



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)  
LOS ANGELES AIR FORCE BASE CALIFORNIA

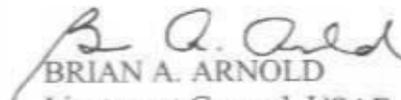
AUG 08 2002

MEMORANDUM FOR ALL DIRECTORS/COMMANDERS

FROM: SMC/CC

SUBJECT: Department of Defense (DoD) Telework Program

1. On 22 Oct 01, the Under Secretary of Defense (Personnel and Readiness) signed the DoD Telework Policy and Guide. It implements Section 359 of Public Law No. 106-346 that requires executive agencies to establish policies under which employees may participate in teleworking to the maximum extent possible, without diminished employee performance. The key to this program is identifying eligible positions and employees. There is no expectation that all positions and employees will meet the eligibility criteria. However, the law requires agencies to allow 100 percent of their "eligible" workforce to telework by the end of FY 2004.
2. Supervisors recommend and Directors/Commanders approve positions. Supervisors shall work closely with employees using the attached SMC Telework Policy and Guidance to identify positions and for participation in this program by 16 Oct 02. In addition, for those employees needing computer connectivity while teleworking, organizations will need to coordinate with the Communications Squadron to ensure network access and security is maintained. This is an ongoing effort that should continue toward meeting the 100% requirement by end of FY 2004. Initial program implementation is scheduled to began on 1 Nov 02. The Civilian Personnel Flight will track progress on a quarterly basis (see Attachment 3 of the SMC Instruction on the Telework Program).
3. The Civilian Personnel point of contact is Charles Sowash, SMC/HRCE, DSN: 833-3395.

  
BRIAN A. ARNOLD  
Lieutenant General, USAF  
Commander

Attachment:  
SMC Instruction on the Telework Program