



FS 5a
DEC2018

Buckley AFB Civilian Personnel Section

Telework Eligible: YES / NO

Unit: _____

Position Title: _____

PP-SRS-GRD: _____

TELEWORK FACT SHEET

Overview

Telework is a workplace flexibility that allows the agency to maintain continuity of operations and reduce management costs while also improving employees' ability to balance their work and life commitments. Telework is primarily an arrangement to facilitate accomplishment of work at a location other than the traditional worksite.

Types of Telework

Telework arrangements may take on a variety of forms:

- Regular and Recurring Basis or
- Situational, non-routine, or ad hoc basis such as to perform large projects, tasks that require concentration and uninterrupted blocks of time for successful completion, or when inclement weather conditions hinder the employee's ability to report
- Regular or situational arrangement for an employee with an impairment

Eligibility

Telework is not an entitlement and not all employees are eligible to telework. When determining eligibility, a supervisor must look at both the eligibility of the person and the position.

Employee Eligibility

Although there may be circumstances when employees in these situations may be considered for telework on a situational basis, the following employees shall not be authorized to telework:

- Employees who have been officially disciplined for being absent without permission for more than 5 days in any calendar year

Eligibility cont'd

- Employees who 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

The following conditions impact employee eligibility but should not be seen as permanent telework ineligibility:

- Newly assigned personnel or employees in a trainee position
- Employees whose performance or conduct more closely requires supervisory monitoring than telework would provide, whose rating of record is unacceptable, whose conduct resulted in a disciplinary action in the last 12 months or those who have unresolved security issues

Position Eligibility

In certain situations based on the following criteria, positions may be identified as ineligible for telework. However, when an employee's position is ineligible for telework, there may be circumstances or portions of an employee's work (e.g., reading and analyzing documents, and preparing reports or other types of correspondence) when the employee in these positions may be considered for telework on a situational basis:

- Requires daily access to classified
- Requires daily on-site face-to-face contact with supervisor, customers, patients, etc.
- Requires daily on-site access to materials or special equipment

Telework Agreements

All employees who are authorized to telework are required to complete a [DD Form 2946](#), DoD Telework Agreement. *The agreement must be signed and dated by employee and supervisor, and maintained by the supervisor in the Supervisor's Employee Work Folder.*

Organizational telework agreements may be used as an addendum to DD Form 2946, DoD Telework Agreement.

All telework agreements, regardless of employee's emergency response status, shall at a minimum address:

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

- Telework requirements when traditional worksite is closed because of emergency dismissal due to adverse weather conditions** such as snow emergencies, floods, hurricanes, or any other type of emergency situation; or when OPM, or other official agencies such as Federal Executive Board (FEB), announces that Government offices are open with option for unscheduled telework when severe weather conditions or other circumstances disrupt commuting and compromise employee safety.

- Telework requirements when installation commander closes all or part of an activity with option for unscheduled telework when emergency conditions exist**; or when normal operations are interrupted by events beyond the control of management or employees; or when it is in the public interest to relieve employees from duty.

- Instructions on whether sensitive unclassified or competition sensitive source selection data is authorized for use at the telework location. If so, the DD Form 2946, DoD Telework Agreement, shall include a description of the proper encryption, storage, safeguarding, and return of such information and data.

**It should be noted that IAW AFI 36-815, Absence and Leave, requires telework-ready employees to telework on closure days.

Training

All employees authorized to telework and their supervisors are required to complete telework training prior to certification of the telework agreement. Training can be found at OPM's www.telework.gov site.

Record Keeping

The DD 2946, Telework Agreement should be re-accomplished every 2 years or upon any changes to the agreement.

Employees and supervisors are required to annotate telework in the applicable time and attendance system. In ATAAPS, employees should enter their telework time under the ENV/HZD/OTH row. The appropriate code should be entered on the day in which telework was performed: TW (Scheduled), TS (Situational), TM (Medical)

There are a number of other rules and parameters regarding telework. Prior to implementing, we advise additional reading at the below resources.

Resources

AFI 36-816, Civilian Telework Program

[Click Here](#)

DODI 1035.01, Telework Policy

[Click Here](#)

OPM Guide to Telework

[Click Here](#)

If you have questions concerning this fact sheet please contact your Civilian Personnel servicing Employee Relations Specialist at (720) 847-6372.