



JUN 30 2004

Washington, D.C. 20530

MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS

FROM:

Paul R. Corts
Assistant Attorney General
for Administration

SUBJECT:

The Department of Justice Telework Program

Since September 11, 2001, and the advent of Project Iraqi Freedom, each of our lives has changed dramatically. We have worked hard to apprehend the criminals involved in worldwide terrorism and to identify and prevent further atrocities. We have dedicated countless hours to assist in rescue and victim relief efforts. The pace has been intense.

We must be ready and flexible in our methods of accomplishing the Department's mission. One primary way to achieve this flexibility and ensure continuity of Department operations in times of emergency is through the establishment of remote work sites. Today's technology can provide effective communications from a variety of locations – home offices, Telework Centers, even federal office buildings located outside of large urban centers. In setting-up alternative worksites, we will be better prepared to carry on in the face of any threat confronted by the Department and the Nation. While establishing a home office workstation or one at a Telework Center is not inherently difficult, they need to be established before a crisis requires them. Affected personnel need to be practiced at operating from their alternative sites and be familiar with remote access security procedures. Please enlist the support of your Chief Information Officer in ensuring that systems are capable of supporting telework.

Please disseminate this message throughout your organization and encourage managers and staff to learn more about telework and other worklife options by visiting the Department of Justice's Worklife Web Site: www.usdoj.gov/jmd/ps/worklife.html. It is only through your efforts that the Department can be assured that it remains operational should current Department facilities become inaccessible during an emergency – whether related to national security or hazardous weather conditions. I look forward to learning how Department managers utilize remote work sites in order to ensure continuity of operations and optimum productivity.