

by completing AF Form 2550, *NAF Application for Promotion or Other Position Change*.

1.8.13. **Alternative Work Schedules (AWS).** Section 1041 of the National Defense Authorization Act for Fiscal Year 1996 amended Section 6121(2) of 5 U.S.C. This amendment added NAF employees to the group of employees who are covered by P.L. 97-221, Federal Employees' Flexible and Compressed Work Schedules Act of 1982, thereby removing them from the basic overtime requirements imposed by FLSA and 5 U.S.C. for the purpose of AWS. Flexible and compressed work schedules (jointly referred to as AWS) must strictly comply with the provisions of P.L. 97-221; 5 U.S.C., Chapter 61, Subchapter II, Flexible and Compressed Work Schedules; and 5 C.F.R., Part 610, Hours of Duty.

1.8.14. **Telework Program.** Department of Defense Instruction (DoDI) 1035.01, *Telework Policy*, establishes policy, assigns responsibilities, and prescribes procedures for implementing DoD telework programs. Telework is a discretionary workplace flexibility. Telework is not a right and may be terminated at the discretion of the supervisor and/or commander, or in response to an employee's request.

1.8.14.1. Purpose. To establish telework guidance for Air Force Nonappropriated Fund (AFNAF) employees under which eligible employees may participate in telework to the extent possible without diminished employee work performance or customer service; to establish a process that increases options for continuity of operations (COOP) during emergency or pandemic situations; to promote AFNAF as an employer of choice; to improve the recruitment and retention of high-quality employees through enhancements to employees' quality of life; to enhance efforts to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems, or who might otherwise have to retire on disability.

1.8.14.2. Terms Explained.

1.8.14.2.1. Alternative worksite means a place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's home, a telework center, or other approved worksite.

1.8.14.2.2. Approving Official. The individual who has final authority to approve or disapprove telework agreements. The FSS commander/director at installation level, or the higher headquarters equivalent at MAJCOMs DRUs, and FOAs.

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

1.8.14.2.4. Official worksite/duty station. Official duty station has been defined in federal travel regulations as the employee's designated post of duty, the limits of which will be: "...the corporate limits of the city or town in which the employee is stationed. If the employee is not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located."

1.8.14.2.5. Regular and recurring telework. An approved work schedule where eligible employees work at an alternative workplace on a regular, recurring, and ongoing basis at least twice each biweekly pay period.

1.8.14.2.6. Situational telework. Telework that occurs on an occasional non-routine or ad hoc basis. Telework that occurs to complete short-term special assignments or to accommodate special circumstances is also considered situational even though the telework may occur continuously for a specific period. Examples of situational telework include telework as a result of inclement weather, doctor appointment, or special work assignments and is sometimes also referred to as situational, episodic, intermittent, unscheduled, or ad-hoc telework. Situational telework is approved on a case-by-case basis.

1.8.14.2.7. Telework. The term telework refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.

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

1.8.14.2.9. Telework center. A GSA facility or GSA-approved facility that provides a geographically convenient office setting with workstations and other office facilities and services that are used by civilian employees from more than one organization.

1.8.14.2.10. Telework site. Alternative worksite location where an employee performs assigned official duties.

1.8.14.2.11. Traditional worksite. Location where an employee would work absent an alternative workplace arrangement.

1.8.14.3. Responsibilities.

1.8.14.3.1. Headquarters Air Force Services (AF/AIS) shall:

1.8.14.3.1.1. Approve NAF Telework Program policies.

1.8.14.3.1.2. Coordinate NAF Telework Program with appropriate Air Staff offices.

1.8.14.3.2. AFSVA/SVX shall:

1.8.14.3.2.1. Develop and issue implementing instructions, standardized reports, and revisions.

1.8.14.3.2.2. Maintain administrative oversight of the NAF Telework Program.

1.8.14.3.3. FSS Commander/Director shall:

1.8.14.3.3.1. Determine squadron participation and approves employee request and eligibility in the program.

1.8.14.3.3.2. Ensure proper implementation of the NAF telework program in

accordance with these implementing guidelines.

1.8.14.3.3.3. Ensure supervisors and managers of teleworking employees complete training prior to entering into the written agreement.

1.8.14.3.3.4. Have final approval authority for all telework agreements. Notifies the requestor, in writing, within 5 working days whether or not the application is approved. If approved, the application is provided to the supervisor, the NAF-Human Resources (NAF-HR) Section, and the employee. If the application is disapproved, writes a memorandum to the employee explaining the reasons for disapproval. A copy of the memorandum is sent to the first-level supervisor.

1.8.14.3.4. Supervisors/Managers shall:

1.8.14.3.4.1. Successfully complete the basic telework training modules (Telework 101) found on [www.telework.gov](http://www.telework.gov) before entering into a written agreement to telework.

1.8.14.3.4.2. Determine which NAF positions in their organization are eligible for regular and recurring or situational telework based on Air Force NAF criteria for position and employee eligibility.

1.8.14.3.4.3. The first-level supervisor reviews the telework application for completeness and accuracy. When the application is found to be acceptable, the supervisor, within 5 calendar days, endorses the application to the approving official with a recommendation for either approval or disapproval.

1.8.14.3.4.4. Ensure completion of the DD Form 2946, prior to the commencement of either regular and recurring or situational telework.

1.8.14.3.4.5. Establish and approve telework schedules to meet mission requirements.

1.8.14.3.4.6. Upon receipt of an employee's DD Form 2946, forwards through the appropriate channel to the approving official for approval/disapproval.

1.8.14.3.5. Employees shall:

1.8.14.3.5.1. Successfully complete the basic telework training modules (Telework 101) found on [www.telework.gov](http://www.telework.gov) before entering into a written agreement to telework.

1.8.14.3.5.2. Complete the Telework Request and Eligibility Checklist (**Figure 1.2**) and DD Form 2946 and submit through appropriate channels for approval/disapproval.

**Figure 1.2. Telework Request and Eligibility Checklist****PART A – To be completed by the Employee**

1. NAME \_\_\_\_\_
2. POSITION TITLE \_\_\_\_\_
3. PAY PLAN, SERIES, and GRADE \_\_\_\_\_
4. TYPE OF TELEWORK REQUESTED       Recurring       Situational
5. DATE REQUESTED \_\_\_\_\_
6. SIGNATURE \_\_\_\_\_

**PART B – To be completed by the Supervisor**

1. Position Eligibility:
  - Position is not developmental in nature and does not require the employee to be in the office for on-the-job training or to learn the organization
  - Position involves tasks and work activities that are portable and do not require the employee to be at the traditional worksite
  - Position does not require handling of secure information (Management determines what information is too secure or sensitive to be taken from the workplace)
  - Is not dependent on daily face-to-face contact with the supervisor, colleagues, customers or the general public
  - Work performed is measurable
2. Employee Eligibility:
  - Demonstrated dependability and the ability to handle responsibility
  - Ability to prioritize work effectively and utilize good time management skills
  - Proven or expected minimum performance rating of “fully successful” or equivalent
  - Possesses experience in performing the tasks and duties of the position
3. If all items above are checked, have employee complete the Telework Agreement and APPROVE this request. If ANY of the items are not checked and accommodations cannot be made, DENY the request.

**Supervisor’s Signature** \_\_\_\_\_**CC/CL Signature** \_\_\_\_\_ APPROVED DENIED

1.8.14.3.5.3. Complete and sign a safety checklist that proclaims their home safe for an official home worksite. The goal is to ensure that all requirements to do official work are met in an environment that allows the tasks to be performed safely.

1.8.14.3.5.4. Ensure that a proper work environment is maintained in instances where the home is the alternative worksite (e.g. dependent care arrangements are maintained and do not interfere with the home office, personal disruptions such as non-business telephone calls and visitors are kept to a minimum). Telework is not a substitute for dependent care.

1.8.14.3.5.5. Must have a written telework agreement (regardless of whether telework is regular and recurring, or situational). The agreement is mandatory in order for any employee to participate in telework.

1.8.14.3.6. FSS NAF-Human Resources Section shall:

1.8.14.3.6.1. Ensure supervisors and participants adhere to all policies and procedures.

1.8.14.3.6.2. Provide appropriate notification to local labor organizations and ensure labor relations obligations are completed prior to local implementation of the telework program.

1.8.14.3.6.3. Serves as an advisor for installation leadership.

1.8.14.3.6.4. Serves as a resource for managers and employees on telework matters.

1.8.14.3.6.5. Track employee participation and provide usage data to AFSVA/SVXHR at the end of each calendar year.

1.8.14.3.6.6. Distribute information on telework throughout the workplace and include in periodic training events.

1.8.14.3.6.7. Brief new employees occupying telework eligible positions to ensure they are aware of their telework responsibilities, should telework be offered or requested.

1.8.14.4. Telework Applicability. Telework is an effective strategy for mission accomplishment, ensuring continuity of operations (COOP) in a crisis, and recruiting and retaining valued talent. Telework for applicable NAF jobs can be used:

1.8.14.4.1. On a regular and recurring basis.

1.8.14.4.2. On a situational, non-routine, or ad hoc basis:

1.8.14.4.2.1. To perform large projects or tasks that requires concentration and uninterrupted blocks of time for successful completion.

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

1.8.14.4.2.3. When the traditional worksite is closed during adverse or inclement weather conditions (e.g., snow emergencies, floods, hurricanes).

1.8.14.4.3. As a regular, situational, or ad hoc arrangement for employees with impairments, as appropriate. The DoD Computer/Electronic Accommodations Program may provide services and accommodations (e.g., assistive devices and technology) for employees with impairments teleworking under an approved telework arrangement. In the case of covered employees, telework arrangements may be a form of reasonable accommodation pursuant to sections 791 and 794a of title 29, United States Code (U.S.C.) (also known as “The Rehabilitation Act of 1973, as amended”). The Rehabilitation Act of 1973, as amended, does not apply to military personnel.

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

1.8.14.5. Telework Eligibility. To the extent that mission requirements and customer service are not jeopardized or diminished, the commander may permit employees to telework who exhibit suitable work performance and occupy eligible positions (i.e., those positions that involve portable work and are not dependent on the employee’s presence at the traditional worksite or face-to-face interaction with customers) to the extent possible.

1.8.14.5.1. To be able to participate in telework, an employee must first be identified as eligible. The Telework Act specifies two categories of employees who may not be deemed eligible under any circumstances: an employee who “has been officially disciplined for being absent without permission for more than 5 days in any calendar year” and an employee who “has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for reviewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties [Public Law 111-292, 6502(a)(2)(A)(B)].” The term “official discipline” should be understood as a disciplinary action that results in the placement of a document in an employee’s official personnel file (OPF). Specific determinations for eligibility are left to the discretion of the FSS Commander/Director.

1.8.14.5.2. Telework eligibility criteria should be applied impartially and consistently. Supervisors or commanders should allow flexibility for employees to telework to the extent that mission readiness or accomplishment and customer service is not compromised. Regular, routine use of telework programs will allow supervisors, and employees to identify and resolve technology, equipment, communications, workflow, and associated issues that could impact the efficiency of mission accomplishment and inhibit the transparency of remote work.

1.8.14.5.3. Telework is a discretionary workplace flexibility. Employees cannot be ordered to telework, unless the employee’s duties are designated as mission-critical or the employee’s telework agreement addresses this requirement. Telework is not an entitlement and not all employees are eligible to telework. Although there may be circumstances when employees in these positions may be considered for telework on a situational basis, employees in the following types of positions are typically not eligible for telework:

1.8.14.5.3.1. Employees in positions that require, on a daily basis, an on-site activity or face-to-face personal contacts that cannot be handled remotely or at an alternate workplace (e.g., hands-on contact with machinery, equipment, or vehicles).

1.8.14.5.3.2. Employees whose performance or conduct warrants more close supervisory direction than telework may provide, whose rating of record is below fully successful (or its equivalent), whose conduct has resulted in disciplinary action within the past 12 months, or who have unresolved security issues.

1.8.14.5.3.3. Employees recently assigned or newly appointed to trainee or entry level positions.

1.8.14.5.3.4. The length of time for which the employee is deemed ineligible for telework is at the commander's/director's discretion and should be based upon criteria identified and addressed in this guidance (e.g., the employee's performance within the first 6 months in the position or at mid-term review is at an acceptable level).

1.8.14.5.3.5. Management is encouraged to review all positions for determining telework eligibility based on the criteria in this guidance.

#### 1.8.14.6. Telework Requirements.

##### 1.8.14.6.1. Telework Agreements.

1.8.14.6.1.1. All employees who telework on a regular and recurring basis or situational basis must complete a DD Form 2946. The DD Form 2946 shall be signed and dated by the employee and supervisor and maintained by the employee's supervisor. Completed DD Form 2946s should address the logistics of alternate workplace arrangements such as the employee's work schedule, security requirements for DoD information, safety requirements for alternate workplace, supplies and equipment used, the supervisor's expectations of a teleworker's performance, and the employee's emergency response telework responsibilities. All telework agreements, regardless of the employee's emergency response status, should address:

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

1.8.14.6.1.1.2. Whether the employee will telework when the traditional worksite is closed (e.g., emergency dismissal due to adverse weather conditions such as snow emergencies, floods, hurricanes, or any other type of emergency situation).

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

1.8.14.6.1.3. Telework agreements shall be reviewed by the supervisor and teleworker, re-validated at least every 2 years, and revised when appropriate. A new DD Form 2946 should be completed when a new relationship is established between the employee and their supervisor.

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

1.8.14.6.2. 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 set forth in section 531.605 of title 5, Code of Federal Regulations. The official worksite for an employee covered by a telework agreement is the location of the traditional worksite for the employee's position (i.e., the place where the employee would normally work absent a telework agreement), as long as the employee is scheduled to report physically at least twice each biweekly pay period on a regular and recurring basis to the traditional worksite.

1.8.14.6.3. Security Considerations. Employees are responsible for safeguarding all DoD information, protecting government furnished equipment and government property, and performing assigned duties while teleworking in support of mission requirements. Employees who telework from home must comply with criteria and guidelines established by the installation for keeping Government property and information safe and secure. Restrictions may apply to employees located outside the continental United States (OCONUS).

1.8.14.6.4. Equipment and Office Supplies. Installations may provide the necessary equipment and office supplies (e.g. paper, toner, and printer ink) for use by employees who telework on a regular and recurring basis, within budgetary constraints, based on the nature and type of work performed. Coordination with the Installation Comptroller and/or Resource Manager (in the case of Nonappropriated Funds) is required to determine availability of funds for telework equipment. Equipment and supplies may be furnished for employees who telework on a situational or ad hoc basis upon availability of funds. Employees must comply with equipment usage requirements set forth in the telework agreement. Installations may provide funding to install telephone lines, broadband, or other necessary telecommunications equipment in a private residence for employees that telework on a regular and recurring basis. The Air Force is not responsible for any operating costs associated with employee's personal equipment and residence at alternative worksites. This includes maintenance, insurance, and utilities.

1.8.14.6.5. Emergency Situations. Employees who perform mission-critical duties may be required to work from home or an alternate workplace such as a telework center during an emergency situation. Installations are strongly encouraged to have these employees complete a DD Form 2946. The telework agreement should address

the telework location and work expectations. To the extent practicable, supervisors will include a description of emergency duties with the telework agreement if emergency duties are different from the employee's normal duties. In the event of a pandemic health crisis, employees with COOP responsibilities may be asked to telework to prevent the spread of germs. These employees should telework on a regular basis to ensure their proficiency and telework's effectiveness in continuing operations. Employees in positions not typically eligible for telework should telework on a situational basis when feasible. Employees who may be required to telework in the event of a pandemic should have a signed DD Form 2946 in place.

1.8.14.6.5.1. Employees approved for regular and situational telework who are not able to report to their assigned office location due to office closure or dismissal from a natural or man-made emergency event (e.g., hurricane, earthquake, wild fire, snow storm, flooding, act of terrorism) shall continue to telework each regularly scheduled work day during the emergency situation. Designated employees who are unable to work due to injury or illness or dependent care responsibilities will request leave appropriate for those circumstances. If circumstances permitting excused absence for other non-teleworking employees also prevent the teleworker from working at the telework location (e.g., loss of electrical power; evacuation by local authorities; or the employee cannot access materials necessary to continue work during the emergency), the employee shall attempt to contact a supervisor to be excused from duty. Supervisors may administratively excuse the designated teleworker from teleworking on a case-by-case basis. If the teleworker is unable to communicate with their supervisor to be excused from duty and cannot maintain their remote working status, the teleworker should follow the installation's emergency guidance, orders, and procedures (e.g., outlined in COOP and other applicable emergency management plans). Any requirement that a teleworker continue to work if the installation closes or dismisses employees early should be included in the employee's DD Form 2946.

1.8.14.6.5.2. When an employee's residence or other approved alternate workplace has been designated as a safe haven during an emergency, such as a pandemic health crisis evacuation, the supervisor may assign any work necessary, as long as the employee has the skills to perform the assigned work, without regard to the employee's grade or pay band level. In cases where a safe haven is designated, a DD Form 2946 does not need to be in place.

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

1.8.14.6.6. Work Schedules and Compensation. Employees who telework must be at their alternate worksite during their scheduled tours of duty. Employees may not use telework as a substitute for dependent care, e.g., child or elder care. Employees who telework may also have alternate work schedules at the discretion of the supervisor.

Employees may work part of the day at their approved alternate worksite and part of the day at the traditional worksite to accommodate work schedules and personal commitments (e.g., to attend a training course or a medical appointment located near the employee's alternate worksite prior to reporting to the traditional worksite). Premium pay provisions that apply to work at the traditional worksite also apply to employees who telework. Employees may work overtime only when specifically ordered and approved in advance by the supervisor. Instances in which employees perform overtime work without prior supervisory approval may be cause for administrative or disciplinary action.

1.8.14.6.7. Time and Attendance. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for work at the traditional worksite. Supervisors should establish appropriate procedures for documenting hours of work and approved leave for teleworkers to ensure telework hours are appropriately coded as regular and recurring, situational, or medical. Employees must record dates of telework accomplished so installation telework usage can be tracked.

1.8.14.6.8. Telework Training. Employees participating in telework should take telework training prior to teleworking. Supervisors should also take part in telework training. Comprehensive OPM telework training courses for supervisors and employees are available at the joint OPM/GSA telework website, [http://www.telework.gov/tools\\_and\\_resources/training/index.aspx](http://www.telework.gov/tools_and_resources/training/index.aspx). Employees, supervisors, and leaders shall be permitted to participate in telework training during the work day.

1.8.14.6.9. Performance Management. Performance standards for employees that telework should be the same as performance standards for on-site employees. As with any supervisory relationship, work assignments to be performed or training to be accomplished while on telework should be agreed to, and understood, in advance of the telework event. Supervisor expectations of an employees' performance should be clearly addressed in the DD Form 2946. As with on-site personnel, employees shall be held accountable for the results they produce while teleworking. Supervisors shall communicate expectations of telework arrangements, including work assignments, office coverage, and staff communication to teleworking and non-teleworking employees in the workgroup.

1.8.14.6.10. Telework Denial and Termination. A telework request may be denied by the supervisor. A telework agreement may be terminated at the discretion of the supervisor or at the employee's request. When an employee's request to telework is denied or an agreement is terminated by the supervisor, the reasons for denial or termination should be documented in writing and given to the employee. Denial or termination of telework agreements should be based on business reasons (e.g., the telework agreement fails to meet the organization's needs or the employee's performance does not meet the prescribed standard). Employees may dispute the denial of telework, the reasons given for a denial, and the termination of an existing telework agreement through the negotiated grievance procedures or administrative procedures per AFMAN 34-310, as applicable.

1.8.14.6.11. Workers' Compensation and Other Liabilities. The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act. The employee is covered by the Longshore and Harbor Workers' Compensation Act (LHWCA) when injured or suffering from work-related illnesses while conducting official Government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.