-AFAFRICA Civilian Telework Guide March 2020

8.13.1. Employees cannot participate in the Physical Fitness Program on his/her telework day. Exercise performed during a normal workday must be conducted at the AF-owned physical fitness facility located at the employee's duty location.

**9. Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), Host Tenant Support Agreement (HTSA).** This guide covers only USFAE-AFAFRICA assigned and funded employees, all other individuals will not be directed or managed by the guide or agency policies. Telework requests/arrangements for individuals working under the governance of an MOA/MOU/HTSA will be requested, approved, and processed through the organization funding the position ensuring policies and procedures are in close alignment with the Federal telework program and agency policies, and all parties are in agreement. USAFE-AFAFRICA will provide individuals working under an MOU/MOA/HTSA with equipment and IT support; however, any loss, damage or misuse of equipment will be the sole responsibility of the organization funding the position and handled via Report of Survey (ROS) procedures. Government-furnished equipment (GFE) will be used/protected IAW DoD component's procedures. Employee must comply with the terms of computer software license and copyright agreements, computer virus and protection requirements and procedures. The employee will apply approved safeguards to protect Government records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, and codified at section 552a of title 5, United States Code. The use of personal email accounts for transmission of Personally Identifiable information (PII) is strictly prohibited. PII may only be emailed between government email accounts and must be encrypted and digitally signed.

**10. Contractors.** Since the Federal telework program and policies cover only Federal employees, Federal contractors are not governed by OPM and GSA telework guidance or by individual agency policies. Telework arrangements for contractors should be negotiated with the contractor's own employer so policies and procedures are in close alignment with the Federal telework program and individual agency policies, and all concerned parties are in agreement. Telework language may even be integrated into the contract itself. USAFE-AFAFRICA will not provide contractors with equipment, and the USAFE-AFAFRICA Telework Program Coordinator will not process contractor telework packages.

### **11. USAFE-AFAFRICA Program Coordinators.**

The USAFE-AFAFRICA Civilian Telework Program will be managed by USAFE-AFAFRICA/A1KC. Civilian telework coordinators are: [christian.sorenson@us.af.mil](mailto:christian.sorenson@us.af.mil) or [brian.blair@us.af.mil](mailto:brian.blair@us.af.mil).

Telework packages will be submitted to USAFE-AFAFRICA/A1KC for coordination and approval. A1KC will obtain the proper coordination and approvals. Once approval is obtained, A1KC will notify the requesting supervisor.

### **12. Legal Basis and Authorities.**

Telework Enhancement Act of 2010

<https://www.telework.gov/guidance-legislation/telework-legislation/telework-enhancement-act/>

Civilian Telework Program DODI 103501\_afi36-816

<http://www.e-publishing.af.mil/>

United States OPM Guide to Telework in the Federal Government, April 2011

[http://www.telework.gov/guidance\\_and\\_legislation/telework\\_guide/telework\\_guide.pdf](http://www.telework.gov/guidance_and_legislation/telework_guide/telework_guide.pdf)



DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAFE)

15 MAR 20

MEMORANDUM FOR 86 AIRLIFT WING PERSONNEL

FROM: 86 AW/CC

SUBJECT: Work Status Impacts of the Coronavirus (COVID-19)

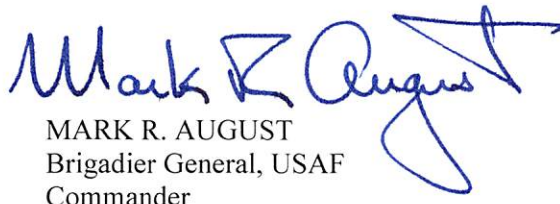
1. On 16 March 2020, Department of Defense schools in the Kaiserslautern Military Community are temporarily stopping in-person instruction and on-base Child Development Centers (CDCs) are temporarily closing. These precautionary measures, and other events, have impacts on our work centers, personnel, and ongoing operations. Squadron commanders and other leaders are encouraged to use their discretion to maintain mission capability while balancing risks to personnel and reducing opportunities for COVID-19 transmission.

a. US Military Members. Squadron leadership are encouraged to consider telework and alternate work schedules for US military personnel. During this unique situation, use of personal leave should generally not be required for members who must stay home to care for younger children who are no longer able to attend school or go to the CDC. A military member's home can be designated as an alternate duty location to facilitate childcare under these unique circumstances, or for other mission-related reasons associated with reducing the transmission of COVID-19.

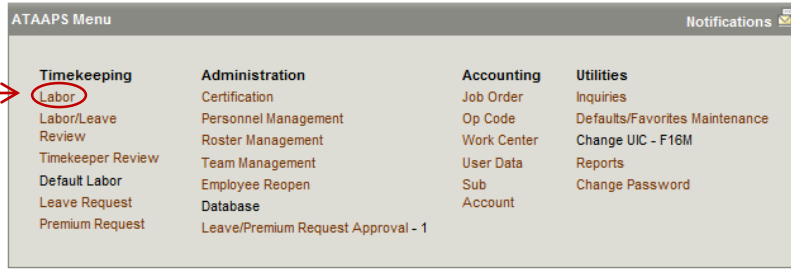
b. US Government Civilian Employees. Telework and alternate work schedules are also flexible work arrangements available to many of our US Government civilian employees. Situational telework is authorized during this unique time for 86 AW civilian employees with supervisor approval and squadron commander concurrence, although designating an individual's home as an alternate duty location is only possible for military members. Generally, civilian employees may use annual leave, comp time, or other paid leave if they choose to stay at home to care for their children while the schools and CDCs are closed (Weather and Safety leave is not authorized for this purpose). Sick leave and Family and Medical leave may also be an option if the employee or one of their family members becomes ill. Weather and Safety leave may be approved for non-telework asymptomatic employees if they are subject to movement restrictions. Other leave authorities may also apply, depending on unique individual circumstances and based on further developments in this situation.

c. Other personnel. The policies above apply to US military members and US Government civilian employees and do not apply to non-US Government military members, non-US Government civilian employees, or contractor personnel. If local national employees are not able to come to work due to local school closures, supervisors are encouraged to work with those employees to establish alternative work schedules or approve liberal leave.

2. As the situation develops, guidance in this area may change. Leaders are encouraged to use their discretion within the bounds of law and higher headquarters policy and direction in order to reduce the likelihood of the virus being transmitted, keep personnel safe, and maximize mission accomplishment.

  
MARK R. AUGUST  
Brigadier General, USAF  
Commander

# Telework in ATAAPS



\*\*From your main screen, go to the Labor section.

The Employee Information form displays the following details:  
 Logged In As: OSTERHAUS, DAVID F UIC: F16M  
 Team: NONPAY (with navigation buttons << >> and a Team button)  
 Employee: OSTERHAUS, DAVID F  
 Begin Pay Period: 2013-Feb-24 (with navigation buttons << >> and a PayPeriod button)  
 NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

					February														
	Work Center	Job Order	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	NONPAY	AFDWJON		RG		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Reported to Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Buttons: Save, DeleteRow, CopyRow, <b>NtDiff/Haz/Oth</b> , InsertRow, Refresh, Summary																			

\*\*Once in Labor, after you input your regular time and saved, click on the NtDiff/Haz/Oth button.

					February															
	Work Center	Job Order	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>	NONPAY	AFDWJON		RG		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	
Sub Acct					NtDiff														0.00	
User Data					Hz/Oth															
						Add	Add	Add	Add	Add			Add	Add	Add	Add	Add			
FLSA					Add	Add	Add	Add	Add			Add	Add	Add	Add	Add				
Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Reported to Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Buttons: Save, DeleteRow, CopyRow, NtDiff/Haz/Oth, InsertRow, Refresh, Summary																				

\*\*Additional rows will appear for NtDiff (Night Differential), Hz/Oth (Hazard/Other), and FLSA. Under the RG row, in the Hz/Oth row, click 'add' for the day you want to reflect telework.

**Employee Information**

Employee: OSTERHAUS, DAVID F  
 Date: 3/6/2013  
 Job Order: AFDWJON  
 OP Code:  
 Type Hours: RegGrd

Reason: 
 BK - Grievance and Appeals  
 TM - Telework Medical  
**TS - Telework Ad Hoc/Situational**  
 TW - Telework Regular

Reason Remove Cancel

February	24	25	26	27	28	1	2	3	4	5	6	7	8	9
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\*\*Under Reason, find the correct telework code and click on it. On the button, put a check mark in all days teleworked and then click on the Reason button.

**Employee Hours**

					February	24	25	26	27	28	1	2	3	4	5	6	7	8	9	Total
	Work Center	Job Order	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="checkbox"/>	NONPAY	AFDWJON		RG		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			80.00
	Sub Acct			NtDiff																0.00
	User Data			HZ/Oth		Add	Add	Add	Add	Add			Add	Add	TS	Add	Add			
				FLSA		Add	Add	Add	Add	Add			Add	Add	Add	Add	Add			
	Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
	Reported to Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary

\*\*Once you click the Reason button, you'll be brought back to your Labor screen. Your Telework code is reflected in your timecard.

Definitions:

- Telework Eligibility – Describes whether or not an employee is eligible to perform the duties of the position from an approved offsite location.
- Telework Indicator – Identifies if the position is eligible for Telework.

Locating fields in MyBiz+ Steps:

From the MyBiz+ Homepage, an employee will select the Position tile.

The screenshot shows the MyBiz+ homepage with several service tiles. On the left, there is a 'Key Services' menu with options like MyPerformance, Manager Functions, Request Employment Verification, Civilian Career Report, Update Contact Information, Update Professional Development, SF50 Personnel Actions, Update MySupervisor / MyTeam, and Hiring Manager's Toolkit. Below this is a 'Last Personnel Action' section showing 'Type of Action: Gen Adj' and 'Effective Date: 11-Jan-2015'. In the center, there are 'Detail Pages' represented by icons for Personal, Pay, Leave and Benefits, Professional Development, Position (highlighted with a blue box), Performance, Reports, and My Team. On the right, there are sections for Insurance (Health: Federal Employee Health Benefits Special Code (ZZ), Life: Basic only), Pay (Gross Pay: 4411.20, Net Pay: 2270.00, Pay Period End Date: 24-Jan-2015), Other Responsibilities/Applications, Professional Development (Education: Organizational Behavior Studies (521 Master's degree - (1983)), Training: SFAT NO FEAR ACT TRAINING ZZ1, Certification/Licenses: No Certificates/Licenses Available).

To view your own Telework Eligibility, select the Appointment accordion.

The screenshot shows the 'Home / Position' page. At the top, there is a navigation bar with 'Home / Position' and user icons. Below this is an 'Appointment' accordion. The appointment details are as follows:

Effective Date	Position	Grade	Step or Rate
01-Feb-2015	T1996.SUPERVISORY PSYCHOLOGIST (ENGINEERING).560150.AF03.APPR	GS-14	06

Work Schedule: Full-Time  
Pay Rate Determinant: Regular Rate  
Within Grade Increase (WGI) Pay Date: 27-Dec-2015  
Key Emergency Essential Employee: Not assigned to E-E, NCE, Key, or Mission Essential Posn  
Annuitant Indicator: Ret Officer  
Date Arrived Personnel Office: 06-Feb-2006  
Assignment NTE Date:  
Leave Without Pay End Date:  
Sabbatical End Date:

Part-Time Hours Biweekly:  
Within Grade Increase (WGI) Eligibility Date: 27-Dec-2015  
Last Equivalent Increase: 29-Dec-2013  
Tenure: Permanent - Tenure Group 1  
Annuitant Indicator: Ret Officer  
Assignment NTE Start Date:  
Leave Without Pay Start Date:  
Sabbatical Start Date:  
Part-Time Hours Biweekly:  
Telework Eligibility: Not Eligible



To view your own Position Telework Indicator, select the Position accordion.

Home / Position

Expand an additional section on page

Appointment

Position

Effective Date	Position	Organization	Location	Valid Grade	Target Grade	Job	Office Symbol
01-Feb-2015	T1996.SUPERVISORY PSYCHOLOGIST (ENGINEERING).560150.AF03.APPR	AF OP TST EVAL CTR AF03KV03FKTF01	350455001 - Kirtland Afb, Bernalillo, NM	GS-14	GS-14	Psychology (0180)	A9A

Supervisory Status: Supervisor or Manager  
 Part-Time Hours Biweekly:  
 FLSA Category: Exempt  
 Pay Table ID: 0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000  
 Security Access: Single Scope Background Investigation (SSBI)  
 Payroll Office: DOD Payroll Office, Indianapolis (Air Force) (DE)  
 Position Occupied: Competitive Service  
 Drug Test: Agency Req Drug Test of Incumbent(Tier One)  
 Key Emergency Essential: Posn not E-E, NCE, Key, or Mission Essential

Work Schedule: Full-Time  
 Pay Basis: Per Annum  
 Bargaining Unit Status: 8888\_Ineligible for Inclusion In A Bargaining Unit  
 Position Sensitivity: Critical Sensitive (CS) National Security Risk

PRP/SCI:  
 Supervisory Diff Eligibility:  
 Language Required:  
 Training Program ID: Not Applicable

Position Telework Indicator: Yes

LEO Position Indicator: No Applicable Program  
 Cybersecurity Specialty:  
 Gun-Ammo Access ID: POSITION DOES NOT REQUIRE

VERIFICATION OF INCUMBENT ELIGIBILITY

From the MyBiz+ homepage, a supervisor can view/ update Telework for their subordinates by selecting the MyTeam tile. Supervisor will select the employee from the Employee Details.

Home / MyTeam

Update My Supervisor / Update My Team

Diagram

Navigation

Back to Start Hide Show

Wofyiw P. Aif Sojwe  
 AF OP TST EVAL CTR  
 SUPERVISORY PSYCHOLOGIST  
 (ENGINEERING)  
 GS-0180-14  
 Kirtland Afb, Bernalillo, NM

Hahom U. Aif Maomuh  
 AF INSPECTION AG  
 FINANCIAL PROGRAM ANALYST  
 GS-0501-13  
 NM

Rismme Aif Timbopub  
 802 FORCE SUPPORT SQ  
 MAINTENANCE WORKER  
 SUPERVISOR  
 NS-4749-05  
 Randolph A F B, Bexar, TX

Vacant  
 US ARMY GARRISON ABERDEEN  
 PRV GRND  
 ASSISTANT CHILD DEVELOPMENT  
 CENTER DIRECTOR  
 NF-1702-03

Vacant  
 TRIPLER ARMY MEDICAL CENTER  
 SUPERVISORY FORENSIC  
 TOXICOLOGY TECHNICIAN  
 GS-0640-09  
 TRIPLER ARMY MEDICAL CENTER.

Vacant  
 U S ARMY ENG DIV.  
 NORTHWESTERN, NPR  
 FINANCIAL MANAGER  
 GS-0505-15  
 Portland, Multnomah, OR

Suspenses/Pending Actions

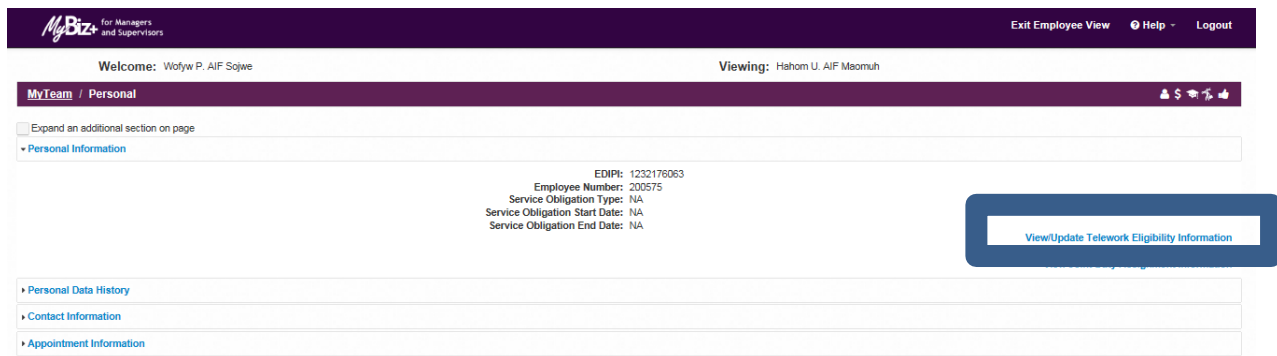
Employee Details

View	Name	Position Type	Hire Date	Appointment Type	Type of Employment	Email Address
+	Hahom U. Aif Maomuh	APPR	14-Aug-1989	Competitive - Career	Full Time Employee In Pay Status	
+	Rismme Aif Timbopub	NAF	18-Mar-1991			

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts

To view/update Telework Eligibility for this employee, select the View/Update Telework Eligibility Information link.

Note: Position Telework Indicator will also appear on the next screen.



The screenshot shows the MyBiz+ interface for a manager. The header includes the MyBiz+ logo, the user name 'Wofyw P. AIF Sojwe', and navigation links for 'Exit Employee View', 'Help', and 'Logout'. The main content area is titled 'Personal Information' and displays employee details for 'Hahom U. AIF Maomuh'. A blue box highlights the 'View/Update Telework Eligibility Information' link.

MyBiz+ for Managers and Supervisors

Welcome: Wofyw P. AIF Sojwe Viewing: Hahom U. AIF Maomuh

MyTeam / Personal

Expand an additional section on page

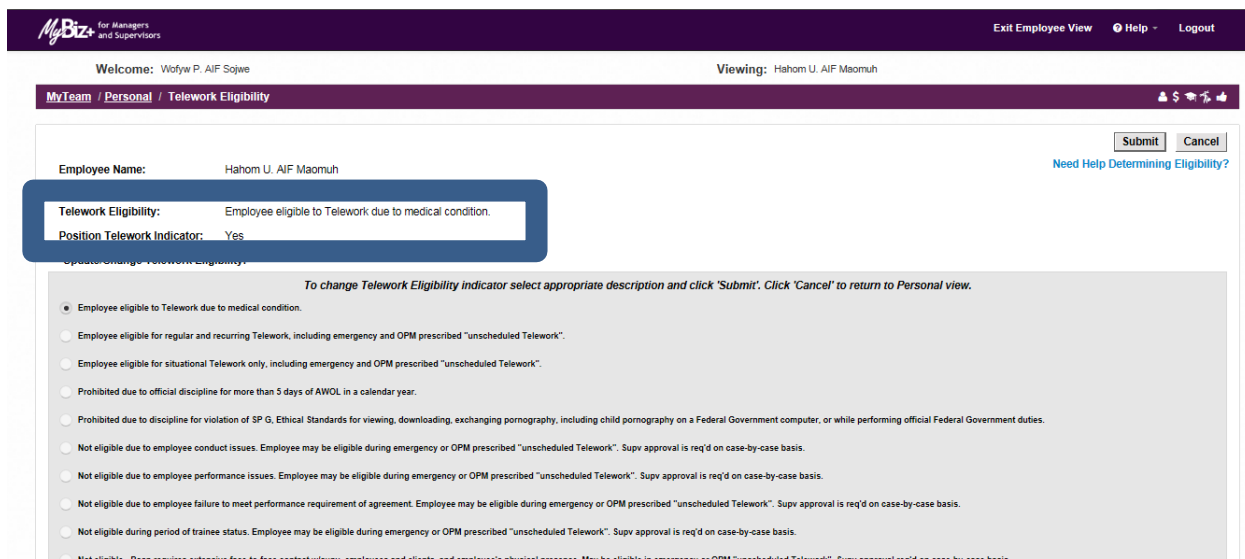
Personal Information

EDIP: 1232176063  
Employee Number: 200575  
Service Obligation Type: NA  
Service Obligation Start Date: NA  
Service Obligation End Date: NA

View/Update Telework Eligibility Information

Personal Data History  
Contact Information  
Appointment Information

Note, both the Telework Eligibility and Position Telework Indicator fields display.



The screenshot shows the MyBiz+ interface for a manager. The header includes the MyBiz+ logo, the user name 'Wofyw P. AIF Sojwe', and navigation links for 'Exit Employee View', 'Help', and 'Logout'. The main content area is titled 'Telework Eligibility' and displays employee details for 'Hahom U. AIF Maomuh'. A blue box highlights the 'Telework Eligibility' and 'Position Telework Indicator' fields.

MyBiz+ for Managers and Supervisors

Welcome: Wofyw P. AIF Sojwe Viewing: Hahom U. AIF Maomuh

MyTeam / Personal / Telework Eligibility

Submit Cancel

Employee Name: Hahom U. AIF Maomuh

Need Help Determining Eligibility?

Telework Eligibility: Employee eligible to Telework due to medical condition.

Position Telework Indicator: Yes

Update/Change Telework Eligibility:

To change Telework Eligibility indicator select appropriate description and click 'Submit'. Click 'Cancel' to return to Personal view.

- Employee eligible to Telework due to medical condition.
- Employee eligible for regular and recurring Telework, including emergency and OPM prescribed "unscheduled Telework".
- Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
- Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
- Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.
- Not eligible due to employee conduct issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
- Not eligible due to employee performance issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
- Not eligible due to employee failure to meet performance requirement of agreement. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
- Not eligible during period of trainee status. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.

Not eligible - Once requires extensive for a direct report who is employee and reliant and employee's physical presence. May be eligible in emergency or OPM "unscheduled Telework". Supv approval req'd on case-by-case basis.

You can also view this information for the employee selected by selecting the Position icon from the navigation bar. Once in the Position page, select either the Position accordion or Appointment.

**USAFE-AFAFRICA TELEWORK PROGRAM  
SECURITY CHECKLIST**

This checklist assesses the overall ability to protect the data and information processed, stored, transmitted, or received at the alternate work site. Each participant shall complete the checklist, sign and date it, and return it to the supervisor (and retain a copy of his or her own records).

Employee Name: \_\_\_\_\_

Telework Location: \_\_\_\_\_

<b>PHYSICAL SECURITY</b>	<b>YES</b>	<b>NO</b>
1. Do all doors and windows have adequate locking devices?		

<b>HARDWARE SECURITY</b>	<b>YES</b>	<b>NO</b>
1. Is the computer hardware positioned so unauthorized persons cannot see the screen?		
2. Are there adequate environmental controls to protect the hardware from extreme temperature and humidity?		
3. Does the computer have either a keyboard or power supply locking device?		

<b>DATA SECURITY</b>	<b>YES</b>	<b>NO</b>
1. Are the computer and removable media (e.g. CD-ROMS) adequately protected from unauthorized access (e.g., friends, relatives, roommates, etc)?		
2. When remotely accessing other systems, is your user password encrypted?		
3. <b><u>Can others gain access to the computer from other systems</u></b> (e.g., via internet, dial-up, etc)?		

<b>USER SECURITY</b>	<b>YES</b>	<b>NO</b>
1. Have you completed the mandatory DoD Information Assurance Awareness course?		
2. Are you familiar with computer virus detection and eradication procedures?		
3. Will you be working with or processing PII information?		

\_\_\_\_\_  
Employee Signature/Date

## Addendum 1. USAFE-AFAFRICA Telework Computer Instructions

### 1. Overview. Personal computer usage and Virtual private network (VPN)

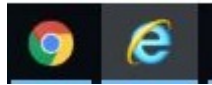
1.1. Outlook Web Access (OWA) without connection to VPN should be the primary usage for most users and can be accessed without AFNet access via home computers and a CAC reader, URL: <https://owa.us.af.mil>. Units may issue CAC readers and users are authorized to use their office CAC reader on a home/personal computer. Additional step-by-step with screenshots are shown below.

1.2. Virtual private network (VPN). If teleworkers require access to additional resources, like Teams, SharePoint, or network drives, then VPN usage via an AFNet (Government Furnished Equipment with the AF Standard Desktop Client) computer is required.

1.2.1. The new USAF VPN Client (aka BIG-IP Edge Client) is the primary VPN solution, installed on all NIPR AFNet computers. Cisco AnyConnect is the secondary VPN solution, installed on many, but not all, USAFE-AFAFRICA NIPR laptops/tablets. See below for additional step-by-step processes with screenshots below.

**Outlook Web Access (OWA):** Primary option for users needing only email access. Requires AFNet account, CAC reader, and personal computer.

- Open browser (e.g. Chrome, Edge/Explorer)



- OWA Links:  
From home computer or commercial internet service provider (ISP),  
<https://owa.us.af.mil>

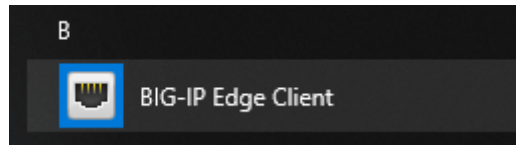
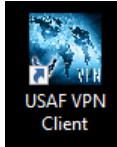


From AFNet or while on a VPN, use <https://webmail.apps.mil/owa>

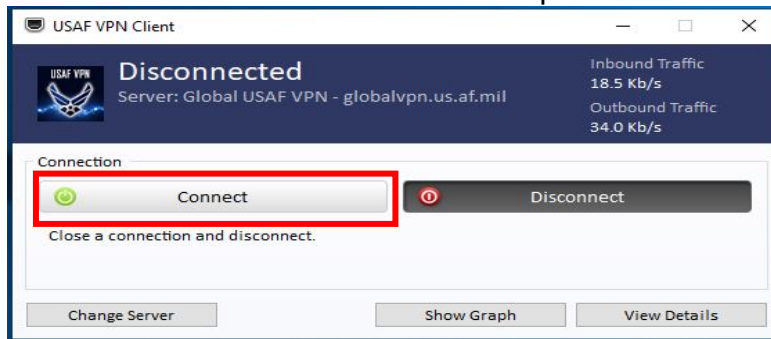
## Virtual private network (VPN) from AFNet Computers on commercial ISP

**USAF VPN Client (new):** This new capability has been deployed AF-wide to AFNet laptops and laptop-like devices

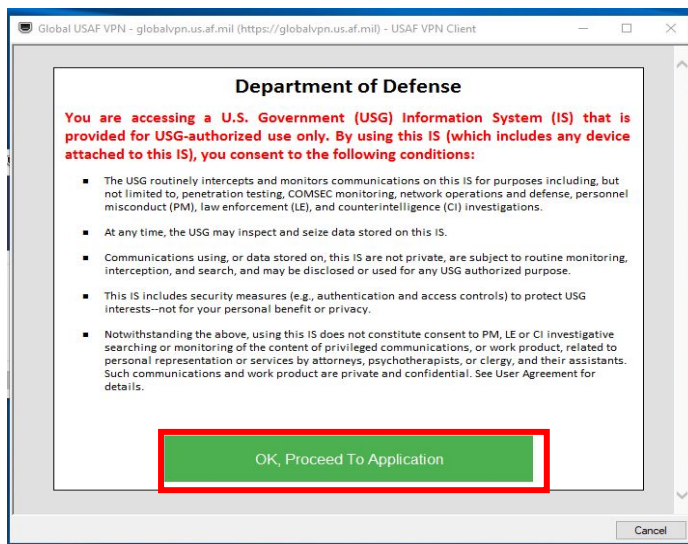
- Assure laptop is configured to support Internet connectivity (wireless or wired)
- Establish a functional Internet connection
- Double click on the “USAF VPN Client” icon on the desktop or by selecting “BIG-IP Edge Client” through the Start Menu



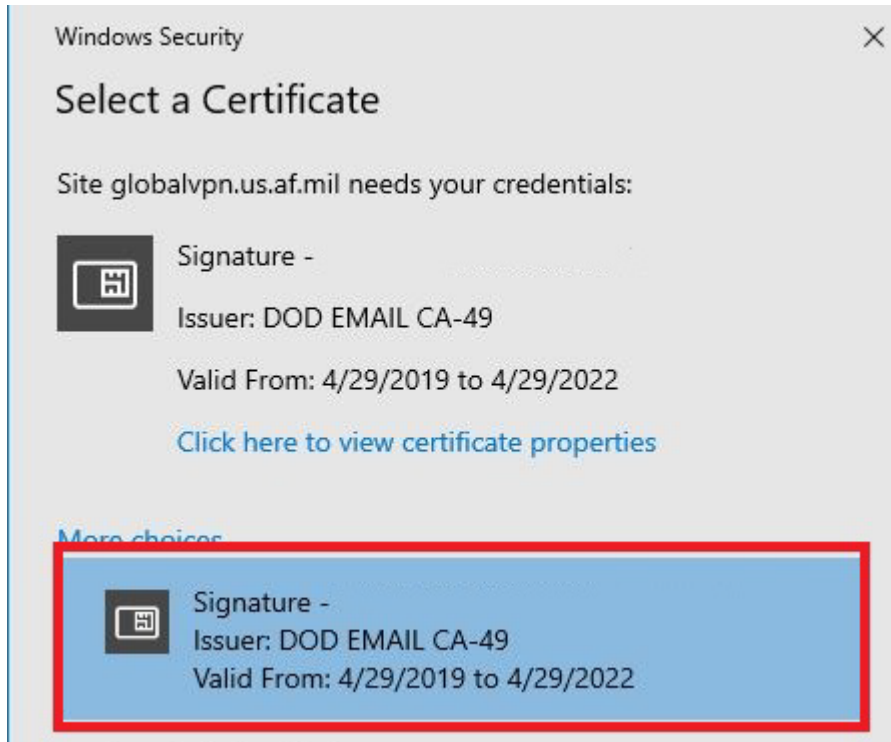
- Click “Connect” button – the client will attempt to start a VPN connection



- The client will display a DoD monitored resource message. Click ‘Okay, Proceed To Application’ green button to proceed.

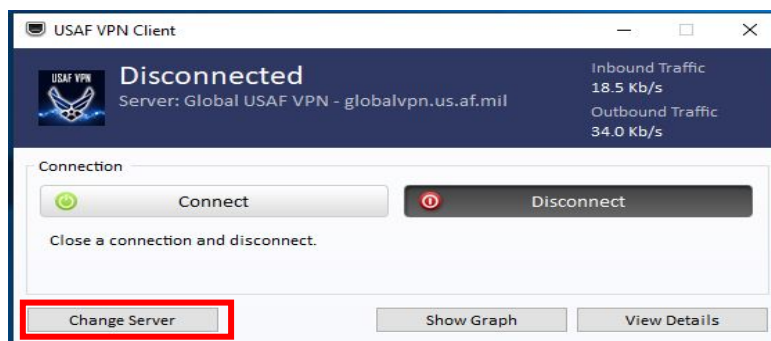


- Select the “More choices” when the certificate pop-up appears, and select the Email certificate, “Signature - <your ID>, Issuer: DOD EMAIL CA-XX.”



- After VPN session is established, client will minimize to the system tray
- To Disconnect, open the client and select “Disconnect”

If the Global VPN connection is saturated, on the main screen select a different server via “Change Server” option.

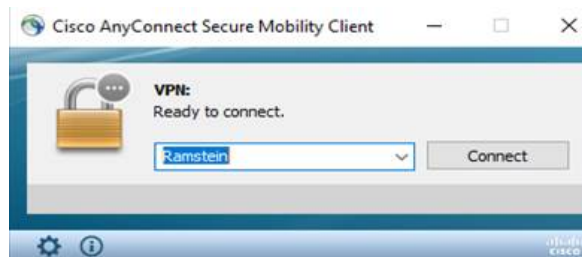


**Cisco AnyConnect Secure Mobility Client:** The secondary VPN solution for USAFE-AFAFRICA only users that require network/collaboration resources and .mil access:

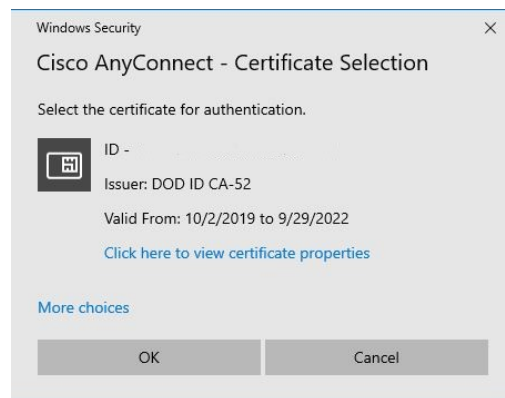
- Assure laptop is configured to support Internet connectivity (wireless or wired)
- Establish a functional Internet connection
- Select “Cisco AnyConnect Secure Mobility Client” from the programs list



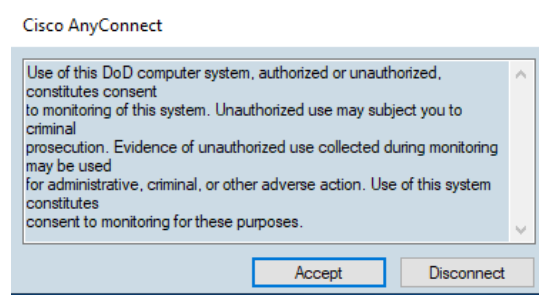
- Select one of the seven available VPN sites (Aviano, Incirlik, Lakenheath, Mildenhall, Ramstein, Spangdahlem) then click Connect.  
*\*Lajes is unavailable at this time, do not select it.*
  - *If no bases are listed in your options, then your system is not configured for AnyConnect and only the USAF VPN Client is available.*



- Select the “Authentication Cert” certificate, if available, otherwise select the 10-digit “ID Cert (pictured below)”



- Accept the DoD Computer System Disclaimer



- Once connected, you should receive a small banner above your system tray.



- To Disconnect, select "Cisco AnyConnect Secure Mobility Client" from the programs list then click Disconnect

