



COVID-19

Teleworking / Telecommuting Guidance, March 26, 2020

TOPLINE MESSAGES

- We are implementing **Force Health Protection** actions to ensure that our **military is capable** of performing its **priority mission** of Homeland Defense; **local commanders** make appropriate FHP decisions regarding their specific installations.
- **Telework is an effective strategy for mission accomplishment, ensuring COOP in a crisis, and recruiting and retaining valued talent.** Telework also benefits the environment by reducing traffic congestion and decreasing energy consumption and pollution.
- The Department of Defense shall determine the eligibility of all employees to participate in telework. **Eligible employees shall be permitted to telework to the maximum extent possible without diminished individual or organization performance.** All employees shall be notified of their eligibility to telework.
- **OPM has strongly encouraged agencies to maintain a viable telework-ready workforce.** This requires determining eligibility for employees to telework, encouraging employees to enter into written telework agreements, communicating expectations before an emergency situation occurs, and practicing and testing equipment and procedures regularly throughout the year, not just teleworking during emergencies that may occur infrequently. Telework arrangements may require collective bargaining obligations for employees represented by labor organizations.
- Air Force has been granted a limited exception to policy that allows civilian employees to telework during an emergency.

AFRC MESSAGES

- Our number one priority is to **take care of Airmen, their families and Americans.**
- As COVID-19 response and mitigation drives work force decisions, Air Force Reserve leadership is getting information out as quickly as possible to its supervisors and employees on civilian telework guidance. **Telework is an option commanders may consider when making work force decisions in the current emerging environment.**
- Situational (ad hoc) telework agreements with all telework eligible employees are **strongly encouraged to maximize future decision space for local commanders.**
- The COVID-19 situation is quickly evolving. **Senior leadership is empowered to make decisions that balance mission and operational requirements with safety of the force.** Further information and guidance will continue to flow as situations flux.
- The recent DoD stop movement guidance hits IMAs hard. Many live outside the commuting distance from their active duty units. **While in-person duty is preferred, this unprecedented set of circumstances means all Airmen and their units have the opportunity to “adapt and overcome.”**

RESOURCES

- **AFRC COVID-19 Public Website:** <https://www.afrc.af.mil/COVID-19/>
- **Telework.Gov:** <https://www.telework.gov/>
- **Telework options and guidelines for the Air Force Reserve civilians:** <https://www.afrc.af.mil/News/Article-Display/Article/2112730/telework-options-and-guidelines-for-the-air-force-reserve-civilians/>
- **How can Air Force IMAs telework without a government laptop?:** <https://www.afrc.af.mil/Portals/4/Desktop%20Anywhere%20COVID%20telework.pdf?fbclid=IwAR3j2w7olp3nDLPlPy5ZeuKUATfAbuM7i6bn7xa2uLDmFwnL6ezn0lpfc>
- **Telework tools:** <https://www.afrc.af.mil/News/Article-Display/Article/2117006/telework-tools/>