



DEPARTMENT OF THE AIR FORCE HEADQUARTERS AIR MOBILITY COMMAND

MEMORANDUM FOR ALL AMC PERSONNEL

FROM: AMC/CC
P40 N. 510 POW/MIA Dr
Scott AFB IL 62225-5011

SUBJECT: Air Mobility Command Telework Policy

1. This document applies to AMC Staff as well as AMC subordinate units and provides clarifying guidance and information for civilian employees, Service Members, supervisors, commanders, and other management officials concerning the use of telework and remote work for Air Mobility Command. In light of clarifications and flexibilities identified during the COVID-19 pandemic period, the Department of the Air Force recently updated guidance in the release of DODI1035.01_DAFI36-143_DAFGM2024-01, *Telework Program*.
2. The goal of telework and remote work is to present personnel with the flexibility to promote workforce efficiencies, enhance emergency preparedness, and increase quality of life, while maintaining an effective and ready force. Telework and remote work is a discretionary workplace flexibility and is not an entitlement, as not all employees are eligible. The three categories of this workplace flexibility are situational telework, routine telework, and remote work.

Situational Telework: 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). Telework is also considered situational even though it may occur continuously for a specific period and is also referred to as episodic, intermittent, unscheduled, temporary, or ad hoc telework.

Routine Telework: An approved work arrangement where eligible employees/Service Members work at an alternative worksite/ADL as part of an ongoing, regular, and recurring schedule, typically on an approved day or days during a bi-weekly pay period for civilian employees, or work week for Service Members. (Also known as regular or recurring telework.) Note: Routine telework can include arrangements where the employee is scheduled to report to the regular worksite one day per pay period or less. If there are scheduled reporting days on a frequent, regular and/or recurring basis, then it is a telework arrangement (not remote work). In such situations, the official worksite would be changed (submit SF 50), but it is still considered a telework arrangement.

Remote Work: An arrangement when an employee meets all of the following criteria: employee is deemed remote work eligible; employee's position is deemed eligible for regular/recurring telework; employee is telework ready; employee is approved to work at an alternative work location on a permanent basis, with no regular and/or recurring

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requirement to physically report to the regular worksite; employee has not been granted a temporary exception under 5 CFR 531.605 (d)(2); and employee's alternative worksite is, for pay and other purposes, the official worksite as indicated on the employee's SF50. Civilian employees working remotely generally should not have any assigned or dedicated workspace at the regular worksite.

3. Approval authority for telework varies. For AMC Staff, situational and routine telework is approved by the Director with input from the supervisor. All remote work coded positions for military/civilian personnel must be approved by AMC/CS with a recommendation from AMC/FM. At the installation level, situational and routine telework is approved by the Squadron CC. The wing commander (delegable no lower than the vice commander) is the approval authority for remote work, after consultation with the local manpower office and comptroller squadron to ensure funding availability for locality pay. Additionally, for civilian personnel, requests must be coordinated with the servicing civilian personnel section to determine if personnel action is required (i.e. locality pay, official duty station). Furthermore, for civilian employees, if their duties do not require them to report to the primary workcenter at least twice per bi-weekly pay period, then their primary workcenter becomes the alternate location.

4. Transparency is key to the continued and successful utilization of telework and remote work, and employees telework schedule must meet the needs of the organization without negatively impacting the mission. Please direct any questions regarding this memorandum to our headquarters point of contact, Mrs. Sabrina Foster, HQ AMC/A1KK, 229-8031 or Mr. John Blaha, 229-8034.

5. This policy will remain in effect until superseded or rescinded.

MICHAEL A. MINIHAN
General, USAF
Commander

2 Attachments:

1. DODI 1035.01, *Telework and Remote Work*
2. DODI 1035.01_DAFI 36-143_DAFGM2024-01, *Telework Program*