

NOAA TELEWORK NEWS CLIP

2nd Edition

Telework ... IT WORKS

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

Newly Appointed Telework Coordinators

Office of the Chief Administrative Officer - Judy Mickens
Office of the Chief Financial Officer - Debra Rodgers
Acquisition and Grants Office - Bob Stockman
Office of the Under Secretary - George White

Please notify me at jeannette.newland@noaa.gov when a new telework coordinator has been appointed so that the telework website can be updated.

Mark Your Calendars - May 28, 2004

The due date to submit your Telework Implementing Procedures is fast approaching. So far, only two have been received - one has been approved and the second is under review. As a possible template to use in developing your procedures, a copy of the NWS Telework Implementation Procedures is accessible at [Telework Addendum.pdf](#). Please e-mail your implementing procedures to me at jeannette.newland@noaa.gov by May 28, 2004.

EXTENDED - GSA Telework Centers Free Test Period

The FREE test use of telework centers in the greater Washington, DC metropolitan area has been extended beyond the initial 60-day period that expired on March 31, 2004. However, the offer has been extended **ONLY** for employees which have not yet had an opportunity to test the telework centers. The extension is available to Federal employees who sign up and start using the telework center before June 30, 2004, and whose organizations are first-time users of the center. Agencies are encouraged to use this extension to identify funds to continue the use of the centers beyond the free test period. GSA sponsors 15 telework centers which are located in Maryland, Virginia, and West Virginia. Go to www.wmtc.org for information.

It's Here! OPM's Free Web-based Telework Training

You can now expand your telework training initiative for employees and supervisors through OPM's Gov Online Learning Center Telework Courses at www.goLearn.gov . The following are available:

Telework 101 for Employees: Making Telework Work for You

The Gov Online Learning Center has added a new course to its free catalogue, "Telework 101: Making Telework Work for You." Telework can give you more control over your schedule, more time for family and community, and freedom from the interruptions of a noisy office. But will it work for you? This course gives you a brief, practical introduction to telework. It offers tools for deciding whether telework is a good fit for you and for the specific job you hold. It teaches you strategies for teleworking efficiently, staying "plugged in" to the office, and managing your interactions with co-workers and customers. If you decide that telework sounds right for you, you'll find a roadmap for developing and marketing a successful telework proposal.

Telework 101 for Managers: Making Telework Work for You

The Gov Online Learning Center has added a new course to its free catalogue, "Telework 101 for Managers: Making Telework Work for You." Telework can help managers attract and retain the best qualified employees, provide them with uninterrupted blocks of time to work on key projects, and give their organization a way of functioning more effectively during crisis situations and other business interruptions. The course introduces managers to basic telework concepts. It walks managers through the process of developing a program, selecting employees for telework, and managing effectively in a telework environment. It helps them structure their telework program in a way that avoids common pitfalls and enhances the productivity of all employees, both teleworkers and those working back at the office.

Telework Toolkits

Telework toolkits are still available. To pick up your telework toolkit, please contact me at 713-4477 x154 or email at jeannette.newland@noaa.gov or just drop by SSMC#3, room 10509 and ask for Jeannette.

NOAA's Telework Campaign

During the month of May, stage two of NOAA's telework campaign will begin. As part of this campaign the video, "Telework it Works" will be aired again on the TV monitors located in the lobby of each SSMC building. In addition to the video, telework table tents will be displayed on the tables located in the SSMC #3 cafeteria.