

Telecommute Worksheet Instructions

WHEN SIGNED BY YOUR ACTIVE DUTY SUPERVISOR SEND TO

YOUR DETACHMENTS READINESS ORG BOX.

DO NOT SEND DIRECTLY TO AN INDIVIDUAL OR MAY DELAY PROCESSING!

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. Travel is not authorized 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:
 - Recommending the telecommuting project to the approval authority.
 - Preparing required documentation and obtaining any necessary signatures from the telecommuter.
 - Ensuring project details (e.g., scope of work, deliverables, etc.) are mutually agreed upon ***before beginning work***.
 - Quality control of the telecommuter's completed product.
 - 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.

Telecommute agreements are required annually and are in effect from the date the Det Commander signs the agreement. New agreements need to be accomplished if work extends beyond the current agreement approval date. Reservists understand that the approval authority may terminate telecommute agreements in coordination with their supervisor.

You do not need to submit a telecommute request to DET 5 if telecommuting in an MPA status.

AIR FORCE RESERVE TELECOMMUTING AGREEMENT

1. The following constitutes an agreement between:

(Supervisor)

and

(Reservist)

2. Reservist agrees to adhere to the applicable pamphlet, guidelines, policies, and procedures of the telecommuting program. Reservist recognizes that the telecommuting arrangement is a complementary tool the Air Force Reserve may use to accomplish work.

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.

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.

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

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.

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

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

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.).

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.

11. Equipment.

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

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

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

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

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

- 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.

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

- 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.

- 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.

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

12. Telecommuting project details:

Scope of work/ Projected Deliverables.

The following check list is to ensure proper orientation of your telecommuter with the policies and procedures of the telecommuting program (initial next to each one). Questions 4, 5, and 6 may not be applicable to your telecommuter, if this is the case, simply state **NIA (non-applicable)**.

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. All Government equipment (hardware and software) must be accounted for on hand receipt.
- ____ 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.

(Reservist Signature)

(Date)

(Supervisor Signature)

(Date)

(Detachment Commander/or designee Signature)

(Date)