



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY
USAF ACADEMY COLORADO

23 JUN 2021

MEMORANDUM FOR USAFA/ALL

FROM: HQ USAFA/CC

SUBJECT: USAFA Telework/Remote Work Policy

1. USAFA's successful and safe response to the COVID-19 pandemic hinged primarily on our ability to shift our mission to remote operations. As the Department of the Air Force pivots to normal operations, it has released a significant amount of guidance regarding telework/remote work for both military and civilian employees. So, as this guidance begins to be implemented between supervisors and employees it is imperative that we adhere to a few over-arching considerations due to USAFA's unique and public mission.
2. Supervisors should seek to leverage this flexibility based on the requirements of the position in question and the employee's desires. Keep in mind not every position nor is every individual suited for telework. Commanders and supervisors should carefully review guidance regarding position and person eligibility requirements, including individual work characteristics, team dynamics, public and customer facing missions, and other job characteristics when making decisions. Similarly, civilian employees and Service Members are advised to conduct an honest self-evaluation when determining if they are suited for telework before requesting to participate in the program.
3. Accordingly, all requests to establish or terminate remote work arrangements, where the official worksite is away from the regular worksite on a permanent basis, will be elevated through the appropriate chain of command to the Mission Element Leader, or their designated representative, for a final decision. All other telework arrangements (e.g. situational, routine, or full-time) which require the ability to report to the regular worksite on a routine or as needed basis, may be approved by the supervisor per Air Force guidance. Additionally, requests for Domestic Employees Teleworking Overseas (DETO) must also be approved by USAFA/CC as well as the Department of State per published guidance.
4. USAFA's mission is to develop leaders of character which does require a daily in-person presence. Nevertheless, when smartly leveraged, telework/remote work flexibilities afford us the opportunity to gain a better work/life balance for our workforce, maximize existing facilities, and improve our ability to recruit and retain a world-class, diverse faculty and staff from across the nation. However, these benefits must be carefully balanced against the need to execute the USAFA mission of developing leaders of character.
5. Contact the Civilian Personnel Flight (10 FSS/FSC) or Military Personnel Flight (10 FSS/FSP) for further guidance or questions.

RICHARD M. CLARK
Lieutenant General, USAF
Superintendent

2 Attachments:

1. Department of the Air Force Guidance Memorandum (DAFGM) to DODI 1035.01_DAFI 36-816, *Telework Program*, 19 May 2021
2. DAF Telework and Remote Work Guide, 14 May 2021