

Air Force Citizen Developer Responsibilities

Accessing RPA & Low Code development and robot licenses

Introduction: The Air Force is very excited to offer Citizen Development opportunities to its more than 800,000 men and women. Strategically, the Air Force hopes this opportunity continues the journey of building a force of Digital Airmen for this 21st Software Century. More tactically, Robotic Process Automation and Low Code capabilities are tools to help us become more efficient and effective as warfighters, create “Exponential Airmen”, or Airmen capable of automating the tedium of repetitious transactions or integrating information across multiple systems as our extraordinary logistics Airmen do every day managing our extensive supply chain. For example, one Exponential Airmen team is about to field three robots at Scott AFB believed to replace the tedious mission planning work of 15 Airmen, so we can get those 15 Airmen doing something much more important for the mission. What can you do for the Air Force, your Country? We’re only limited by your imaginations.

Trust But Verify: The ability to develop robotic automations on Air Force networks comes with a degree of risk to the enterprise, so Citizen Developers and their Supervisors must accept certain responsibilities and standards for robotic automation use. The privileges and responsibilities may change with time. By accepting these terms now, you agree to abide by these rules in all your automation activities. All Citizen Developers and their supervisors shall read and sign this agreement. The signed agreement and associated training certificates will be presented to the supervisor for signature. Failure to comply with all the guidelines in this agreement will result in the return of the licenses.

User Responsibilities: The following are your responsibilities as you develop and execute automations on AF networks:

- Never store user credentials in a robotic automation
- Until Citizen Developer Foundation Training is complete, developers may only automate desktop processes
- Accomplish the Citizen Developer Foundation Training on the UiPath website. This 17-hour course will prepare the developer for using the tools to develop safe, effective, and secure process automations
- Abide by the security and privacy policies and laws that govern Air Force data
- Immediately notify your security manager if you encounter classified or unprotected privacy data
- Using the skills in the Foundation Training, properly test the robot and provide the results to your supervisor before final implementation.
- Develop project plan and Process Definition Document (PDD) to be approved by your supervisor with
 - Description of process to be automated, how you will test, and who will review the code
 - All PDDs will be reviewed for policy and security before being authorized for deployment
 - Estimated savings in dollars or manpower and verify once in operation
- Level One Citizen developers are limited to ONLY reading data and/or initiating reports from designated systems of record for which user has authorization and validated credentials to access
- Only Level Two or higher Citizen Developers may execute automations routines that Write data to any system of record and they must have written permission from the system owner prior to PDD approval

Supervisor agrees too:

- Ensure developer follows the guidelines above.
- Ensure the developer has the ability to properly develop robots. If experience is in question, require the developer to find an experienced developer within his or her unit to act as a paired programming mentor
- Permit the developer to use a developer license and appropriately operate robot(s)

Robotic Automation Developer Signature and Date

Supervisor Signature and Date