



AMC TELEWORK OVERVIEW



WHO IS
ELIGIBLE TO
TELEWORK ?

WHO IS INELIGIBLE TO
TELEWORK?

WHAT EQUIPMENT IS
NEEDED TO TELEWORK?



CHECKLIST

WHO SAYS SO?

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TELEWORK ELIGIBILITY



- Authorized If Mission Readiness Not Affected
- No Civilian Can Be Forced To Telework
- No One Has The Right To “DEMAND” Telework

ELIGIBLE

- (1) Suitable Work Performance
- (2) Portable Work
- (3) Presence At Site Not Required
- (4) Supervisor & Employee Agree

INELIGIBLE

- (1) Handle Classified Material
- (2) On-Site Activity, Face-To-Face Contact Required
- (3) Close Supervision Required
- (4) Newly appointed

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TELEWORK EQUIPMENT & REQUIREMENTS



AMC Requires The Use Of Government Furnished Equipment (GFE)

Printer

Computer

Office Supplies

Remote Access Software



Signed Telework Agreement Necessary
DD Form 2496

AF Virtual Private Network (AFVPN) Required From IT

Signed AF Form 4433 Required (Wireless Agree)

Timecard Code TW/TS/TM

Employee and Supervisor Training Required!!!

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REFERENCES/AUTHORITY




- (1) Telework Enhancement Act of 2010
- (2) DODI 1035.01 Telework Policy Dec 2010
- (3) DD Form 2496 DOD Telework Agreement Dec 2011
- (4) Telework.gov site
- (5) AFI 36-816 13 Nov 13



BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-816
13 NOVEMBER 2013
Personnel
CIVILIAN TELEWORK PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements the provisions of Air Force Policy Directive (AFPD) 36-8, *Employee Benefits and Entitlements and Work/Life Programs*, Air Force Instruction (AFI) 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*, and complies with Department of Defense Instruction (DoDI) 1035.01, *Telework Policy*. This Instruction establishes policy, assigns responsibilities, and prescribes procedures for implementing the Air Force Telework Program. This Instruction applies to appropriated fund civilian employees,



AMC CHECKLIST



1. Sign Out <u>GFE</u> Laptop	Employee/IT
2. Sign out a Camera / Headset	Employee/IT
3. Request a VPN account from IT support	Employee/IT
4. Complete and sign AF Form 4433 (To IT support)	Employee/IT
5. Obtain "Setting up <u>Connectoid</u> (USAF <u>AFNET</u> VPN)" Handout from IT (Save to your desktop)	Employee/IT
6. Configure and test your VPN account	Employee
7. Ensure Office Communicator is loaded / functioning	Employee
8. Complete and sign DD Form 2946 - Telework Agreement. Ensure Att 2 of <u>AFI 36-816</u> is pasted into <u>COMPONENT-SPECIFIC TERMS AND CONDITIONS</u> Block (To Supervisor and IT)	Employee/Supervisor
9. Take mandatory telework training – print certificate – Supervisor keeps copy (http://www.telework.gov)	Employee
10. Advise your supervisor they must also take mandatory telework training http://www.telework.gov	Employee/Supervisor
11. Coordinate the date(s) you will telework in advance with your Supervisor	Employee/Supervisor
12. Take with you: (a) Computer (b) Power Supply (c) <u>CAC</u> reader (d) <u>AFNET</u> VPN User Guide (e) Windows 7 Wireless Connection Guide (f) Camera (g) Headset (h) Phone rosters (i) Your Passwords Sheet (j) Phone number to your IT professional (k) Change your Out Of Office or Phone Answer Message	Employee
13. You must notify the local CPS that you have been approved to telework	Employee
14. You must notify your Time Keeper that you have been approved to telework	Employee
15. Phone in to your Supervisor at the beginning of the telework day – use Office Communicator throughout the day	Employee
16. Code your timecard with Telework hours as " <u>NtDiff/Haz/Oth</u> " NightDiff, Hazard, Other. (TW/TS/TM)	Employee

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