



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

DAFGM2026-36-143
5 May 2026

MEMORANDUM FOR DISTRIBUTION C
ALMAJCOM-FLDCOM-FOA-DRU/CV

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

SUBJECT: Department of the Air Force Guidance Memorandum (DAFGM) 2026-36-143,
Telework, Remote Work, and Satellite Work Programs

By Order of the Secretary of the Air Force, this Guidance Memorandum precedes a to-be published Manpower, Personnel and Services publication. This DAFGM implements new guidance on telework and remote work found in the Department of Defense Instruction (DoDI)1035.01, *Telework and Remote Work*, and resulting from 2025 Presidential Memorandum, *Return To In-Person Work*, as well as introducing new guidance establishing satellite worksites. Compliance with this Memorandum is mandatory.

This publication includes significant changes to Department of the Air Force (DAF) policy on telework and remote work, introduces new guidance establishing satellite worksites, and brings DAF policy into alignment with the President's direction on these subjects. The future publication on this topic will supplement DoDI 1035.01; therefore, this publication's formatting, organization, and numbering are in alignment with DoDI 1035.01. Only DAF language that adds, changes, or clarifies language in the DoDI is included in this publication; DoDI language is included as necessary to provide reference and location of the DAF-added language.

This guidance applies to all of DAF worldwide, (including the United States Space Force (USSF)), civilian employees and Service members, including Regular Air and Space professionals, United States citizens assigned to foreign overseas areas, personnel at joint service organizations where DAF is the executive agent, Air Force Reserve, and Air National Guard personnel, unless otherwise noted.

All references to DAF, Air Force, or Airmen also applies to Guardians of the Space Force; all Headquarters Air Force roles and responsibilities also apply to the equivalent Headquarters Space Force office; and Space Force Field Commands should refer all policy and procedure questions to the equivalent Headquarters Space Force office.

In collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), the Deputy Chief of Space Operations for Personnel (HQSF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for telework, remote work, and satellite work for DAF employees and Service members.

This DAF publication may be supplemented at any level; all Major Command (MAJCOM)/Combatant Command (CCMD)/Field Command (FLDCOM)-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. To the extent its directions are inconsistent with other DAF publications, the information herein prevails, in accordance with DAFI 90-160, *Publications and Forms Management*.

The authorities to waive 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 DAFMAN 90-161, *Publishing Processes and Procedures*, Table A10.1, for a description of the authorities associated with the tier numbers. Submit requests for waivers via DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, or equivalent, through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items.

There are no restrictions on the release of this publication. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 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 (AFRIMS).

Policy interpretation questions may be directed to the Workforce Integrity, Performance and Advanced Compensation Division (WI-PAC), AF/A1CM, af.a1cm.workflow@us.af.mil. Air Force operational questions may be directed to the AFPC Civilian Support Branch, AFPC/DPPFS, afpc.dppfs.civiliansuprtbranch@us.af.mil. Space Force operational questions may be referred to SF/S1CP, af.ussf.hqsf-s1cworkflow@us.af.mil. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using DAF Form 847, *Recommendation for Change of Product*, routed through the appropriate chain of command.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, by being canceled, or upon publishing a new publication permanently establishing this guidance, whichever is earlier.

The point of contact for this publication is AF/A1CM, af.a1cm.workflow@us.af.mil.

BRIAN L. SCARLET, SES, SAF/MR
Principal Deputy Assistant Secretary of the Air
Force for Manpower and Reserve Affairs

4 Attachments

1. DAFGM2026-36-143, Telework, Remote Work, and Satellite Work Programs
2. Attachment 1, Sample Addendum #1 To DD Form 2946, *DAF Remote Work Agreement*
3. Attachment 2, Sample Addendum #2 To DD Form 2946, *Sample Satellite Agency Worksite Arrangement Memorandum*
4. Attachment 3, Sample Addendum #3 To DD Form 2946, *Sample DAF Domestic Employees Teleworking Overseas Agreement*

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to:

c. (Added)(DAF) 2025 Presidential Memorandum (PM) *Return To In-Person Work* (RTIPW), January 20, 2025, directed agency heads to “take all necessary steps to terminate remote work arrangements and require employees to return to work in-person at their respective duty stations on a full-time basis” as soon as practicable. It further allowed agency heads to make exemptions they deem necessary and directed that the PM be implemented consistent with applicable law.

(1) (Added)(DAF) The Office of Personnel Management (OPM), the Secretary of Defense (referred to as the Secretary of War, or SecWar), and the Secretary of the Air Force (SecAF) subsequently provided guidance regarding implementation of the PM, and continue to update that guidance regularly.

(a) (Added)(DAF) As of the date of this issuance, the SecWar retains the authority to approve all telework and remote work arrangements, except for employees with an approved OPM Deferred Resignation Program (DRP) application (includes separation under the Voluntary Early Retirement Authority or regular retirement in conjunction with the OPM DRP), employees who accept a Department of Defense (DoD) (referred to as the Department of War, or DoW) DRP offer and whose applications are pending approval (includes separation under the Voluntary Early Retirement Authority or regular retirement in conjunction with the OPM DRP), employees for whom telework or remote work is an approved reasonable accommodation pursuant to applicable law, federal employees who are military spouses (as defined by OPM guidance on PM RTIPW and the *OPM Guide to Telework and Remote Work in the Federal Government*), including spouses of members of the U.S. Foreign Service who are on overseas assignments, employees for whom the DoW Component head has determined there is no suitable office space at the agency worksite in accordance with DAF guidance, and employees for whom applicable law or collective bargaining obligations require an exemption.

(b) (Added)(DAF) Consequently, this issuance only applies to those situations where positions are eligible, and personnel may be authorized, to telework, remote work, or work at a satellite agency worksite, in accordance with PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance.

1.2. POLICY.

a. Telework and remote work:

(3) Should occur to the broadest extent possible by eligible employees or Service members. (Added)(DAF) The extent possible is determined first by the extent to which such work is permitted by paragraph 1.1 above.

c. (Added)(DAF) Although telework and remote work are not interchangeable terms, they are very similar workplace flexibilities. Unless otherwise noted, guidance contained herein regarding telework also applies to remote work.

d. (Added)(DAF) Satellite work is not the same as remote work or telework. Work performed at an approved satellite location is considered to be work performed at an Agency worksite; it is therefore in full compliance with the PM regarding RTIPW. Additional DAF guidance regarding satellite work is in Section 7, “SATELLITE AGENCY WORKSITES (SAW)”.

SECTION 2: RESPONSIBILITIES

2.7. OSW AND DOW COMPONENT HEADS.

The OSW and DoW Component heads:

a. Develop, implement, monitor, operate, and assess telework and remote work programs in accordance with the law; this issuance; the policies, procedures, and guidance issued by the DoD CIO and USD(I&S); Component-specific guidance; and other applicable DoD policies.

(Added)(DAF) Additionally, SECAF develops, implements, monitors, operates, and assesses satellite worksite programs. SECAF also implements other higher level guidance.

b. Delegate authority for telework and remote work implementation to subordinate authorities as appropriate. **(Added)(DAF) SECAF also delegates authority for satellite agency work. SECAF implements these activities as permitted by higher level guidance.**

c. Designate a Component telework coordinator or manager to:

(1) Maintain the Component telework and remote work programs for compliance with this issuance in accordance with Sections 6501 through 6506 of Title 5, U.S.C., as applicable. (Added)(DAF) The designated DAF telework manager will also maintain the satellite worksite program in compliance with this issuance.

d. Actively promote telework and remote work within their respective Components and identify and eliminate barriers to program execution through education and training.

(1) (Added)(DAF) Promotion of telework and remote work within the DAF will be limited to utilizing these programs in compliance with the PM on RTIPW, and with subsequent DoW and DAF guidance implementing the PM.

f. Make telework and remote work civilian employee position determinations when establishing new positions or filling vacant positions that were not previously designated for telework and remote work eligibility. **(Added)(DAF) Position and personnel eligibility determinations may be reviewed and/or updated at any time deemed appropriate by management personnel.**

h. Establish annual Component telework and remote work participation goals, track employee or Service member participation, and monitor goal progress. **(Added)(DAF) Goals within the DAF must be in alignment with current PM direction and higher-level implementing guidance.**

k. Require training on telework procedures for telework and remote work eligible employees and Service members prior to beginning telework. **(Added)(DAF) Because SAWs are not, by definition, co-located with an employee's regular agency worksite, and because there are significant similarities with remote work, DAF employees (and their supervisors) working in a SAW arrangement are also required to complete this training.**

l. Require all telework (Added)(DAF) and remote work participants to complete DD Form 2946. (Added)(DAF) Within the DAF, this also applies to remote work participants. Because SAWs are not, by definition, co-located with an employee's regular agency worksite, and there are some similarities with remote work, DAF employees working in a SAW arrangement are also required to complete this documentation.

m. Require all authorized remote work employees or Service members to sign a remote work agreement. (Added)(DAF) Require all DAF employees authorized to work at satellite worksites to sign a Satellite Agency Worksite Arrangement Memorandum (SAWAM).

2.8. (Added)(DAF) DEPARTMENT OF THE AIR FORCE PERSONNEL.

(Added)(DAF) All responsibilities outlined regarding telework also apply to remote work and work performed at satellite worksites, unless otherwise indicated.

a. (Added)(DAF) Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Serves as an agent of the SecAF and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, and budgets addressing telework, remote work, and work performed at satellite worksites.

b. (Added)(DAF) Deputy Chief of Staff of the Air Force for Manpower, Personnel and Services (AF/A1).

(1) (Added)(DAF) Develops, coordinates, and executes personnel policy and essential procedural guidance for the management of the telework, remote work, and satellite worksite programs.

(2) (Added)(DAF) Delegates authority for telework, remote work, and work to be performed at satellite worksites as applicable and in accordance with DoW guidance.

(3) (Added)(DAF) Promotes education and training for leadership and supervisors on expected job performance in a telework, remote work, or satellite worksite environment, and the value of integrating telework and remote work into continuity of operations activities.

(4) (Added)(DAF) Requires civilian employees who are eligible and approved for telework, remote work, or satellite worksite arrangements, and their supervisors, to be trained on telework procedures, including information technology, data security, and safety requirements. (As other training is developed and becomes available on remote work and working from satellite worksites, that applicable training may replace the requirement for telework training.)

(5) (Added)(DAF) Requires all employees who are authorized for telework, remote work or work from a satellite worksite to complete DD Form 2946, *Department of Defense Telework Agreement*. (As forms are developed and published specific to remote work and satellite worksite arrangements, those forms may replace the requirement for the DD Form 2946.)

c. (Added)(DAF) Director, Civilian Force Management Directorate (AF/A1C).

(1) (Added)(DAF) Under the authority, direction, and control of the AF/A1, and in collaboration with the Director, Military Force Management Policy (AF/A1P), directs development, implementation, and operation of the DAF telework, remote work, and satellite worksite programs for civilian employees and Service members to ensure compliance with the law, current PMs, DoW guidance, and this issuance.

(2) (Added)(DAF) Designates a DAF Telework, Remote Work and Satellite Worksite (TRS) Program Manager (hereafter referred to as the DAF TRS Program Manager) to implement and evaluate Air Force and Space Force telework, remote work, and satellite worksite programs, to serve as an advisor for DAF leadership, and serve as a resource for commanders, supervisors, and employees.

(3) (Added)(DAF) Acts as delegated approval authority for exceptions to DAF exclusion on independent Domestic Employees Teleworking Overseas (DETO) arrangements in rare circumstances with exceptional justification.

(4) (Added)(DAF) Acts as approval authority on requests for extension of the 5-year limit on DETO arrangement duration in rare and compelling circumstances.

(5) (Added)(DAF) Ensures all requests for individual or categorical exemptions to PM RTIPW are reviewed for technical compliance prior to processing through the office of the SecAF, to the Office of the SecWar (OSW) for final approval. Personnel are not required to submit an individual or categorical request for exemption if they fall under one of the SecWar's pre-approved exemptions identified in paragraph 1.1.c.(1)(a), or as identified in DoW and DAF guidance regarding exemptions to PM RTIPW.

d. (Added)(DAF) Director, Civilian Policy and Management (SF/S1C).

(1) Develops, coordinates, and executes personnel policy and essential procedural guidance for Space Force civilian personnel matters.

(2) May designate a Space Force TRS Coordinator, who will coordinate with the DAF program manager to implement and administer DAF telework, remote work and satellite worksite policy for Space Force personnel.

e. (Added)(DAF) Department of the Air Force Telework, Remote Work and Satellite Worksite (TRS) Program Manager (AF/A1CP).

(1) (Added)(DAF) Ensures consistency in implementing the law and this issuance.

(2) (Added)(DAF) Establishes policies, processes, and responsibilities for telework, remote work, and satellite worksite programs within the DAF.

(3) (Added)(DAF) Oversees the implementation and administration of the telework,

remote work, and satellite worksite programs through subordinate telework coordinators across the DAF.

(4) (Added)(DAF) Ensures tracking of employee participation and provides employee telework and remote work eligibility and participation data to the Defense Civilian Personnel Advisory Service (DCPAS) at the end of each calendar year for submission to the OPM Annual Telework Report (and as otherwise required).

(5) (Added)(DAF) Monitors and assesses DAF telework, remote work, and satellite worksite implementation to ensure compliance with this issuance.

(6) (Added)(DAF) Ensures the DAF DETO Coordinator is designated, within AFPC/DPPFS (or other appropriate function), who is responsible for processing DAF DETO requests, in accordance with this issuance, and for coordinating with the Department of State (DoS) on submitted DETO request packages. The DAF DETO coordinator and the DAF TRS Program Manager are the only DAF personnel authorized to coordinate with the DoS regarding DAF DETO requests.

f. (Added)(DAF) Office of the Chief Information Officer, (SAF/CN).

(1) (Added)(DAF) Develops strategies and provides guidance for DAF-wide information technology capabilities and data security required to support employees authorized for telework, remote work, and work from satellite worksites.

(2) (Added)(DAF) Establishes criteria and guidelines for using both government furnished equipment and non-government furnished equipment (i.e., personally-owned equipment), to access DAF information systems and networks to perform telework, remote work, and work from satellite worksites.

(3) (Added)(DAF) Under Federal Register Financial Management Regulation Bulletin 2006-B3, underutilized or excess equipment may be used to provide government furnished equipment in order to implement telework and remote work. Ensure criteria and guidelines are consistent with DAF policy and are made available to all authorized users.

(4) (Added)(DAF) Oversees evaluation of new and emerging technologies that facilitate telework, remote work, and work from satellite worksites, and approves them for DAF-wide use, as appropriate.

g. (Added)(DAF) Air Force Personnel Center.

(1) (Added)(DAF) Establishes procedures to ensure civilian position data is identified and coded in the Defense Civilian Personnel Data System (DCPDS) to accurately reflect telework, remote work, and satellite worksite eligibility and participation.

(2) (Added)(DAF) Provides MAJCOM/FLDCOM/CCMD/A1s and civilian personnel flights (also known as civilian personnel sections, or CPS) implementation procedures for telework, remote work, and satellite worksite programs through appropriate Human

Resource Advisories or other types of communication, as needed.

(3) (Added)(DAF) Provides AF/A1C with telework and remote work participation rates, types of telework conducted within DAF, and other telework and remote work-related data as requested.

(4) (Added)(DAF) Designates a DAF DETO Coordinator, within AFPC Civilian Workforce Effectiveness Branch (AFPC/DPPFS) (or other appropriate function) who is responsible for processing DAF DETO requests, in accordance with this issuance, and for coordinating with the DoS on submitted DETO request packages.

h. (Added)(DAF) MAJCOM/FLDCOM/CCMD CC (or designee).

(1) (Added)(DAF) Acts as approval authority for all requests for DETO agreement submissions through AF/A1C to DoS.

(2) (Added)(DAF) Designates a Command Telework, Remote Work, Satellite Worksite (TRS) Coordinator to work directly with CPS's for command oversight and unit accountability, and to assist with collection and review of compliance data.

i. (Added)(DAF) Installation Commanders, Tenant Commanders, and Heads of Activities.

(1) (Added)(DAF) Approves telework, remote work and satellite worksite programs for applicable units.

(2) (Added)(DAF) Requires supervisors to document employee eligibility for telework and remote work in the employee's record in *MyBiz+*.

(3) (Added)(DAF) Ensures employees who are eligible for telework and remote work, as well as those who are approved for satellite work, and their supervisors are trained on telework and remote work procedures including information technology, data security, and safety requirements.

(4) (Added)(DAF) Designates in writing a local Telework Coordinator for applicable units.

(5) (Added)(DAF) Ensures all telework, remote work and satellite agency worksite program participants working in the local area of their installations are incorporated into evacuation orders should an emergency situation occur requiring blanket ordered departure or evacuation orders from the installation be required.

j. (Added)(DAF) Communications Squadron Commanders (or equivalent) or designated representatives.

(1) (Added)(DAF) Designates an Information Technology (IT) point of contact for the installation telework coordinator to contact as required to provide IT support to all telework, remote work, and satellite worksite program participants.

(2) (Added)(DAF) Exhausts all reasonable options to resolve IT issues remotely for all telework, remote work, and satellite worksite program participants assigned to units typically supported by their organization, regardless of their geographical location.

(3) (Added)(DAF) For individual telework, remote work, and satellite worksite program participants:

(a) (Added)(DAF) Provides options to minimize down time for personnel experiencing IT issues.

(b) (Added)(DAF) Coordinates with other installations' communications squadrons to resolve problems that require hands-on technical support.

(c) (Added)(DAF) Serves as the supporting installation communications focal point for remote and satellite worksite program participants whose official worksite is in their geographical area after options to resolve the issue remotely by the employing organization/installation have failed.

(d) (Added)(DAF) Determines the reimbursable costs, including hardware, software and manpower, needed to support those members/personnel not within the installation's command.

(e) (Added)(DAF) When available, provides a loaner device with network access or a loaner government mobile device/telephone for remote workers and satellite worksite program participants to use temporarily while the Government Furnished Equipment (GFE) IT system is undergoing repair. Units shall not incur non-reimbursable costs for workers assigned to a different organization or installation.

(f) (Added)(DAF) Provides on-site support for all DAF information systems connected to Air Force Network (AFNET) Non-Secure Internet Protocol Router Network used by remote workers and satellite worksite program participants when duty location, as indicated in Block 39 on the employee's Standard Form (SF) 50, *Notice of Personnel Action*, or equivalent, is within their geographic area and when all reasonable means to resolve the issue remotely have been exhausted. This includes assisting with troubleshooting and repair after unsuccessful remote resolution from the employing organization, as well as providing wired or wireless network connectivity at the government installation for troubleshooting, updating, and/or initial logon when required.

k. (Added)(DAF) Information System Owner, Program Manager of DAF IT, or Help Desk Technician.

(1) (Added)(DAF) Remotely troubleshoots, repairs, patches, and upgrades information systems/programs installed on devices for approved teleworkers, remote workers, and satellite worksite program participants.

(2) (Added)(DAF) Remotely troubleshoots and maintains specialized applications specific to the employing organization.

l. (Added)(DAF) Civilian Personnel Sections.

(1) (Added)(DAF) Includes the Defense Department (DD) Form 2946, *DoD Telework Agreement*, in new employee orientation materials for those employees occupying telework or remote work eligible positions to ensure they are aware of their responsibilities should telework or remote work be authorized.

(2) (Added)(DAF) Publicizes information on telework responsibilities, focusing on situational telework, throughout the workplace and includes in periodic training events.

(3) (Added)(DAF) Provides information and guidance to employees and supervisors concerning telework, remote work, and satellite worksite programs.

(4) (Added)(DAF) Coordinates with supervisors to provide advisory services on requests to telework or remote work, or the termination of those agreements, and on the use of satellite worksites.

m. (Added)(DAF) Installation Telework Coordinator.

(1) (Added)(DAF) Serves as a point of contact providing local telework, remote work, and satellite worksite implementation support, and data collection on implementation and continued use of this issuance.

(2) (Added)(DAF) Should normally be located in the local CPS for civilian telework, remote work and satellite work programs. (Commanders may designate a Military Telework Coordinator, normally located in the Military Personnel Flight, to advise on the Service member program, with collaboration of the Installation Coordinator, and serve as a point of contact for data collection regarding Service member program participation. For the purposes of paragraph 2.8.m only, that Coordinator would report to the Installation Telework Coordinator. If no Military Coordinator is designated, the Installation Coordinator will collect data from assigned military organizations.)

(3) (Added)(DAF) Provides unit-level policy and procedural program guidance. Provides 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 program objectives and reporting requirements.

(4) (Added)(DAF) Ensures employees are notified of eligibility or ineligibility to telework and/or remote work, and coordinates local process for approving and tracking telework, remote work, and satellite worksite arrangements.

(5) (Added)(DAF) Answers questions and provides guidance to employees and supervisors regarding local programs.

(6) (Added)(DAF) Refers telework, remote work, and satellite worksite program participants to the supporting installation communications squadron Point of Contact to resolve IT issues.

(7) (Added)(DAF) Liaises with telework coordinators at other installations to identify applicable IT Point of Contacts to coordinate IT support for remote workers.

SECTION 3: TELEWORK

3.1. PROGRAM SCOPE.

Telework is an alternative workplace arrangement under which an employee or Service member performs the duties and responsibilities of the assigned position and other authorized activities from an approved alternative worksite but is required to report to the agency's worksite on a regular and recurring basis. **(Added)(DAF) The below provisions are only applicable when telework or remote work are otherwise approved in accordance with the PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance.**

a. Types.

(1) Routine.

Telework is performed from an alternative worksite on regularly scheduled telework day(s) as specified in a written telework agreement between the employee or Service member and the supervisor. **(Added)(DAF) In accordance with PM RTIPW routine telework is not currently authorized for DAF personnel, except as noted in paragraph 1.1.c.(1)(a) of this issuance.**

(Added)(DAF) In the Automated Time and Attendance Payroll System (ATAAPS), this type of telework performed is coded as "RG", with a telework subcode of "TW", (except when performed under an approved *interim* reasonable accommodation, in which case the subcode should be "TS"). Organizations not using ATAAPS should annotate timekeeping in manner that reflects the intent of this paragraph.

(2) Situational.

Situational telework is authorized on a case-by-case basis as the need arises, such as to prepare for continuity of operations (COOP), perform special projects, complete complex tasks, conduct web-based training, allow for recovery from illness or an injury, tend to personal situations or when opting for unscheduled telework when OPM announces the Federal Government operating status, in the area of the employee's regular worksite as, "Open with an Option for Unscheduled Leave or Unscheduled Telework." Situational telework may also be authorized for routine teleworkers in such circumstances on regularly scheduled in-office days.

(a) (Added)(DAF) In accordance with PM RTIPW, and subsequent DoW and DAF implementing guidance, supervisors have the authority to approve situational telework for weather-related emergencies, worksite/office closures, or other situations where the supervisor determines telework serves a compelling agency need, (e.g. to minimize loss of productivity in meeting mission requirements; work on special projects; attend web-based training or conferences; recover from an illness or injury when able to perform meaningful work, but is temporarily unable to physically report to the agency worksite; to minimize time away from work required for medical appointments in the middle of a workday, etc.) (Additional guidance regarding administrative dismissal of civilian employees due to weather or other safety-related conditions can be found in DoDI 1400.25V610_DAFI 36-152, *Hours of*

Work and Holiday Observances.)

(b) (Added)(DAF) Situational telework should generally be intermittent, although short periods of consecutive situational telework is permissible when it is of known temporary duration and there is compelling agency need. It is not to be abused or used as a “work around” to higher level guidance.

(c) (Added)(DAF) Managers will review situational telework requests on a case-by-case basis and exercise judicious discretion in authorizing it. Except in emergency situations (which should be rare), employees should request, and receive approval, in advance before performing situational telework. (In emergency situations, where the employee is unable to request approval in advance, supervisors may approve situational telework retroactively, at their discretion upon evaluating the circumstances of the situation.)

(d) (Added)(DAF) Entering into a situational telework arrangement remains voluntary for most employees and managers. However, to participate in situational telework, an updated telework agreement (DD Form 2946) must be in place. (T-3)

(e) (Added)(DAF) Situational telework is not authorized for the purpose of coinciding with military “Pass Days”, or other types of military pass situations; however, typically supervisors are encouraged to approve the liberal use of accrued leave for civilians, mission permitting.

(f) (Added)(DAF) Telework is generally voluntary, except for employees who are considered mission-essential/critical, or in “emergency” situations (such as pandemics or hurricanes, etc.), when employees may be directed to telework, even though they are not on telework agreements. For normal, weather-related installation closures (e.g., snow days) that are not categorized as emergencies (e.g., pandemics, hurricanes, etc.), employees with telework agreements are required to either telework or take personal leave. Other types of office/installation closures, such as water outages, would be treated similarly to normal, weather-related closures. Alternatively, management may provide employees who are not on telework agreements with alternate workspace at another agency worksite (e.g., another building, etc.), and direct employees to work there temporarily.

(g) (Added)(DAF) In the ATAAPS, this type of telework performed, regardless of the reason, is coded as “RG”, with a telework subcode of “TS”. Organizations not using the ATAAPS should annotate timekeeping in a manner that reflects the intent of this paragraph.

b. Official Worksite.

(1) The official worksite for teleworkers remains the agency’s worksite (Added)(DAF), (also known as the agency regular worksite), as long as they are regularly scheduled to report to the agency’s worksite at least twice each bi-weekly pay period.

(a) (Added)(DAF) For DAF employees, an *agency worksite* is a management-

approved location that is under the jurisdiction or control of a DoW Component, such as the Pentagon Reservation, military installations, or DoW-leased facilities. The *agency regular worksite* is the location where an employee or Service member would normally work absent a telework or remote work agreement, or a SAWAM. For civilian employees, the agency regular worksite is normally the location from which the position is based and/or where the hiring authority lies. For Service members, the agency regular worksite is normally the permanent duty station (PDS).

(b) (Added)(DAF) For guidance regarding satellite Agency worksites, refer to Section 7 of this issuance. For guidance regarding remote worksites, refer to Section 4 of this issuance.

(c) (Added)(DAF) There are distinct and important differences in the definitions of various DAF terms related to worksites and it is important to ensure proper understanding and usage of each term. Such terms include: agency worksite, agency regular worksite, regular worksite, alternative worksite, satellite worksite, satellite agency worksite, official worksite, duty location, and remote worksite. Definitions for these terms are contained in the Glossary of this issuance, as well as in various paragraphs throughout.

(d) Alternative worksites, remote worksites, and satellite agency worksites must have Agency approval before being codified in the applicable agreements and SF 50. Approval is required to ensure there are no characteristics or circumstances of the proposed worksite that would negatively impact the ability of the employee to successfully perform the duties and responsibilities of their position without mission degradation. Approval level for telework sites is at the supervisory level, except where such a change will result in a change to locality pay, in which case approval will be at least the squadron commander (or equivalent) level. If managers have mission or business-related concerns about a proposed worksite and are considering disapproval of the location, they should consult with their servicing civilian personnel office (Employee Management Relations specialist).

(2) In the case of mobile work in which an employee's or Service member's work involves recurring travel to various worksites (e.g., site audits, site inspections, investigations), the employee or Service member does not have to report to the agency's worksite twice each pay period as long as the regularly performed work is within the same locality pay area as the agency's worksite. (Added)(DAF) However, when an employee is not performing their assigned mobile work, they must report to their assigned regular worksite, unless they are approved for telework or remote work. Note that having assigned mobile work is not a determinant of whether an employee or position should be eligible or approved for telework or remote work.

(3) (Added)(DAF) 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, and will be documented on an employee's SF 50, or equivalent, as the employee's duty location, which is also known as the "official worksite". (T-1)

(4) (Added)(DAF) Once the official worksite has been codified on the SF 50 and DD Form 2946, it cannot be changed by the employee without approval of the employee's chain of command, and in situations where such a change will result in a change to locality pay, approval will be at least the squadron commander (or equivalent) level. (T-3)

(5) (Added)(DAF) Changing the official worksite may affect an employee in a number of ways, such as rates of pay, locality pay, reduction in force (RIF) competitive area, travel reimbursement, permanent change of station (PCS) entitlements, and unemployment compensation.

(6) (Added)(DAF) Whether the alternative worksite is within the same local area as the regular worksite does not impact whether or not a change to the official worksite is required on the employee's SF 50, or equivalent. 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, even if it is located within the same local area, and it will be documented as such on the employee's SF 50, or equivalent, as the employee's duty location. Supervisors are responsible for ensuring the SF 50s accurately reflect their employees' duty stations. (T-1)

3.2. ELIGIBILITY.

a. Position Suitability.

(1) Telework position eligibility criteria will be applied impartially and consistently without consideration of prohibited factors such as race, color, religion, sex, national origin, age, disability, or genetic information. Job functions alone, not managerial preference, determine telework position eligibility. (Added)(DAF) Even though a *position* may accurately and appropriately be coded as telework eligible in DCPDS, an employee's participation in telework generally remains at management's discretion, in accordance with DoW guidance and except where approved as a reasonable accommodation (in accordance with DAFI 36-2711, *Equal Employment Opportunity Affirmative Employment and Disability Programs*), for a military spouse, or for other exemption situations as outlined in paragraph 1.1.c.(1)(a).

(2) Generally, positions which require the employee or Service member to handle, discuss, or process classified material will be identified as ineligible for routine telework. Such positions may be eligible for routine telework only in the following circumstances.

(b) Telework will be performed at an alternative worksite, located in the United States, and all of the following criteria are met.

1. The duties of the position do not require more than occasional handling, discussion, or processing of classified materials. (ADDED)(DAF) "Occasional" means it is possible for an employee to perform a full day's work in support of the mission without the need to handle, discuss, and/or process classified material. Positions that require only occasional handling, discussion, or processing may be considered as eligible for routine or situational telework, including Emergency and OPM prescribed "Unscheduled Telework".

(3) (Added)(DAF) In addition to those positions identified in paragraph 3.2.a.(2), some additional positions are not typically suitable for telework. Typical examples include:

(a) (Added)(DAF) Positions that require, on a daily basis, an on-site activity that cannot successfully be handled virtually, or at an alternative workplace (e.g., hands-on contact with machinery, equipment, or vehicles); and

(b) (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) Telework position eligibility is determined by the squadron commander (or equivalent) with input and advice from supervisors.

(a) (Added)(DAF) Commanders/supervisors should consider the nature of the work or tasks to be performed and assess whether permitting telework would diminish the ability of any employee/Service member in that position to perform successfully, or if it would negatively impact the mission.

(b) (Added)(DAF) When an employee/Service member's position is determined ineligible for telework, 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 basis.

(c) (Added)(DAF) Examples of portable work suitable for telework include, but are not limited to: reading reports; completing online training; conducting/attending virtual meetings and training sessions; analyzing documents and studies; preparing written letters, memorandums, reports and other correspondence; providing customer service where the service does not require physically present, in-person interaction; setting up and participating in conference calls; and similar tasks that do not necessarily require that an employee/Service member be physically present at the regular worksite to successfully accomplish the task.

(d) (Added)(DAF) If an employee's position is determined to be ineligible, they may request their position be reviewed by the squadron commander (or equivalent).

(e) (Added)(DAF) Eligibility for centrally managed positions (Key Career Positions, Career Broadening, Career Development, Palace Acquire, Copper Cap, Premier College Intern Program, etc.) is determined and approved by AFPC/DPCZP.

(f) (Added)(DAF) Employees in positions determined not typically suitable (i.e., ineligible) for telework may become eligible in an emergency situation if assigned functions are designated as mission essential and can be performed from the alternate location. Service members may be directed to telework at any time at the supervisor's discretion, regardless of whether the Service member's position would otherwise be considered eligible for telework.

(g) *Position* suitability for telework and remote work is *not* affected by PM RTIPW, which addresses *employee* (i.e., *person*) eligibility only.

b. Employee or Service Member (Added)(DAF) (i.e., “Person”) Eligibility.

(1) Each DoW Component will determine the eligibility of all employees or Service members to participate in telework. **(Added)(DAF) Those determinations will be made in accordance with current OPM, DoW, and DAF guidance, including such guidance implementing PM RTIPW. This determination is separate and distinct from the *position* eligibility determination.** Supervisors will consider employees’ or Service members’ performance and conduct in making eligibility determinations. Telework will be permitted to the maximum extent possible **(Added)(DAF), in accordance with OPM, DoW, and DAF guidance implementing PM RTIPW,** without diminished individual or organizational performance.

(a) (Added)(DAF) Generally, employees who qualify for an authorized exemption category, and who request telework or remote work, are not automatically approved. However, qualified employees requesting telework or remote work as a reasonable accommodation, or as a military spouse, shall be approved (consistent with applicable laws and regulations) if:

1. (Added)(DAF) The position has been properly determined to be telework or remote work eligible (as applicable); and

2. (Added)(DAF) The employee is not otherwise ineligible in accordance with disqualifying criteria in OPM, DoW, or DAF guidance, to include 5 U.S.C. §6502 and DoDI 1035.01, paragraph 3.2.b.(2).

(4) Telework is a discretionary workplace flexibility. The decision to telework is voluntary, except for employees who are in positions designated as mission essential **(Added)(DAF) and the employee is required to report to an alternative worksite or the employee’s telework agreement addresses this requirement.** Employees designated as mission essential may be required to telework from an alternative worksite such as their home or a telework center during an emergency.

(5) (Added)(DAF) Telework arrangements can present unique challenges and require different skills for individuals and their supervisors. Consequently, not every position nor every individual is suited for such arrangements. Supervisors should carefully review this issuance 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 (such as race, color, religion, sex, national origin, age, disability, or genetic information) being considered.

(6) (Added)(DAF) Good telework 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 face-to-face contact with colleagues.

(7) (Added)(DAF) Except as otherwise delineated in section 6.1, telework eligibility for Service members is discretionary and determined by the relevant commander or supervisor.

(8) (Added)(DAF) Some civilian employees may typically be determined ineligible to participate in telework, even though their positions may be determined telework eligible.

Typical examples include:

(a) (Added)(DAF) Employees whose performance or conduct warrants closer supervision than telework may provide;

(b) (Added)(DAF) Employees whose last performance rating of record is below fully successful (or its equivalent);

(c) (Added)(DAF) Employees whose conduct resulted in official disciplinary action within the past 24 months; and

(d) (Added)(DAF) Employees recently assigned or newly appointed to trainee or entry level positions.

(9) (Added)(DAF) An employee who has been determined ineligible to telework may become eligible, at the supervisor's discretion (unless prohibited by OPM, DoW, and DAF guidance implementing the PM on RTIPW) 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.

(10) (Added)(DAF) Telework may be offered as a reasonable accommodation (when appropriate) to an employee with a disability, even if that employee and/or their position would not otherwise be eligible for telework. (This provision does not apply when the ineligibility falls under the eligibility requirements of 5 U.S.C. §6502, as discussed in paragraph 3.2.b.(2) in DoDI 1035.01.) For additional DAF guidance on reasonable accommodations, refer to DAFI 36-2711, *Equal Employment Opportunity: Affirmative Employment and Disability Programs*.

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

3.3. TELEWORK AGREEMENTS.

Section 6502(b)(2) of Title 5, U.S.C., mandates an approved written agreement be in place for any employee to participate in telework. Therefore, every telework participant must complete a DD Form 2946, regardless of whether telework is routine or situational. Service members may also use DD Form 2946 to document their written agreement. **(Added)(DAF) Service members and their supervisors must complete a DD Form 2946 prior to participation in a telework, remote work, or SAW work program (T-3).** If an employee indicates routine telework on the DD Form 2946, that same agreement will further provide for situational telework as requested and approved. **(Added)(DAF) Therefore, no additional form or changes (beyond the DD Form 2946 that indicates routine telework) are required for situational telework for either civilian employees or Service members. For employees who are only eligible for situational telework, the approved DD Form 2946 will indicate situational telework only.**

b. Telework agreements will be reviewed by employees and Service members at least every 2 years and submitted to their supervisors for approval. **(Added)(DAF) DAF supervisors will review, and renew if appropriate, their teleworkers' agreements annually (recommend review occur in conjunction with annual performance assessment) to assess whether any circumstances have changed that would warrant changes to the agreement prior to renewal. After the review, supervisors should review the "Telework Indicator" coding in DCPDS to ensure it accurately reflects the eligibility determination for the position.**

c. Employees or Service members designated as mission essential must complete a DD Form 2946 if telework is required in the case of a COOP event, office closure, inclement weather, or national emergency. **(Added)(DAF) Employees/Service members designated as such should have a DD Form 2946 in place. In crises or emergency situations, such as pandemics, 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. **(Added)(AF) Telework Agreements are maintained in the supervisor's employee work folder. (T-3)**

f. **(Added)(DAF) Telework Agreements should address the following topics, in addition to those listed on the DD Form 2946 (those topics determined to be inapplicable should be so annotated):**

(1) (Added)(DAF) Work schedules, to include core hours, any approved alternative work schedule (such as a maxi-flex or compressed schedule), scheduled breaks, any required office coverage responsibilities, and procedures and expectations when management requires unscheduled reporting to the regular worksite.

(2) (Added)(DAF) Specific tasks, assignments, or work products to be completed, or any tasks, assignments, duties, or work products outside of those already included on the

employee's position description to be completed, if necessary (for example, during a situational telework day).

(3) (Added)(DAF) Equipment and supplies (including computers equipment and cell phones) to be furnished by the agency, including how such items will be delivered/transported to and from the alternative worksite and who will pay for such delivery/transport, if applicable;

(4) (Added)(DAF) Expectations regarding communication means (e.g., telephone, email), responsiveness, information sharing, and the individual's availability;

(5) (Added)(DAF) Procedures for leave requests and approval, if different than when reporting to the regular worksite;

(a) (Added)(DAF) This should specifically include situations when circumstances occur that prevent the teleworker from teleworking, such as random power or internet outages.

(b) (Added)(DAF) This should also specifically include situations when circumstances occur that prevent the teleworker from safely working at the alternative worksite as a result of a severe weather or other emergency event or situation. (Such situations should be viewed differently than non-emergent situations, such as under paragraph 3.3.f.(5)(a) above, and determine whether approval of weather and safety leave is appropriate.)

(c) When such situations occur at the alternative worksite, and there is no corresponding severe weather or other emergency event or situation at the regular worksite location, the supervisor has the authority to determine that such situation warrants approval of weather and safety leave.

(d) (Added)(DAF) When such situations occur, supervisors should refer to DoDI 1400.25V630_DAFI 36-815, *Leave*, or AFI 36-3003, *Military Leave Program*.

(6) (Added)(DAF) Whether dependents are expected to be present in the home, and if so, clearly outlined expectations regarding work schedules, breaks, time and attendance documentation, leave requests, etc.

g. (Added)(DAF) The additional information required above, and any other information deemed necessary or appropriate by the supervisor or commander, should be documented on the form in the section titled *Component Specific Terms and Conditions*, or on a separate sheet attached to the form.

h. (Added)(DAF) In accordance with DAF guidance implementing the PM on RTIPW, employees exempted from the PM who will continue to work regular/recurring telework or remote work, must have the following statement included in the *Component Specific Terms and Conditions* section of the DD 2946: "This agreement is in accordance with an approved

exemption from the Secretary of War or Secretary of the Air Force.” To preserve employee privacy related to reasonable accommodations, etc., do not annotate on this form what type of exemption was approved. (T-1) Additionally, supervisors will not include the reasonable accommodation and/or decision (e.g., approved or denied) in the employee’s personnel file (T-0).

3.4. TEMPORARY SITUATIONS.

In certain temporary situations, such as an office closure or severe weather emergency, a Component may waive the requirement to report to the regular worksite twice a bi-weekly pay period. In such situations, even though the employee works from an alternative worksite, the regular worksite remains the employee’s official worksite because the Component expects the employee to return to the regular worksite after the temporary event. Examples of appropriate temporary telework situations include:

b. Recovery from an injury or medical condition or other extended period of approved absence from work during which the employee will not be able to report to the regular worksite at least twice a bi-weekly pay period. **(Added)(DAF) Such requests should not be approved unless the employee can perform meaningful work during the period of temporary telework.**

3.5. EMERGENCY EVENTS.

c. **(Added)(DAF) During any period that an organization is operating under a COOP plan, that plan shall supersede DAF (and all subordinate) telework policies and the provisions of the DD 2946 DoD Telework Agreement, and/or signed remote work 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.**

3.6. DEPENDENT CARE.

d. **(Added)(DAF) If dependents are expected to be present in the home, the telework agreement should clearly outline expectations regarding work hours, breaks, time and attendance documentation, work schedules, leave requests, etc., and supervisors may more closely monitor employee productivity in such cases.**

e. **(Added)(DAF) Occasional, brief interruptions can occur wherever an employee works, whether at an agency worksite or at home. While such interruptions may also occur when a dependent is present in the home, teleworkers in this situation must be diligent in keeping interruptions to a minimum to avoid disruptions in work accomplishment.**

3.7. TRAINING.

Supervisors, employees, and Service members authorized to telework will complete telework

training before signing the DD Form 2946.

d. **(Added)(DAF) If newly hired into the agency, personnel who will telework must complete the required training within 30 days of appointment/assignment (T-3). Training certificates should be kept in the civilian employee's Supervisor Employee Work folder.**

3.9. EQUIPMENT AND OFFICE SUPPLIES.

a. General.

(1) DoW Components **(Added)(DAF) and DAF commanders/supervisors** should provide the necessary equipment and office supplies to employees and Service members who telework on a regular and recurring basis.

(a) (Added)(DAF) Supplies that should be provided for regular/recurring teleworkers are those deemed necessary for the accomplishment of required work assignments during the period of telework and are deemed to be of more than nominal cost.

(b) (Added)(DAF) Supplies deemed to be of nominal cost may be provided, or management may stipulate that teleworkers will provide such supplies themselves. Such supplies would typically include printer paper and ink, pens/pencils, and other nominal cost office supplies.

(2) Equipment and supplies may be furnished by Components **(Added)(DAF) and DAF commanders/supervisors** to employees and Service members who telework on a situational basis when practicable.

b. GFE.

The local Component commander or supervisor will determine the appropriateness of furnishing and installing GFE and software. The Component's designated information technology or facilities provider will be responsible for the service and maintenance of GFE. **(Added)(DAF) All Government Furnished Information Technology assets will be accounted for within the DAF's system of record and guidance provided in DAFMAN 17-1203, *Information Technology (IT) Asset Management (ITAM) and Accountability*, (or subsequent applicable guidance publication) (T-1). Local commanders/supervisors are responsible for ensuring adequate service and maintenance arrangements are made for these assets and this topic should be included on the completed DD Form 2946 in accordance with paragraph 3.3.f above. (Additional guidance on supporting IT needs of teleworkers can be found in the DAFGM 023-17-01, *Establishing Policy to Support of Telework and Remote Workers*, (or subsequent applicable guidance issuance).** Examples of GFE that a Component may furnish include:

(6) (Added)(DAF) Furniture and other property items, such as desks, chairs and file cabinets *may* be provided for teleworkers, at the supervisor/commander's discretion, if determined necessary and within budgetary constraints. Such items *should* be provided for remote workers, if determined necessary by the supervisor/commander and within budgetary constraints. (Note: To the greatest extent possible, teleworking personnel should create and maintain content/records electronically, rather than via hard copy/paper, and in accordance

with DAFI 33-322.) As government property, such items are to be returned to the organization when the telework agreement ends.

3.10. TELEWORK CENTERS.

a. DoD Components are authorized, consistent with Section 587 of Title 40, U.S.C., to fund costs associated with renting space, including equipment and utilities, at telework centers **(Added)(DAF), only when they will be used for individual or group SAWs, as practicable. Additional information regarding SAWs can be found at Section 7 of this issuance.**

c. Security requirements prescribed in this issuance apply to all employees or Service members who telework, including those who telework from telework centers **(Added)(DAF) used as SAWs.**

d. **(Added)(DAF) In accordance with the PM on RTIPW, DAF does not currently authorize the use of telework centers, except where such centers meet the criteria of, and are designated as, approved SAWs. (T-1)**

3.11. WORK SCHEDULES AND COMPENSATION.

d. **(Added)(DAF) Telework and Alternative Work Schedules are different workplace flexibility arrangements.**

(1) (Added)(DAF) Concurrent use is permissible and is encouraged when compatible with mission requirements and individual performance, and in accordance with this issuance.

(2) (Added)(DAF) In many cases, alternative work schedules can enhance the effectiveness of telework and remote work and increase productivity. Managers are encouraged to explore maxi-flex schedules for teleworkers and remote workers, when appropriate, as a tool to maximize productivity.

3.12. TIME AND ATTENDANCE.

Employees must account for time spent in a telework status in the same manner as if the employee reported for work at the regular worksite.

a. Supervisors will establish appropriate procedures for documenting hours of regular work, telework, and hours of leave as otherwise consistent with their Component-specific policies. DoW Components will document telework hours in their official time and attendance system.

(1) (Added)(DAF) Time spent working by civilian employees, whether at the regular worksite, in telework/remote work status, outside the continental United States (OCONUS) pursuant to a DETO agreement, or at a SAW must be accounted for and reported appropriately (e.g., in the ATAAPS or other organizational official timekeeping system). Any time not spent working during the employee's duty day must be accounted for and reported

appropriately. (T-1)

(2) (Added)(DAF) Supervisors are expected to ensure that hours spent teleworking by civilian employees are properly and accurately coded in the timekeeping system (T-1). In the ATAAPS, telework hours are coded as “RG”, with the subcode of either “TS” for situational/ad hoc, or part-time telework as a reasonable accommodation, “TW” for routine/scheduled telework, and “TR” for remote work, including remote work as a reasonable accommodation. Since work pursuant to an approved DETO agreement is classified by OPM as “telework” and not “remote work”, those hours worked are as “RG” with the subcode of “TW”. Work performed at a SAW should be coded as “RG” with no further telework subcode as this is considered returned to in-person work.

(3) (Added)(DAF) Service members should track time spent teleworking in a manner that allows for reporting when required.

d. Weather and safety leave will not be provided to a telework eligible employee who is not prevented from working safely at an appropriate alternative worksite during severe weather or other emergency situation.

(1) (Added)(DAF) Employees who have telework or remote work agreements in place are expected to prepare for severe weather or other emergency situations whenever possible. For example, when severe weather is forecasted or appears likely, these employees should take home their GFE for that contingency. Failure to do so is not an acceptable justification for supervisors to approve weather and safety leave for affected time periods. (T-0)

(2) (Added)(DAF) When severe weather or other emergency situations could not reasonably have been anticipated, supervisors may approve personal leave requests for the affected time periods.

3.14. PERFORMANCE MANAGEMENT.

a. Employees who telework will be treated the same as those not teleworking for the purposes of periodic appraisals of job performance, training, rewarding, reassigning, promoting, reducing in grade, retaining and removal, and other acts requiring management discretion. **(Added)(DAF) This means, for example, that two employees who are assigned to the same work center under the same position description should have the same expectations regarding timeliness of work, responsiveness to customers, time and attendance documentation and reporting, etc., (except where justified for unique circumstances such as a reasonable accommodation, substandard performance, misconduct, telework or remote work arrangements that allow for limited dependent care responsibilities, increased training needs, etc.) This does *not* mean, for example, that employees’ performance ratings must be the same, or that the leave approval process must be identical, or that if one employee is selected for developmental training, all employees must be offered the training. It *does* mean that the *criteria used* to conduct these**

workplace functions and evaluate different employees with respect to those functions must be similar for all affected employees and must be impartially applied to similarly situated employees.

c. As with any supervisory relationship, work assignments performed or training accomplished while on telework will be discussed, understood, and acknowledged. **(Added)(DAF) For those employees approved for regular and recurring telework, or remote work, or working under a SAW arrangement, the regular and recurring tasks to be performed should be in accordance with the position description and codified in the applicable written agreement (T-2).**

d. Supervisors will communicate expectations of telework arrangements, including work assignments, office coverage, and the method of communication to teleworking and non- teleworking employees and Service members in the workgroup. **(Added)(DAF) (See paragraph 3.3.f for specific guidance on codifying such expectations.)**

g. Supervisors of bargaining unit employees will review the Component's **(Added)(DAF) applicable** collective bargaining agreement(s) to ensure that telework is conducted consistently with the agreement.

h. When a supervisor observes an employee's or Service member's performance falling below fully successful performance, the supervisor may consider pursuing a performance improvement plan **(Added)(DAF)(or equivalent)** prior to modifying, suspending, or terminating a telework agreement. **(Added)(DAF) Implementation of a performance improvement plan (PIP) (or equivalent) is not required in order to terminate such agreements, nor is termination of an agreement required when there is substandard performance. The supervisor has the discretion to determine what is required based on an impartial analysis of the specific circumstances of each case. Supervisors should consult with their servicing legal and civilian personnel offices prior to implementing a PIP and/or to changing an employee's telework status.**

3.15. TERMINATION OF TELEWORK.

Either a supervisor or teleworker may terminate a telework agreement. A supervisor may consider the following when deciding to terminate a telework agreement: it no longer meets mission requirements or the needs of the workgroup, the agreement has negatively impacted individual or agency performance, misconduct, issuance of an official disciplinary action, non-compliance with the terms of the telework agreement, or for other business-based reasons to meet mission requirements. **(Added)(DAF) (Termination of remote work arrangements is addressed in section 4.12. Termination of SAW arrangements is addressed in section 7 of this issuance.) The PM RTIPW will supersede any termination guidance with which it conflicts. Telework agreements approved as a reasonable accommodation cannot be terminated for general business reasons as outlined below. These agreements may only be modified or terminated after an individualized assessment and a new interactive process with the employee confirms the accommodation is no longer required, poses an undue hardship, or an alternative effective accommodation is available. (Refer to DAFI 36-2711,**

Equal Employment Opportunity: Affirmative Employment and Disability Programs for information on reassessing a reasonable accommodation.)

a. When terminating an employee's or Service member's telework agreement, the supervisor will provide written justification on DD Form 2946 and will include information about when the requestor may reapply or actions the requestor may take for a subsequent telework request to be approved **(Added)(DAF), when applicable.**

(1) When practicable, the supervisor will provide a written notice, at least 2 weeks before expecting a teleworking employee or Service member to stop participating in routine telework and return to the official worksite.

(a) (Added)(DAF) When terminating a telework arrangement, appropriate notice should be given, taking into consideration such factors as mission needs, employee/Service member personal circumstances (e.g., making new dependent care arrangements, etc.), where appropriate, as well as any required collective bargaining requirements, if applicable.

(b) (Added)(DAF) Supervisors of civilian employees are encouraged to discuss telework disapproval or telework termination actions with the servicing CPS Employee Relations Specialist prior to implementing such decisions.

(4) (Added)(DAF) While management may terminate employees' telework (and remote work and SAW) arrangements due to substandard performance, or serious misconduct, that warrants or requires increased supervision of the employee, such deficits may also be addressed without terminating the agreement.

(5) (Added)(DAF) Supervisors are encouraged to contact their servicing CPS Employee Relations Specialist for assistance.

3.16. ROLES AND REQUIREMENTS.

a. Supervisor or Commander.

(1) Determines employee or Service member eligibility for routine or situational telework in accordance with Paragraph 3.2., Component guidance, and collective bargaining agreements, as applicable. **(Added)(DAF) For DAF personnel, squadron commanders (or equivalent) designate which *positions* are telework and remote work eligible with advice and consultation from supervisors. Supervisors determine individual employee/Service member telework eligibility, in accordance with OPM, DoW, and DAF guidance implementing the PM on RTIPW. For DAF personnel, the supervisor performs the functions identified in paragraphs 3.16.a.(2)-(10).**

(2) Approves, denies, or reassesses requests for telework based upon mission requirements, misconduct, official disciplinary actions within the last 2 years, and the needs of the workgroup, or other business-based reasons and as otherwise consistent with Paragraph 3.15. **(Added)(DAF) In accordance with paragraph 3.2.b(8)(c), DAF employees whose conduct**

resulted in official disciplinary action within the past 24 months are typically considered ineligible.

(10) (Added)(DAF) Ensures coding of time and attendance adheres to paragraph 3.12.a, in addition to DAF timekeeping policies.

(11) (Added)(DAF) Squadron Commanders (or equivalent).

(a) (Added)(DAF) Designate positions eligible for telework/remote work and ensure position descriptions reflect the correct eligibility as of the most recently required update to the position description, (i.e., eligibility should be updated on position descriptions whenever the position description is otherwise required to be, or is, updated). Employee participation is not precluded by a position description that has not yet been updated.

3. (Added)(DAF) For example, a supervisor determines a mission need for employees to occasionally report to the regular worksite on short notice to attend a certain meeting when the supervisor is unable to attend. The applicable notice time for the meeting is approximately 2 hours. Therefore, approval of the alternative worksite would be contingent upon that worksite being close enough to the regular worksite to allow the employee to meet the short notice requirement (i.e., no further than a 2-hour commuting time away).

(b) (Added)(DAF) Approve changes to an employee's official worksite, and any telework arrangement where the alternative worksite is outside of the locality pay area, local commuting area, or vicinity of the regular worksite. The decision whether to approve an arrangement as telework versus remote work must not be based in whole or in part on any desire or intention for the employee to retain the higher locality pay of the regular worksite. In other words, telework must not be approved in lieu of remote work as a circumvention of the locality pay rules that would require a reduction in locality pay if the employee enters into a remote work agreement. (T-0)

(c) (Added)(DAF) Ensure supervisors review and document employee eligibility to telework in the employee's record in *MyBiz+* at least annually, and more frequently as needed, or upon request by an employee.

(d) (Added)(DAF) Provide options to minimize down time for employees/service members experiencing IT issues.

(e) (Added)(DAF) Exhaust all reasonable options to resolve IT issues remotely for assigned teleworkers, regardless of geographic location.

(f) (Added)(DAF) Maintain the warranty for IT GFE, cover associated costs for repair, or cover the costs to ship the equipment to the owning organization or repair facility when repair is not possible remotely or at the supporting installation.

(g) (Added)(DAF) Cover costs associated with maintaining GFE mobile devices and associated licenses for non-enterprise level software.

b. Employees.

(1) Participate in telework training before entering into a written telework agreement in accordance with the requirements in Paragraph 3.7.a. **(Added)(DAF) Complete OPM telework training for employees and any additional training required by supervisor on telework procedures, including information technology, data security, and safety requirements, prior to entering into a telework agreement (T-3).**

(2) Complete DD Form 2946 detailing the location(s) of the alternative worksite comparable to the requirements of Paragraph 3.3. and Component guidance.

a. (Added)(DAF) Complete, with supervisor, DD Form 2946 ensuring all appropriate factors are included according to the circumstances of each telework arrangement, including specific details regarding location of alternative worksite. (T-3)

b. (Added)(DAF) If the alternative worksite is the home, maintain a safe work environment and designate one section of the home as the workstation.

(4) Safeguard and ensure appropriate use of GFE consistent with Paragraph 3.9.b. and Component guidance.

a. (Added)(DAF) Adhere to applicable maintenance requirements (e.g., scheduled software updates). (T-3)

b. (Added)(DAF) Return GFE to organization when telework agreement ends. (T-3)

(5) Work at the official worksite on approved scheduled telework days if directed by management. **(Added)(DAF) Consideration shall 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 (T-1).**

(8) Code and report approved telework time in the Component's time and attendance system. **(Added)(DAF) (This does not apply to DAF Service Members.)**

a. (Added)(DAF) Adhere to DAF time and attendance guidance and requirements.

b. (Added)(DAF) Specifically, ensure coding of time adheres to paragraph 3.12.a, in addition to DAF timekeeping policies.

(11) (Added)(DAF) Operate IT GFE within the guidelines provided in the annual cyber awareness training and any supplemental training provided. Unusual behavior is reported in accordance with local communications focal point's standard operating procedures (or appropriate help desk).

(12) (Added)(DAF) Use DAF-provided Microsoft Office (DAF365) suite of tools

to the maximum extent possible in order to protect data.

c. Service Members.

Service member responsibilities are at the discretion of the OSD and DoW Component heads, unless otherwise indicated in this issuance. **(Added)(DAF) The responsibilities outlined in Section 3.16.b also apply to DAF Service Members, unless otherwise noted.**

SECTION 4: REMOTE WORK

4.1. PROGRAM SCOPE.

Remote work is an alternative work arrangement that involves an employee or Service member performing their official duties at an approved alternative worksite **(Added)(DAF)**, also known as **the remote worksite**, away from an agency worksite, without regularly returning to the agency worksite during each pay period.

(Added)(DAF) In accordance with PM RTIPW, remote work is not currently authorized for DAF personnel, except as noted in paragraph 1.1.c.(1) of this issuance (or subsequent DoW guidance on the subject). (T-0)

(Added)(DAF) The below provisions are only applicable when remote work is approved in accordance with the PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance. Absent approval in accordance with the PM RTIPW, remote work is not authorized. (T-0)

(Added)(DAF) Although telework and remote work are not interchangeable terms, they are very similar workplace flexibilities; therefore, personnel should review Section 3: Telework, as the guidance contained in that section also applies to remote work, except where differences are outlined below or specifically noted elsewhere. This section applies to both civilian employees and Service members, except where indicated. Specific requirements and considerations for Service member remote work is also addressed in Section 6, Remote Work for Military Personnel.

(Added)(DAF) In the ATAAPS, remote work performed is coded as “RG”, with a telework subcode of “TR”. Organizations not using the ATAAPS should annotate timekeeping in a manner that reflects the intent of this paragraph.

a. Conditions.

(1) Employee or Service member requests remote work; **(Added)(DAF)** such requests may take the form of a documented affirmation that the remote work arrangement is voluntary (e.g., on the DAF Remote Work Agreement);

(2) The employee position is identified as remote work eligible at the time of recruitment **(Added)(DAF)**, and in accordance with PM RTIPW; or

(3) A position previously designated as ineligible for remote work is re-evaluated and determined to be eligible for remote work **(Added)(DAF)**, and in accordance with PM RTIPW.

b. Verification Requirements.

Remote workers must have a designated workspace that is safe and conducive for the performance of their duties at the approved alternative worksite. Verification will be

accomplished using a remote work agreement which requires pre-approval of any changes in the remote work location and completion of a safety checklist, and through ongoing oversight of remote work arrangements.

(1) (Added)(DAF) Employees are to obtain approval (at the squadron commander, or equivalent level), of the remote worksite prior to codifying with an SF-50. Usually, the alternative worksite for the remote work arrangement is outside the locality pay area, local commuting area, or vicinity of the regular worksite (although not required to be); therefore, squadron commanders (or equivalent) are responsible for the approval of the arrangement due to potential civilian pay and travel pay budget impacts.

(2) Once approved and codified, no change may be made regarding the location of the remote worksite without supervisory concurrence and squadron commander (or equivalent) approval.

c. Operational Requirements.

Components must develop and foster a culture that supports remote work while successfully achieving mission and meeting operational requirements through transparency, open communication, trust, and the use of technology. **(Added)(DAF) Since remote work is not currently authorized, except in accordance with the PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance, most of the below considerations (paragraphs (1) and (2)) likely will not apply to requests for remote work under the PM. For example, such considerations generally do not apply to situations where remote work is approved as a reasonable accommodation, or where remote work is requested by a qualifying military spouse.**

4.2. ELIGIBILITY.

a. A remote work arrangement may not be approved unless it meets all of the telework eligibility criteria described in Paragraph 3.2, to include criteria applicable to positions involving classified material. **(Added)(DAF) DAF personnel must be telework ready, as defined in this issuance, in order to participate in remote work (T-3).**

c. **(Added)(DAF) Since remote work is not authorized, except in accordance with PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance, most of the above considerations (in paragraphs (1) through (3)) likely will not apply to requests for remote work under the PM. For example, such considerations do not apply to situations where remote work is approved as a reasonable accommodation, or where remote work is requested by a qualifying military spouse.**

d. **(Added)(DAF) Employees who qualify and request remote work under authorized RTIPW exemption categories, generally, are not automatically approved for remote work. However, qualified employees requesting an exemption as a reasonable accommodation, or as a military spouse shall be approved, consistent with applicable laws and regulations, if (T-0):**

(1) The position has been properly determined to be remote work eligible; and

- (2) The employee is not otherwise ineligible in accordance with disqualifying criteria in 5 U.S.C. §6502, or OPM, DoW, or DAF guidance.

e. (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 currently encumbering the position, and such agreement must be codified on a Remote Work Agreement (Addendum #1 to the DD Form 2946). (T-1)

(1) (Added)(DAF) A position advertised as remote eligible at the time of recruitment may require remote work as a condition of employment in the position.

(2) (Added)(DAF) Such recruitment action requires the signing of a remote work agreement at the time the tentative job offer is accepted by the candidate selected for the position (T-1). Hiring officials should use the Sample Addendum #1 to DD Form 2946 in Attachment 1, also referred to as the DAF Remote Work Agreement, which can also be obtained from AFPC/DPPFS at afpc.dppfs.civiliansupportbr@us.af.mil.

f. (Added)(DAF) Remote work arrangements that involve an employee who is *assigned to a position* located OCONUS (except for positions in Alaska, Guam, Hawaii, and Puerto Rico) are generally not authorized, (except for those made in accordance with paragraph 4.2.d above) regardless of whether the remote work would be performed in the continental United States (CONUS) or in a different OCONUS location. (T-1)

(1) (Added)(DAF) Other exceptions to this exclusion may only be made in rare circumstances, with exceptional justification, and only for employees who are otherwise authorized to remote work in accordance with PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance.

(2) (Added)(DAF) Exception requests must be submitted through the employee's chain of command, with MAJCOM/FLDCOM/CCMD concurrence, to AF/A1CP (T-1). USSF positions will go through SF/S1C prior to submission to AF/A1CP (T-1). AF/A1C is the approval authority for these requests. (T-0) (Note: Exception requests that involve an overseas position remote working in a different overseas location require MAJCOM/FLDCOM/CCMD concurrence from both commands, the command "owning" the position and the command of the location from which the employee will remote work.)

(3) (Added)(DAF) Exception request justification should address, from an organizational needs perspective, the compelling reasons why the situation is unique, including the exceptional benefit to the DAF organization if approved, and/or the exceptional negative impact if the request is disapproved. Since OCONUS positions should be limited only to those needed to carry out the mission, justification should also include why the position is assigned OCONUS if the duties of the position can be performed from any location. (Note: Requests submitted under paragraph 4.2.d do not require such justification.)

g. (Added)(DAF) Centrally managed position eligibility (Key Career Positions, Career Broadening, Career Development, Palace Acquire, Copper Cap, Premier College Intern

Program, etc.) is determined and approved by AFPC Central Programs Branch (AFPC/DPCZ), in accordance with PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance.

(1) (Added)(DAF) Key Career Positions, Career Broadening, and Civilian Strategic Leadership Program participants may be eligible for remote work, based upon supervisory discretion and organizational and mission requirements, and only in accordance with PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance.

(a) (Added)(DAF) If remote work is determined appropriate for these participants, mobility will still be required as part of the program and may be required at the time of outplacement from the position. (T-0)

(b) (Added)(DAF) All remote work requests submitted in accordance with PM RTIPW and subsequent DoW and DAF guidance must also be coordinated with the functional career field prior to job announcement and may require further approvals as outlined in the corresponding program guidance. (T-1)

(c) (Added)(DAF) Requests for exception must be routed through the appropriate career field team to the AFPC/DPCZ Division Chief with justification. (T-1)

(2) (Added)(DAF) Career Development participants are ineligible for geographically remote work unless the program specifically requires that as part of the program and must comply with all aspects of each program as outlined in the program guidance. (T-1)

(3) (Added)(DAF) PALACE Acquire, Copper Cap, and Pathways participants are eligible for situational telework based upon supervisory discretion and organizational and mission requirements, and only in accordance with PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance. These participants are not approved for geographically remote work.

(a) (Added)(DAF) Waivers will be extremely rare and must be approved in advance. (T-1)

(b) (Added)(DAF) Organizations are to route requests through MAJCOM/FLDCOM/CCMD A1/S1's, the career field manager, and the appropriate career field team prior to requesting approval from AFPC/DPCZP.

(4) (Added)(DAF) Premier College Intern Program participants are eligible for telework based upon supervisory discretion and organizational and mission requirements, and only in accordance with PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance; however, acculturation and mentoring program requirements that are best executed through in-person interaction cannot be sacrificed. This ensures an

enriching experience for the participant.

(a) (Added)(DAF) These participants are not approved for geographically remote work.

(b) (Added)(DAF) Waivers will be extremely rare and must be approved in advance. (T-1)

(c) (Added)(DAF) Organizations route requests through MAJCOM/FLDCOM/CCMD A1/S1's, the career field manager, and the appropriate career field team prior to requesting approval from AFPC/DPCZP.

(5) (Added)(DAF) CSA-funded Wounded Warrior Program participants may be eligible for telework and remote work based upon supervisory discretion, organizational and mission requirements, and only in accordance with PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance.

(6) (Added)(DAF) Develop, Redistribute, Improve, Vault, Expose, (DRIVE). participants may be eligible for telework and remote work based upon supervisory discretion, organizational and mission requirements, and only in accordance with PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance.

4.3. REMOTE WORK AGREEMENTS.

Approved remote work participants must have a remote work arrangement documented in writing, known as a remote work agreement. (Added)(DAF) Additionally, DAF remote work participants must also be deemed telework ready, as defined in this issuance, which includes completing a DD Form 2946 (T-3). At the minimum, the agreement must be signed by the employee and the immediate supervisor. (Added)(DAF) At the minimum, DAF remote work agreements must be approved and signed by management at the squadron commander level (or equivalent) or above (T-3). Remote work agreements will be consistent with the same terms of agreement of working from an alternative worksite as telework agreements as contained in Paragraph 3.3. Figure 1 provides a sample template of a remote work agreement. (Added)(DAF) DAF employees should use the Sample Addendum #1 to DD Form 2946, also referred to as the DAF Remote Work Agreement, which is in attachment 1.

(Added)(DAF) DAF employees should not use the Sample Remote Work Agreement below in Figure 1. DAF employees should use the Sample Addendum #1 to DD Form 2946, also referred to as the *DAF Remote Work Agreement*, which can be found in Attachment 1.

Figure 1. Sample Remote Work Agreement

Date of Request:	Proposed Start Date of Remote Work:
<p>Location of Official Work Site:</p> <p>City: _____ State: _____</p> <p><i>Note: Official worksite is used to determine pay, reduction in force competitive area, travel reimbursement, and unemployment compensation.</i></p>	
<p>Assignments and Communication: [Use if appropriate. This may include work assignment, clarification related to remote worksite, agreements related to office communication, checking/responding to voicemail and email, and/or contacting the supervisor.]</p>	
<p>Component-Specific Remote Work Training [Identify any specific requirements and completion date, if applicable.]</p>	
<p>Travel and Relocation Expenses All costs associated with a move to the new official worksite are the responsibility of the employee. The employee agrees to waive any rights to moving expenses if directed to return to the regular worksite based on a decline in performance or for misconduct.</p> <p style="text-align: right;">Employee Initials _____</p> <p>[Insert Component-specific travel policy, as applicable.]</p> <p><u>Remote work within the locality pay area:</u></p> <ul style="list-style-type: none"> • Employees will not be paid for local travel to the agency’s worksite if their official worksite is within the local commuting area (50-mile radius, as defined in the Joint Travel Regulations (JTR)). • Employees will be paid for travel to the agency’s worksite if their official worksite is outside the local commuting area (50- mile radius, as defined in the JTR). • Employees will be paid for travel from their official worksite for official business travel to locations away from the agency’s worksite. <p><u>Remote work outside the locality pay area:</u></p> <ul style="list-style-type: none"> • Employees will be paid for travel from their official worksite for official business travel to the agency’s worksite. • Employees will be paid for travel from their official worksite for official business travel to • locations away from the agency’s worksite. 	

Figure 1. Sample Remote Work Agreement, Continued

Pay Entitlements	
All pay entitlements (including locality-based pay) and other government benefits are based on the new official remote worksite identified above.	
Requests for Change of Remote Location	
Employees must obtain supervisor’s oral or written approval to work at a location other than the approved alternative remote worksite prior to making any arrangements and reporting to work (e.g., temporary arrangements). Requests for permanent changes to alternative remote work location must be made at least 30 calendar days in advance. Approved requests will require a new remote work agreement and the servicing human resources office will complete a Standard Form 50, “Notification of Personnel Action,” documenting the approved alternative worksite location.	
Employee Name:	Employee Signature:
Date:	
Supervisor Action	
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Date:	
Supervisor Signature:	

a. DoW Component remote work agreements will include but are not limited to:

(7) Agency-specific remote work policy and applicable collective bargaining requirements.

(a) (Added)(DAF) DAF personnel should use the Sample Addendum #1 to DD Form 2946, also referred to as the *DAF Remote Work Agreement*, found in Attachment 1. (Any Sample Remote Work Agreements included in lower-level supplements to this publication must be forwarded to AF/A1C for review and approval prior to publishing (T-1). In addition to the requirements in paragraph 4.3.a above, and to the information required on the DD 2946, DAF remote work agreements should also address the following topics (as demonstrated on Sample Addendum #1):

- 1. (Added)(DAF) Voluntary nature, terms and condition of employment;**
- 2. (Added)(DAF) Statutory prohibitions;**
- 3. (Added)(DAF) Inability to work at alternative worksite;**
- 4. (Added)(DAF) Representation and voluntary affirmations;**
- 5. (Added)(DAF) Agency rights;**

6. (Added)(DAF) Entirety of Agreement; and

7. (Added)(DAF) Effective Date.

b. An employee's request to change the terms of a current remote work arrangement (e.g., move to a new alternative worksite location) must be approved in advance and requires the employee to submit a new remote work agreement to document the new agreement terms. A new remote work agreement must be approved before the employee implements the requested change. **(Added)(DAF) Changing the terms of the remote work arrangement requires the same approval level as the original remote work arrangement, that is approval at the squadron commander level (or equivalent) or higher (T-1).**

4.4. OFFICIAL WORKSITE.

The official worksite is the location where the employee regularly performs their duties. The approved alternative worksite that is listed on the remote work agreement will become the official worksite. Remote work arrangements will require a documented change in the official worksite to the approved alternative worksite **(Added)(DAF), regardless of whether the alternative worksite is within the same local area as the regular worksite. Supervisors are responsible for ensuring the SF 50 (or equivalent) accurately reflects their employee's duty station/official worksite. (T-1)**

c. Added)(DAF) Because of the fiscal implications of changing an employee's or Service member's official worksite, arrangements requiring such a change must be coordinated through the appropriate chain of command to at least the squadron commander (or equivalent) level for final approval. (T-3) Commanders are highly encouraged to consult with their servicing civilian personnel office prior to finalizing such agreements.

d. (Added)(DAF) When a remote work arrangement, or a SAW arrangement is otherwise authorized, and the official worksite for the arrangement is outside the locality pay area, local commuting area, or vicinity of the agency regular worksite, squadron commanders (or equivalent) are responsible for final approval of the arrangement due to potential civilian pay and travel pay budget impacts. (T-3)

e. (Added)(DAF) Remote or SAW workers who need assistance from a supporting installation, or agency regular worksite listed in the agreement, will travel to the supporting installation or the agency regular worksite listed on the agreement to connect to AFNET via wired/wireless non-classified internet protocol router network (NIPRNet) if required, and request on-site support if the initial remote troubleshooting and repair efforts fail (T-3). Travel outside the local commuting area of the official worksite (i.e., the remote worksite or the SAW) must be coordinated and approved in advance with the supervisor (T-3).

4.5. WORK SCHEDULES.

c. Remote workers are permitted to participate in available flexible work schedules in accordance with DoW and Component policy, subject to supervisory approval **(Added)(DAF), and in accordance with paragraph 3.11 of this issuance.**

4.6. TIME AND ATTENDANCE.

a. Remote workers are responsible for accurately reporting their working hours using their Component's official time and attendance system **(Added)(DAF), and in accordance with paragraph 3.12 of this issuance.**

d. **(Added)(DAF) Supervisors are expected to ensure that hours spent remote working by civilian employees are properly and accurately coded in the timekeeping system (T-1). In the ATAAPS, remote work hours are coded as "RG", with the subcode of "TR" for remote work, including remote work as a reasonable accommodation.**

4.7. TRAVEL/RELOCATION EXPENSES FOR CIVILIAN EMPLOYEES.

c. **(Added)(DAF) If occasional reporting to the regular worksite under a remote work arrangement triggers travel pay entitlements, such travel must be approved by the supervisor prior to the travel commencing (T-3). Service members must also obtain authority to travel in advance from squadron commanders (or equivalent) if reporting to the worksite triggers travel pay entitlements. (T-1)**

4.10. EQUIPMENT AND OFFICE SUPPLIES.

DoD Components should provide the necessary equipment and office supplies for use with GFE for remote workers based on the nature and type of work performed. Supervisors, employees, and Service members must comply with equipment usage requirements **(Added)(DAF), as well as the other provisions**, contained in Paragraph 3.9. The General Services Administration offers guidelines for equipment and support that Components may provide to remote workers on Page 13845 of Volume 71, Federal Register.

4.11. ROLES AND REQUIREMENTS.

(Added)(DAF) In addition to the below, DAF personnel will adhere to the guidance in Section 3.16 of this issuance.

a. Supervisor or Commander.

(1) Using the criteria in Paragraph 4.2, assesses whether the duties and responsibilities of the position can be performed remotely and considers the impact to mission. **(Added)(DAF) For DAF personnel, squadron commanders (or equivalent) designate which *positions* are**

remote work eligible, with advice and consultation from supervisors, and they approve remote work arrangements in (accordance with paragraph 4.11.a of this issuance and in accordance with OPM, DoW, and DAF guidance implementing PM RTIPW. The supervisor performs the functions identified in paragraphs 4.11.a.(3) – (6) and (13) - (17).

(3) Determines employee or Service member eligibility for remote work consistent with the requirements of Paragraph 4.2, Component guidance, and collective bargaining agreements, as applicable (Added)(DAF), and in accordance with OPM, DoW, and DAF guidance implementing PM RTIPW. While squadron commanders (or equivalent) designate which *positions* are remote work eligible, supervisors determine individual *employee/Service member* remote work eligibility. Additionally, the supervisor must ensure that employee/Service member requesting a remote work arrangement is first determined to be *telework* eligible in accordance with Section 3.2 of this issuance.

(8) Approves or denies requests for remote work based upon mission requirements, misconduct, for non-compliance with the terms of the remote work agreement, official disciplinary actions within the last 2 years, the needs of the workgroup, or for other business-based reasons (Added)(DAF), and in accordance with OPM, DoW, and DAF guidance implementing PM RTIPW. In accordance with paragraph 3.2.b(8)(c), DAF employees whose conduct resulted in official disciplinary action within the past 24 months are typically considered ineligible.

(9) Drafts, signs, and maintains a remote work agreement comparable to the requirements of Paragraph 3.3. (Added)(DAF) DAF personnel should use the DAF Remote Work Agreement, found in Attachment 1 for this purpose. Supervisors work with the employee/Service member to draft the agreement, and will maintain the completed document; however, the squadron commander or (equivalent) is the signatory.

(16) (Added)(DAF) In accordance with the general guidelines in Section 6 of this issuance, create an Operating Location (OL) for Service member remote work arrangements where appropriate.

(17) (Added)(DAF) During severe weather or other emergency events or situations, communicate regularly and maintain accountability for remote workers, whose individual circumstances may differ from that of the regular worksite.

(18) (Added)(DAF) Ensure coding of time and attendance adheres to paragraph 3.12, in addition to DAF timekeeping policies.

(19) (Added) (DAF) May limit the approved remote worksite based on critical mission needs to require employees to be available for infrequent reporting to the regular worksite on short notice, and therefore the remote worksite/official worksite approved is within the necessary commuting time to meet the short-notice, critical mission need. This is otherwise known as a “local remote work” arrangement.

a. (Added)(DAF) This distance/reporting time should be clearly identified on the DD Form 2946 and/or the remote work agreement (Addendum #1 to the DD Form 2946).

b. (Added)(DAF) This provision may not apply in remote work arrangements resulting from approved reasonable accommodations or approved remote work arrangements for military spouses. Before determining whether such a requirement exists for a remote work arrangement resulting from an approved reasonable accommodation or an approved military spouse remote work arrangement, commanders should consult with their disability program manager, and their servicing civilian personnel and legal offices. (For additional DAF guidance on reasonable accommodations, refer to DAFI 36-2711, *Equal Employment Opportunity: Affirmative Employment and Disability Programs*.)

(20) Identify the supporting installation for each remote or satellite worker and notify the supporting installation communications squadron, as appropriate.

(21) Coordinate with the supporting installation to resolve IT issues that require hands-on technical support.

(22) Cover the cost of any GFE IT system repairs/upgrades and associated shipping costs for remote repairs or hands on assistance from the supporting installation that do not resolve the issue. This includes shipment of IT systems for repair, purchase of new IT in support of tech refresh and procurement of additional hardware/software as defined in DAFMAN17-1203.

(23) Cover the costs incurred by the supporting installation for United States Government (USG) call support technology (e.g., voice over internet protocol [VOIP], secure/unsecure video teleconference [VTC], etc.) required for remote or satellite workers, if not already available at the supporting installation.

(24) Cover reimbursable manpower costs incurred by the supporting installation when supporting the unit's personnel.

b. Employee.

(1) Participates in Component-required telework training before entering into a written remote work agreement consistent with the requirements of this issuance, Component guidance, or at least once every 2 years. (Added)(DAF) Complete OPM telework training for employees and any additional training required by the supervisor on telework procedures, including information technology, data security, and safety requirements prior to entering into a written agreement.

(9) Requests any changes to alternative remote work location 30 calendar days in advance. (Added)(DAF) Personnel are prohibited from changing their alternative remote work location without management approval. (T-1)

c. Service Member.

Service member responsibilities are at the discretion of the OSD and DoW Component heads, unless otherwise indicated in this issuance. (Added)(DAF) DAF Service members will adhere to

requirements in paragraph 4.11.b and paragraph 3.16.b, unless otherwise noted (T-3).

4.12. TERMINATION OF REMOTE WORK.

a. The supervisor or commander may terminate a remote work agreement, if it no longer meets mission requirements or the needs of the workgroup, for misconduct, for non-compliance with the terms of the remote work agreement, or for other business-based reasons. The employee or Service member may also request to terminate a remote work agreement.

(1) The person who initiates the termination of a remote work agreement must provide notification of cancellation at least 30 calendar days before the effective date. The notice of cancellation will include any relevant justification or reason for the cancellation.

a. **(Added)(DAF) Management initiated terminations, or cancellations, that will require the employee to move their household will be communicated to the employee or Service member not less than 90 days before the effective date of the cancellation. Such notification will be in writing and will include an explanation of the reason for the termination or cancellation. (T-2)**

b. **(Added)(DAF) Appropriate time should be allowed, based on consideration of the attendant circumstances of each case, for employees to make arrangements for return to in-person work at the agency regular worksite. Considerations include, but are not limited to, mission needs, employee/Service member personal circumstances, including any household relocation, as well as any required collective bargaining requirements.**

c. **(Added)(DAF) Managers of civilian employees are encouraged to discuss remote work cancellation or termination actions with the servicing CPS Employee Management Relations Specialist prior to implementing such actions.**

d. **(Added)(DAF) While management may terminate employees' remote work arrangements due to substandard performance, or serious misconduct, that warrants or requires increased supervision of the employee, such deficits may also be addressed without termination of the remote work agreement.**

(3) **(Added)(DAF) If a Service member's remote work agreement is terminated, the squadron commander (or equivalent) must first coordinate with their supporting manpower office to determine the feasibility of disestablishing the OL, and with AFPC assignment teams to reassign the Service member to the PDS. (T-1)**

c. **(Added)(DAF) Upon termination of a remote work arrangement, employees are responsible for returning all agency property (including government-furnished equipment and government information/documents) to their owning organization or disposing of such property in accordance with agency regulations and law. Costs associated with such return are the responsibility of the agency unless the signed remote work agreement clearly states otherwise.**

4.13 WORKERS' COMPENSATION.

Remote workers **(Added)(DAF) (who are federal civilian employees, not Service members)** pursuing claims under FECA or the Longshore and Harbor Workers' Compensation Act will follow guidance in Paragraph 3.17.

SECTION 5: DOMESTIC EMPLOYEES TEMPORARILY WORKING FROM OVERSEAS PURSUANT TO DETO ARRANGEMENTS

5.1. ADDITIONAL REQUIREMENTS FOR DOMESTIC EMPLOYEES.

(Added)(DAF) Pursuant to the *Memorandum of Agreement (MOA) Between the Department of State (DoS) and the Department of Defense To Facilitate Domestic Employee Teleworking Overseas Arrangements for U.S. Government Employees Authorized to Accompany Department of Defense Sponsors On Assignments Abroad* (dated April 17, 2024), the DoS does not require that DoW alternative worksites for DETOs be located within 25 miles of an U.S. Embassy or Consulate or U.S. military installation, so long as the other requirements of the MOA are met.

(Added)(DAF) 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.

5.2. COORDINATION OF DETO ARRANGEMENTS.

c. Employees and supervisors may direct inquiries to their Component's telework coordinator, human resources office, or DETO coordinator.

(1) (Added)(DAF) The DAF TRS (including DETOs) program manager is the Workforce Shaping, Innovation and Relations Division (AF/A1CP).

(2) (Added)(DAF) The DAF DETO Coordinator is AFPC Civilian Workforce Effectiveness Branch (AFPC/DPPFS), who can be contacted at afpc.dppfs.civiliansupportbr@us.af.mil.

5.3. ELIGIBILITY.

a. Employees may be permitted to temporarily perform work requirements and duties from an approved overseas location pursuant to an approved DETO agreement in the following circumstances.

(2) The employee is one of the following:

(a) On the orders of a sponsoring USG employee **(Added)(DAF), or Service member**, who is or will be assigned (not temporary duty) to a U.S. mission abroad under Chief of Mission (COM) authority or to a U.S. military installation with permanently assigned forces.

(4) The employing Component determines it is in the best interests of the Component, and funding is available, to pay for any additional costs (e.g., International Cooperative Administrative Support Services Program) necessary to support the DETO arrangement. **(Added)(DAF) DAF DETO requests are limited to sponsored DETO situations; therefore, it is expected that there will be no/minimal additional costs under the International Cooperative Administrative Support Services (ICASS) Program.**

(6) (Added)(DAF) Due to expanded risks of independent DETO arrangements, it is DAF policy that independent DETO arrangements (as defined in paragraph 5.1 above) are excluded. (T-1)

(a) (Added)(DAF) SecAF has delegated the authority to approve exceptions to this exclusion to AF/A1C and only in rare circumstances, with exceptional justification. (Note: Even though an exception to policy for an independent DETO might be approved at the DAF level, DoS advises that, in most cases, they will not be approved by the COM.)

1. (Added)(DAF) Exception requests must be submitted through the employee's chain of command, with MAJCOM/FLDCOM/CCMD concurrence, to AF/A1CP. (T-1) USSF positions will go through SF/S1C prior to submission to AF/A1CP. (T-1)

2. (Added)(DAF) Exception request justification should address, from an organizational needs perspective, the compelling reasons why the situation is unique including the exceptional benefit to the DAF organization if approved, and/or the exceptional negative impact if the request is disapproved.

b. DETO arrangements are a discretionary workplace flexibility, not an employee entitlement. DoW Components will consider DETO arrangements on a case-by-case basis and establish DETO policies for enforcement and administration. (Added)(DAF) Arrangements for domestic civilian employees to telework overseas should be rare (except for DETO requests by the spouses of Service members and Foreign Service Officers who are being stationed overseas), due to extensive DoS requirements, long lead times for approval (3 - 6 months in many instances) as well as significant security, logistical, and administrative challenges.

c. (Added)(DAF) All DAF DETO requests must:

(1) (Added)(DAF) Be approved by the Headquarters or MAJCOM/FLDCOM/CCMD commander (or their designee) prior to submission to the DAF DETO Coordinator for coordination with and approval by the DoS (T-0); and

(2) (Added)(DAF) Follow applicable DoW and DAF policies, as well as applicable DoS policies (T-0):

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

(b) (Added)(DAF) DoS Executive Secretary Memorandum, *Updated Policy Requirements and Guidance for Domestic Employees Teleworking from Overseas*,

December 5, 2024;

(c) (Added)(DAF) Memorandum of Agreement (MOA) Between the Department of State (DoS) and the Department of Defense To Facilitate Domestic Employee Teleworking Overseas Arrangements for U.S. Government Employees Authorized to Accompany Department of Defense Sponsors On Assignments Abroad, dated April 17, 2024 (and any future MOAs between these two agencies on this subject).

d. (Added)(DAF) DoS has final approval authority over all DETO arrangements and employees are strictly prohibited from beginning any DETO arrangement until final approval has been received from the DoS (T-0).

5.5. AGREEMENTS.

a. Requirements.

The requirements for DETO agreements are the same as those in Paragraph 3.3. In addition to the specified DoW requirements, DoS requirements apply. DETO coordinators may obtain templates and information about DoS procedures by emailing **(Added)(DAF) the DAF DETO Coordinator, as well as the DoW DETO coordinator.**

b. Duration.

DETO agreements will be of limited duration, subject to the following criteria:

(5) (Added)(DAF) Requests for extension in rare and compelling circumstances require AF/A1C approval prior to submission to the DoS for final approval. 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/FLDCOM/CCMD approval and prior to submission to the DoS. (T-0) (USSF positions will go through SF/S1C prior to AF/A1CP.) (T-1)

(6) (Added)(DAF) DETO arrangements are not, generally, appropriate for short term or intermittent situations. Such situations also require a DETO arrangement approved by the DoS, and therefore will not be considered, except in rare circumstances with exceptional justification. Such exception requests will be submitted and considered in accordance with paragraph 5.3.a.(2) of this issuance. (T-1)

d. Termination.

(1) Either the employee or supervisor may cancel a DETO agreement before its prescribed termination date. The notice of cancellation will:

(c) Be submitted to the Component DETO coordinator and all parties to the DETO agreement at least 30 calendar days before the effective date of cancellation.

1. (Added)(DAF) Management initiated cancellations will be submitted to the DETO Coordinator not less than 90 days before the effective date of the cancellation. (T-1)

2. (Added)(DAF) Appropriate time should be allowed, based on the circumstances of each cancellation case, for employees to make appropriate arrangements for return to the domestic location of the agency worksite.

(2) Supervisors may cancel agreements which no longer meet mission requirements or the needs of the workgroup, for misconduct, for non-compliance with the terms of the DETO agreement, or for other business-based reasons. **(Added)(DAF) The DETO arrangement should be reviewed by the employee's supervisor on a semi-annual basis to ensure it continues to meet the needs of the office and the employee.**

5.6 (Added)(DAF) DAF REQUIREMENTS.

a. (Added)(DAF) In accordance with 22 U.S.C. §3927, the principal officer in charge of a U.S. diplomatic mission is the Chief of Mission (COM) in that country. The COM has authority to direct, coordinate and supervise all executive branch employees in his or her assigned country, other than personnel under the command of a Geographic Combatant Commander. Arrangements that will result in a DAF civilian employee, who is not assigned to a Geographic Combatant Command, teleworking in a location that is outside of the United States, may fall under COM authority, and therefore, be required to meet additional Department of State requirements.

b. (Added)(DAF) Requirements include:

(1) (Added)(DAF) COM Approval (T-0):

(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 DETO telework agreement, not scheduled to report to the agency regular worksite at least twice each bi-weekly pay period on a regular and recurring basis, typically will be the location of the telework site, i.e., the alternate worksite, which is typically the employee's home (although not required to be).

(b) (Added)(DAF) Passport/Visa: Organizations 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 while overseas.

(c) (Added)(DAF) Local Labor and Tax Laws: Local labor and tax laws may apply to the employee's work, and the organization and employee are responsible to ensure appropriate compliance (e.g., obtain necessary work visas) before the COM will approve the activity.

(d) (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 approved alternate worksite/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.

(e) (Added)(DAF) Other costs: Organizations may be responsible for funding security and administrative support for positions located overseas (typically only in independent DETO situations) as well as 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.

c. (Added)(DAF) Employees and organizations requesting a DETO arrangement must complete a *Domestic Employees Teleworking Overseas (DETO) Agreement* using the DAF template agreement, which can be obtained from the DAF DETO Coordinator, AFPC/DPPFS at afpc.dppfs.civiliansupportbr@us.af.mil, and following all instructions on the template. (T-0)

(1) (Added)(DAF) The completed Agreement must be submitted through the employee's chain of command to the MAJCOM/FLDCOM/CCMD for approval. (T-1)

(2) (Added)(DAF) Once approved by the MAJCOM/FLDCOM/CCMD, it must be submitted to the DAF DETO Coordinator for submission to DoS and for tracking purposes. (T-0) USSF employees will submit to the SF/S1C prior to submission to the DAF DETO Coordinator. (T-1)

(3) (Added)(DAF) 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 documenting the change in official worksite. (T-1)

(4) (Added)(DAF) Employees must notify their employing agency supervisors and Telework/DETO Coordinators of any upcoming change of address, assignment change, or any aspect of the DETO arrangement, prior to the change taking place, to ensure such change does not impact continuance of the DETO arrangement. (T-1)

(5) (Added)(DAF) 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 documenting the change in official worksite. (T-1)

d. (Added)(DAF) Pay and Allowances.

(1) (Added)(DAF) DETOs are not authorized to receive overseas/foreign allowances in their own right, with the exception of locality pay in accordance with paragraph 5.4 above. 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.

(2) (Added)(DAF) In the ATAAPS, work performed pursuant to an approved DETO agreement is coded as "RG", with telework subcode of "TW". Organizations not using the ATAAPS should annotate timekeeping in manner that reflects the intent of this paragraph.

(3) (Added)(DAF) Title 5 premium compensation may be available.

(a) (Added)(DAF) All overtime must be ordered and approved (by the supervisor or above) in writing and in advance, and timely reported to the employee's timekeeper. (T-3)

(b) (Added)(DAF) 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.

(c) (Added)(DAF) The existing rules governing overtime in Title 5 U.S.C. (regulations in 5 C.F.R. §550) and the Fair Labor Standards Act (regulations in 5 C.F.R. §551) apply to telework arrangements with DETOs.

(d) (Added)(DAF) An approved DETO work schedule that includes work during night hours or on a Sunday represents a voluntary election by the DETO employee to work those hours and, accordingly, does not entitle the DETO employee to premium compensation.

e. (Added)(DAF) Sponsored DETO arrangements will not generally require ICASS provided by the COM, as the employee will be receiving support in their status as a "dependent."

(1) (Added)(DAF) 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)

(2) (Added)(DAF) 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.

(3) (Added)(DAF) Situations potentially involving ICASS must be coordinated in advance with DAF DETO Coordinator. (T-1)

f. (Added)(DAF) Equipment and supplies for the DETO will be in accordance with Section 3, paragraph 3.9 of this issuance. (T-3)

g. (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)

h. (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.

i. (Added)(DAF) As a U.S. government Executive Branch employee, while teleworking overseas, the employee is subject to 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)

j. (Added)(DAF) Nothing in the DETO 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 agency regular worksite.

k. (Added)(DAF) Employees whose DETO arrangements are terminated may potentially seek leave without pay (LWOP) from their employing organization. Extended LWOP requests are subject to approval by the supervisor and/or organizational leadership using guidance provided in DoDI 1400.25v630_AFI 36-815, *Leave* (or subsequent superseding publication).

l. (Added)(DAF) The DETO agreement should be drafted by the DETO applicant, in consultation with the supervisor/employing organization, for signature by the employee.

(1) (Added)(DAF) The agreement is then signed by the supervisor, and the squadron commander (or equivalent).

(2) (Added)(DAF) The agreement is then submitted to the MAJCOM/FLDCOM/CCMD commander (or designee) for approval.

(3) (Added)(DAF) The DAF DETO Coordinator should ensure the MAJCOM/FLDCOM/CCMD commander (or designee) has signed the agreement prior to submission to DoS.

(4) (Added)(DAF) The DAF DETO Coordinator is responsible for initiating the NSDD 38 approval process. To complete the NSDD 38/country clearance process, a signed agreement must be in place.

m. (Added)(DAF) A completed agreement is not final approval of the DETO arrangement; it simply allows the NSDD 38/country clearance process to move forward.

(1) (Added)(DAF) The DETO arrangement must not commence, and work must not be performed, until the DETO arrangement is approved by the DoS. (T-0)

(2) (Added)(DAF) 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).

(3) (Added)(DAF) Employees are strictly prohibited from, and management may not authorize, beginning any DETO arrangement (i.e., starting work in the overseas location) until final approval has been received from the DoS. (T-0)

n. (Added)(DAF) An Anti-Nepotism Review (ANR), if applicable, must be approved as a part of the entire approval process. (T-0)

(Added)(DAF) SECTION 6: REMOTE WORK FOR MILITARY PERSONNEL

(Added)(DAF) Provisions in this section are only applicable when telework or remote work are otherwise approved in accordance with the PM RTIPW and subsequent OPM, DoW, and DAF implementing guidance.

6.1. (Added)(DAF) KEY REQUIREMENTS FOR MILITARY PERSONNEL IN REMOTE WORK.

a. (Added)(DAF) While remote work should be exceedingly rare among military 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 OL is critical to ensuring accountability and that the correct support structure (supporting base capacity) exists. Establishing an OL is not required for military members performing Active-Duty Operational Support, as members are not assigned to the supported unit.

b. (Added)(DAF) When seeking to establish a remote work arrangement, commanders (or equivalent) must work with their supporting Manpower Office to determine the feasibility of modifying positions to accommodate remote work. 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) Establishing an OL is not required for military members performing Active Duty Operational Support.

c. (Added)(DAF) Remote work should not be used when other established assignment programs (such as join spouse, humanitarian, high school deferments, etc.) are applicable and offer viable alternatives. (T-2)

d. (Added)(DAF) Commanders (or equivalent) concurring on requests for remote work arrangements must ensure appropriate arrangements, including Memorandums of Agreement/Understanding, are made with Service member's local installations to ensure appropriate support to the Service member and their family. (T-2)

e. (Added)(DAF) Approval of a remote work arrangement should not trigger an entitlement to PCS funding. Remote work arrangements should be Low Cost/No Cost PCS. (T-2)

f. (Added)(DAF) Remote work is only authorized when both the Service member and owning organization are in the continental United States. Remote work arrangements are generally not authorized in situations where either the Service member or owning organization would be in the continental United States and the other would be outside the continental United States. (T-0) This does not include work in states outside the continental United States or United States territories, as they are not considered outside the continental United States for the purpose of remote work. NOTE: This applies to Air Reserve Component and USSF personnel

performing Inactive Duty Training/Annual Training at assigned locations outside the continental United States. This does NOT apply to military personnel performing situational telework in an Active Duty for Operational Support status utilizing manpower personnel authorizations or reserve personnel authorizations).

g. (Added)(DAF) Service member entitlements and allowances will be based on a Service member's OL, not the location of the owning organization (T-0). For example, if the Service member is assigned to the Headquarters Air Force, but the OL is Peterson Space Force Base, allowances will be paid based on Peterson Space Force Base.

h. (Added)(DAF) Commanders have responsibility for their Service members 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, leave status, and prioritization of responsibilities, etc.) (T-3) Document expectations on the DAF Remote Work Agreement (Sample at Attachment 1).

i. (Added)(DAF) Commanders and Service members are reminded that the provisions in Sections 1 through 4 of this issuance also apply to Service members (unless otherwise noted) and must be reviewed for compliance. The provisions in Section 5 do *not* apply to Service members, unless otherwise noted.

(Added)(DAF) SECTION 7: SATELLITE AGENCY WORKSITES (SAW)**7.1 (Added)(DAF) SATELLITE AGENCY WORKSITE DISTINCTIONS AND REQUIREMENTS**

a. (Added)(DAF) Under DoW guidance, an agency worksite is a management-approved work location that is under the jurisdiction or control of a DoW Component, such as the Pentagon Reservation, military installations, or DoW-leased facilities. For DAF employees, the agency *regular* worksite is the location where an employee or Service member would normally work absent a telework or remote work agreement, or a SAWAM authorizing a satellite work arrangement. For civilian employees, the agency regular worksite is normally the location from which the position is based and/or where the hiring authority lies. For Service members, the agency regular worksite is normally the PDS. These should be differentiated from an *alternative* worksite, (which is a management-approved worksite for a telework or remote work arrangement), and from a *SAW worksite*, (which is an approved satellite agency worksite).

b. (Added)(DAF) Satellite Agency Worksite arrangements may be temporary (e.g., pending resolution of available space issues at the regular worksite), or permanent (i.e., with no management intention to return that employee to the regular worksite). The intended duration of the arrangement should be outlined in the SAWAM.

c. (Added)(DAF) Since SAWs are approved *agency* worksites, *not* remote worksites, for the purpose of compliance with PM RTIPW, employees working at a SAW are considered to be working in-person at an agency location, and are not teleworking or working remotely.

d. (Added)(DAF) In the Automated Time and Attendance Payroll System (ATAAPS), work performed at a SAW is coded as “RG”, with no telework subcode. Organizations not using the ATAAPS should annotate timekeeping in manner that reflects the intent of this paragraph.

e. (Added)(DAF) Although SAWs are approved agency worksites, SAWs are not, by definition, co-located with an employee’s agency regular worksite; consequently, there are some significant similarities with remote work. Therefore, employees with approved SAW arrangements are also required to comply with paragraph 2.8 of this issuance, specifically regarding training requirements, and completion of DD Form 2946.

f. (Added)(DAF) Both SAW and remote work arrangements are predicated on the requirement that all of the duties and responsibilities must be able to be successfully performed from the non-regular worksite locations. Therefore, the position coding in DCPDS for SAW arrangements should reflect that the position/indicator code is remote work eligible. Additionally, since the *person* working in the SAW arrangement will be working at a location geographically separated from their regular worksite, the person’s remote work eligibility should also reflect that they are remote work eligible. (Eligibility restrictions found in paragraph 4.2.b also apply to SAW participant eligibility determinations.) However, the SAWAM should contain language to reflect that the remote

work coding is solely for SAW participation, and is not intended for traditional remote work, unless the person is also determined to be eligible for traditional remote work and in accordance with PM RTIPW.

g. (Added)(DAF) All employees authorized to work at SAWs are required to have a signed arrangement memorandum in place. Employees and supervisors should use the Sample Addendum #2 to DD Form 2946 in Attachment 2, also referred to as the *DAF Satellite Agency Worksite Arrangement Memorandum (SAWAM)*, which can also be obtained from AFPC/DPPFS at afpc.dppfs.civiliansupportbr@us.af.mil.

h. (Added)(DAF) The DAF Support Agreement Policy Office (AF/A4LR) (af.a4lr.workflow@us.af.mil) is responsible for determining whether a support agreement will be required to document support derived from SAW arrangements.

(1) If establishment of a formal support agreement is required, installations will utilize already established processes and procedures to create the FS Form 7600A, *United States Government General Terms & Conditions*, needed to document and address reimbursable support between the supplier and receiver (supporting/supported) regarding capabilities, services, and responsibilities, as specified in DoDI 4000.19, *Support Agreements*, DAFPD 25-2, *Support Agreements*, and AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*.

(2) If a Form 7600A already exists between the supplier and receiver organizations, a modification to that existing document may suffice rather than creation of a new one.

GLOSSARY

G.1. ACRONYMS.

(Added)(DAF) AFPC	Air Force Personnel Center
(Added)(DAF) AFI	Air Force Instruction
(Added)(DAF) AFNET	Air Force Network
(Added)(DAF) ANR	Anti Nepotism Review
(Added)(DAF) ATAAPS	Automated Time and Attendance Payroll System
(Added)(DAF) CC	commander
(Added)(DAF) CCMD	combatant command
(Added)(DAF) CFR	Code of Federal Regulations
(Added)(DAF) CONUS	continental United States
(Added)(DAF) CPS	civilian personnel section
(Added)(DAF) DAF	Department of the Air Force
(Added)(DAF) DAFI	Department of the Air Force instruction
(Added)(DAF) DAFPD	Department of the Air Force Policy Directive
(Added)(DAF) DCPDS	Defense Civilian Personnel Data System
(Added)(DAF) DOW	Department of War
(Added)(DAF) DRP	Delayed Resignation Program
(Added)(DAF) D.R.I.V.E.	Develop. Redistribute. Improve. Vault. Expose.
(Added)(DAF) FLDCOM	field command
(Added)(DAF) ICASS	International Cooperative Administrative Support Services
(Added)(DAF) IT	information technology
(Added)(DAF) LWOP	leave without pay

(Added)(DAF) MAJCOM	major command
(Added)(DAF) MOA	memorandum of agreement
(Added)(DAF) NIPRNet	non-classified internet protocol router network
(Added)(DAF) OCONUS	outside the continental United States
(Added)(DAF) OL	operating location
(Added)(DAF) OSW	Office of the Secretary of War
(Added)(DAF) PCS	permanent change of station
(Added)(DAF) PDS	permanent duty station
(Added)(DAF) PIP	performance improvement plan
(Added)(DAF) PM	Presidential Memorandum
(Added)(DAF) RIF	reduction in force
(Added)(DAF) RTIPW	return to in-person work
(Added)(DAF) SAW	satellite agency worksite
(Added)(DAF) SAWAM	satellite agency worksite arrangement memorandum
(Added)(DAF) SBU	sensitive but unclassified
(Added)(DAF) TRS	telework, remote work, satellite worksite
(Added)(DAF) USSF	United States Space Force

G.2. DEFINITIONS.

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

TERM	DEFINITION
alternative worksite	A management-approved telework or remote work site. (Added)(DAF) This does <i>not</i> apply to satellite worksites.
(Added)(DAF) alternative worksite – (civilian employees)	(Added)(DAF) A location away from the regular worksite that has been approved for the performance of assigned official duties and other approved activities. It may be an employee’s home, a telework center, or other approved worksite, and for the purposes of tele/remote work, must be codified on the completed DoD Telework Agreement, DD Form 2946, and/or any other applicable document deemed necessary by the agency. The alternative worksite must be identified with sufficient specificity (e.g., area of the home to be used for government work) to allow for analysis of civilian employee workplace injury claims. (This definition does <i>not</i> apply to satellite worksites.)
(Added)(DAF) alternate duty location (ADL) (Service members)	(Added)(DAF) 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 tele/remote work, must be codified on the completed DoD Telework Agreement, DD Form 2946, and/or any other applicable document deemed necessary by the agency. The ADL must be identified with sufficient specificity to allow for analysis of Service member line-of-duty determinations. For the purposes of this issuance, the term alternative worksite will also include alternate duty locations for Service members wherever guidance is applicable to both civilian employees and Service members. (This definition does <i>not</i> apply to satellite worksites.)
(Added)(DAF) agency worksite	(Added)(DAF) A management-approved worksite location that is under the jurisdiction and control of a DoW Component (for example, the Pentagon Reservation, military installations, DoW-leased facilities, and Government Services Agency (GSA)-leased facilities and federal buildings where DoW has an occupancy agreement.
(Added)(DAF) agency regular worksite	(Added)(DAF) The agency <i>regular</i> worksite is the location where an employee or Service member would normally work absent a telework or remote work agreement, or a SAWAM

authorizing a satellite work arrangement. (This is different than the *regular worksite*.) For civilian employees, the agency regular worksite is normally the location from which the position is based and/or where the hiring authority lies. For Service members, the agency regular worksite is normally the PDS. These should be differentiated from an *alternative worksite*, which is a management-approved worksite for a telework or remote work arrangement, and from a *satellite agency worksite*, or SAW.

DETO

A USG employee assigned to a domestic position with an alternative work arrangement permitting work to be performed at an approved worksite in an overseas location for a limited period of time. **(Added)(DAF)** A DETO arrangement is, by definition, a telework arrangement, since it is temporary.

**(Added)(DAF)
emergency situation
telework**

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

independent DETO

An USG employee, not on the orders of a USG sponsoring Service member or employee, assigned to a domestic position with an alternative work arrangement permitting work to be performed in an overseas location for a limited period of time. **(Added)(DAF)** A DETO arrangement is, by definition, a telework arrangement, since it is temporary.

**(Added)(DAF)
installation commander**

(Added)(DAF) Military commander of an installation/host unit.

**(Added)(DAF)
local remote work**

(Added)(DAF) An approved remote work arrangement where the employee/Service member performs remote work, but the employee is required to be available for infrequent, unscheduled reporting to the agency regular worksite *on short notice* for critical mission needs, and therefore the official worksite approved is within the necessary commuting time to meet the short notice need. To contrast, traditional remote work is an arrangement where there is no need to be available for short notice reporting to the agency regular worksite and

therefore the official worksite/duty station/alternative worksite/remote worksite may be outside the locality pay area/local commuting area/vicinity/commuting time of the agency regular worksite. Civilian employees working remotely (either local remote or traditional remote) generally should not have any assigned or dedicated workspace at the agency regular worksite.

mobile work

Work which is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite. **(Added)(DAF) Having assigned mobile work is not a determinant of whether an employee or position should be eligible or approved for telework or remote work.**

official worksite

The official Federal agency location for most employees and Service members, including teleworkers **(Added)(DAF), which is also their duty station, and may also be referred to as their regular worksite.** For remote workers, the official worksite is the alternative worksite to which the supervisor and the employee or Service member have agreed**(Added)(DAF), which is also their duty station, and may also be referred to as their remote worksite, or regular worksite.** **(Added)(DAF) For satellite workers, the official worksite is the satellite worksite, which is also their duty station, and may also be referred to as their regular worksite.** The official worksite is generally the location of an employee's duty location as documented on an employee's SF 50 or equivalent. **(Added)(DAF) If civilian employees routinely report to the regular worksite at least twice in a bi-weekly pay period, the regular worksite is the official worksite, also known as the duty station (block 39 on the SF 50). If an employee is not routinely required to report to the regular worksite at least twice in a bi-weekly pay period, then the alternative worksite is the official worksite, also known as the duty station, regular worksite (remote workers), remote worksite (remote workers), or satellite worksite (satellite workers), and will be documented on an employee's SF 50, or equivalent, as the employee's duty station. (An employee in this latter category should fall under either remote work, satellite work, or a DETO arrangement.)**

official disciplinary action

A disciplinary action that results in the placement of a document in an employee's official personnel file. **(Added)(DAF) Action taken to correct an employee/Service member's performance or conduct. These actions are further outlined in DAFI 36-148 (civilian employees), the Uniform Code of Military Justice (Service members), and DAFI 36-2907, *Adverse Administrative***

Actions (Service members).

**(Added)(DAF)
permanent duty
station (Service
members)**

(Added)(DAF) The Service member’s permanent duty station (PDS) is their official station and is based on Permanent Change of Station orders or Permanent Change of Assignment orders.

regular worksite

(Added)(DAF) For DAF personnel, it is the location where an employee or Service member would work absent a telework or remote agreement **(Added)(DAF) or SAW arrangement. Also called the agency worksite.**

(Added)(DAF) For DAF personnel, there is a distinction between the terms “regular” worksite, “agency regular” worksite, and “agency” worksite. The agency regular worksite is normally the location from which the position is based and/or where the hiring authority lies, and that term applies to all work location arrangements (i.e., telework, remote work, DETO, and SAW arrangements). The regular worksite depends on whether or which type of off-site work arrangement exists. For example, in telework, the agency regular worksite and the regular worksite are the same location. In remote work and SAW arrangements, the regular worksite is the remote worksite or SAW worksite, but the agency regular worksite is the location from which the position is based. For Service members, the regular worksite is normally the PDS.

remote work

An alternative work arrangement in which an employee or Service member works from an approved alternative worksite within or outside the locality pay area of an agency worksite and is not expected to return to an agency worksite on a regular basis during each pay period.

(Added)(DAF) The approved alternative worksite is, for pay and other purposes, the official worksite, codified on the employee’s Standard Form 50, and in accordance with 5 C.F.R. §531.605 – *Determining an employee’s official worksite*. Like telework, remote work does not include work done while on official travel or mobile work. [Note: for differentiation between this “traditional” remote work, and “local” remote work, see the definition for “Local Remote Work”.]

**(Added)(DAF)
remote work
(Service member)**

(Added)(DAF) A work arrangement in which the Total Force Service member is assigned to a unit, but does not work in the local area of the unit, i.e., is geographically separated. For a Service member to perform remote work, an Operating Location (OL) must have been established.

**remote work
agreement**

A written agreement between the supervisor and employee or Service member that outlines duties, obligations, responsibilities, and conditions of the remote work arrangement. **(Added)(DAF) The agreement is completed and signed by an employee or Service member and the authorized management official(s) or commanders. In addition to the duties, obligations, responsibilities, and conditions, the agreement should also outline employee or Service member and management's terms, expectations, and other provisions specific to the individual's remote work agreement. The agreement is to be codified as an Addendum #1 to the DD Form 2946, and is also referred to as the DAF Remote Work Agreement (Sample in Attachment 1).**

**(Added)(DAF)
remote work
eligibility**

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

**(Added)(DAF)
remote worker
(civilian employees)**

(Added)(DAF) An employee who meets all of the following criteria: employee is deemed remote work eligible; employee's position is deemed eligible for telework; employee is telework ready; employee is approved to work at an alternative work location on a permanent basis, with no regular requirement to physically report to the regular worksite every bi-weekly pay period; employee has not been granted a temporary exception under 5 C.F.R. §531.605 (d)(2); and employee's alternative worksite is, for pay and other purposes, the official worksite as indicated on the employee's SF 50, or equivalent. Civilian employees working remotely generally should not have any assigned or dedicated workspace at the regular worksite.

**(Added)(DAF)
remote worker
(Service members)**

(Added)(DAF) 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.

remote worksite

Alternative worksite location where an employee performs assigned official duties in a remote work arrangement. This is also the remote worker's official worksite and must be reflected on the employee's SF 50 or equivalent NAF personnel action. **(Added)(DAF) That location may or may not be within the locality pay area, the local commuting area, or the vicinity of the regular worksite. Once the official worksite has been codified on the SF 50 and DD Form 2946, it cannot be changed without approval of the employee's chain of command, and in situations where such a change will result in a change to locality pay, approval will be at least the squadron commander (or equivalent) 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)
representational duties**

(Added)(DAF) 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	A telework arrangement with an approved, ongoing schedule during which an employee or Service member reports to the official worksite at least 2 days a bi-weekly pay period. (Added)(DAF) Also known as regular or recurring telework.
(Added)(DAF) satellite work	<p>(Added)(DAF) An alternative work arrangement in which an employee or Service member works from an approved <i>agency worksite</i> (see definition above for <i>agency worksite</i>) on a permanent basis. This is different than remote work in that the location must be an <i>agency</i> location that is under the jurisdiction and control of a DoW Component (for example, the Pentagon Reservation, military installations, DoW-leased facilities, and GSA-leased facilities and federal buildings where DoW has an occupancy agreement.</p> <p>The approved agency worksite is, for pay and other purposes, the official worksite, codified on the employee’s Standard Form 50, and in accordance with 5 C.F.R. §531.605 – <i>Determining an employee’s official worksite.</i></p>
(Added)(DAF) satellite agency worksite arrangement memorandum (SAWAM)	(Added)(DAF) A written document that codifies the arrangement between management and employee that outlines duties, obligations, responsibilities, and conditions of the satellite work arrangement. The memorandum is completed and signed by an employee and the authorized management official(s) or commanders. In addition to the duties, obligations, responsibilities, and conditions, the memorandum should also outline employee and management’s terms, expectations, and other provisions specific to the individual’s satellite work arrangement. The arrangement is to be codified as an Addendum #2 to the DD Form 2946, and is also referred to as the DAF Satellite Agency Worksite Arrangement Memorandum (SAWAM) (Sample in Attachment 2).
(Added)(DAF) satellite work eligibility	(Added)(DAF) If the commander and supervisor determines that <i>all</i> of the required duties and tasks of a position can be completed away from the agency regular worksite, with no regular requirement to be physically present at the agency regular worksite every bi-weekly period, then a position is eligible for satellite work. If the commander and supervisor determine that an employee/Service member would be eligible for remote work, then they are eligible for satellite work. After initial eligibility for satellite work is established, continued eligibility is at the supervisor/commander’s

discretion; however, such change in eligibility should be based on mission needs. Before determining whether an employee or position is no longer eligible, the supervisor/commander should consult with the servicing human resources and/or legal offices.

**(Added)(DAF)
satellite worker**

(Added)(DAF) An employee who meets all of the following criteria: employee is deemed remote work eligible; employee's position is deemed eligible for remote work; employee is approved to work at a satellite agency work location on a permanent basis, with no regular requirement to physically report to the agency regular worksite every bi-weekly pay period; and employee's satellite agency worksite is, for pay and other purposes, the official worksite/duty location as indicated on the employee's SF 50, or equivalent.

**(Added)(DAF)
satellite agency
worksite (SAW)**

(Added)(DAF) A management-approved worksite location, away from the *agency regular* worksite, that is under the jurisdiction and control of a DoW Component (for example, the Pentagon Reservation, military installations, DoW-leased facilities, and GSA-leased facilities and federal buildings where DoW has an occupancy agreement, at which an employee performs assigned official duties in a satellite agency worksite arrangement.

This is also the SAW worker's official worksite and must be reflected on the employee's SF 50, or equivalent. The location may or may not be within the locality pay area, the local commuting area, or the vicinity of the agency regular worksite.

situational telework

An approved telework arrangement that is not a part of an ongoing schedule and occurs occasionally. It is also referred to as episodic, intermittent, unscheduled, or ad hoc telework. Telework is also considered situational even though it may occur continuously for a specific period.

(Added)(DAF) This includes telework that is approved on a case-by-case basis as the need arises, where the hours worked are not part of a previously approved, routine, ongoing and regular telework schedule (e.g., telework as a result of inclement weather, medical appointment or recovery from illness/injury, special work assignments, dependent care responsibilities, or to accommodate special circumstances). Employees who work under remote or satellite work arrangements are not precluded from also teleworking in otherwise authorized telework circumstances (e.g., situational).

supervisor	Government management official, commander, or Service member who has direct responsibility for directing and managing employee or Service member work and for approving and denying employee or Service member telework or remote work agreements (Added)(DAF) and satellite agency worksite arrangements.
(Added)(DAF) telework	(Added)(DAF) An alternative workplace arrangement under which an employee or Service member performs the duties and responsibilities of the assigned position and other authorized activities during any part of the employee’s scheduled, paid hours from an approved alternative worksite (civilians) or Alternative Duty Location (Service members), but is required to report to the agency’s worksite on a regular and recurring basis, where recurring is defined as at least twice per bi-weekly pay period. Telework may be regular and recurring, or situational. Telework does not include work done while on official travel or mobile work, which is work characterized by routine and regular travel to customer or other worksites instead of a single agency worksite (e.g., site audits, inspection investigations, and property management).
telework agreement	A written agreement, completed and signed by an employee or Service member and the authorized management official(s) or commanders via the DD Form 2946, that outlines the terms and conditions of the telework arrangement. (Added)(DAF) In addition to the terms and conditions, the agreement should also outline employee/Service member’s and management’s obligations, expectations, responsibilities, and other provisions specific to the individual’s telework agreement.
telework center	A facility that provides a geographically convenient office setting with workstations and other office facilities and services that are used by employees or Service members from more than one organization. (Added)(DAF) For DAF personnel, telework centers are not authorized except when designated as an approved satellite agency worksite.
(Added)(DAF) telework eligible employee or Service member	(Added)(DAF) 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, on an emergency basis, or because the employee has been granted a temporary exception under 5 C.F.R. §531.605 (d)(2). 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, which is determined by the squadron commander (or equivalent), with advice and consultation from the supervisor. Civilian employees' telework eligibility (*person*, not position) must also be coded by the supervisor in MyBiz+.

**(Added)(DAF)
telework eligible
position**

(Added)(DAF) Characteristics of the *position* that identify suitability for telework as determined by the squadron commander (or equivalent) who has authority to manage the position, with input and advice from the supervisor. Civilian positions are identified (and coded in the agency's personnel data system) as: eligible for regular/recurring telework; and/or eligible for situational telework; and/or eligible for remote work; or not eligible for telework. Typically, positions with telework eligibility involve at least some tasks and work activities that are portable and do not depend on the employee/Service member being physically present at the teleworker's regular or agency regular worksite. The *position* eligibility is separate and distinct from the employee/Service member's eligibility.

**(Added)(DAF)
telework participant**

(Added)(DAF) An employee/Service member who is telework eligible and telework ready (see definition below), even though the individual may not be actively teleworking, or may not have performed telework for an extended period. Employees/Service members who have current approved telework agreements are considered telework participants, even if the agreement is only for situational telework.

**(Added)(DAF)
telework ready**

(Added)(DAF) 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, etc.) in order to perform work at the approved alternative worksite/ADL.

**(Added)(DAF)
tenant commander**

(Added)(DAF) 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, Air Force Reserve Command Units, and Field Operating Agencies may be located on installations, but their commanders are not subordinate to the installation

commander.

**(Added)(DAF)
unscheduled telework**

(Added)(DAF) A specific form of situational telework where an employee/Service member on an approved telework agreement performs assigned official duties at an approved alternative worksite/ADL when Government offices are closed due to an emergency event, or they are open, but severe weather conditions or other circumstances disrupt commuting and compromise safety.

REFERENCES

- (Added)(DAF) 3 FAM 2370, *Domestic Employees Teleworking Overseas*, March 22, 2024. <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 State Executive Secretary Memorandum, *Updated Policy Requirements and Guidance for Domestic Employees Teleworking from Overseas*, 5 December, 2024, including the attached *Memorandum of Agreement Between the Department of State and the Department of Defense To Facilitate Domestic Employee Teleworking Overseas Arrangements for U.S. Government Employees Authorized To Accompany Department of Defense Sponsors On Assignments Abroad*
- (Added)(DAF) Office of Personnel Management *Guide to Telework and Remote Work in the Federal Government*, December 2025
- (Added)(DAF) DAFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- (Added)(DAF) Air Force Policy Directive 36-1, *Appropriated Funds Civilian Management and Administration*, 29 August 2023
- (Added)(DAF) DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023
- (Added)(DAF) DAFMAN 17-1203, *Information Technology Asset Management (ITAM) Accountability*, 13 September 2022
- (Added)(DAF) DAFGM 2023-17-01, *Department of the Air Force Guidance Memorandum Establishing Policy to Support Telework and Remote Workers*, 28 December 2023
- (Added)(DAF) *Adopted Forms*
- (Added)(DAF) Department of Defense Form 2946, *Department of Defense Telework Agreement*
- (Added)(AF) Department of the Air Force Form 847, *Recommendation for Change of Publication*
- (Added)(DAF) *Office Symbols*
- (Added)(DAF) AFPC/DPPFS – Civilian Workforce Effectiveness Branch
- (Added)(DAF) SAF/MR – Assistant Secretary of the Air Force for Manpower and Reserve Affairs
- (Added)(DAF) AF/A1 – Deputy Chief of Staff of the Air Force for Manpower, Personnel, and Services.
- (Added)(DAF) AF/A1C – Director, Civilian Force Management Directorate
- (Added)(DAF) AF/A1P – Director, Military Force Management Policy Directorate, Civilian Policy Division
- (Added)(DAF) SAF/CN – Office of the Chief Information Officer

- (Added)(DAF) AF/A1CP – Civilian Force Management Directorate, Workforce Shaping, Innovation and Relations Division**
- (Added)(DAF) SF/S1CP– Civilian Policy, Management & Operations Directorate, Civilian Policy Division**
- (Added)(DAF) AFPC/DPCZP – Talent Management Division Central Programs Branch**
- (Added)(DAF) AF/RE – Chief of Air Force Reserve**
- (Added)(DAF) AF/A4/4LR – Support Agreement Policy Office**
- (Added)(DAF) NGB/CF – Director of the Air National Guard**

(Added)(DAF)

ATTACHMENT 1

SAMPLE ADDENDUM #1 TO DD FORM 2946

Figure A1.1. Sample DAF Remote Work Agreement.

DAF REMOTE WORK AGREEMENT

Employee Name: _____

Employee Position Title: _____

Organization: _____

Location of Agency Regular Worksite: _____

Locality Pay Area of Agency Regular Worksite: _____

Location of Remote Worksite: _____

(Approved Alternative Worksite/Official Worksite)

Locality Pay Area of Remote Worksite: _____

Employee Work Schedule/Duty Hours: _____

Proposed Start Date of Remote Work: _____

1. **Parties** - The parties to this Remote Work Agreement (“Agreement”) are [*enter employee name*] (“Employee”) and the Department of the Air Force [*enter organization name*] (“Agency”). This is a (check one):

_____ Employee Initiated Request to Remote Work

_____ Supervisor/Agency Initiated Request to Remote Work

_____ Position Advertised and Hired as Remote Work

2. **Voluntary nature, terms and Condition of Employment** - You have voluntarily accepted a position identified as eligible for remote work, or you and your approving authority have agreed that your position is remote work eligible. This Agreement is therefore voluntarily entered into by the Agency and the Employee and is essential in order to establish and approve a remote work arrangement and its essential terms. DAF

remote work is governed by DoDI 1035.01 and DAFGM2026-36-143, referred to herein as “DAF Telework Policy”. In return for the Agency approving the employee to work from the remote location identified above, in the position of [*enter position title*] with [*enter organization name*], the Employee agrees to the following terms:

a) I understand that I currently meet the criteria for an exemption to the PM RTIPW and that failure to maintain the reason for the exemption may require termination of this agreement (e.g., loss of status as military spouse, recovery from temporary reasonable accommodation disability, etc.)

(Initials) _____

b) I understand that failure to maintain any condition of employment, could result in removal from federal service in accordance with appropriate due process.

(Initials) _____

c) I understand that my official remote worksite (as defined in DAF Telework Policy) will be [*enter the approved remote work location*] and the agency regular worksite, (as defined in DAF Telework Policy) is [*enter the agency regular worksite location*].

(Initials) _____

d) I understand that my pay, benefits and entitlements will be determined based on my official worksite, and not the agency regular worksite, and that this may result in a loss of monetary benefit in some cases.

(Initials) _____

e) I understand that in the event of a RIF, my RIF area of consideration would be determined based on my official worksite, not the agency regular worksite and that this may result in a loss of placement opportunities.

(Initials) _____

f) I understand I may be required to travel to the agency regular worksite for official business, and such requirement will be determined by the Agency. Travel entitlements will be in accordance with agency travel policy, the Joint Travel Regulation (JTR) (if applicable), and any other applicable law, rule, or regulation.

(Initials) _____

g) I understand that I am responsible for ensuring that my approved official worksite has the requirements necessary to support full-time remote work, including but not limited to electricity, internet access, and a dedicated area conducive for performing work, and attending meetings and teleconferences.

(Initials) _____

h) I understand and affirm that my remote environment will allow me to work safely

and is secure for the protection of government owned equipment and information required for my duties.

(Initials) _____

- i) I understand that any supplies needed to perform my duties must be requested through [enter name of POC]. For common access card issues, the nearest location to my remote worksite is [enter CAC support location and contact information]. The remote IT supporting installation is: [enter remote IT supporting installation] and the POC for in-person IT support at that installation is: [enter the POC and contact information].

(Initials) _____

- j) I understand that all costs associated with the initial move to the new official remote worksite are my responsibility. I agree to waive any rights to moving expense reimbursement if directed to return to the agency regular worksite based on a documented decline in performance or for charged misconduct.

(Initials) _____

- k) I understand that any future change to my official worksite must be approved by the Agency, and that an updated agreement must be signed by all parties, PRIOR to moving. In addition, I understand that I am required to provide no less than 30 calendar days' notice to the Agency before any change to the official worksite may take place.

(Initials) _____

- l) I understand that if I request, and am approved, for a future change to my official worksite, any expenses associated with the change (such as moving costs, etc.) will be at my expense and will not be funded by the Agency on my behalf (i.e., no PCS). This would *not* apply to a military spouse remote situation with a move that is Agency funded for the sponsoring Service member. In that case, the military spouse move would be expected to be covered under the PCS orders of the sponsoring Service member.

(Initials) _____

- m) I understand that, in accordance with DAF Telework Policy, I must complete a DD Form 2946 and am obligated by the terms outlined in the completed form.

(Initials) _____

- n) I understand that, should I no longer desire to work remotely, I must request Agency approval to return to the agency regular worksite, and that such approval is at management's discretion if appropriate workspace is not available at that site.

(Initials) _____

- o) I understand that, should I request, and receive approval to terminate this agreement

for my own convenience, rather than Agency request, any and all costs I may incur pursuant to returning to the agency regular worksite will be borne by me and will not be reimbursed by the Agency.

(Initials) _____

- p) I understand that remote work is not an entitlement, that the Agency has the authority to terminate this Agreement for legitimate business reasons, and that the Agency's decision to do so is final.

(Initials) _____

- q) I understand that if the Agency decides to terminate this Agreement, I will be given a minimum of 90 days advance notice of the requirement to begin reporting to the Agency regular worksite. In such case, PCS costs will be the responsibility of the Agency (except in accordance with paragraph j. above) in accordance with the JTR and applicable agency policies.

(Initials) _____

- r) I understand that I am solely responsible for any and all tax implications attributable to this Agreement and I acknowledge that the Agency is making no representations concerning any tax consequences of this Agreement.

(Initials) _____

3. **Statutory prohibitions** - Additionally, I understand that telework and remote work are not authorized consistent with the guidance set forth in section 6502 of title 5, United States Code if:

- a. I have been officially disciplined for being absent without permission for more than 5 days in any calendar year; or
- b. I have 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.

4. **Inability to work at alternative worksite** - I understand that, as a Remote Worker (as defined in DAF Telework Policy), if I am unable to work, (for example, due to a power outage, internet outage, unplanned dependent care responsibilities, etc.), I am required to contact my supervisor as soon as possible and explain my circumstances. Supervisors will consider all circumstances, including but not limited to the nature of the circumstances, any work assignments that can still be performed in light of the circumstances, and whether personal leave, excused absence, or another duty status is appropriate. Generally personal leave is an appropriate alternative; however, excused absence may be

appropriate in some limited circumstances, in accordance with DAF Telework Policy.

5. **Representation affirmation** - I affirm that I have read this entire Agreement and that I have consulted with an attorney, or with a Union Representative (if applicable), or I am aware that I have the right to consult with an attorney or Union Representative and have decided not to do so.
6. **Voluntary participation affirmation** - I affirm that I have not been induced to enter into this Agreement by any promises or representations other than those expressly stated in the Agreement, and that I understand the terms of this Agreement, and that I have not been coerced in any manner into entering into this agreement.
7. **Agency rights** - The parties agree that the terms of this Agreement do not preclude Agency officials from taking appropriate administrative action to address substandard performance, misconduct, or any other administrative issue in a manner appropriate to the circumstances and in accordance with applicable Agency guidelines.
8. **Entirety of Agreement** - The parties agree that this is a joint Agreement, that it constitutes the entire agreement between the Employee and Agency, and there are no other terms, conditions, or representations other than those enumerated herein.

THE PARTIES TO THIS AGREEMENT HEREBY SIGNIFY THEIR VOLUNTARY, KNOWING AND UNCONDITIONAL ACCEPTANCE OF EACH AND EVERY TERM OF THIS AGREEMENT, WITHOUT RESERVATION OR DURESS, BY SIGNING THIS AGREEMENT ON THE FOLLOWING SIGNATURE LINES:

Signed _____ Date _____
[Employee]

Signed _____ Date _____
[Supervisor]

Signed _____ Date _____
[Commander IAW DoDI 1035.01 and DoDI 1035.01 and DAFGM2026-36-143]

**(Added)(DAF)
ATTACHMENT 2**

SAMPLE ADDENDUM #2 TO DD FORM 2946

Figure A2.1. Sample Satellite Agency Worksite Arrangement Memorandum.

DAF SATELLITE AGENCY WORKSITE ARRANGEMENT MEMORANDUM
(SAWAM)

Employee Name: _____

Employee Position Title: _____

Organization: _____

Location of Agency Regular Worksite: _____

Locality Pay Area of Agency Regular Worksite: _____

Location of Satellite Agency Worksite: _____

Locality Pay Area of Satellite Agency Worksite: _____

Employee Work Schedule/Duty Hours: _____

Proposed Start Date of SAW arrangement: _____

This Satellite Agency Worksite Arrangement Memorandum (SAWAM) (“Memorandum”) is made by and between [enter employee name], residing at [enter employee home address] (“Employee”), and the Department of the Air Force (“Agency”), specifically [enter organization name] as of [enter date Memorandum was drafted].

1. Satellite Agency Worksite (SAW) Arrangement

The Employee has voluntarily accepted a position identified as eligible for a SAW arrangement, or the Employee and their approving authority have agreed that the Employee's position is eligible for a SAW arrangement. This SAWAM formalizes the details of this arrangement.

Department of the Air Force (DAF) remote work is governed by DoDI 1035.01 and DAFGM 2026-36-143, "Telework and Remote Work Program," reissued January 17, 2025 ("Telework Policy") (or subsequent issuances of the Agency’s telework, remote work, and satellite work policy). As SAW arrangements share many similarities with remote work arrangements, they will adhere to the guidelines and requirements of the DAF Telework Policy, which contains

specific SAW guidance.

In consideration of the Agency's approval for the Employee to work from a satellite location in the position of *[enter title of employee's position]* with *[enter organization name that has managerial control of the position]* the Employee understands and agrees to the following:

(a) Condition of Employment

I understand that upon signing this SAWAM, I acknowledge that I am required to work at the SAW location (unless approved for situational telework), unless I am approved to return to the Agency regular worksite, which remains an acceptable work location.

(Initials) _____

(b) Maintenance of Employment Conditions

I understand that failing to maintain any conditions of my employment, including the ability to work at either the designated SAW or the Agency regular worksite, may result in removal from federal service in accordance with applicable due process procedures.

(Initials) _____

(c) Worksite Locations

I understand that my designated SAW will be located at *[Enter SAW location address]*, which will be designated as my official duty station recorded via SF-50, Notice of Personnel Action. The agency regular worksite for my position, as specified in my Position Description or Position Requirements Document (PRD), is located at *[enter agency regular worksite address]*.

(Initials) _____

(d) Pay, Benefits, and Entitlements

I understand that for the duration of this arrangement, my pay, benefits, and entitlements will be determined based on the location of my designated SAW and not the location of the Agency regular worksite. I acknowledge that this may, in some cases, result in a decrease in certain monetary benefits.

(Initials) _____

(e) Reduction in Force (RIF)

I understand that in the event of a Reduction In Force (RIF), my RIF area of consideration may be determined based on the location of my designated SAW rather than the Agency regular worksite.

(Initials) _____

(f) Travel Requirements

I understand that I may be required to travel to the Agency regular worksite for official business, as determined by the Agency. Travel entitlements will be governed by applicable Agency travel

policies and the Joint Travel Regulation (JTR), if applicable.

(Initials) _____

(g) SAW Suitability and Requirements

I understand that I share responsibility for ensuring that my designated SAW meets all Agency requirements for full-time, in-person work. I must communicate with my supervisor regarding needs and shortfalls in this area and my supervisor is responsible for ensuring those requirements are provided for. This includes, but is not limited to:

- A dedicated workspace suitable for performing my duties.
- Reliable internet access and IT support.
- A space conducive to attending virtual meetings and teleconferences.

(Initials) _____

(h) Safety and Security

I understand and agree that my designated SAW must provide a safe working environment and be secure for the protection of government-owned equipment and information necessary for my duties. I further understand that if I need support to ensure this, I am to contact my supervisor to assist.

(Initials) _____

(i) Changes to SAW Location

I understand that any future change to the location of my designated SAW must be approved by the Agency in advance. A revised SAWAM must be signed by all parties prior to any such change. I understand the Agency will provide me with at least 2 weeks' notice of any change to my SAWAM that does *not* result in a significant change to my commuting distance and 90 days' notice for a SAWAM change that *does* result in a significant change to my commuting distance.

(Initials) _____

(j) Expenses Related to SAW Location Changes

I understand that any expenses incurred due to a change in my SAW location initiated at my request, such as moving costs, are my responsibility and will not be funded by the Agency.

(Initials) _____

(k) DoD Telework Agreement, DD Form 2946

I understand that, in accordance with the Telework and Remote Work Policy, I must complete DD Form 2946, "DoD Telework Agreement," and I am bound by the terms outlined in that completed form.

(Initials) _____

(l) Termination of Agreement

I understand that working from a SAW is not an entitlement. The Agency reserves the right to terminate this arrangement at any time for legitimate business reasons and require me to report to the agency regular worksite. The Agency's decision to terminate this arrangement is final.

(Initials) _____

(m) Notice of Termination and Relocation Costs

If the Agency terminates this arrangement, I will be provided with a minimum of ninety (90) days' advance written notice before being required to report to the agency regular worksite. In such an event, Permanent Change of Station (PCS) costs will be the responsibility of the Agency, in accordance with the JTR and applicable Agency policies.

(Initials) _____

2. Ineligibility for Regular/Recurring Telework, Remote Work, and Work at a SAW

I understand that regular or recurring telework and remote work are not authorized without an approved exemption. Furthermore, in alignment with the guidance set forth in Section 6502 of Title 5, United States Code, and section 3.2 of DoDI 1035.01, I understand that I am ineligible for regular or recurring telework, remote work, and work at a SAW if:

(a) I have been officially disciplined for being absent without permission for more than five (5) days in any calendar year.

(Initials) _____

(b) I have been officially disciplined for violations of Subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch, specifically regarding 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.

(Initials) _____

3. Acknowledgement of Review and Voluntary Arrangement

I affirm that I have read this SAWAM in its entirety and have had the opportunity to consult with an attorney or Union Representative (if applicable). I acknowledge my right to seek such counsel and confirm that I have either done so or have chosen to waive this right.

I further affirm that I am entering into this arrangement voluntarily and have not been induced to do so by any promises or representations other than those expressly stated herein. I understand the terms of this arrangement and confirm that I have not been coerced in any manner into signing it.

4. Agency's Right to Address Performance or Conduct Issues

The parties agree that the terms of this arrangement do not prevent the Agency from taking appropriate administrative action to address substandard performance, misconduct, or any other administrative issue. Any such action will be handled in a manner consistent with the circumstances and in accordance with applicable Agency guidelines.

5. Entire Understanding

This constitutes the entire understanding between the Employee and the Agency regarding the Employee's SAW arrangement. It supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.

6. Effective Date

This arrangement becomes effective on the date of the last signature below.

THE PARTIES TO THIS ARRANGEMENT, BY SIGNING BELOW, SIGNIFY THEIR VOLUNTARY, KNOWING, AND UNCONDITIONAL ACCEPTANCE OF EACH AND EVERY TERM OF THIS SAWAM, WITHOUT RESERVATION OR DURESS.

[Employee Signature] [Date]

[Supervisor Signature] [Date]

[3-LTR Signature] [Date]

**(Added)(DAF)
ATTACHMENT 3**

SAMPLE ADDENDUM #3 TO DD FORM 2946

**Figure A3.1. Sample DAF Domestic Employees Teleworking Overseas (DETO)
Agreement.**

Between Department of Air Force, the Department of State, the State Department regional hosting Bureau of [*ex. European Affairs*] and Employee [*enter name*] for a DETO Arrangement.

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 C.F.R. §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 to auditors in the performance of the duties of the Government Accountability Office; to an entity under contract to the Department of State to fulfill an agency function; and 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. More information on the Routine Uses for the system can be found in Systems of Records Notice, State-31, Human Resources Records.

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.

The supervisor, telework coordinator, and the sponsored employee should each keep a copy of the agreement for reference. Note: Once the agreement is finalized and the employee begins work from abroad, a SF-50 (notification of personnel action) must be processed to change the location of the position and to ensure the correct locality pay is set. In addition, a copy should be sent to the Air Force Personnel Center (AFPC) Civilian Support Branch, Telework Coordinator at afpc.dppfs.civiliansuptrbranch@us.af.mil.

Reminder: Arrangements for domestic civilian employees to telework overseas should be rare, due to extensive U.S. Law and Presidential Directive 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 Commander (or designee) or MAJCOM Commander or equivalent (or their designee) prior to submission to the Department of State and must follow 6 FAH-5 H-352.12, *Domestic Employees Teleworking Overseas*, dated May 14, 2020, https://fam.state.gov/fam/06fah05/06fah050350.html#H352_12, *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: DAFGM2026-36-143 provides policy guidance.

1. Voluntary Participation

The Domestic Employee Teleworking Overseas (DETO) arrangement is a workplace flexibility option that the Department of Air Force (DAF) may approve to allow direct-hire employees assigned to domestic positions to accomplish duties/work from an overseas location. The employee voluntarily agrees to work at the DAF-approved alternate work site indicated below and agrees to comply with all applicable DAF and Department policies and procedures, including those set forth at 3 FAM 2370 and the DETO SOPs.

Employee's Name:

Employee's Title (Per SF-50):

Employee's Grade:

Employee Email (Note: Contact Information will be provided to DoS and the Embassy, personal contact information is needed should employee be on LWOP and without government e-mail access):

Employee's Supervisor:

Employee's Home Office in the U.S.:

Location of Post or Military Installation:

State Dept Regional Bureau Corresponding to Location ¹:

Date of Arrival:

DETO Start Date (month/year) *:

DETO End Date (month/year) **:

For Sponsored DETOs:

Name of Sponsoring Employee (spouse):

Agency of Sponsoring Employee:

Duty Title of Sponsoring Employee:

Post or Military Installation (city and country):

For Independent DETOs:

Location of DETO Worksite Abroad (city and country):

*DETO start date subject to having a fully signed DETO Agreement and COM approval, either via NSDD 38 or electronic Country Clearance (eCC).

**DETO end date for sponsored DETO may not exceed duration of sponsor's tour and may not exceed a maximum of five years.

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. (SecAF has delegated the authority to approve exceptions to this exclusion to AF/A1C and only in rare circumstances with**

¹ For example, if the post of assignment is Paris, the corresponding Regional Bureau would be EUR.

exceptional justification. Exception requests must be submitted through the employee's chain of command, with MAJCOM or equivalent concurrence, to AF/A1CP.)

2. Pay and Allowances

Civil Service DETO employees are eligible for location-based comparability pay in accordance with Section 9717 of the National Defense Authorization Act for Fiscal Year 2023 (Public Law 117-263). Under this authority, Civil Service DETOs will receive location-based comparability pay that is equal to the lesser of the following:

1. The locality pay the employee would have received had they not moved overseas as a DETO; or
2. The current rate of Overseas Comparability Pay (OCP) paid to eligible Foreign Service employees working overseas, including Foreign Service employees on DETO arrangements. OCP is currently set at two-thirds the rate of DC locality pay.

Foreign Service DETO employees are paid based on the overseas FS pay scale, which includes Overseas Comparability Pay (OCP). (Eligibility for overseas/foreign allowances and differentials is governed by 5 U.S.C. §5921 *et seq.*, the Department of State Standardized Regulations, and Foreign Affairs Manual.)

DETOs are domestically assigned and are not authorized to receive overseas/foreign allowances. Travel entitlements are governed by the Foreign Affairs Manual, the Foreign Affairs Handbook, and other applicable statutes, regulations, and guidance and may vary based on factors such as the duty station.

Notification of start and end date:

Employees must notify their supervisor, servicing Civilian Personnel Section (CPS), and the Civilian Support Branch, AFPC/DP3FS- Telework Coordinator of the effective commencement date of the DETO arrangement before or upon their arrival at the overseas alternate worksite (or as soon as known) to allow the DAF to process the SF-50 (Notice of Personnel Action) documenting the change in duty station pursuant to 3 FAM 2371.10. **The employee agrees that they will not commence telework from overseas until both this agreement is approved, and they have received Chief of Mission approval (either through the NSDD 38 process or through eCC).**

At the end of the term of the DETO arrangement, the employee must inform their supervisor and organizational telework coordinator, as well as the Air Force personnel Center (AFPC) Civilian Support Branch, Telework Coordinator of the effective date of the termination of the DETO arrangement to allow the DAF to process the required SF-50 personnel action documenting the change in duty station back.

In addition, the employee agrees that they may not begin teleworking from the DETO location before the start date approved by the Department of State, Chief of Mission nor beyond the term of their sponsoring employee's assignment/tour of duty. DETOs may not telework from overseas beyond when the DETO arrangement has expired (per this agreement).

By signing this agreement, the employee agrees to the following:

- The employee will be required to repay any pay, allowance, or differential payments they were not entitled to receive. This repayment obligation cannot be waived.

The DAF 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 or Foreign Service rank.

3. Domestic Official Duty Station and Overseas Alternate Worksite

The employee's official assigned (domestic) position of record is located at (enter domestic street address):

For the employee's approved overseas alternate worksite (overseas duty station), indicate here if the residence will be:

- 1) **Embassy or consulate-provided-housing;**
- 2) **DoW-Supported Housing (on-base and community housing);**
- 3) **Housing associated with a non-U.S. military installation (such as NATO); or**
- 4) **Housing for an independent DETO.**

If the housing falls into the first two categories listed above, you may write that it will be U.S. government assigned housing and provide the street address (if available), city and country of the alternate worksite from which the employee will be teleworking overseas. If the residence is associated with a U.S. military installation, write in the name of that installation (For example: Ramstein Air Base). For housing in category 3 or category 4, a street address is required in order to submit the DETO agreement for approval.

Address:

Post management reserves the option to inspect alternate work sites (including embassy-provided housing) during normal working hours with prior notice for purposes of compliance with the Office of Safety and Health Administration (OSHA) rules and regulations.

4. Official Duties

Unless otherwise instructed, employee agrees to perform official duties only at the regular worksite (i.e., the regular office or location of record for the employee's assigned position) or at the DAF approved overseas alternate worksite (overseas duty station).

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

Enter Your Work Requirements or Position Duties.

Be sure to include any regional duties or interactions and provide an explanation of the prospective duties related to those countries and/or the region. Feel free to attach a page if

additional space is needed. If your portfolio normally includes any interaction with post or the host country, clearly indicate below that a country carve out is in place.

4B. Regional Duties

Answer the following questions.

1. Will the DETO travel on official business to other countries in the region on a TDY basis? If yes, specify which ones.

[Note, if TDY travel for official business is required, the DAF bears the TDY costs.]

2. Will the DETO interact with government officials or the general public in the country from which the DETO will telework as a part of their official duties? If Yes, explain the nature of such interaction as it may be disqualifying for a DETO arrangement. If No, identify such the employee will recuse themselves if the need arises.

By signing this agreement, the employee acknowledges the following:

- That positions with duties not in compliance with the general telework eligibility criteria set forth in DoDI 1035.01_DAFI 36-143 and/or with the DETO eligibility criteria set forth in DoDI 1035.01_DAFI 36-143, including positions with duties that include reporting on, or playing any substantive role in the policy or administrative issues pertaining to the country in which the DETO duty station is located are ineligible for a DETO arrangement. Issues or concerns should be directed by email to afpc.dppfs.civiliansuprbranch@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/DPPFS.
- If the COM, DAF, and/or the relevant State Department regional bureau(s) assess that the DETO arrangement could raise foreign relations issues or any other concerns described in 3 FAM 2371.8(c), whether due to the DETO's duties relating to the region, a nexus between the DETO's duties and the host country's policies, or other issues (e.g., concerning other countries or regions that may pose a conflict of interest), or any other factor, the DETO agreement must address such concerns, including the countries or region(s) concerned. The justification must be included in the NSDD 38 web-application or eCC request that will require official approval by COM.
- Those 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

DAF 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 (IAW) DoDI 1400.25V610_DAFI 36-152, HOURS OF WORK AND HOLIDAY OBSERVANCES.

The 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. The employee is not entitled to excused absences for Washington-region or other domestic closures/emergencies and agrees to work their 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

Saturday: From __ am to __ pm

Sunday: 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

Saturday: From __ am to __ pm

Sunday: 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 including lunch period.

6. Time and Attendance

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

By signing this agreement, the employee agrees to the following:

Employee must request and use leave in accordance with the DAF'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 DAF and organizational timekeeping policies and procedures may result in disciplinary action.

7. Overtime

The supervisor may authorize overtime if additional hours of work are necessary. The existing rules governing overtime in Title 5 of the U.S. Code and the Fair Labor Standards Act (FLSA) apply to DETO arrangements, as follows:

Exempt Employees – The employee is an FLSA exempt Foreign Service Specialist, uncommissioned Foreign Service Officer, or 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 Employees – The employee is an FLSA non-exempt Foreign Service Specialist, uncommissioned Foreign Service Officer, or 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 when officially ordered or approved.

For all employees working overseas, overtime is only compensable when ordered or approved in writing.

Note: Senior Executive Service and Senior Foreign Service employees are not entitled to premium compensation for overtime work.

Note: DETOs who are commissioned Foreign Service Officers (FSOs) may be required to work additional hours over the 40-hour basic workweek as the needs of the Service require and are not eligible to receive premium compensation under Title 5. However, FSOs may be eligible for

Special Compensatory Time Off for overtime work if ordered or approved by a supervisor in writing.

8. Administrative Support/Equipment

Employee will be enrolled in the current DAF approved remote work technology for access to the DAF's unclassified systems, email, and any other required systems, as appropriate.

The DAF is not obligated to provide any equipment to the teleworker; however, they may provide the DETO with equipment and/or supplies necessary to accomplish their mission. The DAF and DETO should coordinate directly on matters relating to such equipment and supplies.

If applicable, list below any equipment, IT, or supply-related support that the DAF will provide to the employee to enable them to carry out their official duties:

9. International Cooperative Administrative Support Services (ICASS)

For ICASS services and workload counts unrelated to this DETO agreement, post will provide the employee the same level of administrative support as provided to Eligible Family Members of direct-hire American officers – if the sponsoring employee is employed at post. This includes services such as: CLO services, mail privileges, and accreditation.

DETO arrangements are generally expected to have a minimal impact on the ICASS platform at missions abroad. For services required to support the employee's official duties (e.g. requests for embassy workspace/equipment at post) a subscription for the relevant ICASS cost centers to be funded by the DAF would be required. Such support services are also subject to the feasibility of post to provide and may not be possible.

For independent DETOs, certain ICASS costs may be incurred and must be documented in this agreement. See 6 FAH-5 H-352.12(b) for mandatory ICASS costs for independent DETOs, which include basic package and security.

ICASS costs are assessed using the DETO "Cost Estimate" Template, send a request to the Civilian Support Branch, AFPC/DP3FS Telework Coordinator, by email to: afpc.dppfs.civiliansuprtbranch@us.af.mil requesting a copy of the spreadsheet. Bureau funding sources should be listed in the below:

By signing this agreement, the employee agrees to the following:

- Unless ICASS support services are specifically addressed, the employee will not receive any administrative support as a result of their status as a DETO employee. Sponsored employees will continue to receive the administrative support they are otherwise eligible for as a spouse of a U.S. direct employees at post.

10. Security and Records Management

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. DETOs will comply with current standards for remote operations as set forth in DoDI 5200.01, Volume 1, DoD Information Security Program: Overview, Classification, and Declassification.

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 DoDI 5200.01).

By signing this agreement, the employee agrees to the following:

- Employee will protect U.S. government or DAF records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. §552a.

11. Medical

Pursuant to 16 FAM 211, as a family member at post, the employee will obtain a medical clearance from the Bureau of Medical Services. This applies to sponsored DETOs only.

Note: Sponsored DETOs whose sponsoring spouses are assigned to U.S. military installations overseas are not required to obtain a medical clearance from the Department of State.

Independent DETOs and sponsored DETOs whose spouse works for a USG entity that does not fund medical evacuations must provide documentation of personal medical evacuation insurance to the post or relevant bureau before the COM will grant eCC or NSDD 38 approval.

12. Liability

By signing this agreement, the employee agrees to the following:

- 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 and Alternate Work Site Costs

By signing this agreement, the employee acknowledges the following:

- The U.S. government will not be responsible for any operating costs that are associated with the employee using their 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 DAF in accordance with applicable law, regulations, and policies.

- The employee agrees to complete DD Form 2946, Department of Defense Telework Agreement, 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 their organization and the Civilian Support Branch, AFPC/DPPFS Telework Coordinator, by email to afpc.dppfs.civiliansuprtbranch@us.af.mil, no later than 30 days after commencement of work at the overseas location.

14. Injury Compensation

By signing this agreement, the employee acknowledges the following:

- 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. See the myFSS Knowledge Article on Filing an Injury Compensation Claim [here](#).

15. Work Assignments/Performance

By signing this agreement, the employee agrees to the following:

- The employee will 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 approved telework agreement (DD Form 2946), as applicable. The employee understands that a decline in performance may be grounds for canceling the alternate work site arrangement.

16. Standards of Conduct

By signing this agreement, the employee agrees to the following:

- The employee is bound by DAF standards of conduct while working at the alternate work site. Nothing in this agreement precludes the DAF 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 the Department of the Air Force Instruction (DAFI) 36-147, Civilian Conduct and Responsibility, and DAFI 36-148, Discipline and Adverse Actions of Civilian Employees.

17. Anti-Nepotism Review (ANR)

By signing this agreement, the employee acknowledges the following:

- Before COM approval for the DETO arrangement can be submitted, an anti-nepotism review (ANR) will be required if the sponsored DETO candidate is the spouse of the Chief of Mission, Deputy Chief of Mission, Principal Officer, or Deputy Principal Officer or where any elements of the "Prohibited Conditions" listed in 3 FAM 8326 might appear to potentially exist.

If the sponsored DETO candidate is the spouse of the Chief of Mission, refer to Section 18, below.

Is the sponsored DETO candidate the spouse of the Deputy Chief of Mission, Principal Officer, or Deputy Principal Officer at post, or is there any other reason to believe that any elements of the "Prohibited Conditions" listed in 3 FAM 8326 might appear to potentially exist? **YES// NO**

If YES, address the questions below. If NO, these questions are not required.

- a. If relevant, is a country carve out stipulated in the Work Commitments section of the DETO agreement to ensure that the DETO employee will not conduct work on [name of post] or [country location of DETO]-related issues? **YES // NO**
- b. Will the DETO employee or their sponsoring spouse approve, influence, or participate in the process of, any official actions directly affecting the other, such as signing or directing the signature of any employment-related documents? **YES // NO**
- c. Will the DETO employee or their sponsoring spouse jointly control government resources, money, or property or jointly consult on, establish, or jointly exert influence over government policy? **YES // NO**
- d. Will the DETO employee or their sponsoring spouse have any responsibility for processing any employment-related actions for the other, such as funding, security clearances, awards, discipline, or travel? **YES // NO**
- e. Did the DETO applicant's spouse in any way exert influence over the consideration or approval of the employee's DETO agreement or other element of their employment in the domestic assignment or DETO arrangement? **YES // NO**

18. Chief of Mission (COM) Authority

A U.S. government Executive Branch employee, while teleworking overseas, is under COM authority and security responsibility, 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 arrangement before the employee may telework from the

overseas location through the NSDD 38 process (if over a year) or country clearance procedures (if the arrangement is less than a year).

If the DETO is the spouse, or relative of the COM, the DETO is still subject to COM authority. In these cases, an anti-nepotism review is required. In addition, the State 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. Reach out to afpc.dppfs.civiliansuprtbranch@us.af.mil for additional guidance.

19. Duration

A sponsored DETO arrangement cannot exceed the duration of the sponsoring spouse's assignment abroad.

For a sponsored DETO: This foreign assignment is scheduled to conclude on or about **(enter month/year the sponsoring employee's overseas assignment will end)**:

If the sponsoring spouse's foreign assignment is extended through an amendment of orders, then an extension for this DETO agreement may be requested by completing an amended DETO agreement or DETO extension addendum. The DETO extension addendum can be requested from afpc.dppfs.civiliansuprtbranch@us.af.mil. Once the amended DETO agreement or extension addendum is fully signed, the DAF must request COM approval as follows: 1) through the NSDD 38 approval process if the duration of the original agreement was a year or longer OR if the original duration plus the extension are a total of a year or longer; or 2) through the eCC process if both the original duration AND requested extension together total less than a year.

20. Cancellation and Amendment

Either the employee or supervisor may cancel a DETO agreement before its prescribed termination date. The notice of cancellation will:

- Provide justification for the cancellation.
- Be in writing.
- Be submitted to the Component DETO coordinator and all parties to the DETO agreement at least 30 calendar days before the effective date of cancellation.

Management initiated cancellations will be submitted to the DETO Coordinator not less than 90 days before the effective date of the cancellation. Appropriate time should be allowed, based on the circumstances of each cancellation case, for employees to make arrangements to return to the domestic location of the agency worksite.

Supervisors may cancel agreements which no longer meet mission requirements or the needs of the workgroup, for misconduct, for non-compliance with the terms of the DETO agreement, or for other business-based reasons. The DETO arrangement should be reviewed by the employee's

supervisor on a semi-annual basis to ensure it continues to meet the needs of the office and the employee.

Employees whose DETO arrangements are terminated may request LWOP from their domestic position. All extended LWOP requests are first subject to supervisor and/or organizational leadership approval and should be submitted IAW DoDI 1400.25V630_AFI 36-815, LEAVE.

Supervisors may amend the DETO agreement at any time by providing written justification based on the needs of the office and with prior notification to the employee of 60 calendar days. Supervisors must work with the Component DETO coordinator to ensure that all required official approvals for an amendment have been obtained, including all required signatures on the DETO agreement and COM approval via the NSDD 38 or eCountry Clearance process.

By signing this agreement, the employee acknowledges the following:

- A decline in performance below the satisfactory or fully successful level may result in the cancellation of this DETO arrangement if the supervisor determines that the deficient performance cannot be adequately addressed while remaining on the DETO arrangement, with required notice of at least 2 pay periods.

21. If applicable: Special Provisions Related to DETOs for the Spouses of War Department Personnel

Funding of Required Security Upgrades to the Residences of DoW Spouse DETOs

For DETOs residing in housing covered by the “Memorandum of Agreement between the Department of State and the Department of Defense to Facilitate Domestic Employee Teleworking Overseas Arrangements for U.S. Government Employees who Accompany Their DoD or Military or Civilian Employee Spouses on Assignments Abroad,” signed 17 April 2024, residential safety and security upgrades will not be applicable in most cases.

If there are required security upgrades and/or safety upgrades to residences not covered by this Agreement, all costs associated with required upgrades to a proposed DETO residence will be the responsibility of the DAF employing organization (if approved by that commander), the property owner, or the DETO employee. Any applicable exceptions to these standards may be documented here or in an attachment to this Agreement. Note: Existing residential security exceptions previously approved will be automatically extended to DETO residences.

Provision of Security and Safety Services

On the State Department’s behalf, and in accordance with the April 17, 2024, MOA, DoW personnel will provide a range of services normally carried out by the nearest RSO or POSHO to facilitate this DETO arrangement.

By signing this agreement, the employee and employing bureau acknowledge the following:

- **Section three of this agreement accurately reflects the category of housing in which the DETO will reside and, if applicable, includes the name of the relevant U.S. military installation.**
- The DAF, property owner, or DETO must pay for required security or safety upgrades. The COM will not give final approval to the DETO arrangement until all required upgrades meet with RSO and POSHO approval.
- The DETO employee will follow all applicable COM security policies and directives.

DETO Agreement 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 Headquarters Commander (or designee) or MAJCOM Commander or equivalent (or designee) for approval. The AFPC/DPPFS Telework Coordinator should ensure the applicable MAJCOM Commander (or designee) has signed the agreement prior to submission to the Department of State and 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 agreement signed simply allows the NSDD 38 or electronic Country Clearance process to move forward. The DETO arrangement must not commence until COM approval is obtained 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).*

Summary process: Once the DETO agreement has been fully signed and the NSDD 38/eCC approval process has been completed, meaning that post has sent its response cable with the COM approval, the DETO request process is complete. Only at that time can the DETO employee start work from the overseas location.

Print Employee's Name

Employee's Signature & Date

Print Supervisor's Name

Supervisor's Signature & Date

Print DAF MAJCOM Commander's Name

DAF MAJCOM Commander's Signature & Date

Print State Dept Host Regional Bureau EX
Director's Name
(to be filled in by the State Department)

Bureau Executive Director Signature & Date

Print Host Post Management Counselor's Name
(to be filled in by the State Department)

Post Mgmt. Counselor Signature & Date²

² If the DETO is a relative of the post management official, the DCM should sign on behalf of the post management official. If the DETO is a relative of the DCM, the COM should sign on behalf of the post management official. For a DETO who is a relative of the COM, the post management official may sign the DETO agreement but refer to the Department's DETO SOPs for additional steps for these arrangements.