



## The Deputy Secretary of Energy

Washington, DC 20585

March 1, 2010

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: DANIEL B. PONEMAN 

SUBJECT: Flexiplace/Telework Policy

As DOE looks to do our part to improve the environment, to reduce energy consumption and to improve the quality of life and our readiness for pandemic or continuity of operations situations, I want to encourage you to use Telework to the maximum extent possible throughout the DOE complex for positions that report to you and lend themselves to Telework. The Office of Personnel Management's annual reports to Congress and numerous private sector studies have repeatedly shown that this flexibility increases productivity and improves morale. I fully support the use of this flexibility as a positive means to accomplish the Department's mission and assist employees in balancing their work/life needs. Aggressive implementation of this commitment should assist us in recruiting and retaining a highly skilled work force and in improving productivity. However, the use of this flexibility requires that supervisors and managers be accountable for its proper management and employee work assignments and deliverables are accomplished as expected.

As a part of my commitment to this program, I am establishing the following Department-wide participation goals for Federal employees that, collectively, cover all types of Flexiplace/Telework arrangements, i.e., regular, situational, and medical: 15 percent by the end of calendar year 2010, 17.5 percent by the end of 2011, and 20 percent by the end of 2012. Since the Department's reported participation rate has been increasing over the past few years (13.5 percent as of the end of FY 09, up from 11.8 percent as of the end of FY 08), these goals should be attainable with everyone's support and commitment. Time and attendance certifying officials should be sure that any work performed at alternative worksites during an employee's regular tour of duty are reported via the time and attendance reporting process so we have accurate information available to track our success in meeting these goals.

The Office of the Chief Human Capital Officer will update the DOE Handbook on DOE-Flex, DOE's Flexiplace/Telework Program, in accordance with the Office of Personnel Management's (OPM) announced Government-wide Telework initiative. The DOE Office of Management will institutionalize this policy in the directives system, and the DOE policy will address Telework eligibility criteria. You should ensure that both supervisors and employees are well-informed on the use of this discretionary flexibility. Your staff can obtain more information about Telework by completing the DOE or OPM training that is available on line at [http://humancapital.doe.gov/resources\\_doeflex.htm](http://humancapital.doe.gov/resources_doeflex.htm) and [www.telework.gov](http://www.telework.gov), respectively, or from your servicing human resources staff.

For information about this policy and the Federal telework program, please contact Sarah Bonilla, Director, Office of Human Capital Management, at [sarah.bonilla@hq.doe.gov](mailto:sarah.bonilla@hq.doe.gov).

