

# Instructions for completing Telecommute Worksheet

**Please follow instructions closely, incomplete forms will be returned without action**

BACKGROUND: Telecommuting allows written pre-authorization by Readiness Integration Organization (RIO) detachment commander's to allow reservists to work/train in an official capacity for pay and/or points away from the official duty location in either annual tour or active duty (AD) for Operational Support, or inactive duty training (IDT) status. The alternate work locations must have the necessary tools and environment to enable reservists to accomplish assigned duties. All data, documents, or products developed are the sole property of the United States (US) Government and will be prepared for filing in accordance with command guidance if it is to be a permanent record. Reference is AFI 36-2254v3.

- The DET commander (or their designees) are approval authorities for telecommuting and work agreements.
- The approval authority should grant telecommuting only when it is in the best interest of the Air Force. Telecommuting is a **privilege and not a right** for the reservist. Do not authorize travel in connection with this type of duty.
- The approval authority and the supervisor determine the percentage of telecommuting work for an individual reservist. Under no circumstances should a reservist perform all their duty by telecommuting. It is the intent that every reservist participate in a military environment by performing duty in uniform at their official duty location
- The immediate AD or Reserve supervisor is responsible for:
  - 1.4.2.1. Recommending the telecommuting project to the approval authority.
  - 1.4.2.2. Preparing required documentation and obtaining any necessary signatures from the telecommuter.
  - 1.4.2.3. Ensuring project details (e.g., scope of work, deliverables, etc.) are mutually agreed upon ***before beginning work***.
  - 1.4.2.4. Quality control of the telecommuter's completed product.
  - 1.4.2.5. Maintaining the original approved agreement, and giving a copy to the reservist.

The reservist and supervisor should sign an agreement before starting the telecommuting project **specifying all terms for the project** and before receiving approval authority's signature.

- 1) Complete A2.12.1 through A2.12.9 in detail, specifically scope of work, projected deliverables, estimated amount of time to complete the project, projected start and end dates, (The approval authority requires specific dates, or amount of hours between specific dates, i.e.; 10 hours between 1 -15 June 2014), Duty status (IDT (paid), IDT (points only), MPA, etc.)
- 2) The DET commander requires that he/she be e-mailed from supported supervisor to confirm compliance with this agreement and satisfaction with deliverables. Please send required information to "DETACHMENT WORKFLOW@US.AF.MIL". Failure to comply with telecommute agreement and DET commander request will delay and/or deny future telecommute requests.
- 3) Complete the checklist and forward with agreement and \*\*ARCNET report to the above e-mail address, so it can be staffed for DET commander approval/disapproval. **DO NOT PERFORM ANY WORK AS TELECOMMUTE WITHOUT DET COMMANDER APPROVAL.** Members must meet all readiness and participation requirements or they will not be approved for telecommute. **\*\* ARCNET report should not reflect ANY red items to be approved for telecommute. Use of annual tour for telecommute is discouraged.**

Telecommute agreements are only approved for the current fiscal year. New agreements need to be accomplished if work extends to a new fiscal year. For quality control purposes of performance, products, and tracking, telecommute agreements will be authorized on FY **quarterly basis** or individually whichever provides execution of duty for the best interest of the Air Force.

AFI 36-2254v3; RESERVE PERSONNEL TELECOMMUTING/ADVANCED DISTRIBUTED LEARNING (ADL) GUIDELINES:

1.4. Roles and Responsibilities.

1.4.1. The RIO detachment commander or the Numbered Air Force/wing/group commander (or their designees) are approval authorities for telecommuting and work agreements.

1.4.2.4. Quality control of the telecommuter's completed product.

1.9.2. The approval authority may authorize a general agreement for the performance of telecommuting projects in 4 hour increments. However, before each project, the approval authority should document specified project details (e.g., scope of work/training, deliverables, project completion times, type of participation, resource requirements, reimbursable expenses, and progress report requirements).

## Attachment 2

## AIR FORCE RESERVE TELECOMMUTING AGREEMENT

**A2.1. The following constitutes an agreement between:** \_\_\_\_\_ and \_\_\_\_\_  
 agree to (Supported Supervisor) (Reservist)

the terms and conditions of the telecommuting program. The supervisor and reservist agree:

Telecommuting schedule is: \_\_\_ Fixed \_\_\_ General.

**A2.2.** Reservist agrees to adhere to the applicable pamphlet, guidelines, policies, and procedures of the telecommuting program. Reservist recognizes that the telecommuting arrangement is not a right, but a complementary tool the Air Force Reserve may use to accomplish work.

**A2.3.** The reservist will meet with the supervisor to develop and/or amend performance agreements for work performed away from the official duty station. The reservist will complete all assigned work according to work procedures mutually agreed upon by the reservist and the supervisor in the agreement.

**A2.4.** Participation in telecommuting does not change the reservist's official duty work location. Air Force Instructions and the telecommuting pamphlet govern all pay and reimbursements.

**A2.5.** Where applicable, the reservist agrees to document and submit to the supervisor for endorsement, any changes in the agreement.

**A2.6. The reservist must ensure a safe and healthy work environment exists.** If required by the supervisor, the reservist agrees to sign a self-certification checklist that proclaims the alternative work site is free of work related safety and health hazards.

**A2.7.** Any data, document or work product developed in reservist telecommuting is the sole property of the US Government.

**A2.8.** During telecommuting the supervisor/approval authority may check progress via telephone calls, electronic mail or other available means.

**A2.9.** The reservist agrees not to conduct personal business while in official duty status at the telecommuting workplace (e.g., caring for dependents, making home repairs, etc.).

**A2.10.** The reservist acknowledges that while telecommuting, he is subject to the UCMJ during the duty hours specified in his AD orders, or the inactive duty hours reflected on his AF Form 40A.

**A2.11. Equipment.**

A2.11.1. The Government retains ownership and control of all hardware, software, and data associated with Government owned systems.

A2.11.2. Government equipment is FOUO ONLY. Installation, repair and maintenance are at the sole discretion and direction of the issuing organization.

A2.11.3. Reservist agrees to protect any government owned equipment, to prevent the use by others, and to use the equipment only for official purposes.

A2.11.4. Reservists must have DAA approval before installing any hardware or software on Government systems.

A2.11.5. Reservists agree to install, service, and maintain any privately owned equipment at the reservist's sole risk and responsibility.

A2.11.6. The government does not incur any cost or liability resulting from the use, misuse, loss, theft, or destruction of privately owned computer equipment or resources.

A2.11.7. The Air Force Reserve strongly encourages use of base 1-800 numbers for remote network access and long distance phone calls.

A2.11.8. Reservists must comply with DoD and Air Force security procedures and ensure security measures are in place to protect the equipment from damage, theft or access by unauthorized individuals.

A2.11.9. Access to sensitive (e.g., Privacy Act, FOUO, and classified) documents, data, records, etc. on government equipment must be consistent with all DoD and Air Force directives and instructions. Private equipment may not be used to access or view classified information or Privacy Act data.

A2.11.10. Reservists are responsible for providing security against loss due to malicious logic and, physical or virus loss, theft, or damage. Anti-virus software is available for both government and privately owned computers.

A2.11.11. If telecommuting requirements terminate, the reservist must immediately return government owned hardware, software, data, and cancel all telecommunication services that the government provided.

**A2.12. Specific telecommuting project details:**

A2.12.1. Scope of work (description of project/training-certification).

A2.12.2. Projected deliverables.

A2.12.3. Estimated amount of time to complete the project.

A2.12.4. Projected start and end dates.

A2.12.5. Duty status and estimated number of hours/days.

A2. I 2.6. Reservist resource requirements:

A2. I 2.7. Reimbursable expense type and estimate, if required (SF I I 64).

A2. I 2.8. Progress report requirements.

A2. I 2.9. Additional remarks.

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(Reservist's Signature)

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(Date)

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(Assigned Supervisor's Signature)

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(Date)

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(Detachment Commander's Signature)

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(Date)

**Attachment 3**

**AIR FORCE RESERVE TELECOMMUTING CHECKLIST**

The following check list is to ensure proper orientation of your telecommuter with the policies and procedures of the telecommuting program. Questions 4, 5, and 6 may not be applicable to your telecommuter, if this is the case, simply state non-applicable or *N/A*.

NAME OF RESERVIST (TELECOMMUTER): \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

Date Completed: \_\_\_\_\_

\_\_\_\_ 1. Reservist has read and understood the telecommuting guideline instruction and all local policy (if applicable) concerning telecommuting.

\_\_\_\_ 2. Reservist received a copy of agreement.

\_\_\_\_ 3. Reservist is issued/not issued government equipment.

\_\_\_\_ 4. Document any equipment issued by the supervisor/approval authority, by placing an X after each applicable item. All Government equipment (hardware and software) must be accounted for on hand receipt. Include serial numbers.

Check as applicable:	Yes	No	Serial Number
- computer			_____
- modem			_____
- fax machine			_____
- telephone			_____
- other (state)			_____

\_\_\_\_ 5. Policies and procedures for care of equipment issued by the supervisor/approval authority have been explained and are clearly understood.

\_\_\_\_ 6. Policies and procedures covering classified, secure, or privacy act data have been discussed, and are clearly understood.

\_\_\_\_ 7. Requirements for a safe office space and/or area have been discussed, and the Reservist certifies those requirements are met.

8. Performance expectations have been discussed and are clearly understood.

\_\_\_\_ 9. Reservist understands that the approval authority may terminate reservist participation at any time, in accordance with supervisor/approval authority established administrative procedures.

I 0. Reservist consents to monitoring .

\_\_\_\_\_  
(Reservist's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Assigned Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Detachment Commander's Signature)

\_\_\_\_\_  
(Date)

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