



Department of Energy
Washington, DC 20585

JAN 07 2014

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: ROBERT C. GIBBS
CHIEF HUMAN CAPITAL OFFICER

SUBJECT: FY 2014 TELEWORK PARTICIPATION GOAL

Ret Self

The Telework Enhancement Act of 2010 requires agencies to establish annual participation rate goals. To date, DOE's goals were established based on the total on-board count as of the end of the previous FY. However, the Office of Personnel Management (OPM) has requested agencies to establish goals based on the number of employees eligible to telework on a fiscal year basis beginning with FY 14.

DOE's participation rate goal for FY 13 was 28% and the actual participation rate was 34% based on our on-board count of 14,051. Of the total on-board, 13,243 (94%) were eligible to telework according to the eligibility status reports from all Departmental elements as of the end of FY 13. Based on the total number of eligibles, our participation rate would have been 36%. As the Department's Telework Managing Officer, I'm establishing the **Departmental participation rate goal for FY 14 at 38%.**

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.

cc: Human Resources Directors
Headquarters Resource Managers

