



DEPARTMENT OF THE AIR FORCE
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OFFICE OF THE ASSISTANT SECRETARY

DODI1035.01_DAFI36-816_DAFGM2021-01
19 May 2021

MEMORANDUM FOR DISTRIBUTION C
ALMAJCOM-FOA-DRU/CV

FROM: SAF/MR
040 Air Force Pentagon
Washington, DC 20330-1040

SUBJECT: Department of the Air Force Guidance Memorandum (DAFGM) to
DODI 1035.01_DAFI 36-816, *Telework Program*

By Order of the Secretary of the Air Force, DoDI1035.01_AFI 36-816, *Civilian Telework Program*, is immediately renamed DoDI1035.01_DAFI 36-816, *Telework Program*, and implements changes to DoDI1035.01_AFI 36-816. Compliance with this Memorandum and its attachments is mandatory. To the extent its directions are inconsistent with other Department of the Air Force publications, the information herein prevails, in accordance with DAFI 33-360, Publications and Forms Management.

This memorandum and its attachments provide additional guidance for civilian employees and Service Members at all levels concerning optimizing the use of telework and remote work, consistent with DoDI1035.01_DAFI 36-816. It provides necessary clarification and expand the Department's use of telework and remote work based on current lessons learned, pending a comprehensive review of the Department of the Air Force (DAF) Telework Program. This publication applies world-wide to all DAF civilian employees and Service members, to include the United States Space Force, Regular Air Force, the Air Force Reserve, and the Air National Guard, and personnel at Joint service organizations where DAF is the executive agent, unless otherwise noted.

All references to DAF, Air Force, or Airmen also applies to members of the Space Force; all Air Staff roles and responsibilities also apply to the equivalent Office of the Chief of Space Operations (referred to as Space Staff) office, as appropriate; and all references to Air Force MAJCOMs will apply to Space Force Field Commands.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, by being canceled, or upon incorporation by interim change to, or rewrite of DoDI1035.01_DAFI 36-816, whichever is earlier.

JOHN A. FEDRIGO
Acting Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1:
Enclosures 1, 2 and 3 Updates, as applicable
Enclosure 4 - Domestic Employees Teleworking Overseas (DETO) Agreement

PAGE 1

(Replaced)(AF) This publication implements guidance in Department of Defense (DoD) Instruction (DoDI) 1035.01, *Telework Policy*. The DoD Instruction is printed word-for-word in regular font without editorial review. AF supplementary material is printed in bold font and indicated by “(Added)(DAF).” This supplement establishes guidance, assigns responsibilities, and prescribes procedures for the telework program, which includes remote work. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the telework program. This publication applies to all DAF civilian employees, the United States Space Force, Regular Air Force, the Air Force Reserve, and the Air National Guard and personnel at Joint service organizations where DAF is the executive agent, unless otherwise noted. This publication may be supplemented at any level; all Major Command (MAJCOM) and Field Command supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Send all recommended changes or comments about this publication to the Office of Primary Responsibility listed above using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate chain of command. . The authorities to waiver wing/unit level requirements in this publication are identified with a Tier (“**T-0, T-1, T-2, T-3**”) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This instruction requires the collection and or maintenance protected by the Privacy Act of 1974 authorized by Title 5, Code of Federal Regulation Section 293; Title 10, United States Code Section 8013, and Executive Order 9397. The applicable SORN OPM/GOVT-1, General Personnel Records is available at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/Air-Force-Article-List/>

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(Added)(DAF) Attachment 1

(Added)(DAF) ENCLOSURE 4: DAF sample *Domestic Employees Teleworking Overseas (DETO) Agreement*

ENCLOSURE 1
REFERENCES

(Added)(DAF) 3 FAM 2370, *Domestic Employees Teleworking Overseas*, dated May 14, 2020
<https://fam.state.gov/fam/03fam/03fam2370.html>

(Added)(DAF) Department of State Executive Secretary Memorandum, *Requirements for Executive Branch Employees Teleworking in Foreign Locations*, June 7, 2016

(Added)(DAF) Department of Defense Memorandum (DCPAS Message # 2020112), *Department of State's Domestic Employees Teleworking Overseas Policy Guidance*, dated October 16, 2020
[https://www.dcpas.osd.mil/Content/documents/OD/DCPAS%20Message%202020112%20-%20Domestic%20Employees%20Teleworking%20Overseas%20\(DETO\)%20A.pdf](https://www.dcpas.osd.mil/Content/documents/OD/DCPAS%20Message%202020112%20-%20Domestic%20Employees%20Teleworking%20Overseas%20(DETO)%20A.pdf)

(Deleted)(DAF) Air Force Manual 33-363, *Management of Records*, 01 March 2008

(Added)(DAF) AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

ENCLOSURE 2
RESPONSIBILITIES

8. (Added)(DAF) AIR FORCE PERSONNEL. All responsibilities outlined here regarding telework also apply to remote work.

c. (Added)(AF) Director, Civilian Force Management Directorate (AF/A1C). Under the authority, direction, and control of the AF/A1 direct development, implementation, and operation of Air Force Telework Program to ensure compliance with the law and this Instruction. Designate Air Force Telework Program Manager to implement and evaluate Air Force Telework Program, to serve as an advisor for Air Force leadership, and serve as a resource for Commanders, supervisors, and employees. Act as delegated approval authority for exceptions to DAF exclusion on independent DETO arrangements in rare circumstances with exceptional justification. Act as approval authority on requests for extension of the 4-year limit on DETO arrangement duration in rare and compelling circumstances.

g. (Added)(DAF) Installation Commanders, Tenant Commanders, and Heads of Activities. Approve tele/remote work programs for applicable units. Require supervisors to document employee eligibility to telework in the employee's record in *MyBiz+*. Ensure Service Members/employees who are eligible to tele/remote work and their supervisors are fully trained on tele/remote work procedures including information technology, data security, and safety requirements. Designate in writing a local Tele/remote work Coordinator for applicable units. Verify completion of teleworking training and agreements through random spot checks or similar examinations of applicable records.

j. (Added)(DAF) MAJCOM CC, Field Command CC, OR EQUIVALENT (or designee). Act as approval authority for all requests for Domestic Employee Teleworking Overseas (DETO) agreement submissions to DoS. MAJCOM CC equivalent includes CCMD CC, DRU CC, FOA CC, Center Commander, and HAF Director.

k. (Added)(DAF) Squadron CC (or equivalent position of responsibility (i.e. 3-letter directors at HAF/SAF/MAJCOM/CCMDs). Designate positions eligible for tele/remote work and ensure position descriptions reflect tele/remote work eligibility. Approve changes to an employee's official worksite, and any telework/remote arrangement outside of the local commuting area. Act as approval authority for civilian employee remote work arrangements. Ensure supervisors document employee eligibility to telework in the employee's record in *MyBiz+*.

l. (Added)(DAF) Supervisor. Review assigned positions and advise Commanders in determinations of tele/remote work position eligibility. Determine employee/Service Member tele/remote work eligibility. Document employee eligibility to telework in the employee's record in *MyBiz+*. Ensure all tele/remote work eligible

employees/Service Members are fully trained on telework procedures including information technology, data security, and safety requirements. Participate in OPM telework training for employees and managers (www.telework.gov) prior to approving employees' or Service Members' tele/remote work agreements. Advise Squadron Commanders regarding position eligibility for tele/remote work, notify employees/Service Members of their eligibility status, and update employees' status in MyBiz+. Participate with employees/Service/Members in completing DD Form 2946 ensuring all appropriate factors are included according to the circumstances of each tele/remote work arrangement. Document in writing the basis for denial or termination of tele/remote work on the DD Form 2946, *DoD Telework Agreement*. Maintain appropriate tele/remote work documentation (including training documentation and DD 2946) in civilian employees' Supervisor's Employee Work Folder. Supervisors are responsible for maintaining Service Member tele/remote work documentation. Ensure necessary physical worksite coverage such that mission operations continue efficiently and effectively. Ensure tele/remote workers and onsite employees/Service Members are treated equitably. Ensure tele/remote workers are held accountable for GFE and adhere to applicable maintenance requirements (e.g. scheduled software updates). Ensure GFE is returned to the unit/organization when tele/remote work agreement ends. Promptly report any work-related accident or injury occurring at an alternative worksite. Ensure tele/remote working employees adhere to time and attendance guidance and requirements. Immediately address tele/remote worker conduct or performance concerns, including terminating tele/remote work arrangements if appropriate. Regularly evaluate whether tele/remote work continues to meet organizational needs and make appropriate adjustments to tele/remote work arrangements as appropriate, including terminating arrangements where appropriate.

m. (Added)(DAF) Employee/Service Member. If determined tele/remote work eligible, complete OPM tele/remote training for employees and any additional training required by supervisors on telework procedures including information technology, data security, and safety requirements prior to entering into a written tele/remote work agreement. Complete, with supervisor, DD Form 2946 ensuring all appropriate factors are included according to the circumstances of each tele/remote work arrangement, including specific details regarding location of alternative worksite. If alternative worksite is the home, maintain a safe work environment and designate one section of the home as the tele/remote work station. Safeguard, maintain accountability, and ensure appropriate use of GFE and adhere to applicable maintenance requirements (e.g. scheduled software updates). Return GFE to organization when tele/remote work agreement ends. Promptly report any work-related accident or injury occurring at an alternative worksite to supervisor and provide documentation related to the incident when requested. Adhere to time and attendance guidance and requirements. Protect all official, sensitive, and controlled unclassified information (CUI) and comply with all criteria and guidelines for information and electronic security consistent with DoDI 1035.01 and this DAFGM. Work at the regular worksite on scheduled telework days as directed by supervisors/Commanders. Consideration should be made for those participating

in the situational telework program due to a medical situation or condition (such as a disability) that prevents them from reporting to the regular worksite.

Contact supervisor and obtain advanced approval when requesting unscheduled telework to accommodate unanticipated personal circumstances (e.g., emergency home maintenance or repairs) and when Government employees are provided the option of unscheduled telework. Request appropriate leave in accordance with applicable procedures if unable to tele/remote work or report to regular worksite. Meet required performance elements and standards at fully successful level (or equivalent) or higher, and meet any additional duty requirements.

ENCLOSURE 3
PROCEDURES

1. **TELEWORK APPLICABILITY.** (Added)(DAF) The guidance outlined below regarding telework also applies to remote work, except as noted.

(Added)(DAF) (Differing requirements for remote work for Service Members is addressed in Section 7, Remote Work For Service Members, of this instruction.) A culture that supports and facilitates effective telework and remote work arrangements will require deliberate effort to create a supportive culture that values transparency, communication, trust, use of technology, and results-oriented performance management if tele/remote workers are to successfully meet agency mission and operational requirements.

- a. (Added)(DAF) Remote work can be used for a variety of important business reasons, including, but not limited to:

- (1) (Added)(DAF) Retention of high performing civilian employees who must move for personal reasons and would otherwise leave the DAF;
- (2) (Added)(DAF) Recruitment of civilian employees with specialized skills, who may not want, or be able, to relocate for personal reasons;
- (3) (Added)(DAF) Achieving agency real estate and other business cost reductions;
- (4) (Added)(DAF) Reduction of costs associated with filling vacancies when employees/Service Members must relocate to fill the position; and
- (5) (Added)(DAF) Increased employee/Service Member work/life balance, resulting in increased morale.

- b. (Added)(DAF) Before approving a remote work or full-time telework arrangement, Commanders and supervisors should consider a variety of factors. These include:

- (1) (Added)(DAF) Potential cost savings realized through physical footprint reduction, reduced turnover, etc.;
- (2) (Added)(DAF) Impacts to the organization's operational and administrative functions; personnel cost/savings considerations such as locality pay, new travel costs, and potential costs/savings resulting from any future change in official worksite;
- (3) (Added)(DAF) Loss of valuable social interaction when individuals do not regularly work together in a traditional office setting and whether some may have difficulties in a remote setting without that social interaction;

- (4) (Added)(DAF) Maintenance of quality customer service including any required physical office coverage;**
- (5) (Added)(DAF) Inappropriate reorganization of work such as assignment of additional duties to on-site Service Members or employees solely as a result of allowing another employee or Service Member to telework;**
- (6) (Added)(DAF) The requirement for supervisors to monitor performance and focus on goals and outcomes rather than physical presence and activity;**
- (7) (Added)(DAF) Initial and ongoing communication on tasks and projects with supervisors and other team members;**
- (8) (Added)(DAF) Hidden financial costs, such as shipping of work materials or equipment; and**
- (9) (Added)(DAF) Ability to provide logistical support to the employee.**

2. TELEWORK ELIGIBILITY. (Added)(DAF) The guidance outlined below regarding telework also applies to remote work, except as noted.

k. (Added)(DAF) Remote work and increased telework arrangements can present new challenges and require new skills for individuals and their supervisors. Consequently, not every position nor every individual is suited for such arrangements. Supervisors should carefully review this Instruction and Supplement regarding eligibility requirements, and may want to consider multiple factors, including individual work characteristics, team dynamics, and job characteristics, when making decisions regarding these arrangements. Similarly, employees/Service Members are advised to conduct an honest self-evaluation when determining if they are suited for these arrangements. Eligibility criteria must be applied impartially and consistently without prohibited factors being considered.

l. (Added)(DAF) Good tele/remote work candidates are self-directed and require minimal supervision. They should be able to work independently and be responsive to the organization, team, and customers. They should have initiative to keep supervisors and co-workers informed on the status of work, and to seek out work assignments when workload permits. They should be comfortable not having daily physically present, in-person contact with colleagues.

m. (Added)(DAF) Tele/remote work position eligibility is determined by the Squadron Commander with input and advice from supervisors. Commanders/supervisors should consider the nature of the work or tasks to be performed, and assess whether permitting tele/remote work would diminish the ability of any employee/Service

Member in that position to perform successfully or negatively impact the mission. However, when an employee/Service Member's position is determined ineligible for tele/remote work, there may be circumstances (such as emergencies or crises), or portions of an employee/Service Member's work (some portable duties), when the employees/Service Members in these positions may be considered for telework on an emergency or situational basis.

n. (Added)(DAF) Examples of portable work suitable for tele/remote work include, but are not limited to:

- (1) (Added)(DAF) reading reports;**
- (2) (Added)(DAF) completing online training;**
- (3) (Added)(DAF) conducting virtual meetings and training sessions;**
- (4) (Added)(DAF) analyzing documents and studies;**
- (5) (Added)(DAF) preparing written letters, memorandums, reports and other correspondence;**
- (6) (Added)(DAF) providing customer service where the service does not require physically present, in-person interaction;**
- (7) (Added)(DAF) setting up and participating in conference calls; and**
- (8) (Added)(DAF) similar tasks that do not necessarily require that an employee/Service Member be physically present at the regular worksite.**

o. (Added)(DAF) Some positions are not typically suitable for tele/remote work. Typical examples are:

- (1) (Added)(DAF) Those that require, on a daily basis, direct handling of secure materials;**
- (2) (Added)(DAF) Positions that require, on a daily basis, an on-site activity that cannot be handled remotely, or at an alternative workplace (e.g. hands-on contact with machinery, equipment, or vehicles); and**
- (3) (Added)(DAF) Positions that require, on a daily basis, physically present, in-person contacts (e.g. direct patient care, physically present, in-person customer service).**
- (4) (Added)(DAF) Employees in positions determined not typically suitable for tele/remote work may become eligible in an emergency situation if assigned functions are designated as mission-critical or essential.**

p. (Added)(DAF) Some civilian employees may not typically be eligible to participate in tele/remote work, even though their positions may be determined tele/remote work eligible. Typical examples include:

- (1) (Added)(DAF) Employees whose performance or conduct warrants closer supervision than telework may provide (T-3);**
- (2) (Added)(DAF) Employees whose last performance rating of record is below fully successful (or its equivalent) (T-3);**
- (3) (Added)(DAF) Employees whose conduct resulted in disciplinary action within the past 12 months (T-3); and**
- (4) (Added)(DAF) Employees recently assigned or newly appointed to trainee or entry level positions (T-3).**

(Added)(DAF) An employee who has been determined ineligible to telework may become eligible, at the supervisor's discretion, if the circumstances causing the ineligible determination change and warrant a new eligibility determination. While Service Members may be directed to telework at any time, their supervisors/Commanders should consider whether telework is advisable after considering the same factors as those applicable to civilian employee eligibility.

q. (Added)(DAF) Telework for civilian employees is a discretionary workplace flexibility, not an entitlement. Conversely, civilian employees cannot typically be ordered to participate in a telework program, unless the employee's duties are designated as mission-critical or essential, and the employee is required to report to an alternative worksite or the employee's telework agreement addresses this requirement. Telework eligibility for Service Members is discretionary (not an entitlement) and determined by the relevant Commander or supervisor.

r. (Added)(DAF) Remote work may not at this time be mandated as a condition of employment for civilian employee positions without agreement from the employee.

3. TELEWORK REQUIREMENTS. (Added)(DAF) The guidance outlined below regarding telework also applies to remote work, except as noted.

d. Telework Agreements.

(1) (Added)(DAF) Employee/Service Members and their supervisors must complete the DD Form 2946, *DoD Telework Agreement*, prior to participation in telework or remote work programs. Tele/remote work agreements shall be revalidated and signed by the supervisor and employee/Service Member at least every 2 years, but should be reviewed annually (recommend review occur in conjunction with annual performance assessment). (T-3) Agreements may be reviewed/revalidated more frequently if changes in position duties or other circumstances necessitate. When

substantive changes are needed, including any change in the alternative worksite or the assignment of a new supervisor, a new form must be completed.

(2) (Added)(DAF) In emergency or crisis situations, employees/Service Members with mission-critical or essential duties and those who may be required to telework in the case of a Continuity of Operations Plan (COOP) event, office closure due to adverse weather, or pandemic health crisis, shall have a DD Form 2946 in place. (T-3) When telework eligibility is expanded, or employees/Service Members who were not participating in telework are directed to do so, they shall be required to complete a DD Form 2946 and complete the required training as soon as practicable. (T-3) Supervisors should include a description of emergency duties if those duties are different from the employee's normal duties.

e. Official Worksite.

(3) (Added)(DAF) If the employee is not required to physically report at least twice each biweekly pay period, then the official worksite is the location from which the employee performs the majority of their work, normally the approved alternative worksite.

(4) (Added)(DAF) The official worksite for a remote worker is the approved alternative worksite.

(5) (Added)(DAF) When an employee's official worksite is changed from the regular worksite to a tele/remote work location in a permanent arrangement, a Standard Form 50, "Notification of Personnel Action," or equivalent nonappropriated fund form, must be completed by the servicing human resources office. (T-0) Because of the fiscal implications of changing an employee's official worksite, any telework arrangement requiring such a change must be coordinated through the appropriate chain of command to at least the Squadron Commander level. (T-1) Any remote work agreement must also be coordinated through the appropriate chain of command to the same level. (T-1) Commanders are highly encouraged to consult with their servicing human resources office prior to finalizing any such agreements.

(6) (Added)(DAF) If reporting to the regular worksite triggers travel pay entitlements, such travel must be approved by the supervisor prior to the travel commencing. (T-3) [Note: Even if the alternative worksite is within the same local area as the regular worksite, if an employee's tele/remote work situation meets the criteria for a change in official worksite, then such change must be codified on the employee's SF50 to identify where the work is actually being performed. (T-0)]

g. Equipment and Office Supplies. (Added)(DAF) The below provisions also apply to remote work.

(9) (Added)(DAF) Supervisors/Commanders should also provide the equipment and office supplies necessary for employees/Service Members to conduct official government business while tele/remote working.

(10) (Added)(DAF) All Government Furnished Information Technology assets will be accounted for within the Air Force's system of record and IAW AFMAN17-1203. (T-1)

(11) (Added)(DAF) GFE should be approved for employees/Service Members who telework on a regular and recurring basis, and for situational teleworkers when practicable. GFE will typically be approved for employees/Service Members who remote work or perform full-time telework. (T-3) For remote workers and full-time teleworkers, this would typically consist of a laptop or desktop computer, but may (at the supervisor/Commander's discretion) also include devices such as tablets, smart phones, and peripheral equipment such as printers and external data storage devices. The organization will be responsible for the service and maintenance of GFE. (T-2)

(12) (Added)(DAF) Supplies that may be provided would typically include printer paper and ink, pens/pencils, and other office supplies to the extent necessary for daily task accomplishment.

(13) (Added)(DAF) Furniture and other property items, such as desks, chairs and file cabinets may be provided, at the supervisor/Commander's discretion, if determined by the approval authority as necessary and if available from current inventory or within budgetary constraints. Since a traditional office space/set-up is not generally provided to remote/full-time teleworkers, strong consideration should be given to providing such items for these workers, if determined necessary by the approval authority. As government property, such items must be returned to the organization when the tele/remote work agreement ends. (T-3)

(14) (Added)(DAF) Personnel must store, file, and manage records consistent with organizational requirements and procedures, and where feasible, tele/remote working personnel should create and maintain content electronically and in accordance with AFI33-322. (T-3)

(15) (Added)(DAF) Commanders are authorized to use appropriated funds to install telephone lines, broadband, or other necessary telecommunications equipment in a private residence and fund appropriate monthly expenses (e.g. internet service) for individuals that remote work or telework on a regular and recurring basis, when the purpose is for official Government business consistent with the guidance set forth in section 1348 note of title 31, U.S.C. (also known as "The Treasury, Postal Service, and General Government Appropriations Act of 1996"). Commanders may also

issue a calling card, provide a cell phone, or reimburse for long-distance (domestic and international) telephone expenses if incurred as a result of official business. However, this guidance does not *require* organizations to provide telephone lines, internet service, telecommunications equipment, or other infrastructure, equipment or financial reimbursements. Such authorization should normally not be used in situations where employees already possess and maintain such items/services, or where the tele/remote work arrangement does not significantly benefit the DAF.

- i. Emergency Situations. (Added)(DAF) During any period that an organization is operating under a COOP plan, that plan shall supersede the tele/remote work policy and the provisions of the DD 2946, Telework Agreement. In the event of a pandemic health crisis, civilian employees with COOP responsibilities as well as employees who do NOT have COOP responsibilities, but who are trained and equipped to telework (including on a just-in-time basis) may be required to telework to prevent the transmission of germs.

- j. Work Schedules and Compensation. (Added)(DAF) The provisions of paragraphs (1), (2), (3), and (5) below also apply to remote work.

(2) (a) (Added)(DAF) To clarify, this means that tele/remote work should not be approved SOLELY for the purpose of enabling dependent care; however, tele/remote work can be an important component in establishing a quality work/life balance. If dependents are expected to be present in the home, the tele/remote work agreement should clearly outline expectations regarding work hours, breaks, time and attendance documentation, work schedules, leave requests, etc.

(b) (Added)(DAF) An in-home dependent care arrangement may pose unique challenges that must be appropriately managed to monitor whether employees/Service Members are able to successfully tele/remote work without jeopardizing work performance. While the mere presence of dependents in the household should not be an absolute bar to tele/remote working, employees/Service Members should not be engaging in dependent care activities when performing official duties. While an occasional, brief interruption may occur when a dependent is present in the home, tele/remote workers must be careful to keep interruptions to a minimum to avoid disruptions in work accomplishment.

(c) (Added)(DAF) Tele/Remote work and Alternative Work Schedules are different work flexibility arrangements; concurrent use is permissible and is encouraged when compatible with mission requirements and individual performance, and in accordance with this Instruction. In many cases, alternative work schedules can enhance the effectiveness of tele/remote work.

k. Time and Attendance.

(3) (Added)(DAF) Time spent working by civilian employees, whether at the regular worksite or in tele/remote work status, must be accounted for and reported appropriately (e.g. in ATAAPS or other organizational official timekeeping system). (T-0) Any time not spent working during the employee's duty day must also be accounted for and reported appropriately. (T-0)

(4) (Added)(DAF) Supervisors must ensure that hours spent teleworking by civilian employees are appropriately coded in the timekeeping system. (T-0) In ATAAPS, telework hours are coded as "RG", with the subcode of either "TS" for situational/ad hoc, "TM" for medical, or "TW" for regular/scheduled. For reporting purposes, remote work is coded as "TW".

l. Telework Training. **(Added)(DAF) The below provisions also apply to remote work.**

(1) (Added)(DAF) If newly hired into the Agency, civilian employees who will tele/remote work must complete the required training within 30 days of appointment. (T-3) Training certificates should be kept in the civilian employee's Supervisor Employee Work folder.

n. Performance Management. **(Added)(DAF) The below provisions also apply to remote work.**

o. Telework Denial and Termination. **(Added)(DAF) The guidance outlined below regarding telework also applies to remote work, except as noted.**

(3) (Added)(DAF) Under current guidance, a civilian employee's remote work arrangement may also be terminated at the discretion of the supervisor or at the employee's request, unless a written agreement exists dictating other terms.

(4) (Added)(DAF) When terminating a tele/remote arrangement, appropriate notice should be given, taking into consideration such factors as mission needs, employee/Service Member personal circumstances, as well as any required collective bargaining requirements.

(5) (Added)(DAF) Supervisors of civilian employees are encouraged to discuss telework disapproval or tele/remote work termination actions with servicing Civilian Personnel Section Employee Relations Specialists.

5. (Added)(DAF) DOMESTIC EMPLOYEES TELEWORKING OVERSEAS (DETO). A DETO is a U.S. Government (USG) direct-hire employee assigned to a domestic position, with an approved agreement to telework from an overseas location. A DETO may be sponsored or independent. A sponsored DETO is on the USG orders of a family member, whereas an independent DETO is not on the orders of a USG family member. DETO arrangements are not applicable to Service Members.

- a. **(Added)(DAF) Arrangements for domestic civilian employees to telework overseas should be rare, due to extensive Department of State (DoS) requirements, long lead times for approval (3 - 6 months in most instances) as well as significant security, logistical and administrative challenges. Consequently, any DETO request must be approved by the Headquarters, MAJCOM or Field Command Commander or equivalent (or their designee) prior to submission to the Department of State and must follow the requirements in this publication (T-1), Department of State Executive Secretary Memorandum, *Requirements for Executive Branch Employees Teleworking in Foreign Locations*, June 7, 2016, and Department of Defense Memorandum (DCPAS Message # 2020112), *Department of State's Domestic Employees Teleworking Overseas Policy Guidance*, dated October 16, 2020. (T-0)**
- b. **(Added)(DAF) Department of State has final approval authority over any DETO arrangement and employees are strictly prohibited from beginning any DETO arrangement until final approval has been received from the DoS. (T-0) An employee must not work beyond the DoS approved DETO ending date, until and unless an amended DETO agreement is completed, an extension request is submitted and the employee receives final DoS approval. (T-0)**
- c. **(Added)(DAF) Due to expanded risks of independent DETO arrangements, under DAF guidance, independent DETO arrangements are excluded. (Secretary of the Air Force has delegated the authority to approve exceptions to this exclusion to AF/A1C and only in rare circumstances with exceptional justification. Exception requests must be submitted through the employee's chain of command, with MAJCOM or Field Command (or equivalent) concurrence, to AF/A1CP.) (T-1)**
- d. **(Added)(DAF) DETO arrangements are limited in duration to 4 years maximum. Requests for extension in rare and compelling circumstances require AF/A1C approval prior to submission to the DoS for final approval. (T-1) Extension requests must be completed, submitted and routed using the same process as the original DETO request, but must be submitted to AF/A1C after MAJCOM or Field Command (or equivalent) approval and prior to submission to the DoS. (T-1)**
- e. **(Added)(DAF) A DETO arrangement that includes duties that involve reporting on or playing any substantive role in policy or administrative issues pertaining to the country or region in which the host bureau or DETO telework location is located are generally ineligible for approval.**
- f. **(Added)(DAF) Positions that require access to and/or handling of classified information are generally ineligible for a DETO arrangement unless the approved alternative worksite is at an embassy/consulate/mission/installation and the required security standards are in place. In such cases, an embassy/consulate/mission/installation will be the employee's approved overseas**

alternative worksite and the employing organization may be required to cover any costs required to make the workspace available to the DETO.

- g. (Added)(DAF) In accordance with the Presidential directive (July 12, 1990) and Public Law 96-45, the Chief of Mission (COM) has specific responsibilities for all USG activities, operations, and personnel conducting official USG business in overseas locations. These responsibilities cannot be waived or delegated. Arrangements that will result in a civilian employee, assigned to a domestic position, teleworking in a location that is outside of the United States, must meet additional requirements that apply to the conduct of official USG activities and operations in overseas locations. (T-0) Requirements include:

(1) (Added)(DAF) COM Approval:

- (a) (Added)(DAF) Permanent Activities: Permanent activities include official government activities that are required or envisioned for 1 year or more. If an organization intends to establish a telework arrangement for 1 year or more, they must follow procedures outlined in the National Security Decision Directive 38 (NSDD 38). (T-0)
- (b) (Added)(DAF) Temporary Activities: Temporary activities include official government activities that are required for less than 1 year. If an organization intends to establish a telework arrangement for less than 1 year, they must obtain COM approval through the country clearance process. (T-0)

(2) (Added)(DAF) Organization considerations:

- (a) (Added)(DAF) Assignment Location: The official worksite for an employee covered by a telework agreement not scheduled to report at least twice each bi-weekly pay period on a regular and recurring basis to the regular worksite typically will be the location of the telework site.
- (b) (Added)(DAF) Pay and Allowances: A domestic employee teleworking overseas, as defined in Section 040 of the DSSR, who is assigned to a position in the United States, but performs his or her duties from a foreign location by agreement with his or her employing agency, is not eligible to receive overseas allowances. (T-0)
- (c) (Added)(DAF) Passport/Visa: Organizations will need to confirm that the teleworking employee has the proper documentation such as passports, visas, or any additional work permits required to perform work for the USG overseas. (T-0)

- (d) (Added)(DAF) Local Labor and Tax Laws: Local labor and tax laws may apply to the employee's work, and the organization and employee must ensure appropriate compliance (e.g., obtain necessary work visas) before the COM will approve the activity. (T-0)
 - (e) (Added)(DAF) Contingency Planning: Organizations should be prepared to address any problems with the telework arrangement, including situations when the employee is no longer able or willing to work from their home, when the employee or organization wants to terminate the telework arrangement and/or when the employee return(s) to the United States, or is ordered to depart the country by the COM.
 - (f) (Added)(DAF) Other costs: Organizations may be responsible for funding security and administrative support for positions located overseas. Organizations may be responsible for funding travel expenses during the course of the telework arrangement if the employee must travel to other installations or return to the United States for official duties such as periodic consultations or training.
- h. (Added)(DAF) Employees and organizations requesting a DETO arrangement must complete a *Domestic Employees Teleworking Overseas (DETO) Agreement* using the DAF sample agreement (Enclosure 4) and following all instructions on the template. (T-0) The completed Agreement must be submitted through the employee's chain of command to the MAJCOM or Field Command (or equivalent) for approval. (T-1) Once approved by the MAJCOM or Field Command (or equivalent), it must be submitted to AFPC/DP3FS for submission to DoS and tracking purposes. (T-1)
- i. (Added)(DAF) Pay and Allowances. Eligibility for overseas/foreign allowances and differentials is governed by 5 U.S.C. 5921 *et seq.*, the Joint Travel Regulations. Once management approves a DETO arrangement, the employee is considered "officially stationed" in a foreign area (despite being on their sponsor's orders) and once the organization identifies the OCONUS location as the new official worksite/duty station (by processing the SF-50 showing that change), then the employee's pay will change to base rate only (locality does not apply in foreign OCONUS) and they could be entitled to post allowance based on the definition found at DSSR section 031.2 to such an employee defined in Department of State Standardized Regulations (DSSR) Section 040i. After DETO approval, employees must notify their supervisors and organizational telework coordinators of the effective commencement date of the DETO arrangement before or upon arrival at the overseas alternative worksite to allow the organization to process the SF-50 (Notice of Personnel Action) documenting the change in official worksite. (T-0) At the end of the DETO arrangement, employees must notify their supervisors and organizational telework coordinators of the effective date of the termination of the DETO arrangement to

allow the organization to process the required SF-50 personnel action documenting the change in official worksite. (T-0)

- j. (Added)(DAF) Title 5 premium compensation may be available. All overtime must be ordered and approved in writing and in advance, and timely reported to the employee's timekeeper. (T-0) Whether an employee will be eligible or entitled to receive overtime compensation will depend upon the nature of the duties and where the work is performed. The existing rules governing overtime in Title 5 U.S.C. (regulations in 5 CFR 550) and the Fair Labor Standards Act (regulations in 5 CFR 551) apply to telework arrangements with DETOs.**
- k. (Added)(DAF) Sponsored DETO arrangements will not generally require International Cooperative Administrative Support Services (ICASS) provided by the COM, as the employee will be receiving support in their status as a "dependent". However, in the rare circumstance that an independent DETO arrangement is approved as an exception to policy, services required to support the employee in the performance of their duties would require funding by the employing organization and must be included in the DETO Agreement. (T-0) Examples of potential support services that may be provided by the COM, with reimbursement to DoS by the employing organization, include reproduction services, travel services, mail and messenger services, information management, purchasing and contracting, human resources services (e.g. health care), non-residential security guard services, housing, etc. Situations potentially involving ICASS must be coordinated in advance with AFPC/DP3FS. (T-1)**
- l. (Added)(DAF) Equipment and supplies for the DETO will be in accordance with this Instruction.**
- m. (Added)(DAF) Employees who are approved for a DETO arrangement will not work on or have access to classified information at the alternative work site unless the approved alternative worksite is at the embassy/consulate/mission/installation and the required security standards have been met and are in place. (T-0)**
- n. (Added)(DAF) Care and judgment must be exercised with regard to records and information that are Sensitive But Unclassified (SBU) and/or subject to the Privacy Act. Organizations allowing employees access to these records offsite must ensure that appropriate administrative, technical, and physical safeguards are maintained to protect the confidentiality and integrity of records. (T-0)**
- o. (Added)(DAF) The employee will make available any residential alternative work site for survey by post Regional Security Officer to ensure that information security requirements are observed and official documents are properly handled. (T-0)**
- p. (Added)(DAF) Any ICASS costs incurred in relation to the DETO are the responsibility of the employing organization.**

- q. (Added)(DAF) As a U.S. government Executive Branch employee, while teleworking overseas the employee is subject to Chief of Mission (COM) authority, although the employee will not be included in the DoS Post's staffing pattern or considered part of Post's regular staffing complement. The COM must be notified and agree to the DETO's employment arrangements prior to the DETO's arrival at the installation through the NSDD 38 or country clearance procedures. (T-0)
- r. (Added)(DAF) The employee or supervisor may cancel the DETO agreement at any time with prior notification of at least 90 days by providing a written notification, which should include the basis for the cancellation. A supervisor may also amend the DETO agreement at any time by providing written justification based on the needs of the office and prior notification of at least 2 pay periods. Nothing in this agreement precludes the employing office from terminating the telework arrangement, with appropriate notice, and requiring the employee to report to the domestic location of the regular worksite.
- s. (Added)(DAF) Employees whose DETO arrangements are terminated may potentially seek LWOP from their employing organization. Extended LWOP requests are subject to approval by the supervisor and/or organizational leadership IAW DoDI1400.25v630_AFI36-815, *Leave*.
- t. (Added)(DAF) The completed DETO agreement should be drafted by the DETO applicant, in consultation with the supervisor/employing organization, for signature by the employee, the supervisor, and the Squadron Commander or equivalent to start the process, and then be submitted to the MAJCOM Commander or equivalent (or designee) for approval. The AFPC/DP3FS Telework Coordinator should ensure the MAJCOM Commander or equivalent (or designee) has signed the agreement prior to submission to DoS. The employing organization's Telework/DETO Coordinator is also responsible for initiating the NSDD 38 approval process. To complete the NSDD 38/country clearance process, a signed agreement must be in place. (T-0)
- u. (Added)(DAF) A completed agreement is not final approval of the DETO arrangement. The signed agreement simply allows the NSDD 38/country clearance process to move forward. The DETO arrangement must not commence and work must not be performed until the DETO arrangement approved by the DoS. (T-0) It is approved only after the COM agrees to the DETO arrangement through the NSDD 38 approval process (for DETO arrangements of one year or longer) or through the electronic Country Clearance process (for DETO arrangements of less than one year). Employees are strictly prohibited from beginning any DETO arrangement until final approval has been received from the DoS. (T-0)
- v. (Added)(DAF) An Anti-Nepotism Review (ANR), if applicable, must be approved as a part of the entire approval process. (T-0)

6. (Added)(DAF) OPTIMIZING FACILITY SPACE. Embracing expanded tele/remote work presents opportunities for Commanders and their Facility Space Planners to relook at long-established space requirement assumptions and reset space utilization targets to capitalize on reduced demand for centralized administrative space in a tele/remote work environment. Limiting administrative space requirements through workspace sharing or hoteling presents new ways to optimize use of best-condition facilities, significantly improve facility utilization rates through consolidation, and help to achieve key objectives in the Air Force Infrastructure Investment Strategy (I2S) to position installations to divest failing and underutilized facilities when funds are available.

a. (Added)(DAF) With the realization that expanded tele/remote working presents attractive facility space utilization opportunities, new standards are being developed. However, guidance is available now to Commanders to leverage current telework momentum and pursue tele/remote work-based space efficiencies in the near-term. Organizational-level Facility Space Program Managers can work with installation functional leads to understand new customer mission space requirements under expanded tele/remote work configurations. Then, using tools and guidance available now in Civil Engineering 32-Series publications such as AFI 32-1015, *Integrated Installation Planning* and DAFMAN32-1084, *Standard Facility Requirements*, Facility Space Managers can work with Real Property, Community Planner, and Facility Asset Management personnel to incorporate those requirements into Installation Facility Space Optimization Plans to achieve the best space allocation possible and right-size the installation footprint.

7. (Added)(DAF) REMOTE WORK FOR SERVICE MEMBERS (Only applies to HAF and CONUS MAJCOMs)

a. (Added)(DAF) While remote work should be rare among Service Members, Commanders are authorized to work with their supporting Manpower Office to determine feasibility of modifying positions to accommodate remote work on a case-by-case basis. Establishing an Operating Location (OL), and establishing a support agreement for the OL, is critical to ensuring accountability and that the correct support structure (supporting base capacity) exists. An OL must be established prior to commencing remote work. (T-1)

b. (Added)(DAF) When seeking to establish a remote work arrangement, Commanders must work with their supporting Manpower Office to determine the feasibility of modifying positions to accommodate remote work. (T-1) In cases where a remote arrangement is approved, an OL must be established at the nearest installation, in order for the Service Member to be supported and to ensure accountability. (T-1) An OL must be established before the member can begin remote work. (T-1)

c. (Added)(DAF) Remote work should not be used when other established assignment programs (such as joint spouse, humanitarian, high school deferments, etc.) are applicable and viable alternatives.

d. (Added)(DAF) Approval authorities for remote work must ensure appropriate arrangements, including Memorandums of Agreement/Understanding, are made with installations local to the Service Member to ensure appropriate support to the Service Member and their families.

e. (Added)(DAF) Approval of a remote work arrangement will not trigger an entitlement to PCS funding. (T-1) Remote work arrangements should be Low Cost/No Cost PCS in accordance with AFI 36-2110, *Total Force Assignments*.

f. (Added)(DAF) Remote work is only authorized for HAF/MAJCOMS and equivalents in the CONUS. This means when both the Service Member and owning organization are in the CONUS. Remote work arrangements are not authorized in situations where either the Service Member or owning organization are in the CONUS and the other is OCONUS.

g. (Added)(DAF) Service Member entitlements and allowances will be based on a Service Member's OL, not the location of the owning organization. For example, if the Service Member is assigned to the HAF, but the OL is Peterson AFB, allowances will be paid based on Peterson AFB.

h. (Added)(DAF) Commanders have responsibility for their personnel at all times. Accountability, support, authorities, and expectations must be clearly outlined by senior raters (e.g. day-to-day supervision, disciplinary issues, de-confliction and prioritization of responsibilities, etc.) (T-3)

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

(Added)(DAF)	COM	Chief of Mission
(Added)(DAF)	CCMD	Combatant Command
(Added)(DAF)	DoS	Department of State

PART II. DEFINITIONS

Alternative worksite (Added)(DAF) This definition applies to DAF civilian employees. For the purposes of tele/remote work, the alternative worksite must be codified on the completed DoD Telework Agreement, DD Form 2946, and/or any other applicable document deemed necessary by the Agency. (T-3) The alternative worksite must be identified with sufficient specificity to allow for analysis of civilian employee workplace injury claims. (T-3)

(Added)(DAF) Alternate Duty Location (ADL)(Service Members). A location away from the Permanent Duty Station that has been approved for the performance of assigned official duties and other approved activities. It may be a Service Member's home, a telework center, or other approved worksite, and for the purposes of telework, must be codified on the completed DoD Telework Agreement, DD Form 2946, and/or any other applicable document deemed necessary by the Agency. (T-3) The ADL must be identified with sufficient specificity to allow for analysis of Service Member line-of-duty determinations. (T-3)

Disciplinary action. (Added)(DAF) These actions are further outlined in AFI36-704 (civilian employees), the Uniform Code of Military Justice (Service Members), and AFI36-2907, *Adverse Administrative Actions* (Service Members).

Emergency situation telework. (Added)(DAF) Employees/Service Members who were not previously telework participants, and who are directed to perform emergency situation telework, should complete the required telework training and telework agreements (DD 2946) as soon as possible.

Official worksite. (Added)(DAF) This definition applies to DAF civilian employees and their *telework* worksites. Approved location where an employee regularly performs their duties via telework. If an employee physically reports to the regular worksite at least twice in a bi-weekly pay period, the regular worksite is the official worksite. If an employee is not routinely required to report to the regular worksite at least twice in a bi-weekly pay period, then the official worksite is the alternative worksite. Once the official worksite has been codified on the SF50, Notification of Personnel Action, and DD Form 2946, it cannot be changed without approval of the employee's chain of command to at least the Squadron Commander level. Changing the official worksite may affect an employee in a number of ways, including rates of pay, locality pay, Reduction in Force (RIF) competitive area, travel reimbursement, PCS entitlements, and unemployment compensation.

(Added)(DAF) Official remote work worksite. This definition applies to DAF civilian employees and their *remote work* worksites. The official worksite for a remote worker is the place (away from the regular worksite) where the employee is approved to work on a permanent basis. That location may or may not be within the local area of the regular worksite. Once the official worksite has been codified on the SF50, Notification of Personnel Action, and DD Form 2946, it cannot be changed without approval of the employee's chain of command to at least the Squadron Commander level. Changing the

official worksite may affect an employee in a number of ways, including rates of pay, locality pay, Reduction in Force (RIF) competitive area, travel reimbursement, PCS entitlements, and unemployment compensation.

(Added)(DAF) Permanent Duty Station (Service Members). The Service Member's permanent duty station (PDS) is their official station and is based on Permanent Change of Station (PCS) orders or Permanent Change of Assignment (PCA) orders.

Regular worksite. (Added)(DAF) For civilian employees, the regular worksite is normally the location from which the position is based and/or where the hiring authority lies. For Service Members, the regular worksite is normally the PDS.

(Added)(DAF) Remote work (civilian employees). A work arrangement in which the employee performs assigned official duties and other authorized activities at an approved alternative work location, in or outside the local commuting area of the regular worksite, on a permanent basis; is not required to physically report to the regular worksite on any frequent, regular or recurring basis; and the approved alternative worksite is, for pay and other purposes, the official worksite, as indicated on the employee's Standard Form 50, and in accordance with 5 CFR § 531.605 – *Determining an employee's official worksite*. Like telework, remote work does not include work done while on official travel or mobile work.

(Added)(DAF) Remote work (Active Duty and Reserve Component Service Members). A non-temporary work arrangement in which the Service Member is assigned to a unit, but does not work in the vicinity of the unit, i.e. is geographically separated. For a Service Member to perform remote work, an Operating Location (OL) must have been established. (T-1) Like telework, remote work does not include work done while on official travel or mobile work.

(Added)(DAF) Remote work eligibility. If both a position and employee are determined by the approval authority to be initially eligible for regular/recurring *telework*, they may (at the approval authority's discretion) also then be determined to be *remote* work eligible, if the approval authority determines that *all* of the required duties and tasks can be completed away from the regular worksite, with no frequent, regular and/or recurring requirement to be physically present at the regular worksite. After initial eligibility for remote work is established, continued eligibility is at the approval authority's discretion; however, before determining an employee is no longer eligible, the approval authority should consult with the servicing human resources and/or legal offices.

(Added)(DAF) Remote worker (civilian employees). An employee who meets all of the following criteria: employee is deemed remote work eligible; employee's position is deemed eligible for regular/recurring telework; employee is telework ready; employee is approved to work at an alternative work location on a permanent basis, with no frequent, regular and/or recurring requirement to physically report to the regular worksite; employee has not been granted a temporary exception under 5 CFR 531.605 (d)(2); and employee's alternative worksite is, for pay and other purposes, the official worksite as

indicated on the employee's SF50. Civilian employees working remotely generally should not have any assigned or dedicated workspace at the regular worksite.

(Added)(DAF) Remote worker (Service Members). A Service Member who has been authorized to work from an Operating Location, which is geographically separated from the organization/location to which they are assigned. Whether Service Members have assigned or dedicated workspace at either the regular worksite or the OL would depend on the nature of the remote work arrangement and the agreement established between the parent unit and the OL.

Routine telework. An approved work arrangement where eligible employees work at an alternative worksite as part of an ongoing, regular, and recurring schedule, typically on an approved day or days during a bi-weekly pay period.

(Added)(DAF) (Also known as regular or recurring telework.) For Service Members, an approved work arrangement where eligible Service Members work at an ADL as part of an ongoing, regular, and recurring schedule, typically on an approved day or days during a work week.

(Added)(DAF) Telework (civilian employees). A voluntary work arrangement where an employee performs assigned official duties and other authorized activities during any part of the employee's regular, paid hours, at an approved alternative worksite (e.g., home, telework center) on a regular, 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).

(Added)(DAF) Telework (Service Members). A work arrangement where a Service member performs assigned official duties and other authorized activities at an approved Alternative Duty Location (ADL) on a regular, 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).

Telework agreement. A written agreement, completed and signed by an employee and the authorized management official(s) via the DD Form 2946, that outlines the terms and conditions of the telework arrangement.

(Added)(DAF) For DAF, this also applies to remote work arrangements, and the agreement outlines the terms, conditions, obligations, and responsibilities of the telework or remote work arrangement. For Service Members, the agreement may be signed by an authorized management official(s) or Commander.

(Added)(DAF) Telework eligible employee/Service Member. An employee/Service Member whose position is deemed telework eligible, and whose performance, conduct, assignment, mission, and other relevant personnel factors are suitable to allow telework participation, even though participation may only be situational, temporary, or on an emergency basis. Supervisors are responsible for determining an employee/Service Member's telework eligibility. The individual employee/Service Member's eligibility is separate and distinct from the position eligibility.

(Added)(DAF) Telework eligible position. Characteristics of the position that identify suitability for tele/remote work as determined by the Squadron Commander, with input and advice from the supervisor, who has authority to manage the position. Civilian positions are identified as either: eligible for regular/recurring telework; or eligible for situational telework; or not eligible for telework. Typically, position telework eligibility involves at least some tasks and work activities that are portable and do not depend on the employee/Service Member being physically present at the regular worksite. The position eligibility is separate and distinct from the employee/Service Member's eligibility.

(Added)(DAF) Telework Full-time. An approved telework arrangement where the employee performs telework on a full-time basis. For purposes of space allocation/authorization, full-time is further defined as that which is on a regular and recurring schedule where the employee is not scheduled to report to the regular worksite more than once per bi-weekly pay period. While it is possible for full-time telework to be approved outside of the defined local commuting area, full-time telework is differentiated from remote work in that an individual performing full-time telework is required to be available for reporting to the regular worksite on short notice, whereas remote work generally has no such requirement and therefore the official worksite may be outside the local commuting area. Civilian employees teleworking full-time generally should not have any assigned or dedicated workspace at the regular worksite.

(Added)(DAF) Telework participant. An employee who is telework eligible and telework ready, even though the individual may not be actively teleworking, or may not have performed telework for an extended period.

(Added)(DAF) Telework ready. An employee/Service Member is telework ready when the following conditions are met: both the employee/Service Member and their position are determined to be telework eligible; the employee/Service Member (and their supervisor) have completed the required training; the employee/Service Member (and their supervisor) have completed the DD Form 2946; and the employee/Service Member possesses the necessary equipment and infrastructure (e.g., laptop, internet access, OL support in place, etc.) in order to perform work at the approved alternative worksite/ADL.

(Added)(DAF) Telework/Remote work site. The alternative worksite location where an employee/Service member is approved to perform telework/remote work.

Sample *Domestic Employees Teleworking Overseas (DETO) Agreement*

Privacy Act Statement

Authority: This information is sought and maintained under authority of the Telework Enhancement Act of 2010 (5 U.S.C. 6501 et. Seq.), 5 CFR 531.605, and 22 U.S.C. 2581.

Purpose: The information solicited on this form will be used to ensure eligibility in the Telework program, to validate the employee's performance of a home safety check and to facilitate timely processing of the request.

Routine Uses: The information on this form may be shared with members of Congress from a record of an individual in response to an inquiry from the Congressional office made at the request of that individual; to auditors in the performance of the duties of the Government Accountability Office; and to an entity under contract to the Department of Air Force to fulfill an agency function.

Disclosure: The information requested on this form is voluntary but failure to provide the requested information may delay or result in disapproval of your Telework request.

Domestic Employees Teleworking Overseas (DETO) Agreement

Revised March 2021

Between the Department of State, the Department of the Air Force, ____ (Organization) ____ and ____ (Name of Employee) ____ for a DETO Arrangement.

The supervisor, telework coordinator and the employee must each keep a copy of the agreement for reference. In addition, a copy should be sent to the Air Force Personnel Center (AFPC), Civilian Support Branch, Telework Coordinator at afpc.dp3fs.civiliansupportbr@us.af.mil.

Arrangements for domestic civilian employees to telework overseas should be rare, due to extensive Department of State (DoS) requirements, long lead times for approval (3 - 6 months in most instances) as well as significant security, logistical and administrative challenges. Consequently, any DETO request must be approved by the Headquarters or MAJCOM Commander or equivalent (or their designee) prior to submission to the Department of State and must follow DoS policies in 3 FAM 2370, *Domestic Employees Teleworking Overseas*, dated May 14, 2020

<https://fam.state.gov/fam/03fam/03fam2370.html>, Department of State Executive Secretary Memorandum, *Requirements for Executive Branch Employees Teleworking in Foreign Locations*, June 7, 2016, and Department of Defense Memorandum (DCPAS Message # 2020112), *Department of State's Domestic Employees Teleworking Overseas Policy Guidance*, dated October 16, 2020.

Reference: DoD1035.01_DAFI36-816_DAFGM 2021-01 provides guidance

1. Voluntary Participation

Employee recognizes that the Domestic Employee Teleworking Overseas (DETO) arrangement is not an employee benefit or entitlement, but is rather an additional workplace flexibility option that the Agency may approve, in rare circumstances, to allow direct-hire employees assigned to domestic positions to accomplish duties/work from an overseas location. Employee voluntarily agrees to work at the agency-approved alternate work site indicated below. Employee further voluntarily agrees to comply with all applicable Department policies and procedures, including those set forth at DoD1035.01_DAFI36-816_DAFGM 2021-01.

Employee information follows:

Employee's Name:

Employee's Title:

Employee's Grade:

Employee's Supervisor:

Employee's Regular worksite:

Name of Sponsoring Employee:

Title of Sponsoring Employee at Installation:

Military Installation:

Host Bureau:

Date of Arrival at Installation:

DETO Start Date:

DETO End Date:

Note: The Department of Air Force only allows DETO arrangements for sponsored DETOs (i.e., Department employees who are on the U.S. government (USG) orders of a spouse assigned abroad). **Due to expanded risks of independent DETO arrangements, it is DAF policy that independent DETO arrangements are excluded. (Secretary of the Air Force has delegated the authority to approve exceptions to this exclusion to AF/A1C and only in rare circumstances with exceptional justification. Exception requests must be submitted through the employee's chain of command, with MAJCOM or equivalent concurrence, to AF/A1CP.)**

2. Salary and Benefits

Agency agrees that a DETO arrangement is not a basis for changing the employee's salary or benefits based on the Civil Service grade of the position. Approved DETOs are entitled to their base salary. The employee is not eligible for domestic locality pay, pursuant to 5 C.F.R 531.605(d)(3), while on the DETO arrangement. Employee and supervisor agree to notify the servicing Civilian Personnel Flight (CPF) for purposes of processing a change in official worksite to the overseas location and taking the necessary steps to stop domestic locality pay.

Travel entitlements may vary based on factors such as the duty station, and whether the employee is on orders as an eligible family member of a USG spouse. Travel entitlements are governed by the Joint Travel Regulation, and other applicable statutes, regulations, and guidance.

Eligibility for overseas/foreign allowances and differentials is governed by 5 U.S.C. 5921 *et seq.*, the Joint Travel Regulations. The employee is not authorized to receive overseas/foreign allowances or differentials as a DETO in his or her own right. In cases where there is a sponsoring spouse who is assigned overseas, however, the sponsor may be eligible for allowances on the DETO's behalf based on family size.

The employee will be required to repay the Department for any pay, allowance, or differential payments he/she receives to which he/she is not entitled and his/her obligation to repay cannot be waived if the employee knew or should have known that he/she was being erroneously paid and failed to take corrective action.

3. Overseas Alternate Work Site

Agency and employee agree that the employee's official assigned position of record is located at:

(Enter Address)

Employee's approved overseas alternate worksite. Please provide address and state if it is the embassy/post or residence from which the employee will be teleworking:

(Enter Address)

4. Official Duties

Unless otherwise instructed, employee agrees to perform official duties only at the regular worksite (i.e., **the location where an employee would work absent an alternative worksite agreement, normally the location from which the position is based and/or where the hiring authority lies**) or at the agency approved overseas alternate worksite.

Employee agrees not to conduct personal business during normal working hours at the alternate work site and to adhere to Department of Air Force policies and procedures for requesting and taking leave.

Installation management reserves the option to inspect alternate work sites during normal working hours with prior notice of at least 24 hours for purposes of compliance with the Office of Safety and Health Administration (OSHA) rules and regulations.

Position duties include:

(Position duties or Work Requirements can either be placed within the agreement or as a separate attachment.)

The employee agrees that positions with duties not in compliance with the general telework eligibility criteria set forth in DoDI1035.01_DAFI36-816 and/or with the DETO eligibility criteria set forth in DAFGM to DoD1035.01_DAFI36-816, including duties that involve reporting on or playing any substantive role in policy or administrative issues pertaining to the country or region in which the host bureau or DETO duty station is located are generally ineligible for a DETO arrangement. Issues or concerns should be directed by email to afpc.dp3fs.civiliansupportbr@us.af.mil. Approving supervisors will review and ensure the agreement information is complete. Incomplete agreements will be returned without action if submitted to AFPC/DP3FS. In the event that a prospective DETO's position includes duties that are related to the country or region in which the host bureau or DETO duty station is located, AFPC/DP3FS will return the DETO agreement to the organization to either deny the DETO or request consultations, to enable compliance with DETO guidance. Issues such as these, when resolved, must also be specifically addressed as part of the NSDD 38 procedures, and the DETO arrangement, including these duties, will be subject to COM approval to ensure awareness and preparation to address any issues arising out of the arrangement.

The employee agrees that positions that require access to and/or handling of classified information are generally ineligible for a DETO arrangement unless the approved alternate worksite is at an embassy/consulate/mission and the required security standards are in place. In such cases, the employee agrees that an embassy/consulate/mission (installation) will be his/her approved overseas alternate worksite and the employing bureau must cover any International Cooperative Administrative Support Services (ICASS)-related costs required to make the installation workspace available to the DETO. Employee and organization will be responsible for coordination of any required workspace on installation or embassy.

5. Work Schedule and Hours of Duty

Agency and employee agree upon the following telework schedule. To the extent this schedule incorporates an alternative work schedule (AWS), this schedule must be consistent with the organizational policies on AWS (flexible or compressed), and in accordance with DoDI1400.25_AFI36-807 (Hours of Work and Holiday Observances).

Employee will receive federal holidays and is not entitled to local holidays of the overseas location (host country). If the alternate worksite is the embassy or other worksite that is closed due to a local holiday, the employee must work from another worksite approved by the supervisor (e.g., the employee's home) or use annual leave, leave without pay, or previously earned credit hours or compensatory time off. Employee is not entitled to excused absences for regular worksite closures/emergencies and agrees to work his/her regular hours at the approved alternate worksite during any such events (or use annual leave, leave without pay, or previously earned credit hours or compensatory time off).

Day(s) working at the alternate work site:

Week 1 (first week of each pay period)

Monday: From __am to __ pm

Tuesday: From __am to __ pm

Wednesday: From __am to __ pm

Thursday: From __am to __ pm

Friday: From __am to __ pm

Week 2 (second week of each pay period)

Monday: From __am to __ pm

Tuesday: From __am to __ pm

Wednesday: From __am to __ pm

Thursday: From __am to __ pm

Friday: From __am to __ pm

For full-time employees, each day includes a ____ minute/hour lunch (30 minutes to 1 hour).

For full-time employees, the schedule should clearly indicate 40 hours per week, not inclusive of lunch.

6. Time and Attendance

Supervisor agrees to ensure the DETO's (employee's) timekeeper has a copy of the employee's work schedule. Employee agrees to submit notice of hours worked at the alternate worksite on a biweekly basis to his/her supervisor/timekeeper, and the supervisor agrees to certify the hours worked, consistent with the (home) DAF policies.

Employee agrees that he/she must request and use leave in accordance with the Department's leave policies and procedures (including any office-specific procedures), including for time relating to the employee's travel to the overseas duty station and personal transition time, as needed. Failure to comply with AF and organizational time keeping policies and procedures could result in corrective action.

7. Pay and Allowances

DETOs are not authorized to receive overseas/foreign allowances in their own right. However, in cases where there is a sponsoring spouse who is assigned overseas, the sponsor may be eligible for allowances on the DETO's behalf based on family size. Employee agrees to notify his/her supervisor and organizational telework coordinator of the effective commencement date of the DETO arrangement before or upon his/her arrival at the overseas alternate worksite to allow the organization to process the SF-50 (Notice of Personnel Action) documenting the change in official worksite pursuant to DoDI1035.01_DAFI36-816. At the end of the DETO arrangement, Employee agrees to inform his/her supervisor (and organizational telework coordinator) of the effective date of the termination of the DETO arrangement to allow the organization to process the required SF-50 personnel action documenting the change in duty station. Notwithstanding anything in this paragraph, the employee agrees that his/her DETO arrangement will not begin before the start date listed in paragraph 21 of this agreement nor end

after the termination date listed in paragraph 21 in the agreement, unless an amended DETO agreement is completed and amended Chief of Mission approval is obtained via the NSDD 38 process. Nothing in this agreement entitles the employee to PCS back to regular sight upon termination of this agreement.

8. Overtime

For civil service employees, Title 5 premium compensation may be available. All overtime must be ordered and approved in writing and in advance, and timely reported to the employee's timekeeper. The Fair Labor Standards Act (FLSA) will typically not apply as the foreign exemption makes the FLSA inapplicable to any employee who spends all hours of work in a given workweek in an exempt area.

Senior Executive Service are not entitled to premium compensation for overtime work.

A Civil Service employee will be eligible or entitled to receive overtime compensation will depend upon the nature of the duties and where the work is performed. The existing rules governing overtime in Title 5 U.S.C. (regulations in 5 CFR 550) and the Fair Labor Standards Act (regulations in 5 CFR 551) may not apply to telework arrangements with DETOs. Regardless of which compensation rules apply, it is Department policy that all overtime must be ordered and approved in writing and in advance. Refer to: DoDI1400.25v550_AFI36-808.

Overtime Requirements – must be completed with any applicable box checked:

(Name of Employee) is a Civil Service employee who occupies a position that has been designed under the Fair Labor Standards Act (FLSA) as:

☐ **Exempt** – The employee is an FLSA exempt Civil Service employee and is entitled to premium compensation under the Title 5 rules for overtime work that has been officially ordered or approved, regardless of whether the work is performed in the U.S. and its territories, or in a foreign area.

☐ **Non-exempt** – The employee is an FLSA non-exempt Civil Service employee and is entitled to premium compensation for overtime work performed as follows:

1. If the employee performs any hours of work in a given work week in the U.S. or its territories, all overtime work performed that week will be compensated under the FLSA.
2. If the employee performs all hours of work in a given work week in a foreign area, any overtime work performed that week is not subject to the FLSA requirements (this is called the "Foreign Exemption"), but may be compensated under Title 5.

9. Administrative Support/Equipment

Organizations will work with IT to ensure access to all required systems are compatible with the overseas duty location.

DoD remote access software may be installed onto Government-furnished and personally-owned computers to enable access to unclassified DoD systems and networks consistent with criteria and guidelines established by the DoD CIO and the DAF requirements.

Other support: In cases where there is a sponsoring spouse, for other ICASS services and workload counts unrelated to this telework agreement, installation will provide the employee the same level of administrative support as provided to spouses of direct-hire American officers. This includes services such as: CLO services, APO privileges, and accreditation. Any additional services required in support of their official duties would require subscription for the relevant cost centers to be funded by the home (employing) organization and be included in the DETO Agreement, (e.g. DETO requests for embassy workspace/equipment at installation for DAF to fund and estimate ICASS costs).

(Describe)

DoD Components should provide the necessary equipment and office supplies (e.g., paper, toner, and printer ink) for use with GFE for employees and Service members who telework on a regular and recurring basis, within budgetary constraints, based on the nature and type of work performed. The organization and employee will coordinate directly on matters relating to such equipment and supplies.

DETO arrangements are generally expected to be cost-neutral or have no (or only minimal) impact on the ICASS platform at missions abroad. If/when ICASS support services are needed beyond those ordinarily provided, the organization agrees to fund through ICASS any costs necessary to support the DETO's official duties. Projected costs and organization funding sources must be included with this DETO Agreement. Organizational cost estimation guidance is available from CGFS/ICASS: DETO "Cost Estimate" Template. Unless ICASS support services are specifically addressed in this Agreement, employee agrees that administrative support will be limited to that ordinarily provided to spouses of direct-hire American officers at installation.

10. Travel

(Describe any required travel.)

11. Security/Medical

Employees who are approved for a DETO arrangement will not work on or have access to classified information at the alternate work site unless the approved alternate worksite is at the embassy/consulate and the required security standards have been met and are in place.

Care and judgment must be exercised with regard to records and information that are Sensitive But Unclassified (SBU) and/or subject to the Privacy Act. Offices allowing employees access to these records offsite must ensure that appropriate administrative, technical, and physical safeguards are maintained to protect the confidentiality and integrity of records (see DoDI5200.01)

The employee will make available any residential alternate work site for survey by post Regional Security Officer to ensure that information security requirements are observed and official documents are properly handled.

If the employee qualifies for eligibility for the Medical Program based on family member status, he/she will obtain a medical clearance for the overseas location of __ (ENTER LOCATION) __ from appropriate Medical Services. Copies of the clearance will be provided to Installation __ (ENTER LOCATION) __ if required.

12. Liability

The employee understands that the U.S. government will not be responsible for damages to an employee's personal or real property while the employee is working at the approved alternate work site, except to the extent the U.S. government is responsible under applicable law.

13. Work Area

The employee agrees to complete Form DD2946 and the self-certification Safety Checklist, certifying conformance with safety standards at the alternate site. The employee must provide a copy of this form to the organizational and AFPC/DP3FS Telework Coordinator no later than 30 days after commencement of work at the overseas location.

14. Alternate Work Site Costs

The employee understands that the U.S government will not be responsible for any operating costs that are associated with the employee using his or her home as an alternate work site, for example, home maintenance, insurance, or utilities. Work-related long-distance (domestic and international) phone calls will be reimbursed by the agency in accordance with applicable law, regulations, and policies.

Any ICASS costs incurred in relation to the DETO are the responsibility of the organization.

15. Injury Compensation

Employee understands that the U.S. Department of Labor's Office of Workers' Compensation Programs (OWCP) provides eligibility for coverage to federal civilian employees for on-the-job injury or illness and to eligible survivors in the event of a work-related death. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternate work site and to complete any required workers' compensation claim forms. The supervisor agrees to take appropriate action immediately, pursuant to the Supervisor's Report instructions on the FECA claim form.

16. Work Assignments/Performance

Employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor and according to guidelines and standards in the performance plan and what has been mutually agreed upon in the DD2946 Telework Agreement, as applicable. The employee agrees to provide regular reports as required by the supervisor to help judge performance. The employee understands that a decline in performance may be grounds for canceling the alternate work site arrangement.

17. Records Management

Employee agrees to protect U.S. government or agency records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a. Sensitive but unclassified (SBU) information will be handled in accordance with DoDI5200.01.

18. Standards of Conduct

Employee agrees he or she is bound by agency standards of conduct while working at the alternate work site. Nothing in this agreement precludes the agency from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of this agreement or regulations contained in AFI36-703 and AFI36-704.

19. Anti-Nepotism Review (ANR)

Although rare, in cases where an anti-nepotism review (ANR) is required for the DETO arrangement, the Office of Career Development and Assignments (HR/CDA) coordinates the ANR process when the DETO candidate is in the Foreign Service, and the Office of Civil Service and Human Resources Management (HR/CSHRM) coordinates the ANR process when the DETO candidate is in the Civil Service. Particular procedures are required when the DETO candidate is the spouse of the Chief of Mission or other Senior Post/Acting official. Refer to the Department's DETO Standard Operating Procedures (SOPs) for specific steps.

20. Chief of Mission Authority

As a U.S. government Executive Branch employee, while teleworking overseas the employee is subject to Chief of Mission (COM) authority, although the employee will not be included in Post's staffing pattern or considered part of Post's regular staffing complement. The COM must be notified and agree to the DETO's employment arrangements **prior to the DETO's arrival** at the installation through the NSDD 38 or country clearance procedures. If the DETO is the spouse, or relative of the COM, the DETO is still subject to COM authority. In these cases, the Under Secretary for Management (M) must approve a memorandum endorsing the DETO arrangement and approving the performance of work by the DETO at Post under COM authority. Upon M's approval, the NSDD 38 or country clearance will be sent to the COM.

21. Duration and Cancellation

This telework arrangement begins in ____MONTH/YEAR____ and terminates in ____MONTH/YEAR____. The Agreement automatically terminates upon completion of the employee's spouse's tour of duty (e.g. USG agency/military branch) in ____COUNTRY/INSTALLTION____, which is scheduled to conclude on or about ____MONTH/YEAR____ or on the telework agreement termination date listed above, whichever is earlier in time. Additional time, on a biennial basis, may be requested by presenting an amended DETO agreement and seeking permission from the Chief of Mission through the NSDD 38 approval process. **This DETO re-approval process also applies in cases where the USG spouse has had his/her posting extended through an amendment of orders.**

Employee or supervisor may cancel the DETO agreement at any time with prior notification of at least two pay periods by providing a written justification (which, in the case of the supervisor, must be based on the needs of the office). A supervisor may also amend the DETO agreement at any time by providing written justification based on the needs of the office and prior notification of at least 90 days. Nothing in this agreement precludes the employing office from terminating

the telework arrangement, with appropriate notice, and requiring the employee to report to the domestic location of the assigned position of record.

Employees whose DETO arrangements are terminated may potentially seek LWOP from their domestic position. Extended LWOP requests are first subject to supervisor and/or organizational leadership approval IAW DoDI1400.25v630_AFI36-815.

****This telework arrangement will be reviewed by the employee's supervisor on a semi-annual basis to ensure that it meets the needs of the office and the employee.****

Signature Page

NOTE: The completed DETO agreement should be drafted by the DETO applicant, in consultation with the supervisor/employing organization, for signature by the employee, the supervisor, and the Squadron CC (or equivalent position of responsibility) to start the process, and then be submitted to the MAJCOM Commander or equivalent (or designee) for approval. For employees located at the HAF/SAF level, the respective 2 letter is the approving official. The AFPC/DP3FS Telework Coordinator should ensure the MAJCOM Commander or equivalent (or designee) has signed the agreement prior to submission to DoS. The employing organization's Telework/DETO Coordinator is also responsible for initiating the NSDD 38 approval process. To complete the NSDD 38/country clearance process, a signed agreement must be in place.

A completed agreement is not final approval of the DETO arrangement. The signed agreement simply allows the NSDD 38/country clearance process to move forward. An Anti-Nepotism Review (ANR), if applicable, must be approved as a part of the entire approval process. The DETO arrangement must not commence until it is officially approved. It is officially approved only after the COM agrees to the DETO arrangement through the NSDD 38 approval process (for DETO arrangements of one year or longer) or through the electronic Country Clearance process (for DETO arrangements of less than one year).

Print Employee's Name

Employee's Signature/Date

Print Supervisor's Name

Supervisor's Signature/Date

Print Squadron CC Name

Squadron CC Signature/Date

Print MAJCOM CC or Equivalent Name

MAJCOM CC or Equivalent Signature/Date

Notes:

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

DODI1035.01_AFI36-816

29 OCTOBER 2018

Personnel



CIVILIAN TELEWORK PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements guidance in Department of Defense (DoD) Instruction (DoDI) 1035.01, *Telework Policy*. The DoD Instruction is printed word-for-word in regular font without editorial review. AF supplementary material is printed in bold font and indicated by “(Added)(AF).” This supplement establishes policy, assigns responsibilities, and prescribes procedures for the civilian telework program. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the civilian telework program. This instruction applies to Air Force civilian employees, administered under Title 5, including Air Force Reserve personnel, United States citizens assigned to foreign overseas areas, civilian employees at joint service organizations where Air Force is the executive agent, and their military supervisors and commanders. It does not apply to Air National Guard Technicians administered under Title 32. This publication may be supplemented at any level; all Major Command (MAJCOM) supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Send all recommended changes or comments about this publication to the Office of Primary Responsibility listed above using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate chain of command. Tier waiver authorities as approved by the Inspector General Advisory Board have been included per Air Force Instruction 33-360, *Publications and Forms Management*. Refer to Air Force Instruction 33-360 for tier waiver authority definitions and procedures. Requests for waivers must be submitted to the Office of Primary Responsibility listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records

Disposition Schedule in the Air Force Records Information Management System. This instruction requires the collection and or maintenance protected by the Privacy Act of 1974 authorized by Title 5, Code of Federal Regulation Section 293; Title 10, United States Code Section 8013, and Executive Order 9397. The applicable SORN OPM/GOVT-1, General Personnel Records is available at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/Air-Force-Article-List/>

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include reissuing the prior version of AFI 36-816 as a supplement of DODI 1035.01, *Telework Policy*.



Department of Defense INSTRUCTION

NUMBER 1035.01
April 4, 2012

USD(P&R)

SUBJECT: Telework Policy

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive 5124.02 (Reference (a)), this Instruction:
 - a. Reissues DoD Instruction 1035.01 (Reference (b)).
 - b. Establishes policy, assigns responsibilities, and prescribes procedures for implementing DoD telework programs.
 - c. Implements the provisions of sections 6501 through 6506 of title 5, United States Code (U.S.C.), as added by Public Law 111-292 (also known as the "Telework Enhancement Act of 2010") (Reference (c)); section 359 of Public Law 106-346 (Reference (d)); and sections 101 and 206 of title 37, U.S.C. (Reference (e)).
2. APPLICABILITY. This Instruction applies to:
 - a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").
 - b. Employees (as defined in the Glossary) and Service members where indicated in the Instruction and at the discretion of the Heads of the OSD and DoD Components.
3. DEFINITIONS. See Glossary.
4. POLICY. It is DoD policy that telework shall be:

a. 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; can serve as an effective recruitment and retention strategy; enhance DoD efforts to employ and accommodate people with disabilities; and create cost savings by decreasing the need for office space and parking facilities, and by reducing transportation costs, including costs associated with payment of transit subsidies.

b. Authorized for the maximum number of positions to the extent that mission readiness is not jeopardized.

c. Used to the broadest extent possible by eligible employees on a regular and recurring basis, up to and including full-time telework, or a situational basis at an approved alternative worksite. Telework, however, is not an entitlement.

d. Periodically exercised to ensure its effectiveness in continuing operations in the event of a crisis or national emergency (e.g., pandemic influenza).

e. Used to help create employment and return-to-work opportunities for veterans, people with disabilities, and spouses of Service members and employees being relocated.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosure 3.


7. INFORMATION COLLECTION REQUIREMENTS. The DCPAS Annual Telework Report referred to in paragraph 7.f. of Enclosure 2 has been assigned Report Control Symbol (RCS) DD-P&R(A)2433 in accordance with DoD 8910.1-M (Reference (f)).

8. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

9. EFFECTIVE DATE.

a. This DoDI is effective upon its publication to the DoD Issuances Website.

b. If this DoDI is not otherwise reissued or cancelled in accordance with DoD Instruction 5025.01 (Reference (g)), it will expire effective April 4, 2022 and be removed from the DoD Issuances Website.



Jo Ann Rooney
Acting

SHON J. MANASCO
Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

Enclosures

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2. Responsibilities
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Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Instruction 1035.01, "Telework Policy," October 21, 2010 (hereby cancelled)
- (c) Sections 6501 through 6506 of title 5, United States Code, as added by Public Law 111-292 (also known as the Telework Enhancement Act of 2010)
- (d) Section 359 of Public Law 106-346, "Department of Transportation and Related Agencies Appropriations Act 2001," October 23, 2000
- (e) Sections 101 and 206 of title 37, United States Code
- (f) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (g) DoDI 5025.10, "DoD Directives Program," October 28, 2007
- (h) DoD Directive 8000.01, "Management of the Department of Defense Information Enterprise," February 10, 2009
- (i) DoD Directive 8100.02, "Use of Commercial Wireless Devices, Services, and Technologies in the Department of Defense (DoD) Global Information Grid (GIG)," April 14, 2004
- (j) DoD Directive 8500.01E, "Information Assurance (IA)," October 24, 2002
- (k) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007
- (l) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (m) Sections 791 and 794a of title 29, United States Code (also known as "The Rehabilitation Act of 1973, as amended")
- (n) Sections 531.605, 550.112(g), 550.409, 551.422, and 2635.704 of title 5, Code of Federal Regulations
- (o) DoD Instruction 5200.01, "DoD Information Security Program and Protection of Sensitive Compartmented Information," October 9, 2008
- (p) Section 552a of title 5, United States Code (also known as the "Privacy Act of 1974")
- (q) DoD 5400.7-R, "DoD Freedom of Information Act Program," September 4, 1998
- (r) Office of Management and Budget Memorandum 07-16, "Safeguarding Against and Responding to the Breach of Personally Identifiable Information", May 27, 2007
- (s) Office of Management and Budget Memorandum 06-16, "Protection of Sensitive Agency Information, June 23, 2006
- (t) Section 423 of title 41, United States Code (also known as section 27 of the "Office of Federal Procurement Policy Act, as amended")
- (u) Federal Acquisition Regulation, current edition
- (v) Defense Federal Acquisition Regulation Supplement, current edition
- (w) Page 13845 of Volume 71, Federal Register, March 17, 2006
- (x) Section 620 of Public Law 104-52, "The Treasury, Postal Service, and General Government Appropriations Act of 1996", November 19, 1995

- (y) Sections 1346(b), 1402(b), 2401(b), and 2761-1680 of title 28, United States Code (also known as “The Federal Tort Claims Act”)
- (z) Section 3721 (also known as “The Military Personnel and Civilian Employees Claims Act”) of title 31, United States Code
- (aa) Chapter 81 of title 5, United States Code (also known as “The Federal Employees’ Compensation Act”)
- (ab) Chapter 18 of title 33, United States Code (also known as “The Longshore and Harbor Workers’ Compensation Act”)
- (ac) Section 630 of Public Law 105-277, “Omnibus Consolidated and Emergency Supplemental Appropriations Act, 1999,” October 21, 1998
- (ad) DoD Directive 8570.01, “Information Assurance Training, Certification, and Workforce Management,” August 15, 2004

(Added)(AF) *References*

(Added)(AF) Air Force Instruction 33-360, *Publications and Forms Management*, 01 December 2015

(Added)(AF) Air Force Manual 33-363, *Management of Records*, 01 March 2008

(Added)(AF) Federal Register Financial Management Regulation Bulletin 2006-B#, 17 March 2018

(Added)(AF) Air Force Instruction 38-101, *Air Force Organization*, 31 January 2017

(Added)(AF) *Adopted Forms*

(Added)(AF) Department of Defense Form 2946, *Department of Defense Telework Agreement*

(Added)(AF) Air Force Form 847, *Recommendation for Change of Publication*

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall oversee the development and implementation of a telework policy for the DoD.
2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). The DASD(CPP), under the authority, direction, and control of the USD(P&R), through the Assistant Secretary of Defense for Readiness and Force Management (ASD(R&FM)), shall:
 - a. Develop DoD telework policy, guidelines, procedures, and processes.
 - b. Designate a DoD Telework Managing Officer (TMO) to implement, monitor, and evaluate the DoD's telework implementation program for compliance with this Instruction and section 6505 of Reference (c); serve as an advisor for DoD leadership; and serve as a resource for DoD Components.
 - c. Develop telework marketing materials.
 - d. Coordinate telework information technology requirements with the DoD Chief Information Officer DoD CIO).
3. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY PERSONNEL POLICY (DASD(MPP)). The DASD(MPP), under the authority, direction, and control of the USD(P&R), through the ASD(R&FM), shall assist the DASD(CPP) with developing telework policies pertaining to military personnel.
4. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). The ASD(RA), under the authority, direction, and control of the USD(P&R), shall assist the DASD(CPP) with developing telework policies pertaining to the Reserve Components.
5. DIRECTOR, DEFENSE HUMAN RESOURCE ACTIVITY (DHRA). The Director, DHRA, under the authority, direction, and control of the USD(P&R), shall:
 - a. Prepare consolidated reports on DoD-wide employee telework participation rates. Coordinate with the TMO to assess the progress made in achieving telework participation goals during the reporting period and other DoD goals relating to telework (e.g., the impact of telework on emergency preparedness, recruitment, and retention) and submit to the Office of Personnel Management (OPM) for the annual Status of Telework in the Federal Government Report to Congress.
 - b. Prepare DoD telework eligibility status reports.

6. DoD CHIEF INFORMATION OFFICER (CIO). The DoD CIO shall:

- a. Develop strategies and provide guidance for enterprise information technology capabilities and data security required to support telework.
- b. Oversee the evaluation of new and emerging technologies that facilitate telework and approve them for DoD-wide use, as appropriate.
- c. Establish criteria and guidelines for using and protecting Government furnished equipment (GFE) and non-GFE, including personally owned equipment, to access DoD information systems and networks to perform telework.

7. HEADS OF THE OSD AND DoD COMPONENTS. The Heads of the OSD and DoD Components shall:

- a. Develop, implement, and operate telework programs in accordance with law, this Instruction, and other applicable DoD policies.
- b. Delegate authority for telework implementation to subordinate authorities as deemed appropriate.
- c. Designate a Component Telework Coordinator or Manager to implement and evaluate the Component telework program for compliance with this Instruction and sections 6501 through 6506 of Reference (c); serve as an advisor for Component leadership; and serve as a resource for supervisors and employees.
- d. Actively promote telework within their respective Components, consistent with accomplishing their respective assigned missions, and make every effort to overcome artificial barriers to program implementation through education and training for leadership and supervisors on telework benefits and performance in a telework environment and the value of integrating telework into continuity of operations (COOP) activities.
- e. Designate positions to indicate telework eligibility and require documentation in the position record in the Defense Civilian Personnel Data System (DCPDS) or equivalent human resources system. Determine eligibility for all Component employees to telework; require documentation of employee telework eligibility in the employee record in DCPDS. Make telework position determinations when establishing new positions or filling vacant positions that were not previously designated for telework eligibility. Notify all Component employees of their telework eligibility.
- f. Establish annual Component telework participation goals, track employee participation, monitor goal progress, and provide employee telework eligibility and participation data to (Defense Civilian Personnel Advisory Service) DCPAS for submission to OPM for the annual Status of Telework in the Federal Government Report to Congress.

g. Require employees or Service members who are eligible to telework and their supervisors to be fully trained on telework procedures including information technology and data security, and safety requirements consistent with the guidance in DoD Directives 8000.01, 8100.02, 8500.01E, and 5400.11, and DoD 5400.11-R (References (h) through (l)). Delegate authority to excuse those employees who are teleworking under an approved telework agreement as of the date of the issuance of this Instruction from mandatory training to subordinate authorities as deemed appropriate consistent with the guidance in section 6503 of Reference (c).

h. Require all employees who are authorized to telework to complete DD Form 2946, "Department of Defense Telework Agreement," available on the DoD Forms Management Program Website at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

i. Monitor and assess Component telework implementation to ensure compliance with this Instruction, Component specific guidance, and collective bargaining agreements, as applicable.

8. (Added)(AF) AIR FORCE PERSONNEL

- a. **(Added)(AF) Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Serve as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, and budgets addressing Telework.**
- b. **(Added)(AF) Deputy Chief of Staff of the Air Force for Manpower, Personnel and Services (AF/A1). Develop, coordinate, and execute personnel policy and essential procedural guidance for the management of the Telework program. Delegate authority for telework implementation to installation commanders, tenant commanders, and heads of serviced activities. Actively promote telework consistent with accomplishing assigned mission while making every effort to overcome artificial barriers to program implementation. Promote education and training for leadership and supervisors on benefits of telework, expected job performance in a telework environment, and value of integrating telework into continuity of operations activities. Require eligible and telework approved civilian employees and their supervisors to be fully trained on telework procedures including information technology, data security, and safety requirements. Require all employees who are authorized to telework to complete Department of Defense Form 2946, *Department of Defense Telework Agreement*.**
- c. **(Added)(AF) Director, Civilian Force Management Directorate (AF/A1C). Under the authority, direction, and control of the AF/A1 direct development, implementation, and operation of Air Force Telework Program to ensure compliance with the law and this Instruction. Designate Air Force Telework Program Manager to implement and evaluate Air Force Telework Program, to serve as an advisor for Air Force leadership, and serve as a resource for supervisors and employees.**

- d. (Added)(AF) Air Force Telework Program Manager. Ensure consistency in implementing the law and this Instruction. Establish policies and responsibilities that actively promote the telework program within the Air Force. Oversee the implementation and administration of the telework program through subordinate telework coordinators across the Air Force. Track employee participation, monitor goal progress, and provide employee telework eligibility and participation data to Defense Civilian Personnel Advisory Service at the end of each calendar year for submission to Office of Personnel Management Annual Telework Report. Monitor and assess Air Force telework implementation to ensure compliance with this Instruction.
- e. (Added)(AF) Director, Cyberspace Operations (AF/A3C). Develop strategies and provide guidance for Air Force-wide information technology capabilities and data security required to remove barriers and support telework. Establish criteria and guidelines for using both government furnished equipment and non- government furnished equipment (i.e., personally-owned equipment), to access Air Force information systems and networks to perform telework. Under Federal Register Financial Management Regulation Bulletin 2006-B#, underutilized or excess equipment may be used to provide government furnished equipment in order to implement telework. Ensure criteria and guidelines are consistent with Air Force policy and are made available to all users. Oversee evaluation of new and emerging technologies that facilitate telework and approve them for Air Force-wide use, as appropriate.
- f. (Added)(AF) Air Force Personnel Center. Establish procedures to ensure civilian position data is identified and coded in Defense Civilian Personnel Data System to reflect telework eligibility. Provide MAJCOM/A1s and civilian personnel sections implementation procedures for telework through appropriate Human Resource Advisories or other types of communication as needed. Provide AF/A1CM with telework participation rates, types of telework conducted within Air Force, and other telework-related data as requested.
- g. (Added)(AF) Installation Commanders, Tenant Commanders, and Heads of Activities. Approve telework programs for applicable units. (T-1) Designate positions eligible for telework. (T-1) Require supervisors to document employee eligibility to telework in the employee's record in *MyBiz+*. (T-1) Ensure employees who are eligible to telework and their supervisors to be fully trained on telework procedures including information technology, data security, and safety requirements. (T-1) Designate in writing a local Telework Coordinator for applicable units. (T-1)
- h. (Added)(AF) Civilian Personnel Sections. Include the Department of Defense Form 2946, *DoD Telework Agreement*, in new employee orientation materials for those employees occupying telework eligible positions to ensure they are aware of their telework responsibilities should telework be offered or requested. (T-3) Publicize information on telework responsibilities throughout the workplace and include in periodic training events. (T-3) Provide information and guidance to employees and supervisors concerning telework. (T-3) Coordinate with supervisors to provide advisory services on the denial of requests to telework or the termination of telework agreements. (T-3)

- i. (Added)(AF) Telework Coordinator. Serve as a point of contact providing advocacy, local telework implementation support, and data collection on implementation of this policy. (T-3) Should normally be located in the local civilian personnel section. (T-3) Provide unit policy and procedural program guidance. (T-3) Provide 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. (T-3) Ensure employees are notified of eligibility or ineligibility to telework, and coordinates local process for approving and tracking telework arrangements. (T-3) Answer questions and provides guidance to employees and supervisor regarding the local telework program. (T-3)**

ENCLOSURE 3

PROCEDURES

1. TELEWORK APPLICABILITY. Telework is an effective strategy for mission accomplishment, ensuring COOP in a crisis, and recruiting and retaining valued talent. Telework also benefits the environment by reducing traffic congestion and decreasing energy consumption and pollution. Telework can be used:

- a. On a regular and recurring basis.
- b. On a situational, non-routine, or ad hoc basis:

(1) To perform large projects, tasks that require concentration and uninterrupted blocks of time for successful completion, or to accomplish routine job tasks when practicable.

(2) For supervisor or commander directed Web-based distance and continuous learning, including educational requirements required by law or regulation. Training requested by an employee or Service member is subject to the supervisor's or commander's approval, as applicable, and must conform to the provisions of applicable regulations.

(3) When the regular worksite is closed during adverse or inclement weather conditions (e.g., snow emergencies, floods, hurricanes) or with supervisor approval when OPM announces that Government offices are open with the option for unscheduled telework when severe weather conditions or other circumstances disrupt commuting and compromise employee safety. More information on unscheduled telework options can be found in OPM's Washington D.C. Dismissal and Closure Procedures at <http://www.opm.gov/oca/compmemo/dismissal.pdf>. While this OPM instruction is intended to apply to situations affecting Federal employees in the Washington D.C. area, Federal Executive Boards coordinate similar procedures in other metropolitan areas based on this guidance. Components are authorized to implement this guidance when the local Commander makes operation status decisions for weather-related conditions for installations or sites outside of the Washington D.C. area.

(4) (Added)(AF) To minimize employee absence and downtime by approving situational telework before or after appointments that require the employee to be away from the office.

c. As a regular or situational, arrangement for employees or Service members with a disability, as appropriate. The DoD Computer/Electronic Accommodations Program may provide services and accommodations (e.g., assistive devices and technology) for employees or Service members with a disability teleworking under an approved telework arrangement. In the case of covered employees, telework arrangements may be a form of reasonable accommodation pursuant to sections 791 and 794a of title 29, U.S.C. (also known as "The

Rehabilitation Act of 1973, as amended”) (Reference (m)). The Rehabilitation Act of 1973, as amended, does not apply to military personnel.

d. Periodically (as practice) to prepare for COOP and an efficient transition to telework in the event of an emergency situation.

2. TELEWORK ELIGIBILITY

a. The Department of Defense shall determine the eligibility of all employees to participate in telework. Eligible employees shall be permitted to telework to the maximum extent possible without diminished individual or organization performance. All employees shall be notified of their eligibility to telework.

(1) (Added)(AF) Telework may be offered as a reasonable accommodation to an employee with a disability, even if that employee would not otherwise be eligible for telework.

b. Service member eligibility is discretionary and determined by the relevant commander or supervisor, consistent with this Instruction and Component specific guidance.

c. Foreign national employee eligibility and implementation will be determined jointly by the relevant overseas Service component commanders [OR SUPERVISOR], in accordance with the joint committee process applicable to the country concerned, and consistent with applicable host nation laws and regulations as well as international agreements and implementing arrangements.

d. Telework eligibility criteria should be applied impartially and consistently without prohibited factors being considered.

e. Supervisors or commanders should allow maximum flexibility for employees or Service members to telework to the extent that mission readiness or accomplishment is not compromised. Regular, routine use of telework programs will allow supervisors, employees, and Service members to identify and resolve technology, equipment, communications, workflow, and associated issues that could impact the efficiency of mission accomplishment and inhibit the transparency of remote work.

f. Telework is a discretionary workplace flexibility. Although use of telework is encouraged, employees cannot be ordered to telework, unless the employee’s duties are designated as mission-critical and the employee is required to report to an alternative worksite or the employee’s telework agreement addresses this requirement. In certain situations based on the following criteria, positions or employees may be identified as ineligible for telework. However when an employees’ position is ineligible for telework, there may be circumstances or portions of employees’ work (e.g., reading and analyzing documents, and preparing reports or other types of correspondence) when the employees in these positions may be considered for telework on a situational basis:

(1) Employees in positions that require, on a daily basis, direct handling of classified materials. Classified work at an approved alternative secure location may be allowed contingent on individual DoD Component requirements regarding such work, when situations warrant.

(2) Employees in positions that require, on a daily basis, an on-site activity or face-to-face personal contacts that cannot be handled remotely or at an alternative worksite (e.g., hands-on contact with machinery, equipment, or vehicles; direct patient care).

(3) Employees whose performance or conduct warrants more close supervisory direction than telework may provide; whose rating of record is below fully successful (or its equivalent); whose conduct has resulted in disciplinary action within the past 12 months; or who have unresolved security issues that might influence telework eligibility (e.g., based on personal conduct, handling protected information, or use of information technology information systems).

(4) Employees recently assigned or newly appointed to trainee or entry level positions. The length of time for which the employee is deemed ineligible for telework is at the Component's discretion and should be based upon criteria identified and addressed in the Component's telework guidance (e.g., the employee's performance within the first 6 months in the position or at mid-term review is at an acceptable level).

g. Employees in positions determined not normally suitable for telework as cited in subparagraphs 2.f.(1) through (4) of this enclosure may become eligible to telework in an emergency situation if their functions are designated as mission-critical.

h. DoD Components shall review the criteria at subparagraphs 2.f.(1) through (4) of this enclosure to determine employee eligibility to participate in telework on either a regular or situational basis.

i. Employees shall not be authorized to telework consistent with the guidance set forth in section 6502 of Reference (c) if:

(1) The employee has been officially disciplined for being absent without permission for more than 5 days in any calendar year.

(2) The employee has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of 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 consistent with the guidance set forth in section 2635.704 of title 5, Code of Federal Regulations (Reference (n)).

j. (Added)(AF) Employees are not authorized to telework when performing representational duties unless otherwise allowed pursuant to an applicable collective bargaining agreement. (T-3)

3. TELEWORK REQUIREMENTS

a. Supervisor Functions

(1) Determine employee eligibility for regular and recurring or situational telework consistent with the requirements of paragraphs 2.a. through h. of this enclosure and Component guidance and collective bargaining agreements, as applicable.

(2) Notify employees of their eligibility to telework.

(3) Participate in telework training prior to approving employees' telework agreements and allow them to telework consistent with the requirements of paragraph 3.l. of this enclosure and Component guidance.

(4) Approve or deny requests for telework based upon mission requirements, employee performance, current disciplinary actions, inappropriate work habits, and the needs of the workgroup. Complete, sign, and maintain a DD Form 2946, consistent with the requirements of subparagraphs 3.d.(1) through (6) of this enclosure and Component guidance when an employee's request to telework is approved. Base denial of telework requests on mission requirements, performance, conduct, or the needs of the workgroup (e.g., office coverage). Justify, in writing, the basis for the denial or termination of telework on the DD Form 2946. Include information about when the employee may reapply or actions that the employee should take to improve his or her chance of approval, when practicable.

(5) Ensure adequate worksite coverage during business hours so that mission operations continue to be carried out efficiently and effectively and teleworkers and onsite employees are treated equitably.

(6) Ensure teleworkers are held accountable for GFE.

(7) Terminate telework arrangements if an employee's performance or conduct does not comply with the terms of the telework agreement or if the teleworking arrangement fails to meet organizational needs.

b. Employee Functions

(1) Participate in telework training prior to entering into a written telework agreement consistent with the requirements of paragraph 3.l. of this enclosure and Component guidance.

(2) Complete DD Form 2946 detailing the location of the alternative worksite consistent with the requirements of subparagraphs 3.d.(1) through (6) of this enclosure and Component guidance. If requesting telework at home, designate one area in the home as the official work station for purposes of telework, ensure that the designated area complies with safety requirements, and complete the self-certification safety checklist. Report any work-related accident or injury occurring at the alternative worksite and provide the supervisor with medical documentation related to the accident or injury.

(3) Protect all controlled unclassified information (CUI) as defined in DoD Instruction 5200.01 (Reference (o)) including Privacy Act or For Official Use Only data, and classified (where applicable and authorized at a secure alternative location) data and comply with all criteria and guidelines for information and electronic security consistent with subparagraphs 3.f.(1) through (5) of this enclosure and Component guidance.

(4) Safeguard and ensure appropriate use of GFE consistent with subparagraphs 3.g.(1) through (5) of this enclosure and Component guidance.

(5) Work at the regular worksite on scheduled telework days if called for by mission requirements.

(6) Contact the supervisor to request unscheduled telework when Government employees are provided this option consistent with subparagraph 3.i.(3) of this enclosure and Component guidance.

(7) Maintain a required performance level of at least the fully successful level or equivalent.

(8) Code and report approved telework time in the Component Time and Attendance System.

c. Service Member Functions. Service member responsibilities are at the discretion of the Heads of the OSD and DoD Components and where indicated in this Instruction.

d. Telework Agreements

(1) All employees who are authorized to telework shall complete a DD Form 2946. The DD Form 2946 shall be signed and dated by the employee and supervisor and maintained by the employee's supervisor. Components are encouraged to include a DD Form 2946 in the new employee on-boarding packages for those employees occupying telework eligible positions to ensure that they are aware of their telework responsibilities, should telework be offered or requested. Information on telework responsibilities should be posted throughout the workplace and included in periodic training events.

(2) Employees with mission-critical duties and those who may be required to telework in the case of a COOP event, office closure due to adverse or inclement weather, or pandemic health crisis shall have a DD Form 2946 in place.

(3) Completed DD Forms 2946 should outline the specific work arrangement agreed upon and address the logistics of alternative workplace arrangements such as the employee's work schedule, security requirements for DoD information, safety requirements for the alternative worksite, supplies and equipment issued, protection of GFE, the supervisor's expectations of a teleworker's performance, and the employee's emergency response telework responsibilities. All telework agreements, regardless of the employee's emergency response status, should address:

(a) The employee's telework location (e.g., the employee's home or other approved alternative worksite such as a telework center, when appropriate).

(b) Telework requirements when the regular worksite is closed (e.g., emergency dismissal due to adverse weather conditions such as snow emergencies, floods, hurricanes, or any other type of emergency situation) or when OPM announces that Government offices are open with the option for unscheduled telework when severe weather conditions or other circumstances disrupt commuting and compromise employee safety.

(c) Instructions on whether classified (where applicable and authorized at a secure alternative location) and CUI data is authorized for use at the telework location. If so, criteria for the proper encryption, storage, safeguarding, and return of such information and data shall be consistent with subparagraphs 3.f.(2)(a) through (c) of this enclosure. The DD 2946 shall also include Component specific guidance and criteria.

(d) That the employee may not be authorized to telework if the employee's performance does not comply with the terms of the telework agreement.

(4) If the employee's home is the telework location, it is the responsibility of the employee to make certain that a safe work environment is maintained while teleworking. Employees should designate one section of the home as the telework work station for purposes of the telework agreement and complete and sign a self-certification safety checklist as part of the initial submittal of the DD Form 2946 prior to beginning the telework arrangement.

(5) Telework agreements shall be reviewed by the supervisor and teleworker, re-validated at least every 2 years, and revised when appropriate. A new DD Form 2946 should be completed when a new supervisor is responsible for the employee.

(6) Teleworkers may be required to return to the regular worksite on scheduled telework days based on operational requirements (e.g., to attend a specific meeting). A recall to the office for operational reasons is not a termination of the telework agreement. Requests by teleworkers to change their scheduled telework day(s) in a particular week or biweekly pay period should be accommodated by the supervisor where practicable, consistent with mission requirements. A permanent change of the telework agreement must be reflected by approval of a new DD Form 2946.

(7)(Added)(AF) Telework agreements are to be maintained in the supervisor's employee work folder. (T-3)

e. Official Worksite. Designation of the official worksite shall be established for an employee on an approved regular telework schedule on a case-by-case basis consistent with the guidance in section 531.605 of Reference (n). The official worksite for an employee covered by a telework agreement is the location of the regular worksite for the employee's position (i.e., the place where the employee would normally work absent a telework

agreement), as long as the employee is scheduled to report physically at least twice each biweekly pay period on a regular and recurring basis to the regular worksite. The employee's official worksite may involve an arrangement where the employee has no dedicated space at the worksite, but uses alternative arrangements when working at the official worksite location (e.g., desk sharing, hoteling, or hot desking). In the case of a telework employee whose work location varies on a recurring basis, the employee does not need to report at least twice each bi-weekly pay period to the regular worksite established by the agency as long as the employee is performing work within the same geographic area (established for the purpose of a given pay entitlement) as the employee's regular worksite.

(1) When an employee's worksite is changed from the official worksite to the telework location in a permanent arrangement, a Standard Form 50, "Notification of Personnel Action," or equivalent nonappropriated fund form must be completed by the servicing human resources office. Supervisors and employees should be aware of the implications of this arrangement.

(a) Employees are compensated based on the location of their official worksite (i.e., when the telework location is the employee's official worksite, locality pay would be based on the location of the telework site, not the regular worksite).

(b) Employees are entitled to reimbursement for official business travel to the regular worksite when the employee teleworks full-time from a location outside of the local commuting area, and his or her alternative worksite has been determined as his or her official duty station.

(2) Reassignment of the employee from the official worksite to the telework site may also have implications for a reduction in force (e.g., the telework site may be a different competitive area than the regular worksite).

f. Security Considerations. Employees or Service members are responsible for safeguarding all DoD information, protecting GFE and Government property, and performing assigned duties while teleworking in support of Component mission requirements. Government-furnished computer equipment, software, and communications, with appropriate security measures, are required for any telework arrangement that involves CUI data.

(1) Employees and Service members in telework arrangements shall not take classified documents (hard copy or electronic) to their homes or alternative worksites. If classified telework is authorized at an approved alternative secure location, teleworkers shall comply with the procedures established by the DoD Component regarding such work.

(2) Employees and Service members must protect CUI, including Privacy Act or For Official Use Only data, consistent with the guidance set forth in Reference (k); section 552a of title 5, U.S. C. (also known as the Privacy Act of 1974) (Reference (p)); and DoD 5400.7-R (Reference (q)); as well as DoD Component policy.

(a) Teleworking employees who access Personally Identifiable Information (PII) may only do so on encrypted GFE requiring two-factor authentication for access, in

accordance with OMB Memorandum 07-16 (Reference (r)).

(b) Extraction of PII from DoD systems onto GFE used for teleworking is prohibited unless approved by a manager and logged and erased in accordance with the requirements of OMB Memorandum 06-16 (Reference (s)).

(c) The use of personal e-mail accounts for PII transmission is strictly prohibited. PII may only be e-mailed between Government email accounts and must be encrypted and digitally signed.

(3) Employees and Service members must protect CUI 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”) (Reference (t)) or data otherwise restricted by the Federal Acquisition Regulation (Reference (u)) or the Defense Federal Acquisition Regulation Supplement (Reference (v)) or other acquisition policies.

(4) Employees and Service members must comply with criteria and guidelines established by the DoD CIO and their respective Components for using both GFE and non-GFE and for access to DoD information systems and networks to perform telework.

(5) Employees and Service members who telework from home must comply with criteria and guidelines established by their respective Components for keeping Government property and information safe and secure. Restrictions may apply to employees or Service members located outside of the continental United States as determined by DoD Component criteria and guidelines.

g. Equipment and Office Supplies. DoD Components should provide the necessary equipment and office supplies (e.g., paper, toner, and printer ink) for use with GFE for employees and Service members who telework on a regular and recurring basis, within budgetary constraints, based on the nature and type of work performed. Equipment and supplies may be furnished for employees and Service members who telework on a situational basis when practicable. Employees must comply with equipment usage requirements set forth in the telework agreement. The General Services Administration (GSA) offers guidelines for equipment and support that agencies may provide to teleworkers on page 13845 of Volume 71, Federal Register (Reference (w)).

(1) GFE should be approved for employees or Service members who telework on a regular and recurring basis and for situational teleworkers, when practicable. The local Component commander or supervisor should determine the propriety of furnishing and installing GFE and software. The Component will be responsible for the service and maintenance of GFE.

(2) DoD remote access software may be installed onto Government-furnished and personally-owned computers to enable access to unclassified DoD systems and networks consistent with criteria and guidelines established by the DoD CIO and the employee’s or Service member’s respective DoD Component requirements.

(3) GFE shall be used for official use and authorized purposes only. Family members and friends of employees or Service members are not authorized to use GFE and materials. GFE must be returned to the DoD Component at the conclusion of teleworking arrangements or at the Component's request.

(4) Use of personally owned computers to access unclassified DoD systems or networks remotely must comply with the criteria and guidelines for using personal equipment established by the DoD CIO and the employee's or Service member's respective DoD Component requirements.

(5) The employee or Service member is responsible for the installation, repair, and maintenance of all personally-owned equipment and other incremental costs associated with the residential worksite. Operating costs associated with the teleworker using their personal residence as the alternative worksite including home maintenance, insurance, or utilities (e.g., heat, electricity) will not be assumed by the DoD.

(6) DoD Components may use appropriated funds to install telephone lines, broadband, or other necessary telecommunications equipment in a private residence and fund appropriate monthly expenses for employees that telework on a regular and recurring basis, when the purpose is for official Government business consistent with the guidance set forth in section 1348 note of title 31, U.S.C. (Reference (x)) (also known as "The Treasury, Postal Service, and General Government Appropriations Act of 1996"). Components may also issue a calling card, provide a cell phone, or reimburse for long-distance (domestic and international) telephone expenses if incurred as a result of official business.

(7) The DoD is not liable for damages to the employee's or Service member's personal or real property while the employee or Service member is working at home, except to the extent the Government is liable under sections 1346(b), 1402(b), 2401(b), and 2761-1680 of title 28, U.S.C. (also known as "The Federal Tort Claims Act") (Reference (y)) or section 3721 of (also known as "The Military Personnel and Civilian Employees Claims Act") (Reference (z)).

(8) Employees are covered by chapter 81 of title 5, U.S.C. (also known as "The Federal Employees' Compensation Act" (Reference (aa)) when injured or suffering from work-related illnesses while conducting official Government business at the telework location. The DoD's potential exposure to liability is restricted to the designated official alternative worksite. Employees paid from nonappropriated funds are covered under chapter 18 of title 33, U.S.C. (also known as "The Longshore and Harbor Workers' Compensation Act") (Reference (ab)). Employees should notify their supervisors if injured while teleworking and provide their supervisors with medical documentation related to the injury.

h. Telework Centers

(1) DoD Components are authorized, consistent with section 630 of Public Law 105-277 (Reference (ac)), to fund costs associated with renting space, including equipment and utilities, at telework centers as practicable. Components may provide employees with a cell

phone or calling card to cover long distance telephone charges while working at a telework center.

(2) Security requirements prescribed in this Instruction apply to all employees who telework, including those who telework from telework centers.

i. Emergency Situations

(1) Employees or Service members who perform mission-critical duties may be required to work from home or an alternative worksite such as a telework center during an emergency situation. Components shall require these employees to complete a DD Form 2946. The telework agreement should address the telework location and work expectations. Supervisors will include a description of emergency duties with the telework agreement if emergency duties are different from the employee's normal duties. During any period that a Component is operating under the COOP plan, that plan shall supersede the telework policy and the provisions of the telework agreement. Telework agreements are not required for Service members.

(2) In the event of a pandemic health crisis, employees with COOP responsibilities, Service members, and employees who do not have COOP responsibilities, but are trained and equipped to telework, may be asked to telework to prevent the spread of germs. These employees or Service members should telework on a regular basis to ensure their proficiency and telework's effectiveness in continuing operations. Employees or Service members in positions not typically eligible for telework should telework on a situational basis when feasible. These employees shall have a signed DD Form 2946 in place.

(3) Employees approved for regular and situational telework who are not able to report to their assigned office location due to office closure or dismissal from a natural or manmade emergency event (e.g., hurricane, earthquake, wildfire, flooding, act of terrorism) or when OPM announces that Government offices are open with the option for unscheduled telework when weather conditions or other circumstances disrupt commuting and compromise employee safety, shall telework each regularly scheduled work day during the emergency situation, when the capability to telework is available at the alternative worksite. When Government offices are closed to the public, designated employees who are unable to work due to personal situations or other circumstances (e.g., illness, dependent care responsibilities, loss of electrical power, evacuation by local authorities, or the employee cannot access materials necessary to continue work during the emergency) shall attempt to contact a supervisor to request leave appropriate for those circumstances or to be excused from duty. Supervisors may administratively excuse designated teleworkers from teleworking on a case-by-case basis. If the worksite office is open and circumstances prevent the employee from teleworking, the employee may report to the worksite or request leave as practicable. If the teleworker is unable to communicate with his or her supervisor to be excused from duty and cannot maintain their remote working status, the teleworker should follow the Component's emergency guidance, orders, and procedures (e.g., outlined in COOP and other applicable emergency management plans). Any requirement that a teleworker continue to work during an office closure or early dismissal shall be included in the employee's DD Form 2946.

(4) When an employee's residence or other approved alternative worksite has been designated as a safe haven during an emergency, such as a pandemic health crisis evacuation, the supervisor may assign any work necessary, as long as the employee has the skills to perform the assigned work, without regard to the employee's grade or pay band level. In cases where a safe haven is designated, a DD Form 2946 does not need to be in place consistent with the guidance in section 550.409 of Reference (n).

(5) Employees or Service members designated as mission-critical should telework on a regular basis to ensure their proficiency and telework's effectiveness in continuing operations in the event of an emergency or pandemic. Mission-critical employees in positions not typically eligible for telework should telework on a situational basis, when feasible. Such employees shall have a signed DD Form 2946 in place.

j. Work Schedules and Compensation

(1) Employees who telework must be at their alternative worksite during their scheduled tours of duty.

(2) Employees may not use telework as a substitute for dependent care (e.g., child or elder care).

(3) Employees who telework may also have alternative work schedules at the discretion of the supervisor.

(4) Employees may work part of the day at their approved alternative worksite and part of the day at the traditional worksite to accommodate work schedules and personal commitments (e.g., to attend a training course or a medical appointment located near the employee's alternative worksite prior to reporting to the regular worksite).

(5) Premium pay provisions that apply to work at the regular worksite also apply to employees who telework. Employees may work overtime only when specifically ordered and approved in advance by the supervisor. Instances in which employees perform overtime work without prior supervisory approval may be cause for administrative or disciplinary action.

k. Time and Attendance. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for work at the regular worksite.

(1) Supervisors should establish appropriate procedures for documenting hours of work and approved leave for teleworkers to ensure telework hours are appropriately coded as regular and recurring, situational, or medical. DoD Components using the Defense Civilian Pay System shall document these telework hours in the time and attendance system.

(2) Employees must record dates and times of telework accomplished so Component telework usage can be tracked.

l. Telework Training. Employees authorized to telework and their supervisors shall complete telework training prior to signing the telework agreement. Employees teleworking under an approved telework agreement as of the date of this Instruction may be excused from this requirement consistent with DoD Component guidance. Components are strongly encouraged to provide updated information related to revised DoD and Component policy and guidance to these specifically exempt employees and their supervisors. Comprehensive OPM telework training courses for supervisors and employees are available at the joint OPM/GSA telework website, http://www.telework.gov/tools_and_resources/training/index.aspx. OPM also offers telework training for managers available through OPM's Eastern and Western Management Development Centers. Details on the Development Centers and course schedules can be found at <http://www.leadership.opm.gov>. DoD Component Telework Coordinators or their designees may provide training and consultation on telework matters to employees, supervisors, and leaders. Employees, supervisors, and leaders shall be permitted to participate in telework training during the work day. All employees and Service members who telework shall be trained on accessing the unclassified DoD information technology network remotely consistent with the guidance in References (h) and (i) and in the guidance set forth in DoD Directive 8570.01 (Reference (ad)).

m. Telework and Travel. The provisions in the guidance set forth in sections 550.112 and 551.422 of Reference (n) concerning time spent in a travel status are applicable to employees who are directed to travel away from the alternative worksite during a period that is scheduled for telework.

n. Performance Management

(1) Teleworkers and non-teleworkers shall be treated the same for the purpose of work requirements, periodic appraisals of job performance, training, rewarding, reassigning, promoting, reducing in grade, retaining and removal, and other acts requiring management discretion.

(2) Performance standards for employees that telework should be the same as performance standards for on-site employees.

(3) As with any supervisory relationship, work assignments to be performed or training to be accomplished while on telework should be discussed, understood, and agreed to in advance of the telework event.

(4) Supervisor expectations of an employee's performance should be clearly addressed in the DD Form 2946. As with on-site personnel, employees shall be held accountable for the results that they produce while teleworking.

(5) Supervisors shall communicate expectations of telework arrangements, including work assignments, office coverage, and staff communication to teleworking and non-teleworking employees in the workgroup.

(a) Supervisors shall put procedures in place to maintain communication across

all members of a workgroup.

(b) Supervisors are responsible for the effective functioning of the workgroup. However, employees are responsible for their availability and information sharing with the workgroup. Supervisors and employees are responsible for ensuring the success of the telework arrangement.

o. Telework Denial and Termination. A telework request may be denied by the supervisor. A telework agreement may be terminated at the discretion of the supervisor or at the employee's request.

(1) When an employee's request to telework is denied or an agreement is terminated by the supervisor, the reasons for denial or termination should be documented in writing and given to the employee. Denial or termination of telework agreements should be based on business reasons (e.g., the telework agreement fails to meet the organization's needs or the employee's performance does not meet the prescribed standard).

(2) Employees may dispute the denial of telework, the reasons given for a denial, and the termination of an existing telework agreement through Component administrative grievance procedures. Bargaining unit employees may file a grievance through negotiated grievance procedures.

4. (Added)(AF) Telework Coordinator. The telework coordinator develops and implements a reporting system capturing telework participation, hours teleworked, terminations, and denials.

a. (Added)(AF) Telework coordinators are responsible for providing the following information to the Headquarters Air Force upon request:

(1) (Added)(AF) The degree of participation by employees of each organization or unit during the period covered by the report;

(2) (Added)(AF) The method for gathering telework data;

(3) (Added)(AF) The reasons for positive or negative variations in telework participation if the total number of employees teleworking is 10 percent higher or lower than in the previous year of the reporting activity;

(4) (Added)(AF) The organizational goal for increasing telework participation if applicable; and

(5) (Added)(AF) A description of best practices, if applicable.

GLOSSARY

PART I. ABBREVIATIONS AND
ACRONYMS

DoD CIO	DoD Chief Information Officer
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
CUI	controlled unclassified information
COOP	continuity of operations
DASD(CPP)	Deputy Assistant Secretary of Defense for Civilian Personnel Policy
DASD(MPP)	Deputy Assistant Secretary of Defense for Military Personnel Policy
DCPAS	Defense Civilian Personnel Advisory Service
DCPDS	Defense Civilian Personnel Data System
DHRA	Defense Human Resource Activity
FMR	Federal Management Regulation
GFE	Government furnished equipment
GSA	General Services Administration
OPM	Office of Personnel Management
PII	personally identifiable information
TMO	Telework Managing Officer
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

alternative worksite. A place away from the regular worksite that has been approved for the performance of assigned official duties. It may be an employee's or Service member's home, a telework center, or other approved worksite.

CUI. A categorical designation that refers to unclassified information as defined in Reference (o). The designation CUI replaces the term "sensitive but unclassified".

COOP planning. An effort to ensure that the capability exists to continue agency essential functions across a wide range of natural disasters or local or national declared emergencies.

Defense Civilian Pay System. A pay processing system used to pay DoD civilian employees.

desk sharing. An arrangement in which two employees share the use of a single workspace where each employee has a designated date or time for use of this space.

disciplinary action. Action taken to correct an employee's performance or conduct. These actions can range from oral admonishments; to written letters of reprimand; to suspension, termination, or removal.

eligibility. Characteristics of the job position and the employee that identify suitability for teleworking as determined by the supervisor or other appropriate management official in the employee's chain of command.

emergency situation telework. Telework performed in an employee's or Service member's home or alternative worksite during a crisis situation or emergency event by those employees or Service members who perform duties in support of mission requirements during crisis situations or contingencies.

employee. A DoD civilian employee, to include foreign national employees, paid from appropriated or nonappropriated funds.

Federal Executive Board. A group composed of the heads of all Federal departmental and agency field offices, civilian and military, that is the primary means for distributing information, interagency training, and promoting discussion of Federal policies, activities, and management issues for Federal Executives in the field (e.g., agencies located in major metropolitan areas in the United States).

(Added)(AF) Head of Activity. The leader of a tenant or geographically separated organization who is not termed a commander in accordance with Air Force Instruction 38-101, *Air Force Organization*, and whose chain of command does not report through the installation or tenant commander. Examples include the superintendent of the United States Air Force Academy, a civilian leader of a tenant organization on a host installation, and a civilian or military leader of a detachment or operating location.

hot desking. An arrangement in which employees use non-dedicated, non-permanent workspaces assigned on an unreserved first come, first-served basis.

hoteling. An arrangement where employees use non-dedicated, non-permanent workspaces, assigned for use by reservation on an as-needed basis.

(Added)(AF) Installation Commander. Military commander of an installation/host unit.

mission-critical duties. Job position functions that are identified as critical to performance of the mission.

official worksite. Approved location where the employee regularly performs his or her duties.

on-boarding. Process that takes place when an employee enters a new position. The on-boarding process involves integrating and acculturating new employees into the organization and providing them with the tools, resources, and knowledge to become engaged, successful, and productive early in the employment cycle.

regular worksite. Location where an employee would work absent an alternative worksite arrangement.

(Added)(AF) Representational duties. A labor organization which has been accorded exclusive recognition is the exclusive representative of the employees in the unit it represents and is entitled to act for, and negotiate collective bargaining agreements covering, all employees in the unit.

routine telework. An approved work arrangement where eligible employees work at an alternative worksite as part of an ongoing, regular, and recurring schedule, typically on an approved day or days during a bi-weekly pay period.

safe haven. Agency designated location such as an employee's residence or an alternative location mutually agreeable to the agency and the employee when employees are evacuated from their worksites.

situational telework. Telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing and regular telework schedule (e.g., telework as a result of inclement weather, medical appointment, special work assignments, or to accommodate special circumstances). Telework is also considered situational even though it may occur continuously for a specific period and is also referred to as episodic, intermittent, unscheduled, or ad hoc telework.

supervisor. Civilian management official, commander, or Service member who has responsibility for directing and managing employee work and for approving and denying employee telework agreements.

telework. A voluntary work arrangement where an employee or Service member 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 includes remote work where an employee resides and works at a location beyond the local commuting area of the employing organization's worksite. 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).

telework agreement. A written agreement, completed and signed by an employee and the authorized management official(s) via the DD Form 2946, that outlines the terms and conditions of the telework arrangement.

telework center. A facility that provides a geographically convenient office setting with workstations and other office facilities and services that are used by civilian employees from more than one organization.

(Added)(AF) Telework Coordinator. Administers the local telework program in accordance with applicable laws, rules, and regulations.

telework site. Alternative worksite location where an employee or Service member performs assigned official duties.

(Added)(AF) Tenant Commander. Military commander of an activity/unit tenanted/located on a host installation who does not report through the installation/host unit commander. For example, Major Commands, Numbered Air Forces, Direct Reporting Units, AFRC Units, and Field Operating Agencies may be located on installations but their commanders are not subordinate to the installation commander.

unscheduled telework. A specific form of situational telework where an employee on an approved telework agreement performs assigned official duties at home or another approved worksite when Government offices are closed due to an emergency event or open, but severe weather conditions or other circumstances disrupt commuting and compromise employee safety.