

**BY ORDER OF THE COMMANDER
AIR FORCE PUBLIC AFFAIRS
AGENCY**

**AIR FORCE PUBLIC AFFAIRS
AGENCY INSTRUCTION 36-101**

5 JULY 2023

Personnel

TELEWORK PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFPAA/SC

Certified by: AFPAA/CA
(Mr. Bradley Gildea)

Supersedes: AFPAAI36-801, 3 July 2013

Pages: 5

This Instruction implements DODI 1035.01_DAFI 36-143, *Telework Program*. It provides guidance and procedures for the Air Force Public Affairs Agency (AFPAA) Telework Program. This publication applies to all personnel assigned to the Air Force Public Affairs Agency; the 1st Combat Camera Squadron, and the 2d and 3d Audiovisual Squadrons. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

AFPAAI 36-801 has been revised. Changes made include: The prescribing directive has been revised and redundancies have been removed. Changed instruction number from 36-801 to 36-101. Obsolete office symbols have been revised and referenced policies have been updated for currency. **Chapter 2** has been revised as the previous instruction was written prior to the events of COVID-19, whereby telework was normalized across the DAF, therefore all references to telework being related to facility closures, etc., have been deleted. **Chapter 3** has clarified responsibilities at the unit level for commanders and their staffs.

1. Background. Telework is a work flexibility arrangement where members perform all or part of their duty assignments at approved worksites away from the traditional office facility. It is both an instrument of organizational business strategy and a work/life balance enabler for personnel, involving all members of the organization regardless of their telework status. Realizing true benefits from telework requires a commitment to establishing a viable program with measurable goals, such as: improving the work/life balance of people, improving retention and recruitment, making more effective use of office space and facilities, limiting unproductive time during area emergency situations or crisis, reducing the environmental impacts of commuting. Work flexibility arrangements help to maintain a productive workforce and contribute to the accomplishment of our mission and service to the American taxpayer.

2. Guidance. The AFPAA Telework Program requires that:

2.1. AFPAA organizations establish internal guidance and procedures to maximize appropriate use of telework as a work flexibility arrangement, to include integrating telework into Continuity of Operations Plan strategy, as well as continuity of business strategy during emergency events such as pandemic or adverse weather. Telework should be periodically exercised to ensure its effectiveness in continuing operations.

2.2. Unless the nature of the job or poor performance prohibits it, every individual should be eligible for telework, and can request it on a full-time, regular, or situational basis, and should be made telework-ready. Telework is not a worker entitlement and approval is discretionary based upon mission needs. Eligibility in this context applies to Department of Air Force civilian employees, United States Air Force military members, and contract employees (when the contract so stipulates).

2.2.1. Eligibility criteria is as established in DODI 1035.01_DAFI 36-143, *Telework Program*.

2.2.2. The standard agreement for all members will be the DD Form 2946, *Telework Agreement*. All members are required to take the most current pertinent telework training. Supervisors are required to have a telework agreement on file for their subordinate(s).

2.2.3. Telework by contractors will be in accordance with their respective contracts. The contracting officer representative (COR) must contact the applicable contracting officer and the Unit Telework Officer prior to any discussion of telework with a contracted employee.

2.3. Any additional hardware or software supporting telework beyond that which is covered by AFPAA standardized issuance annotated in the DD Form 2946, must be approved by the unit commander and the local communications squadron/group and funded by the individual organization. Additional equipment for a reservist must be approved by the unit commander.

3. Responsibilities.

3.1. Unit commanders shall:

3.1.1. Ensure their organization has a telework program in compliance with policy, and appoint a Unit Telework Officer.

3.1.2. Oversee and be final approval authority for eligibility for unit members based upon positions and job performance. Discontinue regular telework arrangements if mission or poor performance factors warrant. EXCEPTION: requests for telework as a reasonable accommodation for a disability must be processed in accordance with DAF 36-2710, *Equal Opportunity Program*. Supervisors must promptly notify their servicing CPO, EO, JA, and Installation Disability Program Manager for assistance.

3.1.3. Incorporate telework guidance/procedures and routine practice into Continuity of Operations Plan.

3.1.4. Ensure supervisors communicate as required with the local union regarding any bargaining unit employees on any issues related to changes in schedule or expectations.

3.2. The Unit Telework Officer shall:

3.2.1. Be appointed by the unit commander.

3.2.2. Promote telework within the unit.

3.2.3. Ensure all members who elect to participate have completed telework training and have current telework agreements on file.

3.2.4. Respond to data call/survey requests from higher headquarters.

3.2.5. Provide assistance to members on telework matters upon request.

3.2.6. Ensure members not participating but are designated as mission critical during emergency or crisis situations, who may be required to telework in the case of a Continuity of Operations Plan (COOP) event, office closure due to adverse weather, or pandemic health crisis, shall have a DD Form 2946 in place.

3.3. Supervisors shall:

3.3.1. Ensure they themselves accomplish appropriate telework training.

3.3.2. Ensure their subordinates accomplish appropriate telework training.

3.3.3. Sign a DD Form 2946, Telework Agreement with each subordinate who elects to participate in the telework program, as required in DODI1035.01_DAFI 36-143.

3.4. Teleworkers shall:

3.4.1. Not sign a telework agreement without completing required telework training.

3.4.2. Not telework without a signed DD Form 2946, *Telework Agreement*.

3.4.3. Maintain telework-readiness throughout the telework agreement period.

3.4.4. Understand that telework is a work flexibility arrangement, and that operational requirements may necessitate cancellation of scheduled telework or recall during a telework day.

3.4.5. Not use telework as a substitute for dependent care, e.g., child or elder care.

3.4.6. At a minimum, use the DD Form 2946 to document and account for issues equipment related to telework requirements.

3.4.7. Ensure a safe remote workspace, as outlined in the DD Form 2946.

3.4.8. Encode their timecards for pertinent days and times with Regular/Scheduled telework (Civilians only).

3.4.9. Return government equipment promptly (as appropriate) following conclusion of the telework agreement.

TONY M. WICKMAN, Colonel, USAF
Commander, Air Force Public Affairs Agency

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DODI 1035.01_DAFI 36-143, *Telework Program*, 29 October 2018

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 2946, *Department of Defense Telework Agreement*

Acronyms and Abbreviations

AFPAA—Air Force Public Affairs Agency