



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

20 October 2020

MEMORANDUM FOR USAFA ALL

FROM: USAFA/DS

SUBJECT: USAFA Return to Work (In-Person) and Communications Business Rules Under COVID Reopening Phase II-b

1. The purpose of this memo is to provide guidance on USAFA business rules for returning employees to work (in-person) and communicating (whether working in-person or telework) while operating in Phase II-b. The USAFA is currently in reopening Phase II-b which allows non-mission essential functions to reopen. As a reminder, SECDEF guidance deems USAFA and accession sources mission essential. Although it remains DAF policy to maximize telework whenever possible, commanders, directors, and supervisors must assess ability and effectiveness to execute USAFA's mission and where necessary direct military and civilians to return to work in-person. If physically returning to work, prevention measures such as wearing masks, washing hands, social distancing and frequent office cleaning must be incorporated into daily operations.

2. Employees physically returning to the workplace should be given at least 7-days' notice to allow for child/eldercare/home-school arrangements to be made. Employees who self-identify as being in a CDC High Risk category or protected group are required to provide supporting documentation within 30 days of notification. If the employee provides documentation, supervisors should work with the employee and Civilian Personnel (CPS) to explore options and re-evaluate return to work timing (10 FSS/FSCA, 333-4361). Commanders/Supervisors should utilize the decision tree below as a guide:

- Step 1: Has the Unit Commander/Director/Supervisor determined that the employee's physical presence is required to carry out the Unit's mission (also applies to employees currently on Weather and Safety Leave)?
  - Yes, proceed to step 2
  - No, continue to telework IAW AF policy
  
- Step 2: Has the employee self-identified that they are in a CDC-Identified High Risk category or protected group?
  - Yes, consult with 10 FSS CPO/NAF HRO for documentation requirements and options
  - No, proceed to step 3

- Step 3: Does the employee's worksite comply with CDC guidelines (i.e., face mask wearing, physical distancing, sanitation, etc.)?
  - Yes, return to work
  - No, see the 10 ABW USAFA Reopening Guide During COVID-19 Pandemic, 6 May 2020 to set up the workplace for a safe return to work

3. Communication and collaboration in the current environment is challenging as we manage multiple accounts and platforms. We need to be agile/flexible as the mission dictates. Within the next 12 months, Office 365 (i.e., TEAMS) will become the Academy's system of record for email, file, and collaboration services. In the interim, the following business rules are in effect immediately for standardization and to ensure effective communications:

a. FOR INTER-ME AND ME-HQ EMAIL COMMS: Official email messages (person-to-person or distribution lists) must be sent to users' EDU/DREN accounts (@usafa.edu or .MIL). Since the EDU/DREN has the ability to auto-forward emails to Office 365, users can read/process these messages on whichever network/service/device meets their operational requirements.

b. FOR INTER-ME AND ME-HQ STAFFING: TEAMS is not to be used for official coordination and staffing. Email and TMT remain the official means for staffing. TEAMS provides a unified tool for virtual meetings, calls, files, planning and messaging.

c. FOR INTER-ME AND ME-HQ VOICE COMMS: Traditional telephone/cell system is the primary for voice communication, with Office 365's TEAMS as an alternative. For those working remote, email signature blocks must have updated contact numbers. Please ensure a reachable contact number is used during duty hours, voicemail is checked at least twice daily, or includes an alternate reachable contact number.

4. Thank you for your cooperation. We need everyone to comply with these rules as we continue to execute our academic, military and athletic missions. The MEs, commanders, directors, and supervisors may provide additional guidance specific to their organizations.

  
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Director of Staff