

AIR FORCE RESERVE TELECOMMUTING AGREEMENT

A2.1. The following constitutes an agreement between: _____
and _____ agree to (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.

A2.12.6. Reservist resource requirements:

A2.12.7. Reimbursable expense type and estimate, if required (SF 1164). A2.12.8. Progress report requirements.

A2.12.9. Additional remarks.

(Reservist's Signature) (Date)

(Supervisor's Signature) (Date)

SHARON A. STEHLIK, Lt Col, USAF (Date)