
19th Airlift Wing



Telework Training Civilian Personnel Office

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OVERVIEW



- TYPES OF TELEWORK
- REQUIREMENTS
- HOW TO'S
- CANCELING TELEWORK AGREEMENTS
- COMMON QUESTIONS

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TYPES OF TELEWORK

- **Situational**
 - Used for a temporary condition i.e. weather, appointments, sickness, recovery, etc.
- **Regular**
 - Telework is on a regular basis that is not based on a temporary condition. Cannot be full time and the employee must report to the regular worksite at least twice every bi-weekly pay period.
- **Remote**
 - Telework 100% of the time. May be in the local area or not. An SF50 must be processed to change the employee's regular worksite and possibly a locality adjustment.



REQUIREMENTS

Situational/Regular/Remote

1. Commander has approved **position** for telework (Situational/Regular)
2. Supervisor has approved **employee** for telework
 - If employee is starting a telework agreement, employee is barred from telework if they have ever been AWOL for more than 5 days cumulative in a calendar year *and* if disciplined for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties
3. Employee or supervisor requests to telework
4. Telework training is conducted by both the employee and supervisor (<https://www.telework.gov>)
5. DD2946

Remote only

- Remote work agreement
- Commander approval
 - AMC Requirement – Installation commander/CPTS approval
- Process SF50



HOW TO'S



1. DD2946 Example
2. Remote work agreement

RPA

Non-comp RPA: Nature of Action (**NOA**) 792 (LAC UNM) for *no locality pay changes* (GPPA, Chapter 23 – Change in Duty Station)

- Non-comp RPA: Nature of Action (**NOA**) 894 (LAC VGR) for *change in locality pay* (GPPA, Chapter 17 – Pay and Step Changes)



CANCEL TELEWORK AGREEMENT



- Either the supervisor or employee may cancel a telework agreement by filling out the last page of the DD2946.
 - **19 AW only** - If management is canceling a telework agreement, it must be approved by the Unit Commander.



Common Issues



- Supervisor denies telework agreement, but then when bad weather comes around, management requires employee to telework.
- Telework without an agreement
- Management “forces” employee into telework agreement
- When a telework agreement is cancelled, not giving the employee a 14 day notice (only if bargaining unit)
- Not notifying employee of change in telework eligibility

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Questions?

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