



Natural Resources Conservation Service  
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May 31, 2012

## KANSAS BULLETIN NO. KS360-12-13

### SUBJECT: PER—Telework Position Eligibility

**Action required by employees:** June 22, 2012  
**Action required by area and state offices:** June 29, 2012

**Purpose.** To inform Natural Resources Conservation Service (NRCS) employees of positions eligible for Telework.

**Expiration Date.** September 30, 2013

[National Bulletin 360-12-22](#), Telework Position Eligibility, and its attachment informed all NRCS employees of Telework eligible positions. After reviewing the bulletin, **all Kansas NRCS permanent employees are required** to fill out, sign, and return the attached "NRCS Employee Telework Eligibility Notification" form.

Please return the form to your respective area office assistant or state office assistant/secretary **no later than June 22, 2012** (electronic submission of form with electronic signature is the preferred delivery method). Area office assistants and state office assistants/secretaries will then submit all forms electronically as a "zip" file to K. Deann Knox, Human Resources Manager, **no later than June 29, 2012**.

If you have any questions or concerns regarding Telework, please discuss the issue with your immediate supervisor. You may also reference National Bulletin 360-12-22 for additional information.

**Contact:** K. Deann Knox, Human Resources Manager, 785-823-4522 or [deann.knox@ks.usda.gov](mailto:deann.knox@ks.usda.gov)

*(signed)*

ERIC B. BANKS  
State Conservationist

Attachment

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