



DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND

24 March 2003

MEMORANDUM FOR AIR UNIVERSITY RESERVISTS

FROM: HQ AU/CCR  
55 Le May Plaza South  
Maxwell AFB AL 36112

SUBJECT: Air University (AU) Individual Mobilization Augmentee (IMA)  
Telecommuting Guidance Letter

1. Telecommuting is authorized as a method of participation IAW AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*. AFMAN 36-8001 applies to all members of the Air Force Reserve to include Individual Mobilization Augmentees (IMAs), unit reservists and participating Individual Ready Reserve (IRR) personnel. AFI 36-8002, *Telecommuting Guidelines for Air Force Reservists and Their Supervisors*, is the governing directive.

2. By definition, telecommuting is authorized provided the IMA has received prior approval and a specific product will result from the telecommuting. Telecommuting should be viewed as an opportunity that can be beneficial to the Air Force; however, it is a privilege and not a right. The following applies to AU gained IMAs:

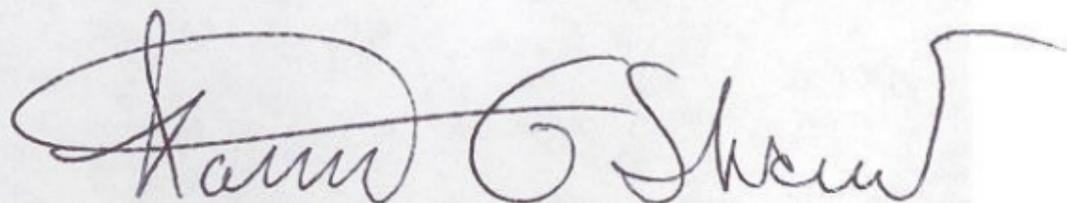
a. Telecommuting is authorized for IDTs, RPA or MPA tours. Requests to Telecommute for RPA or MPA tours must be very specific in their need.

1. No more than 10% of IDTs may be performed via telecommuting.
2. Not more than 14 days of MPA/RPA will be performed in an RR year using telecommuting duty.
3. Exceptions to the 14-day MPA/RPA telecommuting policy as stated in paragraph 2a2, will be justified by formal memorandum to AU/CCR. AU/CCR will process and approve exceptions to the telecommuting policy on a case-by-case basis.
4. No Annual Training (AT) may be used to perform telecommuting.

b. HQ AU/CCR is the approval authority for all AU telecommuting requests. Copies of telecommuting agreements must be on file at AU/CCR prior to tour(s) start date(s).

c. No travel or per diem will be paid to IMAs for telecommuting.

3. AU/CCR point of contact is Mr. Horenkamp, DSN 493-6265. This letter remains in effect until 30 September 2004 or sooner if rescinded.

A handwritten signature in cursive script, reading "Robert G. Shaw". The signature is written in dark ink on a light-colored background.

ROBERT G. SHAW, Colonel, USAF  
Reserve Advisor to the Commander  
Air University