

Telework Requirements

GAFB Telework Request Process:

- 1) Read this information sheet in entirety.
- 2) Complete Telework Training and Telework agreement.
- 3) Provide Telework Training certificate and Telework Agreement to supervisor.

Telework Agreements All employees who are authorized to telework are required to complete a [DD Form 2946](#), *Department of Defense Telework Agreement*. The agreement must be signed and dated by employee and supervisor and maintained by the supervisor in Supervisor's Employee Work Folder. Organizational telework agreements may be used as an addendum to the *Department of Defense Telework Agreement*.

Telework Training Employees authorized to telework and their supervisors are required to complete telework training prior to signing the telework agreement. Comprehensive Office of Personnel Management (OPM) telework courses for supervisors and employees are available at the joint OPM and General Services Administration (GSA) telework [website](#). OPM also offers telework training for managers through OPM's Eastern and Western Management Development Centers.

Official Worksite Designation of the official worksite should be established for an employee on an approved regular telework schedule on a case-by-case basis consistent with guidance in [DoDI 1035.01](#), *Telework Policy*.

Work Schedules and Compensation Employees who telework must be present at their alternative worksite during their scheduled tours of duty. Deviations must be approved in advance by the supervisor in accordance with local policies, procedures, and bargaining agreements.

Time and Attendance Time spent in a telework status must be accounted for and reported in the same manner as if employee reported for work at traditional worksite.

Performance Management Teleworkers and non-teleworkers are to be treated the same for the purpose of work requirements, periodic appraisals of job performance, training, rewarding, reassigning, promoting, reducing in grade, retaining and removal, and other acts requiring management discretion.

Telework Denial and Termination A telework request may be denied by the supervisor. A telework agreement may be terminated at discretion of supervisor or at employee's request. Supervisors may approve or deny requests for certain days, times, or frequency of telework.