



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

JUN 10 2011

MEMORANDUM FOR DISTRIBUTION C
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FROM: HQ AF/A1
1040 Air Force Pentagon
Washington, DC 20330

SUBJECT: Telework Eligibility

The President signed the Telework Enhancement Act of 2010 into law on 9 December 2010 expanding the use of flexible work arrangements. This memo announces Air Force policy in accordance with the attached Office of the Under Secretary of Defense, Personnel and Readiness, 12 May 2011, memorandum Subject: Telework Eligibility.

The use of telework is encouraged. Managers and supervisors are responsible for communicating eligibility with employees and determining participation for all positions. All employees will be notified on telework eligibility and specific telework participation will be determined at the local level.

Additional implementation and notification guidance will be released by the Air Force Personnel Center. Local management will notify the union and bargain on negotiable impact and implementation proposals that the union may submit.

Supplement guidance on required employee/supervisor training, telework forms, the revised DoDI Number 1035.01, Telework Policy, and the Air Force supplement to the DoDI are forthcoming.

My point of contact is Ms. Joanne Groves who can be reached at Joanne.Groves@pentagon.af.mil, 703-602-5069 (DSN: 332).

A handwritten signature in black ink, appearing to read "Tim Beyland", is positioned above the printed name.

TIM BEYLAND
Asst DCS, Manpower, Personnel and Services

Attachments:
As stated