



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

SAMR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Telework Week, March 3-7, 2014

1. References:

- a. Assistant Secretary of Defense (Readiness and Force Management) Memorandum, February 14, 2014, subject: Telework Week March 3-7, 2014 (enclosure).
- b. Department of Defense Instruction 1035.01, April 4, 2012, subject: Telework Policy.

2. I endorse the enclosed DoD support for Telework Week. I encourage you to support this effort to the greatest extent possible by allowing eligible employees to participate in the 4th Annual Telework Week. This is an excellent opportunity for managers and supervisors to test the effectiveness of telework, appreciate the benefits of telework, identify and correct infrastructure weaknesses, and discuss telework eligibility and requirements with employees. The benefits to telework include:

- Supports continuity of operations during natural and national emergencies
- Supports the requirements of the Telework Enhancement Act of 2010 and reference (b).
- Supports DoD and Army's Strategic Sustainability Performance Plan to reduce gas emissions
- Affords organizations the opportunity to test their IT infrastructure (equipment, connectivity, etc.)
- Supports employee work-life balance
- Decreases commuting costs and traffic congestion

3. Eligible employees are encouraged to pledge to participate in telework at the following link <http://www.mobileworkexchange.com/teleworkweek>. In addition to pledging to telework, employees are reminded to annotate their telework hours in their time and attendance system.

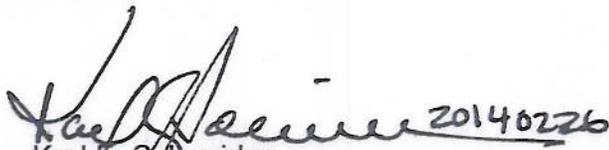
4. To the extent your efforts in this regard impact the working conditions of bargaining unit members, commands are reminded to first fulfill their labor relations obligations.

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5. My points of contact for this action are Ms. Constance Ray, of my office at constance.b.ray2.civ@mail.mil, (703) 695-5149 and Ms. Bonnie W. Roberts, AG1(CP), bonnie.w.roberts.civ@mail.mil, at 703-806-3844.

Enclosure


Karl F. Schneider
Acting Assistant Secretary of the
Army (Manpower and Reserve Affairs)

DISTRIBUTION:

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COMMANDER, U.S. ARMY ACCESSIONS SUPPORT BRIGADE

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CF:

DIRECTOR, ARMY NATIONAL GUARD

DIRECTOR OF BUSINESS TRANSFORMATION

DIRECTOR, CIVILIAN HUMAN RESOURCES AGENCY

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP

**OFFICE, ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE
AFFAIRS), ATTN: SAMR-CQ**

OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)

OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)



READINESS AND FORCE
MANAGEMENT

ASSISTANT SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

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.

F. E. Vollrath