

## Attachment 4

## AIR FORCE RESERVE TELECOMMUTING AGREEMENT

**A4.1. The following constitutes an agreement between: and**

agree to the terms and conditions of the teleworking program. The supervisor and reservist agree: Telecommuting schedule is: \_\_\_ Fixed \_\_\_ General.

**A4.2. Reservist agrees to adhere to the applicable pamphlet, guidelines, policies, and procedures of the teleworking program.** Reservist recognizes that the teleworking arrangement is not a right, but a complementary tool the Air Force Reserve may use to accomplish work.

**A4.3. The reservist will meet with the supervisor to develop and/or amend performance agreements for work performed away from the official duty station.** See [paragraph A4.12](#) for a list of elements to consider while developing performance agreements. The reservist will complete all assigned work according to work procedures mutually agreed upon by the reservist and the supervisor in the agreement.

**A4.4. Participation in teleworking does not change the reservist's official duty work location.** Air Force Instructions and the teleworking pamphlet govern all pay and reimbursements.

**A4.5. Where applicable, the reservist agrees to document and submit to the supervisor for endorsement, any changes in the agreement.**

**A4.6. 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 ([Attachment 5](#)) that proclaims the alternative work site is free of work related safety and health hazards.

**A4.7. Any data, document or work product developed in reservist teleworking is the sole property of the US Government.**

**A4.8. During teleworking, the supervisor/approval authority may check progress via telephone calls, electronic mail or other available means.**

**A4.9. The reservist agrees not to conduct personal business while in official duty status at the teleworking workplace (e. g., caring for dependents, making home repairs, etc.).**

**A4.10. The reservist acknowledges that while teleworking, he is subject to the Uniform Code of Military Justice during the duty hours specified in his active duty order, or the inactive duty hours reflected on his AF Form 40A.**

**A4.11. Equipment.**

A4.11.1. The Government retains ownership and control of all hardware, software, and data associated with Government owned systems.

A4.11.2. Government equipment is For Official Use Only (FOUO). Installation, repair and maintenance are at the sole discretion and direction of the issuing organization.

A4.11.3. Reservist agrees to protect any government owned equipment, to prevent the use by others, and to use the equipment only for official purposes.

A4.11.4. Reservist must have Designated Approval Authority approval before installing any hardware or software on Government systems.

A4.11.5. Reservist agrees to install, service, and maintain any privately owned equipment at the reservist's sole risk and responsibility.

A4.11.6. 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.

A4.11.7. The Air Force Reserve strongly encourages use of base toll-free numbers for remote network access and long distance phone calls.

A4.11.8. 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.

A4.11.9. 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.

A4.11.10. Reservist is 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.

A4.11.11. If teleworking requirements terminate, the reservist must immediately return government owned hardware, software, data, and cancel all telecommunication services that the government provided.

**A4.12. Specific teleworking project details:**

A4.12.1. Scope of work (description of project/training-certification).

A4.12.2. Projected deliverables.

A4.12.3. Estimated amount of time to complete the project.

A4.12.4. Projected start and end dates.

A4.12.5. Duty status and estimated number of hours/days.

A4.12.6. Reservist resource requirements.

A4.12.7. Reimbursable expense type and estimate, if required (i.e., OF 1164).

A4.12.8. Progress report requirements.

A4.12.9. Additional remarks.

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

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

\_\_\_\_\_  
(Approval Authority's Signature) (Date)

## Attachment 5

## AFR TELECOMMUTING CHECKLIST

(To be completed by the supervisor)

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

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

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

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

(To be completed by telecommuter)

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

\_\_\_\_\_ 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.

Check as applicable: Yes No Serial Number

- computer \_\_\_\_\_

- modem \_\_\_\_\_

- fax machine \_\_\_\_\_

- 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.

\_\_\_\_\_ 10. Reservist consents to monitoring.

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

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

\_\_\_\_\_  
(Approval Authority's Signature) (Date)