



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 19TH AIRLIFT WING (AMC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS

5 Jan 22

MEMORANDUM FOR 19TH AIRLIFT WING SUPERVISORS

FROM: 19 AW/CC

SUBJECT: 19th Airlift Wing Civilian Telework Supplement

1. This memorandum supplements DODI1035.01_DAFI36-816_DAFGM2021-01, *Telework Program*, providing specific guidance for the 19th Airlift Wing. Telework provides an excellent avenue to recruit and retain highly skilled employees while also maximizing our effectiveness during natural disasters or other emergencies. It enhances our mission capabilities and should be a benefit to both the Air Force and the employee.

2. In order to protect employees from constant changes to telework due to supervisor and/or leadership turnover, cancellation of telework agreements must be retained at the unit commander's level or higher and coordinated through the Civilian Personnel Office. All other guidance as specified in the attachments will be followed.

3. For questions regarding this policy you may contact the Civilian Personnel Flight at (501) 987-7783/3212.

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ANGELA F. OCHOA, Colonel, USAF
Commander

6 Attachments:

1. DODI1035.01_DAFI36-816_DAFGM2021-01, *Telework Program*
2. Air Mobility Command Telework Guidance
3. DAF Telework and Remote Work Guide
4. DD2946
5. LRAFB Telework Worksheet
6. Remote Work Agreement