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HQ AIR FORCE PERSONNEL CENTER**

**AIR FORCE PERSONNEL CENTER
INSTRUCTION 36-121**

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Personnel

CIVILIAN TELEWORK PROGRAM



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This publication establishes Air Force Personnel Center Instruction, AFPCI 36-121, *Civilian Telework Program* pursuant to the Department of Defense Instruction (DoDI) 1035.01 - Air Force Instruction (AFI) 36-816, *Civilian Telework Program*, Office of Personnel Management (OPM) Policy *Work-Life Telework*, DoDI 1400.25.v630 - AFI 36-815, *Leave*, AFPCI 36-107, *Official Duty Hours* and AFPCI 36-119, *DoD Civilian Participation in Physical Fitness and Wellness Activities*. This instruction provides guidance, assigns responsibilities, and prescribes procedures for the AFPC Civilian Telework Program. This AFPCI applies to all civilians assigned to Air Force Personnel Center (AFPC), Joint Base San Antonio (JBSA)-Randolph, Texas. This publication does not apply to employees of Host Tenant Support Agreement (HTSA), Contractors, Air Force Reserve Command Units, and Air National Guard. This publication does not apply to employees of HTSA or Contractors. This publication does not apply to employees working under the governance of a Memorandum of Agreement and/or Memorandum of Understanding not funded by AFPC, unless the agreement indicates otherwise. This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendations for Change of Publication*; coordinate AF Form 847 from the field through the appropriate chain of command.

This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 United States Code (U.S.C.) 8013, Secretary of the Air Force and Executive Order 9897 Social Security Number, as amended. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program* and are disposed of in

accordance with the Air Force Records Disposition Schedule in the Air Force Records Information Management System. Refer to Air Force Instruction AFI 33-322 for proper utilization and disposition of Telework Request. No waivers may be granted for any part of this publication.

Vigilance should be taken to protect Privacy Act (PA) and Personally Identifiable Information when submitting or sending nominations, applications, resumes, personal references or other documents to Department of Defense (DoD) agencies whether by postal methods, faxing or through government internet systems. As a minimum, review the following references that contain sensitive or For Official use Only (FOUO) information: Air Force Instruction (AFI) 33-332, *Air Force Privacy and Civilian Liberties Program*, AFI 33-115, *Air Force Information Technology (IT) Service Management*, and DoD 5400.11, *Department of Defense Privacy Program*. This instruction directs collecting and maintaining information subject to the PA of 1974 authorized by 10 U.S.C. Refer to [attachment 1](#) for Glossary of References and supporting information.

Chapter 1

OVERVIEW

1.1. Program Overview. The Telework Enhancement Act of 2010 was signed into law on December 9, 2010. The Act specifies roles, responsibilities, and expectations for all Federal executive agencies with regard to telework policies; employee eligibility and participation; program implementation and reporting. It is the Department of Defense's policy that telework is actively encouraged and implemented throughout the Department in support of DoD commitment to workforce efficiency, emergency preparedness and quality of life.

1.2. Implementation. AFPCI 36-121, *Civilian Telework Program*, establishes guidance, assigns responsibilities, and prescribes procedures for the implementation of the Civilian Telework Program assigned to Air Force Personnel Center (AFPC), Joint Base San Antonio (JBSA)-Randolph, Texas. The implementation of this guidance provides AFPC a means of responding to rapidly changing factors affecting today's Federal Government and workforce-demographically, socially, and technologically. The AFPC Civilian Telework Program provides its employees with the opportunity to participate in telework when practical and consistent with the mission. Use of the Civilian Telework Program is encouraged, and will be considered for approval, for those projects/duties where workflow processes can be accomplished electronically and will not result in a negative impact on productivity and mission accomplishment. An employee may be allowed to participate in the Civilian Telework Program if the responsible supervisor decides the employee's duties are appropriate for offsite work, and the employee meets all criteria for eligibility.

1.2.1. The Civilian Telework Program facilitates the accomplishment of work; can serve as a recruitment and retention strategy; enhances AFPC efforts to employ and accommodate people with disabilities; and creates cost savings by decreasing the need for office space and parking facilities, and by reducing transportation costs associated with payment of transit subsidies.

1.2.2. Telework is to be utilized by eligible employees on a regular and recurring basis, up to and including full-time telework, or on a situational basis. Employees in an appropriately coded position at AFPC must be capable and may be required to telework.

1.2.3. The Telework Enhancement Act of 2010 recognizes employee participation in telework is voluntary. The Act does not mandate telework or promote telework for its own sake. Instead, it asks agencies to implement telework as a workplace flexibility that assists the agency to maintain continuity of operations and reduce management costs while also improving Federal employees' ability to balance their work and life commitments. The Act encourages an increase in the use of telework, but only for employees who choose to do so. This means that an agency may not compel an employee to telework, even if the duties of the position make that employee "telework eligible."

1.2.4. Although entering into the telework arrangement is voluntary, once the employee is under such an arrangement, he or she may be required to telework outside of his or her normal telework schedule in the case of a temporary emergency situation if that understanding has been clearly communicated by the agency to the teleworking employee in the written telework agreement (reference DD Form 2946, *Telework Agreement*).

1.2.5. An employee cannot be ordered to telework, unless the employee's duties are designated as mission-critical and the employee is required to report to an alternative worksite or the employee's telework agreement addresses this requirement (ref DoDI1035.01 AFI 36-816, 22 Oct 18, encl 3 ([chapter 2](#), paragraph f).

1.2.6. Telework arrangements may be a form of reasonable accommodation pursuant to sections 791 and 794a of title 29, U.S.C. (also known as "The Rehabilitation Act of 1973, as amended") and must be coordinated through AFPC/JA and Employee Management Relations.

1.2.7. Telework can be used to help create employment and return-to-work opportunities for veterans, people with disabilities, and spouses of Service members and employees being relocated.

1.2.8. Telework is periodically exercised to ensure its effectiveness in continuing operations in the event of a crisis or national emergency.

1.2.9. This guidance provides the legal and administrative oversight of the program and is subject to revision as telework regulations are periodically amended.

1.3. Process Applicability. This program is applicable to AFPC civilian employees serviced by AFPC, JBSA-Randolph, TX, as identified in the position and employee's record in the Defense Civilian Personnel Data System (DCPDS).

1.4. Telework Request Requirements.

1.4.1. To participate in the telework program, employees must submit a telework request to their immediate supervisor based on the criteria in [Table 1.1](#)

Table 1.1. Telework Request Requirements.

Form	Description	Type of Requirement
AF Form 1768	<i>Staff Summary Sheet (eSSS)</i>	One time requirement (initial approval)
DD Form 2946	<i>Telework Agreement*</i>	Every 2 years or when position and/or supervisor changes
AFPC Form 135	<i>Management Expectations Form</i>	One time requirement (initial approval) or when position and/or supervisor changes
Certificate	<i>Employee Telework Training Certificate</i>	One time requirement (initial approval)
Certificate	<i>Supervisor Telework Training Certificate</i>	One time requirement (initial approval) or when position and/or supervisor changes
AFPC Form 140	<i>Medical Release Form for Telework (if applicable)</i>	One time requirement (initial approval) reference Chapter 3.3 Medical Telework
AF Form 4433	<i>United States Air Force (USAF) Unclassified Wireless Mobile Device User Agreement</i>	One time requirement (initial approval) Digital Transformation Activity requirement
Note: * Consistent with the Departmental telework policy, DD Form 2946 must be reviewed and		

recertified at least every 2 years or when position and/or supervisor changes.

1.4.2. Telework request must be validated by the Directorate of Staff, Human Resources Programs Branch (DSHC) Telework Program Manager before the employee can participate in the telework program.

1.4.3. An employee's violation of any provision in this Instruction may be cause for disciplinary action and/or removal from the telework program.

1.5. Reporting of Participation. The participating employee and supervisor are responsible for tracking and properly coding the employee's telework schedule in the Automated Time Attendance and Production System (ATAAPS). Employees must not deviate from the approved telework schedule without prior supervisory approval.

1.5.1. Telework time recorded in ATAAPS, must match the telework schedule as indicated in the approved DD Form 2946. See [Table 1.2](#) for ATAAPS Sub-codes:

Table 1.2. ATAAPS Sub-codes.

Code	Description
TW	Telework Regular
TS	Telework Ad Hoc/Situational
TM	Telework Medical

1.5.2. Employees who telework are expected to adhere to the same leave policies and procedures as a non-telework employee in accordance with DoDI 1400.25.v630 AFI36-815, *Leave*.

1.6. Teleworking Equipment and Technology Support.

1.6.1. The standard telework desk setup is approved for employees meeting the following criteria:

1.6.1.1. Employee must be teleworking a minimum of 50% of their approved work schedule on a regular and recurring basis.

1.6.1.2. Employee agrees to desk sharing or hoteling with other approved teleworkers.

1.6.2. Distribution of setup is at the discretion of the Directorate and available funding.

1.6.3. Telework setup consists of two screens, a key board, a docking station, and a mouse ([figure 1.1](#)).

Figure 1.1. Telework Setup.



1.6.4. When a telework employee is experiencing repeated Virtual Private Network (VPN)/computer connectivity issues affecting the employee's ability to perform full duties in a telework status, the following steps should be taken to resolve:

1.6.4.1. Employee contacts supervisor and informs them of the situation and requests further direction.

1.6.4.2. If unable to connect to VPN for a reasonable amount of time, supervisor directs employee to return to the main AFPC campus within 2 hours or authorize leave (if appropriate).

1.6.4.3. If there is no workstation available, supervisor will canvas work center for alternate workstation availability (e.g., hoteling stations, meeting rooms, break rooms or lounges) as appropriate for the employee's duties.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Directorate of Staff, Workforce Requirement & Human Capital Division (DSH), Civilian Personnel Management Branch (DSHC) responsibilities.

- 2.1.1. Serve as final validation for AFPC telework packages, with the exception of requests outside local commuting area.
- 2.1.2. Establish procedures to ensure civilian position data is identified and coded in the personnel records system to reflect telework eligibility.
- 2.1.3. Provide AFPC directorates implementation procedures for telework through appropriate means of communication as needed.
- 2.1.4. Assign and appoint in writing a Telework Program Manager(s) to serve as the main Point of Contact for the AFPC Civilian Telework Program.

2.2. Telework Program Manager (AFPC/DSHC) responsibilities.

- 2.2.1. Provide AFPC policy and procedural program guidelines.
- 2.2.2. Provide advice and assistance to respective directorate personnel tasked with policy and implementation plan development, including working with senior-level managers in establishing and meeting AFPC's civilian telework goals and objectives.
- 2.2.3. Notify supervisor and employee of approval to telework.
- 2.2.4. Coordinate local process for approving and tracking telework requests.
- 2.2.5. Answer questions and provides guidance to supervisors and employees regarding the AFPC Civilian Telework Program.
- 2.2.6. Conduct the Internal Audit Program to assure AFPC directorates are in compliance with policy and guidelines.
- 2.2.7. Report to Headquarters Air Force the degree of participation by AFPC employees during the period covered by the report and the method used for gathering telework data.
- 2.2.8. Report to Headquarters Air Force the reasons for positive or negative variations in telework participation if the total number of employees teleworking is 10 percent higher or lower than the previous year of the reporting activity.
- 2.2.9. Provide advocacy, local telework implementation support, and data collection on implementation of this guidance.

2.3. Director/Special Staff Chief responsibilities.

- 2.3.1. Ensure timely communication and collaboration with designated Telework Program Manager (AFPC/DSHC).
- 2.3.2. Approve or deny requests for telework based upon mission requirements, employee performance, current disciplinary actions, inappropriate work habits and the needs of AFPC during working hours.

2.3.3. Appoint a designee as the main point of contact by submitting Delegation Memo to the Telework Program Manager (AFPC/DSHC).

2.3.4. Initiate, submit, track, collaborate and manage telework requests for their respective directorate.

2.3.5. Develop and implement a reporting system capturing telework participation, hours teleworked, termination and denials. (i.e. ATAAPS, Directorate trackers, case file management system)

2.3.6. Maintain and track telework packages and case files.

2.3.7. Directorate designees act as the point of contact to work in collaboration with the Telework Program Manager (AFPC/DSHC) conducting the AFPC Internal Program Audits.

2.4. Supervisor responsibilities.

2.4.1. Determine position indicator and employee eligibility for regular and recurring or situational telework.

2.4.2. Coordinate telework approval based upon mission requirements, employee performance, current disciplinary actions, and the needs of AFPC during working hours.

2.4.3. Verify employee does not have unresolved security issues that might influence telework eligibility (e.g., based on personal conduct, handling protected information, or use of information technology information system).

2.4.4. Ensure telework training is accomplished prior to approving employee's telework agreements.

2.4.5. Sign and maintain the approved DD Form 2946 in the Supervisor's Employee Folder. Reference [paragraph 1.4](#) for complete telework request requirements.

2.4.6. Review the Telework Agreement at least every 2 years to ensure they meet the needs of both management and the employee. A new DD Form 2946 must be completed upon expiration of 2 years.

2.4.7. Establish key communication, and availability guidelines between employee and their customers. Ensure employee contact information, while teleworking is clearly communicated and compatible with customer responsiveness and operational needs of the agency.

2.4.8. Complete a new DD Form 2946; AFPC Form 135, *Management Expectations Form*; and provide Telework Manager Training Certificate for any new employees.

2.4.9. Establish appropriate procedures for documenting hours of work and approved leave for teleworkers (reference DoDI 1400.25, Volume 630 AFI 36-815, 14 Nov 19).

2.4.10. In the event supervisor directs employee to return to main AFPC campus (e.g., VPN/connectivity issues, meetings, mandatory training), identify workstation arrangements or authorize leave (if appropriate) (reference [paragraph 1.6.4](#)).

2.4.11. If employee's duties are mission critical or part of the Continuity of Operations (COOP) and the employee is required to report to an alternative worksite, ensure information is included in telework agreement.

2.4.12. Communicate expectations of telework arrangements, including work assignments, office coverage, and staff communication to teleworking and non-teleworking employees in the workgroup. Supervisor expectations of an employee's performance should be clearly addressed in the approved telework package.

2.4.13. Supervisor may determine if recently assigned employees, trainees, or entry level positions are eligible to telework.

2.5. Employee Responsibilities.

2.5.1. Complete and submit the telework request (reference 1.4. *Telework Request Requirements*). For medical telework requirements, reference 3.3 *Medical Telework*.

2.5.2. Complete DD Form 2946 detailing the location of the alternative worksite. If working from home, designate one area in the home as the official workstation, ensure the designated area complies with safety requirements, and complete Section II - Safety Checklist of the DD Form 2946.

2.5.3. Protect all controlled unclassified information and safeguard Government-furnished equipment.

2.5.4. Code and report approved telework time in ATAAPS (reference 1.5. *Reporting of Participation*).

2.5.5. Report any work-related accident or injury occurring at the alternative worksite and provide the supervisor with medical documentation related to the accident or injury.

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

2.5.7. Maintain a required performance level of at least the fully successful level or equivalent.

2.5.8. Report to supervisor when experiencing VPN/connectivity issues.

2.5.9. Upon arrival, report to assigned workstation and resume work as normal.

2.5.10. Understand telework is not a substitute for dependent care (e.g., child or elder care) unless deemed by an emergency situation or pandemic (reference 3.5. *Emergency Situation*).

2.5.11. Work at the alternative worksite during the scheduled tours of duty. Telework at any location other than the supervisor-approved alternate worksite is prohibited and could result in disciplinary actions or removal from telework program.

2.5.12. Ensure contact information, while teleworking, is clearly communicated and compatible with customer responsiveness and operational needs of the agency.

Chapter 3

GENERAL GUIDELINES

3.1. The Civilian Telework Program. To efficiently and proficiently comply with DoD's telework policy, AFPC is providing guidance designed to standardize the request for telework and to improve internal control procedures. This guidance also serves as a tool to outline the cradle-to-grave process and requirements for AFPC employees when submitting a telework request via their first-level or second-level supervisor. Supervisor and employee must be familiar with all telework requirements before the telework request is started and coordinated for final disposition. Final disposition is taken by the Telework Program Manager (AFPC/DSHC).

3.1.1. Telework is a management option and it must be clear to the employee that telework is an authorized workforce flexibility available at supervisor's discretion. Requesting approval for participation in the AFPC telework program is within the supervisor's authority. The operational needs of the Air Force must be considered. The mission, roles and responsibilities of a particular office and its employees determine how often, and to what extent, telework is approved.

3.1.2. Premium pay provisions apply to work at the regular worksite also apply to employees who telework. Employees may work overtime only when specifically directed and approved in advance by the supervisor. Performing overtime work without prior supervisory approval may be cause for administrative or disciplinary action.

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

3.2. Telework Ineligibility. In certain situations based on the following criteria, positions or employees may be identified as ineligible for telework.

3.2.1. In accordance with the Telework Enhancement Act of 2010, an employee may not telework if the employee has had disciplinary actions that results in the placement of a document in an employee's official personnel file (OPF) for being absent without permission for more than 5 days in any calendar year.

3.2.2. The employee has been officially disciplined for violations of subparagraph G of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, on a Federal Government computer.

3.2.3. Employees in positions that require, on a daily basis, direct handling of classified materials or an on-site activity of face-to-face personal contacts that cannot be handled remotely.

3.2.4. Employees whose performance or conduct warrants more close supervisory direction than telework may provide; whose rating record is below fully successful; whose conduct has resulted in disciplinary action within the last 12 months; or have unresolved security issues that might influence telework eligibility.

3.2.5. Recently assigned employees, trainees, or entry level positions require supervisor determination.

3.3. Medical Telework. Medical telework may be used when an employee has a medical condition that prevents reporting to the official duty station but does not preclude the employee from performing their official duties at an approved telework location. Medical telework in the local commuting area is approved on a case-by-case basis at the discretion of the supervisor.

3.3.1. Medical telework may be used as a temporary arrangement for a short term medical condition, if medically cleared to telework. Medical telework may be performed on a full-time or part-time basis, or in conjunction with appropriate leave.

3.3.2. Employees requesting Medical Telework are required to submit the AFPC Form 140, *AFPC Telework Program Medical Release Assessment*, filled out by the physician and added to the telework request in addition to other required forms.

3.3.3. Approved Medical telework will have a Start/End date. In the event the medical documentation does not have an end date (e.g. chronic illness, terminal, etc.), directorates may approve up to 6 months of medical telework. At the time of expiration, management can review the telework agreement for further consideration or termination of the agreement.

3.3.4. Supervisors should consult with local servicing Employee Management Relations prior to submitting a medical telework request.

3.4. Official Worksite. Designation of the official worksite shall be established for an employee on an approved regular telework schedule on a case-by-case basis consistent with the guidance in section 5 CFR §531.605.

3.4.1. The official worksite for an employee covered by a telework agreement is the location of the regular worksite for the employee's position (e.g., the place where the employee would normally work absent a telework agreement), as long as the employee is scheduled to report physically at least twice each bi-weekly pay period on a regular and recurring basis to the regular worksite.

3.4.2. An employee may be eligible for fulltime telework under the following circumstances:

3.4.2.1. The employee's official worksite may involve an arrangement where the employee has no dedicated space at the worksite, but uses alternative arrangements when working at the official worksite location (e.g., desk sharing or hoteling).

3.4.2.2. Request to change the official worksite to the alternate worksite (e.g., remote outside the local commuting area) must be approved by AFPC/CA with AFPC/FM and AFPC/JA coordination. Due to potential agency funding impacts, requests for remote telework should be considered only in the most extreme, isolated, and rare situations. When an employee's worksite is changed from the official worksite to the telework location in a permanent arrangement, a Standard Form 50, *Notification of Personnel Action*, must be completed.

3.4.3. When requesting approval for remote telework, the following must be considered:

3.4.3.1. The suitability of the position for teleworking.

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

3.4.3.3. Available funding for equipment and method(s) of returning agency equipment once no longer required.

3.4.3.4. Reimbursement for official business travel to the regular worksite when the employee teleworks remotely and the alternative worksite has been determined as the official duty station.

3.4.3.5. Employees and supervisors applying for consideration should contact the Telework Program Manager (AFPC/DSHC) for internal processes and procedures.

3.5. Work Schedules and Telework Arrangements. Employee may work a flexible or compressed tour of duty, as approved by management in accordance with AFPCI 36-107.

3.5.1. Employees in a full duty status are expected to have necessary resources to do their job and to concentrate on official duties without interruption.

3.5.2. Employees are permitted to work at home full days, or a portion of the day, when approved for telework. Employees with dedicated space at the worksite must be scheduled to report physically at least twice each bi-weekly pay period.

3.5.3. An employee may request to telework full-time, at their approved alternate worksite, under the following terms/conditions:

3.5.3.1. The employee's telework position indicator and telework eligibility allows for work to be performed from home on a full-time basis.

3.5.3.2. The employee performs work within the same geographic area as the regular worksite (JBSA-Randolph).

3.5.3.3. The employee has no dedicated space at the worksite, but use alternate arrangements (e.g., desk sharing or hoteling).

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

3.6. Emergency Situations. The provisions in the guidance set forth in DoDI 1035.01 AFI 36-816 are applicable to employees who are directed to telework during an emergency event (e.g. pandemic health crisis, operating under a COOP).

3.6.1. Employees who perform mission-critical duties may be required to work from home or an alternate worksite during an emergency situation. AFPC shall require these employees to complete a telework package.

3.6.2. During any period AFPC is operating under the COOP plan, that plan shall supersede telework policy and the provisions of the telework agreement.

3.6.3. In the event of a pandemic health crisis, employees with COOP responsibilities and employees who do not have COOP responsibilities, but are trained and equipped to telework, may be asked to telework to prevent the spread of germs, disease, and/or illness.

3.6.4. When an employee's residence or other approved alternative worksite has been designated as a safe haven during an emergency, such as a pandemic health crisis evacuation, dismissal from natural or manmade emergency event (e.g. hurricane, earthquake, wildfire,

flooding, act of terrorism) or when OPM announces that Government offices are open with the option for unscheduled telework due to weather conditions or other circumstances disrupt commuting and compromise employee safety, the employee shall telework each regularly scheduled workday during the emergency situation.

3.6.5. Employees designated as mission-critical should test telework on a regular basis to ensure their proficiency and effectiveness for continuing operations in the event of an emergency or pandemic.

3.7. Physical Fitness. Employees cannot participate in the physical fitness program while teleworking. Physical fitness is encouraged and can be utilized through a variety of AFPC workforce flexibilities designed to maximize work life balance. In accordance with AFPCI 36-119, *DoD Civilian Participation in Physical Fitness and Wellness Activities*, exercise performed during a normal workday must be conducted at the Air Force-owned physical fitness facility located at the employee's duty location. Employees can work with leadership to discuss alternate methods to participate in physical fitness or wellness activities (e.g. maxiflex schedule).

3.8. Telework and Travel. The provisions in the guidance set forth in sections 550.112 and 551.422 of Title 5, Code of Federal Regulations, concerning time spent in travel status are applicable to employees who are directed to travel away from the alternative worksite during a period that is scheduled for telework.

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

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

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

3.10.1. Denial or termination of a telework agreement should be based on business reasons (e.g., the telework agreement fails to meet the organization's needs or the employee's performance does not meet the prescribed standard). The reason for denial or termination must be documented in writing and given to the employee.

3.10.2. An employee may dispute the denial of telework, the reasons given for a denial, and termination of an existing telework agreement through AFPC's administrative grievance procedures.

CHRISTOPHER E. CRAIGE, Maj General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 1035.01 AFI 36-816, *Civilian Telework Program*, 29 October 2018

DoDI 1400.25V630 AFI 36-815, *Leave*, 13 November 2019

AFPCI 36-119, *DoD Civilian Participation in Physical Fitness and Wellness Activities*, 24 January 2019

AFPCI 36-107, *Official Duty Hours*, 28 March 2019

AFI 33-322, *Records Management and Information Governance Program*, 6 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 33-115, *Air Force Information Technology (IT) Service Management*, 16 September 2014

DoD 5400.11-R, *Department of Defense Privacy Program*, 29 October 2014

Title 5 CFR, *Sections 550.112 and 551.422*

Prescribed Forms

AFPC Form 135, *AFPC Telework Management Expectations*

AFPC Form 140, *AFPC Telework Program Medical Release Assessment*

Adopted Forms

AF Form 847, *Recommendation for Changes of Publication*

AF Form 1768, *Staff Summary Sheet*

AF Form 4433, *United States Air Force Unclassified Wireless Mobile Device Agreement*

DD Form 2946, *Department of Defense Telework Agreement*

Standard Form 50, *Notification of Personnel Action*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPCI—Air Force Personnel Center Instruction

AFPC—Air Force Personnel Center

ATAAPS—Automated Time Attendance and Production System

COOP—Continuity of Operations

DCPDS—Defense Civilian Personnel Data System

DSHC—Civilian Personnel Management Branch

FOUO—For Official Use Only

HTSA—Host Tenant Support Agreement

IT—Information Technology

JBSA—Joint Base San Antonio

OPF—Official Personnel File

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

PA—Privacy Act

VPN—Virtual Private Network

Terms

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

Compensatory Time—Time an employee is compensated for overtime worked instead of receiving overtime pay.

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

Credit Hours—Hours that an employee elects to work, during the flexible work hours in excess of the employee's basic work requirements under the flexible work schedule.

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

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

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

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

Emergency Situation Telework—Telework performed in an employee's home or alternative worksite during a crisis situation or emergency event by those employees who performed duties in support of mission requirement during crisis situations or contingencies.

Excused Absence—In accordance with DoDI 1400.25.v630_AFI 36-815, *Leave*, 14 Nov 19, this excused absence is paid time off for health and wellness physical activities.

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

Official Worksite—Approved location where the employee regularly performs his or her duties.

Overtime—Hours of work that are officially ordered in advance and in excess of eight hours in day or 40 hours in a week.

Regular Worksite—Location where an employee would work absent an alternative worksite.

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

Remote Telework—Performed at an alternate worksite that is not within the local commuting area of the main headquarters or office and requires an SF-50.

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

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

Supervisor—Civilian management official who has responsibility for directing and managing employee work and for approving and denying employee telework agreement.

Telework—A voluntary work arrangement where an employee performs assigned duties and other authorized activities during any part of regular, paid hours at an approved alternative worksite on a regular and recurring or a situational basis.

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

Telework Program Manager—Administers the local telework program in accordance with applicable laws, rules, and regulations.

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