



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR DISTRO C

FROM: SAF/MR

SUBJECT: Telework Guidance for Civilian Personnel in Responding to COVID-19

In accordance with Under Secretary of Defense for Personnel and Readiness memo dated 8 March 2020, and pursuant to authority delegated to SAF/MR in Headquarters Mission Directive 1-24, "Assistant Secretary of the Air Force (Manpower and Reserve Affairs)," paragraph A1.25, I hereby grant a limited exception to policy under Enclosure 3, paragraph 3.j.(2) of Department of Defense Instruction 1035.01, "Telework Policy," through December 31, 2020.

Effective immediately, Department of the Air Force civilian personnel performing telework during an emergency (e.g., continuity of operations event, office closure due to adverse or inclement weather, or pandemic health crisis) are authorized to do so with a child or other persons requiring care or supervision present at home. Employees must still account for work and non-work hours during their tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent).

My point of contact is Mr. Scott Stoner, HQ A1CP, scott.m.stoner2.civ@mail.mil, (703) 571-1728, DSN 671-1728.

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(Manpower and Reserve Affairs)