



Natural Resources Conservation Service
316 W. Boone Ave. Suite 450
Spokane, WA 99201-2348
509-323-2900
fax 509-323-2909
web site www.wa.nrcs.usda.gov

Date: September 28, 2007

WASHINGTON BULLETIN WA360-07-6

SUBJECT: PER – Compliance with Telecommuting Policy

Purpose: Reminder to review and update telecommuting agreements.

Expiration Date: September 30, 2008

ACTION REQUIRED BY: NOVEMBER 1, 2007

NRCS' Telecommuting Policy (GM 360, Part 429) states that all telecommuting agreements must be reviewed at the beginning of each fiscal year and a new agreement signed, even if the terms remain the same. The supervisor is responsible for providing a copy of each telecommuting agreement to the Human Resources Office. The GM policy is available at http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/gm_360_429.htm.

Please review all existing telecommuting agreements by **November 1, 2007**, and update, renew, or cancel them, in writing, as appropriate. If new agreements are not completed, existing telecommuting arrangements must end by October 31, 2007.

First line supervisors are to provide copies of all new, updated, or canceled telecommuting agreements to the Human Resources office by November 15 so that we can report completion of this requirement. A copy should also be provided to the respective Area Conservationist or State Office staff leader for reference. *A copy of any telecommuting agreement initiated later in the fiscal year should also be forwarded to HR and the AC/SO as outlined above.*

If you have any questions, please contact Cheryle Miller, Human Resources Officer, at (509) 323-2931, or Eileen Jackson, Human Resources Specialist at (509) 323-2934.

/s/

A. STEFAN FECHTER
State Administrative Officer