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**From:** Shelton, Carol  
**Sent:** Thursday, February 10, 2011 9:52 AM  
**To:** ARS-ALL  
**Subject:** National Telework Week, February 14-18, 2011  
**Attachments:** image001.jpg

As announced in the January 2011 issue of the *My USDA* progress report on USDA's Cultural Transformation, National Telework Week sponsored by the Telework Exchange and Cisco is the week of February 14. USDA is an official sponsor of this nationwide event geared to encouraging agencies, organizations, and individuals to pledge to telework at least one day during Telework Week, February 14-18, 2011. This is not only a great way to enhance support to the mission of ARS, but due to the beneficial environmental impact of teleworking, each ARS location should consider participating in this effort as a potential goal of their location Environmental Management Systems program. By not commuting to our work site, our environmental carbon footprint is reduced by preventing pounds of pollutants from being dispersed from our vehicles.

In order to take the telework pledge, employees must currently be under either a core or situational telework agreement as defined by the current REE Telework Policy (P&P 402.5, REE Telework Program) which can be found at: <http://www.afm.ars.usda.gov/ppweb/PDF/402-5.pdf>. Supervisory approval is required.

If you want to take the pledge to telework, please sign up on the site shown below and remember to use the new telework codes when completing time and attendance records in WebTA!

So sign up now! It's free to pledge.

Visit [www.teleworkexchange.com/teleworkweek](http://www.teleworkexchange.com/teleworkweek) to pledge today!

For questions, please contact Liz Parker, Human Resources Division at 301-504-1387 or via e-mail at [Liz.Parker@ars.usda.gov](mailto:Liz.Parker@ars.usda.gov).

