



## Department of Energy

Washington, DC 20585

FEB 11 2013

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM:

ROBERT C. GIBBS

A handwritten signature in cursive script that reads "Robert Gibbs".

CHIEF HUMAN CAPITAL OFFICER

SUBJECT:

FY 2013 TELEWORK PARTICIPATION GOAL

The Telework Enhancement Act of 2010 requires agencies to establish annual participation rate goals. To date, DOE's goals were established by the Deputy Secretary's memorandum, Subject: Flexiplace/Telework Policy, dated March 1, 2010, which covered calendar years (CY) 2010 through 2012. However, to coincide with the annual telework report to Congress via the Office of Personnel Management (OPM), we are changing our goals to be as of the end of each fiscal year (FY).

As the Department's Telework Managing Officer, I'm establishing the Departmental participation rate goal for FY 2013 at 28%. The 28% was determined based on our CY 2012 goal of 20% that we significantly exceeded as of the end of FY 2012 at 26.7%. The participation rate is determined based on the total number of employees on board as of the end of the FY.

For questions or concerns about this goal, please contact Bruce Murray, the DOE Telework Coordinator, at 202-586-3372 or by email at [bruce.murray@hq.doe.gov](mailto:bruce.murray@hq.doe.gov).

cc: Human Resources Directors  
Headquarters Resource Managers

