

NOAA TELEWORK NEWS CLIP

1st Edition

Telework ... IT WORKS

– the official telework slogan adopted by OPM and GSA in their joint telework collaboration.

Due Date for Line and Staff Offices Telework Implementing Procedures

The Department has established July 1, 2004, as the deadline for all telework policies and implementing procedures to be in place and fully operational. The July deadline is being driven by Public Law 106-346 which requires that 100 percent of the eligible employee population be given an opportunity to telework by the end of FY2004. In order to comply with the Department's request, line and staff offices' telework implementing procedures must be received in HRMO no later than May 28, 2004, for review and approval. Please e-mail your implementing procedures to me at jeannette.newland@noaa.gov. Line and staff offices with existing telework plans must comply with this reporting requirement as well.

Implementing procedures shall be in the form of an addendum to NOAA's Telework Policy. At a minimum, implementing procedures shall adopt in full the NOAA Telework Policy, address the requirements of Section 8. "Policy - Telework Implementing Procedures," fulfill any labor-management relations obligations, and address sections which require policy decisions be made at the organizational level. The sections requiring policy decisions at the organizational level are provided as an attachment.

Telework Toolkit

Telework is fast becoming a permanent work fixture as an innovative and effective alternative for conducting business. To assist in breaking down barriers to telework, NOAA managers, supervisors, and employees need to be informed through various means about telework. The message will be kept alive for NOAA thanks to OPM and GSA who contracted with PerformTech, Inc. to develop a telework toolkit to provide Federal agencies with an effective and informative ongoing telework campaign that can be implemented with a minimal amount of time, effort, and expense.

The telework toolkit consists of a video, brochure, posters, table tents, and newsletter articles. Now, for the best part: we were able to obtain a toolkit for each line and staff office to use in your telework roll-out-implementation. To pick up your telework toolkit, please contact me at 713-4477 x154 or e-mail at jeannette.newland@noaa.gov. I am located in room 10509 in SSMC#3. Unfortunately, we can only give one to each line and staff office. To inquire about additional toolkits, please contact Cynthia Gloster at OPM who can be reached at CLGLOSTE@opm.gov.

As part of NOAA's telework campaign, next week, February 9 through 13, the video, "Telework it Works" will be aired from 8:00 a.m to 10:00 a.m. and from 11:30 a.m. to 1:30 p.m. on the TV monitors located in the lobby of each SSMC building. The video is short and includes testimonials from both managers and employees who are involved in successful telework programs. A message from Kay Coles James, Director for OPM, indicating her strong support for telework is in the introduction.

FREE Telework Workshops

Commuter Connections is sponsoring a program to secure 50,000 new teleworkers by June 2005. This program contains training sessions which are geared towards both private and public employers to provide the tools necessary to maintain and expand their existing telework programs.

The training will focus on implementation strategies and common areas of concern about telework programs. All workshops are free, but seating is limited and advance registration is required. Go to www.commuterconnections.org for registration and further details.

Sessions

Dates

Half day workshops

Choosing and Using the Right Telework Technology

March 4, March 23, April 27

Managing Teleworkers and Remote Teams

March 4, March 23, April 27

Full day workshop

Training Your Teleworkers for Anywhere, Anytime Performance

March 21, April 11, May 4

GSA Telework Centers Free 60 Day Test Period

The U.S. General Services Administration (GSA) is offering FREE test use of telework centers in the greater Washington, DC area. This offer is available for a 60-day period to Federal employees who are first-time center users and who sign up between February 1, 2004, to March 1, 2004. GSA sponsors 15 telework centers which are located in Maryland, Virginia, and West Virginia. Go to www.wmtc.org for information.

Upcoming OPM Initiative

OPM's Free Web-based Training:

Telework 101 for Managers - Making Telework Work for You - 90 minute module

Telework 101 for Employees - Making Telework Work for You - 60 minute module

Keep a look out at www.GoLearn.gov for the unveiling of OPM's free web-based telework training. According to OPM, these courses will be available sometime this year.