

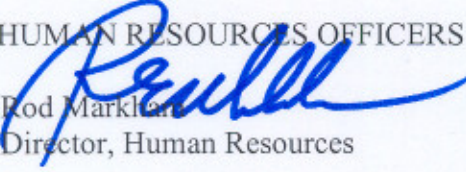


**U.S. Department of Justice**  
Justice Management Division  
*Human Resources*  
Web Site: <http://www.usdoj.gov/jmd/ps>

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Washington, D.C. 20530

MEMORANDUM FOR HUMAN RESOURCES OFFICERS

FROM:   
Rod Markler  
Director, Human Resources

SUBJECT: Save Fuel and Travel Costs - Work at a Telework Center

In support of Car Free Day (<http://www.carfreemetrodc.com/>), on September 22, 2008, the U.S. General Services Administration (GSA) is offering all Federal employees a one-day free trial to work at one of the 14 Telework Centers it sponsors at no cost to their agencies. Telework Centers offer on-site technical support, fewer distractions, and the benefit of working in a professional environment that's closer to home.

The free one-day trial will allow Federal employees already teleworking from home, or thinking about teleworking in the future, to try one of the Telework Centers without making a long-term commitment. The 14 Telework Centers are located in the greater Washington, DC, metropolitan area. Please visit <http://www.gsa.gov/teleworkcenter> to see locations and points of contact (POC) information. Once approved to try the one-day free trial, the employee must email or call the appropriate POC to schedule the visit to one of the centers.

I encourage you and your staff to take advantage of GSA's offer. Programs like telework are becoming a valuable management tool that can be effectively implemented to address quality of life issues for employees while enhancing an organization's ability to produce more work with fewer resources.

If you need additional information or assistance, please contact Jamie Higgins, HR Policy, at (202) 514-5781 or by email at [Jamie.A.Higgins@usdoj.gov](mailto:Jamie.A.Higgins@usdoj.gov).