



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Monday, November 5, 2001  
MSG 2001-096a

**MEMORANDUM FOR: Heads Of Executive Departments And Agencies**

FROM: Kay Coles James, Director

Subject: Telework Satellite Broadcast

The Office of Personnel Management, Congressman Frank Wolf and the Human Resources Management Council invite your agency to "tune in" to a Telework Satellite Broadcast on November 14, 2001 from 12:30 to 1:30 p.m. The broadcast is being transmitted to Federal agencies nation-wide and will present real-life solutions to the various challenges supervisors, managers and employees face in setting up successful telework programs. The broadcast target audience includes line managers, supervisors and employees, as well as human resource and information technology (IT) staff and employee representatives, all of whom play important roles in establishing successful telework programs.

The broadcast is a follow-on to the Telework Leadership Seminar held on October 19th, which focused on making the business case for telework and getting leadership buy-in and support for promoting this work arrangement. I take this opportunity to thank all of you for helping make the event a success. Nearly 100 agency leaders attended the Seminar.

The November 14th broadcast will discuss the characteristics common to successful telework programs and offer strategies for overcoming telework barriers that Federal agencies identified in our April Telework Survey. Specifically, a panel of telework experts will address concerns about maintaining performance and productivity; the cost of equipment and maintaining reliable communications and computer connections; data security; and employee concerns related to equity and isolation. The broadcast will look at real-life Federal telework arrangements, with both the supervisor and employee offering their insights into the benefits of the arrangement, why a telework arrangement was established, and how it functions.

Please encourage your employees to view the broadcast. We believe it will provide useful information and resources to employees, their managers, and supervisors and, thus, serve as an important tool for your agencies to meet the telework mandate encompassed in Public Law 106-346.

The Ku-Band Coordinates for the broadcast are: GE-3, Transponder 18 (Vertical), 87 Degrees West Longitude, 12060 mHz. The C-Band Coordinates are: Galaxy 3R, Transponder 5 (Horizontal), 95 Degrees West Longitude, 3800 mHz. Test time will be at 12 Noon to 12:30 PM Eastern Time, with the live program beginning at 12:30 PM Eastern Time. Questions regarding the program can be addressed to Paula Lucak at 202-606-2172 (email: [pdLucak@opm.gov](mailto:pdLucak@opm.gov)).

[Flyer](#)

**Present on**

**12:30 to 1:30 Eastern Standard Time**

**TELEWORK SATELLITE BROADCAST**

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Galaxy 3R, Transponder 5 (Horizontal), 95° W. Longitude, 3800 mHz

**Contacts:**

Technical Issues: Sandra Brown, 202-606-2166 ([sxbrown@opm.gov](mailto:sxbrown@opm.gov))

Program Content: Paula Lucak, 202-606-2172 ([pdlucak@opm.gov](mailto:pdlucak@opm.gov))

To order a VHS videotape of the show, call 703-834-1470, x10