

Instruction 36-2102

TELEWORK POLICY

Effective Date: 3 February 2025

Supersedes: Instruction 36-2102, 15 January 2025

Certified by: Col James R. Patterson, 502 ABW/CC

1. PURPOSE

This instruction establishes policy and procedures for the telework program at Joint Base San Antonio (JBSA). It provides guidance for both supervisors and employees on eligibility, agreements, and expectations for remote work arrangements.

2. ELIGIBILITY

2.1. All GS and NAF civilian employees in positions deemed telework-eligible by their supervisor may participate in the telework program. Military members may participate with commander approval.

2.2. Employees must have a satisfactory performance rating and no active disciplinary actions to be eligible.

2.3. New employees are eligible to begin telework after completing 90 days of on-site work and receiving supervisor approval.

3. TELEWORK SCHEDULE

3.1. Eligible personnel may telework up to two (2) days per week with supervisor approval. Additional telework days may be authorized by the group commander or equivalent for mission-essential circumstances.

3.2. Telework days must be scheduled in advance and documented in the DD Form 2946, Telework Agreement. Changes to the scheduled telework day require 24-hour advance notice to the supervisor.

3.3. Core hours of 0900-1500 apply to all telework days. Employees must be reachable by phone, email, and instant message during core hours.

4. WORKSPACE REQUIREMENTS

4.1. Employees must maintain a dedicated workspace that meets basic safety requirements. The workspace must have reliable internet connectivity (minimum 25 Mbps download speed).

4.2. All work must be performed using government-furnished equipment (GFE). Use of personal devices for accessing government systems is prohibited unless authorized through a BYOD exception.

5. POLICY REVIEW CYCLE

This instruction shall be reviewed and updated every three (3) years from the effective date, or sooner if directed by changes in DoD or DAF policy. The 502 FSS/FSMC office is the OPR for this instruction.

6. CHANGES FROM PREVIOUS VERSION

- 6.1. Updated policy review cycle from two (2) years to three (3) years.
- 6.2. Removed requirement for hotel-standard lodging approval during TDY telework.
- 6.3. Added minimum internet speed requirement of 25 Mbps.

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