

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2254,  
VOLUME 3**



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**Personnel**

**RESERVE PERSONNEL  
TELECOMMUTING/ADVANCED  
DISTRIBUTED LEARNING (ADL)  
GUIDELINES**

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This instruction implements AFD 36-22, Air Force Military Training, Department of Defense Instruction 1035.01, Telework Policy. This instruction establishes the recommended guidelines that implement telecommuting for reservists. This publication applies to the members of the Air Force Reserve, to include the Individual Mobilization Augmentees, unit reservists and participating Individual Ready Reserve personnel. This publication does not apply to the Air National Guard.

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***SUMMARY OF CHANGES***

This revision incorporates AFI 36-8002, Telecommuting Guidelines for Air Force Reservists and Their Supervisors, into AFI 36-22XX, Volume III. It also adds information concerning Advanced Distributed Learning.

## Chapter 1

### TELECOMMUTING

#### 1.1. Background.

1.1.1. Telecommuting is a management tool that allows the United States Air Force (USAF) to authorize reservists to work/train away from their official duty location. Telecommuting is a complementary way of doing business, which moves work and training to the people instead of moving the people to the work or training. In general, it means working/training from an alternate location away from the official duty location. The most common technologies used for telecommuting are the telephone, facsimile, computer, and modem.

1.1.2. 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.

1.1.3. This instruction requires that participants use a pre-authorized agreement for accountability. Attachment 2 shows a sample agreement.

**1.2. Definition.** Telecommuting allows written pre-authorization by Reserve unit commanders or Readiness Management Group (RMG) program managers (PMs) 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.

**1.3. Percentage of Use.** 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.

#### 1.4. Roles and Responsibilities.

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

1.4.2. 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.

1.4.3. The commander is responsible for approving the use of Government owned equipment and related supplies for use by the telecommuter. The decision to use appropriated funds to pay for equipment, services, or supplies for the purposes of telecommuting, rests solely with the commander (AFI 33-112, Information Technology Hardware Asset Management.)

### **1.5. Dual Compensation for Federal Employees.**

1.5.1. Many reservists also hold separate positions as Federal civilian employees. After civilian duty hours, telecommuting as a reservist to perform IDT should ordinarily be compatible with such employment. However, performing consecutive days of AD, even if such duty transpires after the completion of the civilian workday, will result in a full workday's charge to leave from the Federal civilian position.

1.5.2. Military leave, annual leave, leave without pay, accrued compensatory time off, or accrued credit hours may be used to cover the civilian work hours.

**1.6. Safety.** Telecommuters are responsible for ensuring that alternate work locations are safe environments. The reservist will report any injuries while telecommuting to their supervisor as soon as possible. The supervisor will follow Line of Duty reporting procedures for accidents or injuries.

### **1.7. General Obligations.**

1.7.1. Reservists are subject to the Uniform Code of Military Justice (UCMJ) while telecommuting (see Title 10 U.S.C., Section 802(a)(3); AFI 51-201, Administration of Military Justice, paragraph 2.8). The period of military jurisdiction coincides with the duty hours specified in applicable AD orders, or the inactive duty hours reflected on the AF Form 40A, Record of Individual Inactive Duty Training.

1.7.2. Members must meet requirements outlined in AFI 36-22XX, Volume I, Reserve Personnel Participation, in order to telecommute.

1.7.3. Reservists are responsible for providing telecommuting equipment requirements to the supervisor.

1.7.4. Reservists should obtain the approval authority's concurrence before performing telecommuting that exceeds the agreed hours.

1.7.5. The approval authority of the telecommuting agreement may terminate participation in telecommuting at any time.

1.7.6. Members should not use telecommuting for formal training purposes. However, IDT credit is permissible if telecommuting is used to satisfy sustainment or supplemental types of activities typically satisfied in an IDT status. Enlisted members may not engage in telecommuting on projects within their Air Force Specialty Code (AFSC) area unless they are in training status code D or R. Officers must have a Qualified level AFSC (i.e., 33S3 or 37P4 not 37P1) to telecommute on projects in their AFSC area. Projects unrelated to AFSC areas may be approved if the supervisor knows the member to be capable of completing the project.

### **1.8. Funding.**

1.8.1. The approval authority will not authorize travel or per diem for telecommuting.

1.8.2. Before beginning a project, approval authorities may authorize reimbursement for incidental and minor out-of-pocket expenses, (e.g., postage, long distance telephone calls, consumable supplies). They should include a statement in the telecommuting agreement allowing the reservist to use the Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business. The normal procedures and dollar limits associated with the SF 1164 apply.

## **1.9. Agreement.**

1.9.1. 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.

1.9.2. 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).

1.9.2.1. The approval authority must require the reservist to sign a separate assignment report, or an addendum to the agreement, acknowledging receipt and understanding of project details.

1.9.2.2. The approval authority must give a copy of the agreement, with any addendum or assignment reports, to the reservist and supervisor.

1.9.2.3. Approval authorities must maintain and dispose of this agreement according to AFI 36-2608, Military Personnel Records System.

## **1.10. Government Equipment.**

1.10.1. Subject to AFI 33-200, Information Assurance (IA) Management, AFI 33-112, Air Force Systems Security Instruction (AFSSI) 8502, Organizational Computer Security, and other prescribed rules and limitations, a Commander may approve the installation of government-owned computers, computer software, and telecommunications equipment (hereafter referred to as equipment) in alternative work locations.

1.10.2. The commander or designated representative retains ownership and control of all hardware, software, and data associated with, or generated by, government-owned systems. The commander must account for equipment on a hand receipt and inventory annually. The commander must notify the Equipment Control Officer of the relocation of the equipment (AFI 33-112).

1.10.3. Government equipment is FOR OFFICIAL USE ONLY (FOUO). Commanders may authorize installation, repair, and/or maintenance of equipment at their discretion and direction. The equipment is for authorized use by the reservist only.

1.10.4. The reservist agrees to protect any government-owned equipment from damage, loss, theft and infection with computer viruses.

1.10.5. Individual reservists are not authorized to install hardware or software on a government system; only unit Client Support Administrators have that authority and only with the permission of their unit commander.

1.10.6. Reservists must follow Report of Survey procedures for damaged, lost, or stolen government equipment (AFI 33-112 and AFI 33-114, Software Management).

1.10.7. Government information must be protected from modification, destruction, or inappropriate release.

1.10.8. Classified equipment and data will only be handled in an area specifically authorized for that classification.

1.10.9. Users of Government provided telecommunications in alternative work locations are subject to the monitoring requirements of AFI 33-219, Telecommunications Monitoring and Assessment Program (TMAP).

### **1.11. Privately Owned Equipment.**

1.11.1. Subject to AFI 33-200, Information Assurance (IA) Management, AFI 33-112, Air Force Systems Security Instruction (AFSSI) 8502, Organizational Computer Security, and AFRES/A6 permissions and limitations, a Commander may authorize reservists to use privately-owned computers, computer software, and telecommunications equipment (hereafter referred to as equipment) in alternative work locations.

1.11.2. Reservists must agree to install, service, and maintain (at their own risk and expense) any privately owned equipment.

1.11.3. The government does not incur any liability or assume costs resulting from the use, misuse, loss, theft, or destruction (to include computer viruses) of privately owned computer equipment resources (AFI 33-112).

1.11.4. Government information must be protected from modification, destruction, or inappropriate release.

1.11.5. When using privately owned computer equipment, the member will store all government data on appropriately marked removable media (reference AFI 33-100, para 3.7).

1.11.6. Private equipment may not be used to access or view classified material or privacy act data (AFI 33-112).

1.11.7. Classified material will not be allowed on privately owned equipment. Classified equipment and data will only be handled in space specifically authorized for that classification.

### **1.12. Equipment Related Funding.**

1.12.1. Commanders must consider the cost of providing necessary communications and computer systems services before allowing personnel to work from an alternate work location. The commander authorizing the alternate work location must:

1.12.1.1. Determine the service is necessary for direct support of the agency's mission.

1.12.1.2. Fund for necessary equipment, software, Local Area Network access, and phone lines necessary to support the mission.

1.12.1.3. Make sure the alternate work location is an economical option to having the individual work in the office.

1.12.1.4. Authorize payment for installation and monthly recurring charges.

1.12.1.5. Certify that adequate monitoring capabilities and safeguards against private misuse.

1.12.2. Reservists must use remote network access in accordance with AFI 33-200, Information Assurance (IA) Program.

### **1.13. Equipment Obligations.**

1.13.1. Reservists using privately owned or government owned equipment must sign an agreement outlining the required equipment, software, hardware, data, and telecommunication services.

1.13.2. Reservists must ensure that software use conforms with copyright law and any contractual agreements.

1.13.3. If telecommuting requirements terminate, the reservist must immediately return government owned hardware, software, data, and cancel all telecommunication services that the government provided. (AFI 23-111, Management of Government Property in Possession of the Air Force (AFI 33-112, AFMAN 23-110, Volume 2, USAF Supply Manual, Part 13, Chapters 4 and 8).)

### **1.14. Security.**

1.14.1. Reservists must comply with all government security procedures and ensure security measures are in place to protect equipment and data from physical and virus damage, theft, loss, or access by unauthorized individuals. (See AFI 33-112, AFI 33-138, Incident Response and Reporting, AFI 33-200, Information Assurance (IA) Management, AFMAN 33-223, Identification and Authentication, Air Force Systems Security Instruction (AFSSI), AFSSI 8502, Organizational Computer Security, AFSSI 8522, Access to Information Systems, and AFSSI 8580, Remanence Security).

1.14.2. Access to sensitive (e.g., Privacy Act, FOUO material, and classified) documents, data, records, etc., on government equipment must be consistent with Department of Defense (DoD), Air Force, and MAJCOM directives and instructions. Private equipment may not be used to access or view classified material or privacy act data (See AFI 33-112, AFI 33-200, AFMAN 33-223, AFSSI 8522 and AFSSI 8580).

1.14.3. After DAA approval for connectivity to an Air Force network, the network administrators, system administrators, and organization computer managers will restrict access to the minimum necessary to fulfill defined mission requirements.

### **1.15. Documentation.**

1.15.1. The approval authority must sign the agreement as the approval documentation before the reservist starts the telecommuting project.

1.15.2. The approval authority documents approval for IDT by signing Block III of the AF Form 40A (Attachment 1).

1.15.2.1. For AD the publication of the AD order must be accomplished.

1.15.2.2. For IDT, supervisors must annotate in the remarks section of the AF Form 40A.

1.15.2.1.1. Number of anticipated hours of work for the telecommuting project.

1.15.2.1.2. The specified time period for the project.

1.15.2.1.3. The statement "Training to be accomplished by telecommuting." This statement will also be reflected on the order.

1.15.3. Upon project completion, the reservist verifies the project time. The certifying authority indicates agreement by signing Block IV of the AF Form 40A or Block 45 of the AF IMT 938, Request and Authorization for Active Duty Training/Active Duty Tour.



## Chapter 2

### ADVANCED DISTRIBUTED LEARNING

**2.1. Definition of Advanced Distributed Learning (ADL).** ADL is defined as structured learning that takes place without the physical presence of the instructor but may require mentors/facilitators to be physically present. ADL is enhanced with technology, which may include the use of one or more of the following media – correspondence course materials, audio/videotapes, CD-ROMs, audio/video tele-training, interactive television, web based instruction, and video conferencing.

**2.2. Currently,** ADL is confined to members in duty status or enrolled in Air Force Institute for Advanced Distributed Learning courses. Members will only receive credit and compensation for successful completion of ADL courses. Points received for successful completion of ADL courses is considered compensation by DoD.

2.2.1. An officer will not earn points in a course specified for enlisted members. Enlisted members will not earn points in a course specified for officers.

2.2.2. Reserve members who complete developmental education (DE) via ADL must register for the course through an Air Force Military Education and Training Office in order to receive point credit. Air Force Reserve members are authorized to complete other service DE via ADL after first completing the comparable level of Air Force DE. Members are not authorized to enroll directly with other service schools offering DE, and any DE completed by using such means will not be creditable for points.

RICHARD Y. NEWTON III, Lt General, USAF  
DCS, Manpower and Personnel

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10 U.S.C., Section 802(a)(3); AFI 51-201, Administration of Military Justice  
DoDD 1035.01, Telework Policy – 03 Apr 07  
AFI 23-111, Management of Government Property in Possession of the Air Force – 25 Jul 05  
AFI 33-111, Voice Systems Management – 24 Mar 05  
AFI 33-112, Information Technology Hardware Asset Management – 07 Apr 06  
AFI 33-114, Software Management – 13 May 04  
AFI 33-202, Network and Computer Security – 13 Mar 07  
AFI 33-332, Privacy Act Program – 29 Jan 04  
AFI 36-2608, Military Personnel Records System – 30 Aug 06  
AFI 36-2254, Volume I, Reserve Personnel Participation - 2010  
AFI 51-201, Administration of Military Justice – 21 Dec 07  
AFMAN 23-110, USAF Supply Manual 1 Apr 09

***Abbreviations and Acronyms***

**AD**—Active Duty  
**ADL**—Advanced Distributed Learning  
**AFSC**—Air Force Specialty Code  
**DAA**—Designated Approval Authority  
**DE**—Developmental Education  
**DoD**—Department of Defense  
**FOUO**—For Official Use Only  
**IDT**—Inactive Duty Training  
**MAJCOM**—Major Command  
**PM**—Program Manager  
**RMG**—Readiness Management Group  
**SF**—Standard Form  
**UCMJ**—Uniform Code of Military Justice  
**US**—United States  
**USAF**—United States Air Force

## Attachment 2

## 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)

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

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

**Attachment 3**

**AIR FORCE RESERVE TELECOMMUTING CHECKLIST**

The following checklist 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.

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

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

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

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

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

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

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