

National Aeronautics and Space Administration  
Headquarters  
Washington, DC 20546-0001



January 15, 2010

Reply to Attn of: Headquarters Facilities and Administrative Services Division

TO: All NASA Headquarters Personnel  
FROM: Executive Director, Headquarters Operations  
SUBJECT: 2010 Rolling Telework Drills

Last year we successfully performed rolling telework drills at NASA Headquarters with almost every office participating. The telework drills verified that there is enough bandwidth to support extensive telework and served as a training opportunity for employees teleworking for the first time. As we work together to increase our readiness posture, telework is a critical tool for ensuring the continuity of operations at NASA Headquarters.

Commencing in February 2010, we will launch a series of rolling telework drills. It is important that we maintain our telework capability in case of an emergency and drills are designed to keep us "ready." Over the course of the year, each Directorate/Office will be asked to telework at least one day in order to test their equipment and knowledge of telework procedures. Information Technology points of contact in each Directorate/Office have been charged with coordinating the telework drills for their respective Directorate/Office.

In order to simplify the process of utilizing telework, we are creating a webpage with information related to participating in a telework drill. Starting January 18, the Telework Drills Webpage will be online at <<http://www.hq.nasa.gov/telework-drills>>. The Telework Drills Webpage will serve as a one-stop location for information regarding telework drills such as scheduled telework drill dates, telework procedures and necessary equipment, and an electronic post-telework drill survey. I encourage you to visit the site as you prepare for your Directorate/Office's telework drill.

For information regarding the 2010 rolling telework drills, please submit your questions to [HQ-Telework-Drills@nasa.gov](mailto:HQ-Telework-Drills@nasa.gov) or contact the HQ Telework Drill Coordinator, Todd Jasper, at extension 0926.

Thank you in advance for your cooperation and support.

  
Christopher A. Jedrey