



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

REPLY TO
ATTENTION OF:

24 JUL 2009

IMND-MEA-ZB

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 59, Telework Policy

1. REFERENCE.

- a. DoD Telework Policy and Guide, 22 October 2001.
- b. Department of the Army (DA) Information Security Program, AR 380-5, 31 October 2000.
- c. Memorandum from G-1, subject: Implementing Instructions for the Alternative Work Schedule (AWS) and Telework (TW) Programs, dated 13 September 2006.
- d. Army Knowledge Management and Information Technology, AR 25-1, 15 August 2005.
- e. Information Assurance, AR 25-2, 13 November 2007.
- f. Headquarters US Army Installation Management Agency (IMA) Policy Memorandum #11 Alternate Work Schedules Program.

2. PURPOSE. To provide guidance on the Fort George G. Meade Telework Policy. The term telework is synonymous with the term telecommute, and includes both working from home and working from an authorized telework center (sometimes referred to a telecommuting center).

3. APPLICABILITY. This guidance is applicable to all Fort George G. Meade (FGGM) appropriated fund garrison employees.

4. GENERAL.

a. The Telework (TW) program is designed to provide individuals an opportunity to have some personal control over their work location. Telework requests should only be approved when the position and the incumbent are suitable for TW. Fort Meade garrison employees whose positions require daily face-to-face contact with supervisors, colleagues, employees in the service area, and/or other customers may be excluded from the TW program. The Deputy Installation Commander (DIC) will be the final

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approval/disapproval authority for all garrison TW requests. Garrison directors shall consider and recommend approval/disapproval of requests to TW on a case-by-case basis.

b. Employees may be excluded and/or removed from participating in the TW program if they are:

- (1) Newly appointed to a position;
- (2) Serving a probationary period;
- (3) Undergoing on-the-job training;
- (4) Demonstrating declining performance and/or less than acceptable performance on their current performance appraisal (i.e. less than a fully acceptable (TAPES) or a valued performer (NSPS));
- (5) Serving on a Performance Improvement Plan (PIP) or similar opportunity to improve plan;
- (6) Within one year after completing a PIP or similar opportunity to improve plan;
- (7) Engaging in misconduct.

c. Directors/Staff Principals will:

- (1) Have overall responsibility for the implementation of the FGGM telework program in their directorate.
- (2) Recommend approval/disapproval of employee TW requests within their directorate.
- (3) Ensure employees are informed on how TW requests are to be formatted and coordinated for final decision.
- (4) Determine the availability of government-owned technology to support those who are approved to TW.
- (5) Report the following information at the end of the fiscal year to the DIC: The number of FGGM garrison positions within the directorate identified as suitable for regular and recurring TW (at least one day per pay period); the number of eligible employees within the directorate offered the opportunity to TW; the number of

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employees within the directorate participating in regular and recurring TW, and the number of employees who have participated in ad hoc TW.

(6) Consider requests or suggest cases where ad hoc TW may be advantageous to the employee and/or government. Some examples of ad hoc requests include instances when the employee is recovering from a medical treatment or condition or is engaged in a project of short duration that can effectively be accomplished outside of the workplace.

d. Supervisors will coordinate and manage all employee TW requests in accordance with this guidance.

e. FGGM employees will coordinate all TW requests in accordance with this policy.

5. GUIDANCE.

a. Section 359 of PL 106-346 requires that federal agencies establish TW policies. The DoD Telework Policy and the DoD Telework Guide provide the basic parameters and conditions for implementing the TW program.

b. The nature of the work should be suitable for TW. Work suitable for TW depends on the job content, rather than job title, type of appointment, or work schedule. Positions which perform tasks that are measurable, quantifiable, evaluated by the quality of a deliverable and/or primarily project-oriented (i.e. statistical analysis, writing a report, program of instruction, etc.) are the best candidates for TW; it is feasible for work that requires thinking and writing (i.e. data analysis, reviewing grants or cases, writing decisions or reports, etc.); and for computer oriented tasks (i.e. programming, data entry, word processing, etc.). Directors will determine what positions are eligible for TW in their directorate in accordance with this policy.

c. TW requests may be approved for FGGM employees for short periods of time, when the employee or employee's family member has medical issues, or when the employee is experiencing other extenuating circumstances.

d. Short Periods of Time: TW may be approved if the Director believes approving a TW request for a short period of time is in the best interest of the employee and/or government. Some examples may include when: The worksite is undergoing renovation, repair, or relocation; travel to the worksite is hindered due to reasons beyond the employee's control (e.g. natural disaster, elevated security measures, mass transit system inoperability, etc.), or there is an occupational health concern at the worksite.

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e. Medical Issues: Telework may be approved if the Director believes approving a telework request to accommodate a medical situation is in the best interest of the employee and/or government. Some examples may include when: The employee or a family member has a serious illness or is recuperating from a serious illness or surgery, but the employee is still able to perform the duties of the position without interruption or, a permanently or temporarily disabled employee makes a reasonable accommodation request and the approval of TW will not cause undue hardship to the directorate.

f. Extenuating circumstances: Telework may be approved if working at the regular duty location would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the welfare and safety of the employee. Directors may approve TW requests if extenuating circumstances exist and they believe approving the request is in the government's best interest.

g. Employees who are approved to Telework are covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official government business; they are eligible to file a worker's compensation claim for work related injury sustained at an alternative duty location under the FECA in accordance with current policies and procedures. Teleworkers must agree to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

6. INFORMATION TECHNOLOGY (IT) SUPPORT.

a. Directors in coordination with the DOIM, will determine the availability of government-owned information technology to support employees performing official duties at alternative work sites, to include private residences. Due to budget constraints within FGGM, required information technology services (government-owned computers, telephone service, telecommunications equipment, etc.) may not be available or securely configured and accredited to support TW. When information technology, essential to the performance of a TW arrangement, is unavailable or not securely configured to support required tasks, the employee will not be approved to TW.

b. The following policies regarding Information Technology (IT) support apply:

(1) Government-furnished computer equipment, software, and communications devices, with Common Access Cards (CAC) connecting through Virtual Private Networks (VPN), CITRIX, or Remote Access Server (RAS), will be required for TW arrangements involving access to sensitive unclassified data, including Privacy Act data, or For Official Use Only (FOUO) data. The CAC is the primary platform for implementation of Public Key Infrastructure (PKI). Employees failing to obtain proper

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Policy CAC credentials will not have access to any DoD IT systems including their office Email accounts.

(2) Each directorate organization will coordinate with the Directorate of Information Management (DOIM) to setup appropriate VPN access to DoD computer networks and systems for employees approved for TW.

(3) Each directorate will coordinate service and maintenance with the DOIM for government-furnished equipment issued to employees who TW.

(4) Employees authorized to participate in TW arrangements are responsible for taking the necessary steps to insure that all required system and anti-virus patches are installed on government-furnished computers. If necessary, the employee will physically transport the government-furnished equipment to the official duty station at least once a week so that the equipment can be connected to the installation network to receive required updates. If available and authorized by the DOIM, FGGM resources may assist with this requirement by providing network connectivity and either validate that the equipment has been updated or coordinate validation requirements with DOIM.

(5) Government-furnished systems, including all related equipment, are provided for authorized U.S. Government use only; family members and friends of TW's are not authorized to use any government-furnished equipment,

(6) Nothing in this guidance relieves employees authorized to participate in TW arrangements from the requirement for using government-furnished equipment in compliance with the appropriate provisions of AR 25-1 (Army Knowledge Management and Information Technology) and AR 25-2 (Information Assurance).

(7) Fort Meade assumes no responsibility for any operating costs associated with an employee using his/her personal equipment and residence as an alternative worksite. This includes home maintenance, insurance, utilities, and phone bills.

(8) Fort Meade is not liable for damages to employee's personal or real property while employee is working at the approved alternative worksite, except to the extent the government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

(9) Employee-owned equipment may not be used to access Information Technology (IT) systems and applications that reside on DoD computer networks and systems that require user authentication (i.e. user id/password or CAC). Employees are responsible for installation, configuration and maintenance of all employee-owned equipment. Employee owned information systems will be used in accordance with AR

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25-2, para. 4-30. Users will comply with all security provisions to include providing a signed compliance statement that all processed data has been removed from their personally owned information systems. Fort Meade will not provide CAC readers or middleware for use on employee-owned equipment.

(10) Employees who TW are responsible for all official information and the protection of any government-furnished equipment and property at the alternative worksite. Employees will return all government-furnished equipment and materials to the organization at the conclusion of the TW arrangement, or at the organization's request.

(11) Fort Meade personnel may provide limited telephonic assistance in resolving problems that may arise with telecommunications equipment or services installed in support of an approved TW agreement in a personal residence. Such assistance will be designed to help the user identify, and in some cases correct, potential configuration/access problems. Fort Meade garrison personnel are not authorized to conduct site visits to employee homes to trouble shoot telecommunication or computer equipment problems.

c. The DoD Telework Agreement, including the safety checklist, must be signed and returned to the employee's supervisor prior to the commencement of any TW arrangements.

7. USE OF TELEWORK/TELECOMMUTING CENTERS. A list of authorized telework/telecommuting centers is attached. If an employee is approved for TW and elects to use one of these centers, the cost will be centrally funded by FGGM.

8. TRAINING. A Telecommuting Briefing Kit, designed by the Office of Personnel Management (OPM), can be used as a template to develop TW training for employees and supervisors; it is at <http://www.opm.gov/wrkfam/telecomm/TBKit.htm>. Training materials are also available at <http://www.telework.gov/policies/tbkit.asp>.

9. LABOR RELATIONS. Labor relations obligations must be completed prior to local implementation of the FGGM Telework Policy.

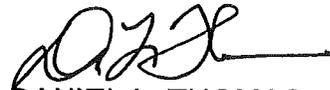
10. PRESCRIBED FORMS. Directorates will use the following enclosed forms as a part of their TW program administration: Directorate Telework Report; FGGM Safety Checklist for Home-Based Telework; Telework Agreement for FGGM Employees

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11. The Fort Meade point of contact for this policy is the Civilian Personnel Advisory Center (CPAC), telephone: 301-677-6526.

Enclosures



DANIEL L. THOMAS
Colonel, Military Intelligence
Commanding

Directorate Telework Report

Submit this report to Deputy Installation Commander.

Directorate:

Report Period

1. Number of positions eligible for regular and recurring telework (at least one day a pay period):

2. Number of eligible employees offered the opportunity to telework:

3. Number of employees participating in regular and recurring telework (at least one day a pay period):

4. Number of employees who have participated in ad hoc telework:

5. Barriers to employees' participation in the program:
POC Name and Phone Number:

POC Name and Phone Number:

Date:

**DEPARTMENT OF THE ARMY
FORT GEORGE G. MEADE
SAFETY CHECKLIST FOR HOME-BASED TELEWORK**

Employee Name: _____

Title, Series, Grade: _____

Directorate: _____

Home-Based Alternative Worksite _____

Street Address _____

City, State, ZIP _____

Phone Number, including area code: _____

Fax Number, including area code: _____

Purpose of Checklist

The employee is eligible to telework under the FGGM Telework Program and has requested to telework at the home work area identified above and on the accompanying FGGM Telework Agreement. Prior to beginning telework, the employee must complete this FGGM Safety Checklist for Home-Based Telework and submit it to his or her director. The checklist is designed to assess the overall safety of the designated home work area for the performance of official Government business. By completing the checklist, the employee is certifying the safe condition of the designated home work area. The employee is responsible for informing his or her supervisor of any significant change in any information in this Safety Checklist for Home-Based Telework.

Workplace Environment

1. Yes__ No__ Are the temperature, noise, ventilation and lighting levels adequate for maintaining your normal level of job performance?
2. Yes__ No__ Is the work area free of asbestos-containing material?
3. Yes__ No__ If asbestos-containing material is present, is it undamaged and in good condition?
4. Yes__ No__ Is the work place free of unhealthy levels of mold and/or radon exposure?
5. Yes__ No__ Is the work area free of indoor air quality problems?

6. Yes__ No__ Is the work area free of noise hazards?
7. Yes__ No__ Is adequate ventilation present for the desired occupancy?
8. Yes__ No__ Are all stairs with four or more steps equipped with handrails?
9. Yes__ No__ Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?
10. Yes__ No__ Do circuit breakers clearly indicate if they are in the open or closed position?
11. Yes__ No__ Is all electrical equipment free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, loose wires or fixtures, exposed wires on the ceiling, walls, floor)?
12. Yes__ No__ Does the home's electrical system permit grounding of electrical equipment (e.g. have a three-pronged receptacle)?
13. Yes__ No__ Does the electrical service conform to appropriate local building codes?
14. Yes__ No__ Are aisles, doorways, and corners free of obstructions to permit visibility and movement?
15. Yes__ No__ Are file cabinets and storage containers arranged so drawers and doors do not open into walkways?
16. Yes__ No__ Do chairs have any loose casters (wheels)?
17. Yes__ No__ Are the rungs and legs of the chairs sturdy?
18. Yes__ No__ Are the phone lines, electrical cords, and extension wires secured under a desk or along a baseboard?
19. Yes__ No__ Is the office space neat, clean, and free of excessive amounts of combustibles?
20. Yes__ No__ Are floor surfaces clean, dry, level, and free of worn seams?
21. Yes__ No__ Are carpets well secured to the floor and free of frayed or worn seams?
22. Yes__ No__ Is there sufficient light for reading?
23. Yes__ No__ Does the work area contain a desk or other appropriate work surface?

24. Yes__ No__ Does your home use natural gas or propane?
25. Yes__ No__ If yes, have you ever experienced any leak problems?
26. Yes__ No__ Do you have the appropriate number of smoke detectors for your size home?
27. Yes__ No__ Do you have a properly functioning fire extinguisher?

Computer Workstation (if applicable)

28. Yes__ No__ Is your chair adjustable?
29. Yes__ No__ Do you know how to adjust your chair?
30. Yes__ No__ Is your back adequately supported by a backrest?
31. Yes__ No__ Are your feet on the floor or fully supported by a footrest?
32. Yes__ No__ Are you satisfied with the placement of your visual display terminal (VDT) and keyboard?
33. Yes__ No__ Is the VDT screen free from noticeable glare?
34. Yes__ No__ Is the top of the VDT screen at eye level?
35. Yes__ No__ Is it easy to read text on your screen?
36. Yes__ No__ Do you need a document holder?
37. Yes__ No__ Do you have enough leg room at your desk?
38. Yes__ No__ When keying, are your forearms close to being parallel to the floor?
39. Yes__ No__ When keying, are your wrists fairly straight (in line with your forearms)?
40. Yes__ No__ While not keying, is there space to rest your arms?
41. Yes__ No__ Is computer-related equipment connected to a surge protector?
42. Yes__ No__ Does the computer workstation have appropriate disk storage?

Physical Security

43. Yes__ No__ Do all exterior doors and windows have adequate locking devices?
44. Yes__ No__ Is there a lockable file cabinet or container available to store Government documents?

Hardware Security

45. Yes__ No__ Is the VDT screen positioned so that unauthorized persons cannot view the screen?
46. Yes__ No__ Are there adequate environmental controls so as to safeguard equipment from extreme temperatures and humidity?

Data Security

47. Yes__ No__ Can others gain access to the computer from other systems (e.g., via the Internet dial-up)?
48. Yes__ No__ Are the computer and removable media (e.g., diskettes) adequately protected from unauthorized access?

Signatures

Date Employee Date Supervisor

NOTE 1: A signed copy of this checklist will be provided to the employee and a copy will be kept on file with the supervisor.

NOTE 2: Employee must inform the supervisor of any significant change in the conditions of the workspace while the relevant Telework Agreement is in effect.

**TELEWORK AGREEMENT
FORT GEORGE G. MEADE**

This agreement is used to document telework arrangements with Fort George G. Meade. The information and requirements in this agreement must be read in conjunction with the FGGM Telework Policy. Signatories to this agreement certify they will abide by the requirements of this agreement and the FGGM Telework Policy.

This agreement applies to regular and recurring telework and to ad hoc telework, as identified throughout. The following constitutes the terms and conditions of the telework agreement between the employee and FGGM:

Employee Name: _____

Title, Series, Grade: _____

Directorate/Office Symbol: _____ Phone: _____

1. The employee agrees to participate in the FGGM Telework (TW) Program as indicated below starting on _____, and to follow all applicable policies and procedures.

2. The employee recognizes the TW arrangement is not an employee entitlement.

3. The employee agrees that all pay and leave entitlements are based on their duty station.

4. The employee will be engaging in the following type of telework:

_____ Regular and recurring (telework at least one day per biweekly pay period)

_____ Ad hoc (telework on an occasional, irregular, or one-time basis, or less than one day per pay period).

Complete Section 5 below ONLY for regular and recurring telework.

5. The employee is approved to work at the designated alternative worksite specified below in accordance with the following schedule:

DAY	FREQUENCY		WORK SCHEDULE		LUNCH BREAK
	WEEKLY	BIWEEKLY	Start Time	Stop Time	Start and Stop Times
Mon					
Tues					
Wed					
Thurs					
Fri					

6. The employee agrees that he/she along with the FGGM timekeeper and their supervisor will maintain a copy of the TW schedule. Time and attendance will be recorded as performing official duties at the official duty station.

7. The employee agrees that before taking leave, he/she will obtain supervisory approval in accordance with established procedures. The employee's signature on this Agreement indicates that he/she understands and agrees to follow established procedures for requesting and obtaining approval of leave.

8. The employee agrees that government-furnished computer equipment, software, and communications devices (with Common Access Cards (CAC) connecting through Virtual Private Networks (VPN), CITRIX, or Remote Access Server (RAS)) will be required for telework arrangements that involve access to sensitive unclassified data, including Privacy Act data, or For Official Use Only (FOUO) data. (The CAC is the primary platform for implementation of Public Key Infrastructure (PK1)). The employee understands and agrees that if he/she is having problems with or loses their CAC, he/she needs to contact their supervisor immediately because he/she will not have access to any DoD IT systems including their office Email accounts.

9. The employee understands and agrees that he/she is responsible for taking the necessary steps to insure that all required system and anti-virus patches are installed on government-furnished computers. If necessary, the employee will physically transport the government-furnished equipment to the official duty station at least once a week so that the equipment can be connected to the installation network to receive required updates. If available and authorized by the (Directorate of Information Management) DOIM, FGGM resources may assist with this requirement by providing network connectivity and either validate that the equipment has been updated or coordinate validation requirements with DOIM.

10. The employee understands and agrees that he/she is the only person authorized to use this government-furnished system to include all related equipment and that the equipment is provided for authorized U.S. Government use only. The employee understands that allowing family members or friends to use this equipment will result in disciplinary action.

11. The employee understands and agrees that FGGM is not responsible for damages to their personal or real property while he/she is working at their approved alternative worksite, except to the extent the government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

12. The employee understands and agrees that he/she may not use their own computer for work on non-sensitive, unclassified data when such activities require access to Information Technology (IT) systems and applications that reside on DoD computer networks and systems that require user authentication (i.e. user id and password or CAC).

13. The employee understands and agrees that if he/she is approved to use their own computer, he/she is responsible for installation, configuration and maintenance of all their own equipment. The employee's information systems will be used in accordance with AR 25-2, para. 4-30. He/she will comply with all security provisions to include providing a signed compliance statement that all processed data has been removed from their personally owned information system. (FGGM will not provide CAC readers or middleware for use on employee owned equipment.)

14. The employee understands and agrees he/she is responsible for all official information and the protection of any government-furnished equipment and property at the alternative worksite. The employee will return all government-furnished equipment and materials to the organization at the conclusion of their telework arrangement, or anytime the organization requests.

15. The employee understands and agrees that he/she may be provided limited telephonic assistance in resolving problems that may arise with telecommunications equipment or services installed in support of their approved telework agreement. Such assistance will be designed to help the employee identify, and in some cases, correct potential configuration/access problems. (FGGM personnel are not authorized to conduct site visits to employee homes to trouble shoot telecommunication or computer equipment problems.)

16. The employee understands and agrees FGGM will not be responsible for operating costs, home maintenance, or any other incidental cost whatsoever associated with the use of their residence (e.g. insurance, utilities, telephone bills, internet access, etc.). By participating in this program, the employee does not relinquish the entitlement to reimbursement for authorized expenses incurred while conducting business for FGGM, as provided for by statute and implementing regulations.

17. The employee understands that he/she is covered under the Federal Employees Compensation Act if injured in the course of actually performing official duties at the official duty station or the alternative TW duty station. The employee will notify their supervisor immediately of any such accident or injury that occurs at the alternative workplace and complete any required forms. The employee's supervisor will investigate such a report immediately.

18. The employee agrees he/she will meet with their supervisor to receive assignments and to review completed work as necessary. The employee will complete assigned work according to work procedures specified by their supervisor, according to the guidelines and standards stated in their performance plan.

19. The employee's job performance will be evaluated and job elements and standards determined by management. The employee's job performance evaluation will be based on the norms or other criteria derived from their performance plan. He/she will provide regular reports if required by their supervisor to help judge performance. The employee understands that a decline in their performance or notice of documented misconduct may be grounds for canceling this Agreement.

20. The employee agrees to perform officially assigned duties only at the official duty station or FGGM approved alternative TW duty station during the days and hours specified in sections 4 and 5 above. The employee will not conduct personal business while in official duty status at the alternative workplace; e.g. caring for dependents, making home repairs, doing volunteer or other work connected with other employment, or engaging in educational pursuits. The employee understands and agrees that he/she must continue to work at their

alternative duty station as scheduled during emergencies, which close their official duty station.

21. The employee will not conduct meetings or interviews in an official capacity at the alternative work site without prior supervisory approval.

22. If mission requirements necessitate, or if requested by supervisor, the employee will report to their duty station to perform work. The employee may choose another TW day, with the approval of their supervisor, during the same pay period. If unable to reschedule the TW date during the same pay period, he/she will forfeit their TW day for that pay period.

23. If the employee fails to comply with the provisions of the Agreement, their supervisor may terminate the Agreement, and the employee may suffer loss of pay and/or be subject to appropriate disciplinary or adverse action.

24. The employee's supervisor may cancel this Agreement at any time. However, their supervisor will give he/she 15 calendar days written notice prior to the official date of cancellation, unless (a) their supervisor cancels the agreement for reasons relating to misconduct or poor performance, or (b) exigency of service precludes giving such notice. The employee may request cancellation of this Agreement at any time. Cancellation shall be at the discretion of management considering such factors as the availability of office space.

25. The employee's signature below acknowledges receipt and thorough review of this Agreement. This Agreement is intended to enhance communication and understanding between management and employees of the special considerations and expectations necessary to establish a successful program of working from home. It is not contractual in nature.

AGREED BY:

Employee

Date

ENDORSED BY:

Director

Date

APPROVED BY:

Deputy Installation Commander

Date

Fort George G. Meade
Authorized Telework/Telecommuting Centers

MARYLAND

Bowie State University Telecommuting Center

www.bsu-telecommute.com (a nongovernment website)

Bowie State University

14000 Jericho Park Road

Bowie MD 20715

POC: Mi'Shaun Stevenson

(301) 860-4939

FAX (301) 352-4513

Daily rate: \$40.00

Frederick Telework Center

7340 Executive Way, Suite M

Frederick, MD 21704

POC: Tonita Hickey

(301) 698-2700 Ext. 101, FAX (301) 696-2848

Daily rate: \$48.00

Hagerstown Telework Center

www.hagerstowntelework.org (a nongovernment website)

14 North Potomac Street, Suite 200a

Hagerstown, MD 21740

POC: Michael j. Pellegrino

(301) 745-5600 FAX (301) 766-2050

Daily rate: \$42.00

Prince Frederick Telework Center

www.teleworkctr.org. (a nongovernment website)

205 Steeple Chase Drive #305

Prince Frederick, MD 20678

POC: Jill Wathen

(301) 934-7628 FAX (301) 934-7675

Daily rate: \$42.00

Waldorf InTeleWork Center

www.teleworkctr.org. (a nongovernment website)

128 Smallwood Village Shopping Center

Waldorf, MD 20602

POC: Jill Wathen

(301) 934-7628 FAX (301) 934-7675

Daily rate: \$42.00

Laurel Lakes Telework Center

www.teleworkctr.org. a nongovernment website)

13962 Baltimore Boulevard

Laurel, MD 20707

POC: Jill Wathen

(301) 934-7628 FAX (301) 934-7675

Daily rate: \$42.00

VIRGINIA**City of Fairfax Telework Center at George Mason University**

4031 University Drive, 1st floor

Fairfax, VA 22030

1st POC: Emeka Ezidinma – (703) 279-3300 / FAX (703) 359-9844

Email: eezidinm@gmu.edu

2nd POC: Keith Segerson – (703) 277-7724 / FAX (703) 277-7730

Email: segerson@gmu.edu

Daily Rate: \$42.00

Herndon Telework Center at George Mason University

150 Elden Street

Herndon, VA 20170

1st POC: Emeka Ezidinma – (703) 279-3300 / FAX (703) 359-9844

Email: eezidinm@gmu.edu

2nd POC: Keith Segerson – (703) 277-7724 / FAX (703) 277-7730

Email: segerson@gmu.edu

Daily Rate: \$42.00

Manassas Telework Center

www.nocommute.org (a nongovernment website)

9500 Godwin Drive, Building 105

Manassas, VA 20110

POC: Pat Peacock

(703) 993-9371 FAX (703) 993-8631

POC: Keith Segerson

(703) 277-7724/ FAX (703) 277-7730

Daily rate: \$42.00

Fredericksburg (Formerly Spotsylvania)

www.gotelework.org (a nongovernment website)

4956 Southpoint Parkway

Fredericksburg, VA 22407

POC:

(1) Keith Lesser, klessner@gotelework.org (540) 710-5002 FAX: (540) 710-5004

(2) Peter Garcia, pgarcia@gotelework.org (540) 710-5001 FAX: (540) 710-5004

Daily rate: \$62.00

Stafford County Telework Center

www.gotelework.org (a nongovernment website)

24 Onville Road, Suite 201

Stafford, VA 22556

POC:

(1) Keith Lesser, klessner@gotelework.org

(2) Tony Floyd, tfloyd@gotelework.org (703) 878-8500 FAX: (703) 878-8501

Daily rate: \$62.00

Woodbridge Telework Center

www.gotelework.org (a nongovernment website)

13546 Minnieville Road

Woodbridge, VA 22192

POC:

(1) Keith Lesser, klessner@gotelework.org

(2) Tony Floyd, tfloyd@gotelework.org (703) 878-8500 FAX: (703) 878-8501

Daily rate: \$62.00

NetTech Center

www.nettechcenter.net (a nongovernment website)

2281 Valley Drive

Winchester, VA 22601

POC: Linda Whitmer

linda@nettechcenter.net

(540) 450-2222 FAX (540) 678-1939

Daily rate: \$42.00

WEST VIRGINIA

Jefferson County Telework Center @ BizTech

www.jctc.org (non-government website)

150 E. Burr Boulevard

Kearneysville, WV 25430

POC: Beverly Bolger

bbolger@jctc.org

304.728.3051, x252 (o) 304.728.3068 (f)

Daily rate: \$52.00

Stafford County Telework Center

www.gotelework.org (a nongovernment website)

24 Onville Road, Suite 201

Stafford, VA 22556

POC: Keith Lesser, KLesser@gotelework.org, Tony Floyd, tfloyd@gotelework.org
(540) 710-5002 FAX: (540) 710-5004

Daily rate: \$62.00

Woodbridge Telework Center

www.gotelework.org (a nongovernment website)

13546 Minnieville Road

Woodbridge, VA 22192

POC: Keith Lesser, KLesser@gotelework.org, Tony Floyd, tfloyd@gotelework.org
(540) 710-5002 FAX: (540) 710-5004

Daily rate: \$62.00

NetTech Center

www.nettechcenter.net (a nongovernment website)

2281 Valley Avenue

Winchester, VA 22601

POC: Linda Whitmer

linda@nettechcenter.net

(540) 450-2222 FAX (540) 678-1939

Daily rate: \$42.00

WEST VIRGINIA

Jefferson County Telework Center @ BizTech

www.jctc.org (non-government website)

150 E. Burr Blvd., Suite 100

Kearneysville, WV 25430

POC: Beverly Bolger

bbolger@jctc.org

304.728.3051, x252 (o) 304.728.3068 (f)

Daily rate: \$52.00