



DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAFE)

18 Dec 23

MEMORANDUM FOR GROUP AND SQUADRON COMMANDERS

FROM: 86 AW/CC

SUBJECT: 86th Airlift Wing Telework Program

1. In accordance with DoDI1035.01_AFI36-143_DAFGM2023-01, *Telework Program*, 9 March 2023, and the Telework Memorandum for the Agency RAB 1 – as a supplement to the framework - ratified by the Works Council and the Agency Chief, I authorize telework for eligible civilian employees of the 86 AW and eligible local national employees of the agency RAB 1 effective 1 Jan 2024. Supervisors are authorized, but not obligated, to allow up to two days per work week of regular/reoccurring telework. Supervisors also have the discretion to authorize situational telework when mission and/or employee circumstances arise that warrant the prudent use of telework. Supervisors and managers are charged with ensuring telework does not have an adverse impact to the mission of the unit. The Wing telework program will be evaluated throughout the year and adjusted if necessary.

2. Telework is not an entitlement and not all employees or positions may be eligible to telework. Managerial and supervisory staff retain the sole and exclusive discretion to determine position and employee eligibility to participate in any telework program. This discretion will be applied impartially and consistently to the greatest extent practical. A telework arrangement may be terminated at the discretion of the supervisor if an employee's performance fails to meet the prescribed standard, or if the telework arrangement fails to meet organizational needs. A telework arrangement may also be terminated at the employee's request. Managerial and supervisory staff are responsible for all training and documentation required by AFI 36-143.

3. Follow this link for more detailed telework guidance:

<https://www.ramstein.af.mil/Resources/Civilian-Personnel-Flight/>

Please direct questions to the Telework Coordinators below.

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