



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON, D. C. 20350-1000

DEC 18 2001

MEMORANDUM FOR DISTRIBUTION

Subj: THE DEPARTMENT OF THE NAVY POLICY AND GUIDE FOR TELEWORK

Encl: (1) DoD Telework Policy and Guide

Section 359 of Public Law 106-346 requires executive agencies to establish policies under which eligible civilian employees may participate in teleworking. On 22 October 2001, the Under Secretary of Defense for Personnel and Readiness issued enclosure (1), establishing policy for telework in all Department of Defense organizations. Enclosure (1) also includes a guide for commands and activities to use in establishing local programs.

The Department of the Navy is committed to improving the quality of work life for its civilian work force, and telework has proven to be an effective tool to help employees balance their work and private lives and family responsibilities. Telework is also an effective recruitment and retention tool as we seek to become an employer of choice.

Effective immediately, addressees are to implement enclosure (1) within their organizations. The policy and guide can be accessed on the web at: <http://www.telework.gov/dodpolicy.htm> and <http://www.telework.gov/dodguide.htm>. Please ensure that local bargaining obligations are met prior to implementation.

Telework programs will be evaluated as part of the Human Resources Assessment Program. Reporting requirements will be established separately, but as a minimum, will require annual reporting on number of eligible employees and number of participants.

Your support in implementing and widely publicizing this program throughout your command is appreciated. If you have any questions, please contact Mr. Leon Brayboy on DSN 764-0765 or (202) 764-0765. His email is brayboy.leon@hq.navy.mil.

Betty S. Welch
BETTY S. WELCH
Deputy Assistant Secretary of
the Navy (Civilian Personnel/
Equal Employment Opportunity)