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Date: October 7, 2008

**WASHINGTON BULLETIN WA360-9-2**

**SUBJECT:** HRM – Compliance with Telecommuting Policy

**Purpose:** Reminder to review and update telecommuting agreements.

**Expiration Date:** November 21, 2008

**ACTION REQUIRED BY: NOVEMBER 21, 2008**

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](http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/gm_360_429.htm).

Please review all existing telecommuting agreements by **November 21, 2008**, and update, renew, or cancel them, in writing, as appropriate. If new agreements are not completed, existing telecommuting arrangements must end by November 21, 2008.

First line supervisors are to provide copies to the Human Resources office by November 21, 2008 so that we can report completion of this requirement. A copy should also be provided to the respective Area Conservationists or State Office staff leader for reference.

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.

LISA R. COVERDALE  
Acting State Conservationist