



READINESS AND FORCE
MANAGEMENT

ASSISTANT SECRETARY OF DEFENSE
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FEB 14 2014

MEMORANDUM FOR: ASSISTANT SECRETARY OF THE ARMY
(MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY
(MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE AIR FORCE
(MANPOWER AND RESERVE AFFAIRS)
DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: Telework Week March 3-7, 2014

Telework Week 2014 will soon be upon us. This event is a week-long effort designed to encourage federal agencies, organizations, and individuals to pledge to telework. This is a tremendous opportunity for employees and managers to test the effectiveness of telework on a limited basis, appreciate the benefits telework provides to an organization, and identify and correct infrastructure weaknesses.

A dynamic telework program can help the Department be prepared to maintain a continuity of operations in any type of emergency. It can also improve employee retention, morale, job satisfaction, engagement, and productivity. Telework also has the added benefit of being environmentally friendly by reducing traffic congestion, and decreasing energy consumption and pollution.

Practice and familiarity with telework is vital to readiness, and can enable a seamless transition to telework in a crisis or emergency situation. I encourage your organization to exercise these capabilities during Telework Week 2014, to help identify organizational and program strengths and weaknesses. Access to Telework Week calculators, tools, and resources can improve telework effectiveness and enable organizations to estimate tangible telework benefits and savings. For more information on the tools and resources, and to pledge to participate in Telework Week, please visit www.teleworkexchange.com/teleworkweek.

My point of contact for more information is Ms. Kristen Adkins, whom you may reach at 571-372-1670 or by email at kristen.adkins@cpms.osd.mil.

A handwritten signature in black ink, appearing to read "F. E. Vollrath", is located below the text.

F. E. Vollrath