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

JAN 16 2003

MEMORANDUM FOR ALL SMC TWO-LETTERS AND DETACHMENTS

FROM: SMC/HR

SUBJECT: SMC Telework Program (Supervisor / Two-Letter Instructions)

1. On 8 Aug 02, the Board of Directors was briefed on the implementation of the SMC Telework Program as required by the Department of Defense and Section 359 of Public Law No. 106-346. As a result of the briefing, SMC/CC Memorandum dated Aug 08 2002 (Attachment 1), tasked supervisors to identify positions eligible to participate in telework and forward recommendations to the Two-Letter Director/Commander for approval.

2. To further clarify the role of the supervisor, two-letter, detachment, and functional manager in accomplishing this task and to extend the suspense date, additional instructions are provided.

3. Supervisor instructions for identifying positions and determining eligibility are provided at Attachment 2. Once the positions have been identified, recommendations will be forwarded to two-letters for approval. Two-letters have final approval but will coordinate with functional managers. The approved positions will then be submitted by two-letter organizations to SMC/HRCE by 12 Feb 03 using Attachment 3.

4. Employees can participate in the SMC Telework Program on an "ad hoc" or a "regular and recurring" basis. Ad hoc telework is performed at an alternate worksite on an occasional, one-time, or irregular basis. Regular and recurring telework is an approved work schedule where eligible employees regularly work at least one, but not more than 2 days per biweekly pay period at an alternate worksite.

5. Briefings to employees and supervisors will be completed in January and February 2003. Civilian and military supervisors and managers who have civilian employees are encouraged to attend. The briefing schedule for the SMC Telework Program is at Attachment 4.

6. The SMC Telework Program is projected to be implemented on 2 Mar 03. Prior to beginning a telework arrangement, a Telework Agreement at Attachment 5 must be signed by the employee, supervisor, and two-letter; and a Telework Safety Checklist at Attachment 6 must be signed by the employee. The Telework Agreement and the Telework Safety Checklist will be maintained on file in the supervisor's AF 971 folder.

7. Detachment commanders will implement telework in conjunction with the host base program, but must coordinate their identified positions with the functional managers.

8. The Civilian Personnel Flight, SMC/HRCE, will be the coordinating office for the Telework Program and will track participation on a quarterly basis. The telework point of contact is Charles Sowash, DSN: 833-5346 or commercial: 310-363-5346.

Laurence Rocco

LAURENCE ROCCO, GS-14
Civilian Personnel Officer

Attachments:
1. SMC/CC Memorandum Dated Aug 08 2002
2. Supervisor Instructions for Identifying Positions and Determining Eligibility
3. Master List for Eligible Telework Employees and Positions
4. SMC Telework Program Briefing Dates
5. Telework Agreement
6. Telework Safety Checklist