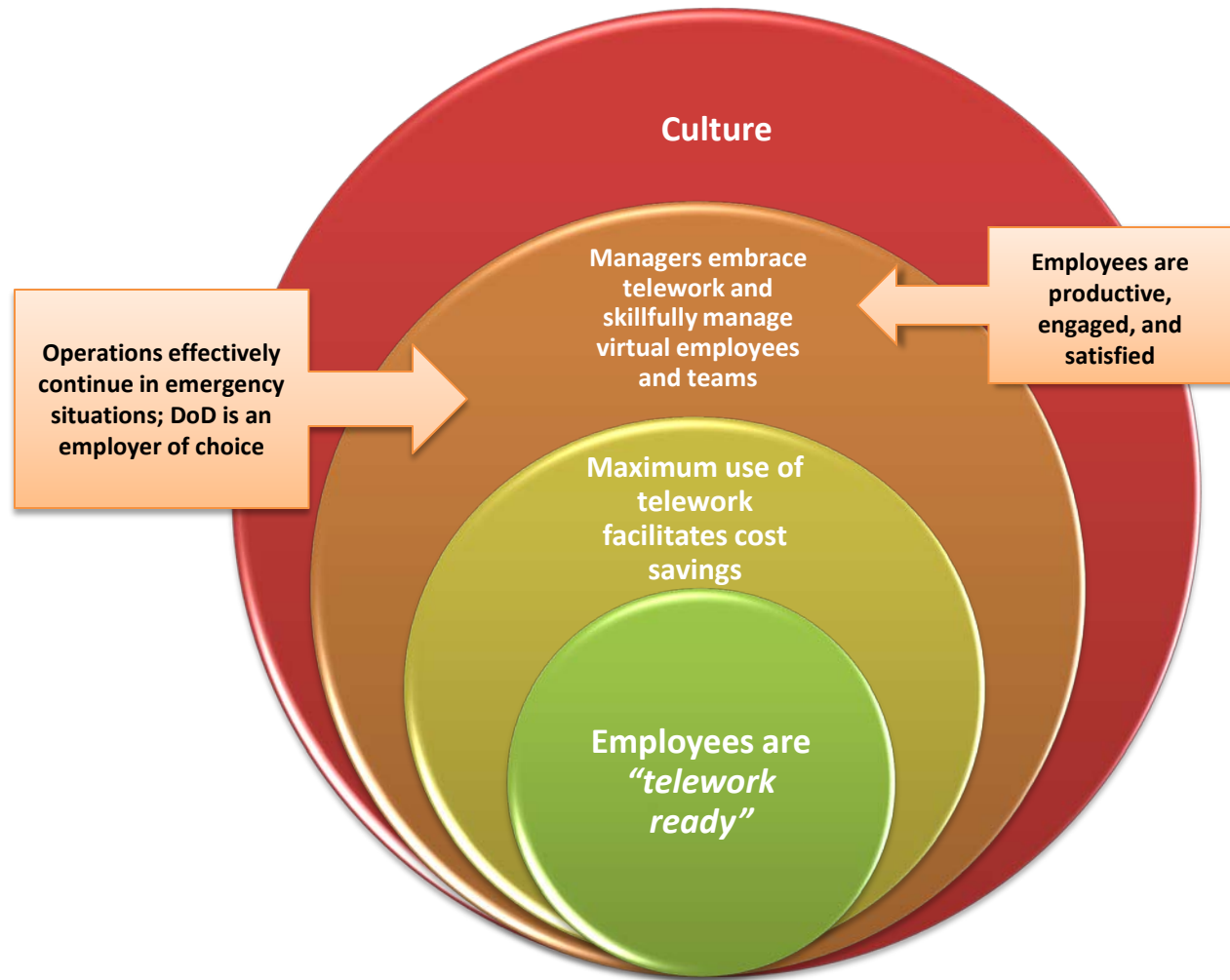
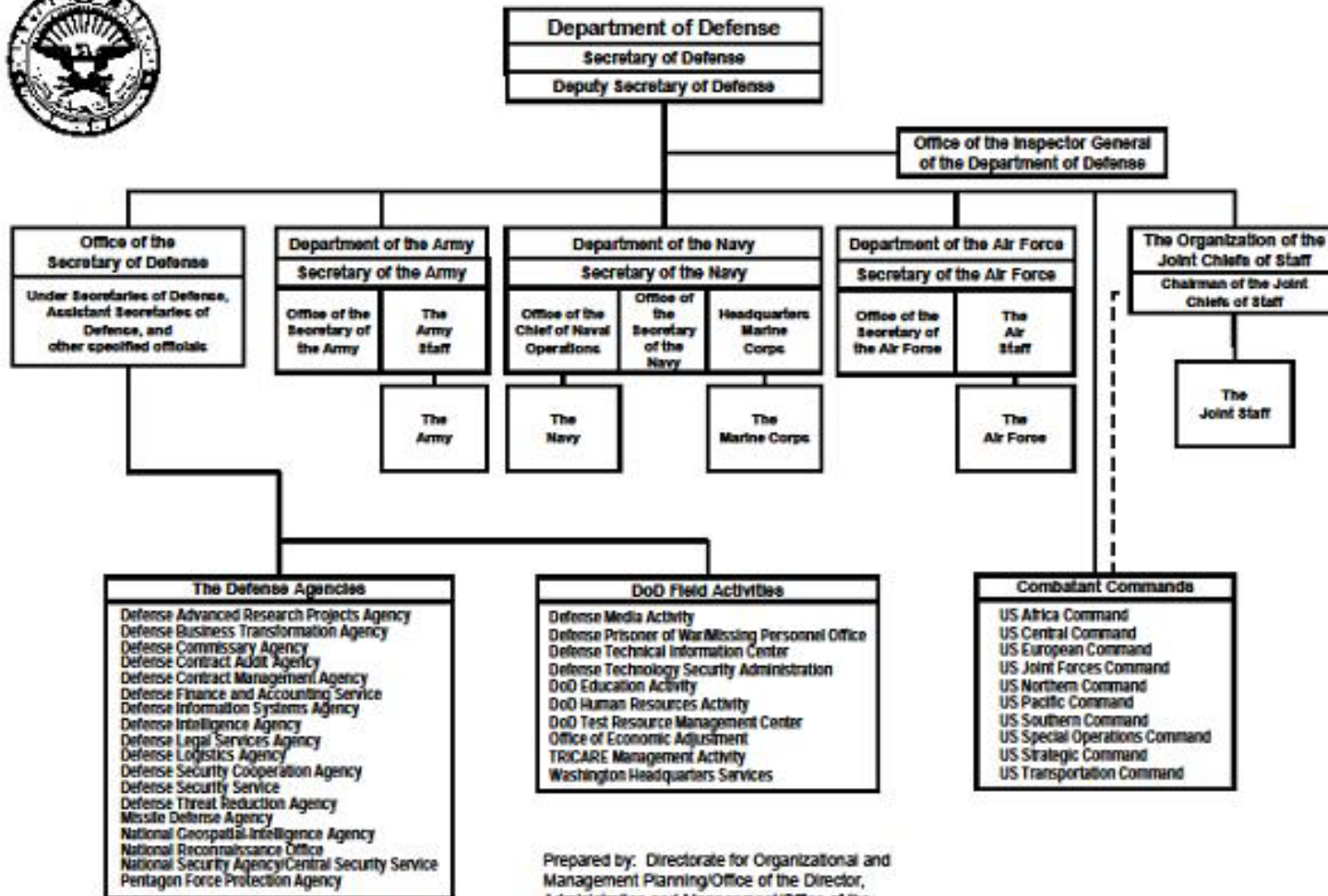


DoD Telework Goal: A Workplace Flexibility Tool



Policy Implementation



Prepared by: Directorate for Organizational and Management Planning/Office of the Director, Administration and Management/Office of the Secretary of Defense May 2010

- Telework barriers in concert with those in other federal agencies.
- Size, diversity, and complexity of the organization can contribute to some unique program implementation challenges.
- Highly successful Component DoD telework programs provide best practice standards.

Best Practices

(Enabling Initiatives & Actions)

- Enterprise-wide
 - Top Leadership buy-in
 - Defense Civilian Personnel Database telework eligibility application
 - Link to Strategic Sustainability Performance Plan
 - Strategic Communication Plan
- Component specific
 - Use of Telework to mitigate the impact of BRAC
 - Air Force Information Management Office telework Hotel

Culture Shift – Strategic Communication

tele-Work

Barb Sappan
Senior Analyst
U.S. Department of Energy

I started teleworking 2 days per week last year. My supervisor was very clear about my goals, and we find that my productivity and customer service levels have actually improved, and my day is less disrupted.

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For more information, visit www.teleforce.com/telework.aspx

William Dull
Software Engineer
McGraw-Hill Construction

I telework because it helps me stay more easily focused on my work. I can avoid distractions in my home and office. And it helps my supervisor see that I'm productive and engaged in my work. I can avoid distractions in my home and office. And it helps my supervisor see that I'm productive and engaged in my work.

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Colin Lawrence
Computer Program Manager
U.S. Department of Energy

I telework because I need to work on important projects. It's actually off hours for me to stop working because I get fully engaged up in my projects. I don't have any distractions when I telework.

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LOCATION IS NOT PART OF THE EQUATION.

Workforce x Effort = Mission Success

As a manager, I experience the benefits of telework. When the staff isn't dealing with office distractions on a busy commute, they are fully focused on mission success. Plus, with telework, telework self service is a mainstay of our key employees. I highly recommend that managers consider a telework pilot.

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