



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 412TH TEST WING (AFMC)  
EDWARDS AIR FORCE BASE CALIFORNIA**

20 Mar 20

MEMORANDUM FOR ALL SUPERVISORS OF CIVILIAN EMPLOYEES

FROM: 412 TW/CC

SUBJECT: 412 TW Telework and Alternate Work Schedule Policy/COVID-19

References:

- (a) SAF/MR Memorandum-Telework Guidance for Civilian Personnel in Responding to COVID-19, March 13, 2020 (Attachment 1)
- (b) Defense Civilian Personnel Advisory Service (DCPAS), Emergency Preparedness website, [https://www.dcpas.osd.mil/OD/Emergency Preparedness](https://www.dcpas.osd.mil/OD/Emergency%20Preparedness)

1. Per the National Emergency Declaration from the President of the United States in response to the Novel Coronavirus Disease (COVID-19), I expect supervisors to maximize telework and applicable schedules (i.e., staggered work or maxiflex schedules) in order to promote social distancing, mitigate community transmission and allow management to continue with mission accomplishment. The policy in this memo is effective through 31 December 2020.


2. I direct supervisors to review position telework eligibility and coding. If eligible, consider offering applicable appropriated and non-appropriated civilians to perform work during an emergency situation. This policy allows the newly approved teleworker to immediately perform regular occurring, part-time/full-time, and situational work from an alternate location. Provide training certificates and agreements within 10 business days to the 412 TW telework coordinator POCs, Ms. Dawn James and Mr. James Daley. This training is online at [www.Telework.gov](http://www.Telework.gov).

a. Attachment 1 outlines the AF waiver to permit AF civilian personnel performing telework during an emergency 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 his or her 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). Please refer to the DCPAS website reference (b), for FAQs and current COVID-19 civilian personnel guidance.

3. Additionally, all commanders, directors and supervisors will implement flexible work schedules in an effort to reduce the number of employees in the office at the same time to accommodate maximum social distancing. In accordance with DoDI1400.25V610\_AFI36-807, *Hours of Work and Holiday Observances*, a flexible work schedule includes designated hours (core hours) and days when an employee must be present for work. A flexible work schedule

includes designated hours during which an employee may elect to work in order to complete the employee's basic (non-overtime) work requirement.

4. Please contact Ms. Dawn James, [dawn.james@us.af.mil](mailto:dawn.james@us.af.mil) and Mr. James Daley, [james.daley@us.af.mil](mailto:james.daley@us.af.mil), for questions.

  
MATTHEW W. HIGER, Colonel, USAF  
Commander, 412th Test Wing

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1. SAF/MR Memorandum-Telework Guidance for Civilian Personnel in Responding to COVID-19, March 15, 2020