



Department of Energy
Washington, DC 20585

JM Chronology
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OUT FOR REVIEW 4/27/2012
DRB DISCUSSION 5/3/2012

APR 25 2012

MEMORANDUM FOR: INGRID KOLB
DIRECTOR, OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY
DIRECTOR, OFFICE OF INFORMATION RESOURCES

FROM: KENNETH T. VENUTO
DIRECTOR, OFFICE OF HUMAN CAPITAL MANAGEMENT
OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER

SUBJECT: Notice of Intent to Revise DOE N 314.1, DOE-FLEX: DOE's TELEWORK PROGRAM

NEW
0314.1

PURPOSE: This is to establish the directive as an Order. The directive is required by the Telework Enhancement Act (TEA) of 2010.

JUSTIFICATION: The TEA established a requirement for all agencies to have a policy in place by June 6, 2011. To ensure that a policy was established, we issued a Notice as an interim policy until such time as a successor Order could be issued. We now have several months of experience implementing the DOE program under the interim policy and the extensive DOE guidance that was developed to supplement the Office of Personnel Management's guidance, so we are now ready to finalize the Order. Although we are not anticipating any change to the directive, we have recently solicited comments from servicing human resources offices, Telework Coordinators, and union officials to determine if any changes are needed to the directive and supplemental guidance. Comments are due by May 15th.

There are no valid external, consensus or other standards (e.g., ISO, VPP, etc.) available which can be used in place of this directive.

IMPACT: With the issuance of the Order, we expect to continue the advancement of a mobile workforce for accomplishing DOE work, to improve DOE's sustainability efforts, to reduce our nation's dependence on energy by reducing employee commutes, to improve employee satisfaction of working at DOE, and to achieve a better balance of an employee's work and personal needs. No additional resources will be required to implement this directive. Since the initial implementation has been done, minimal staff time is expected to update the directive and supplemental guidance and a very short review period of the Order is anticipated.

The proposed directive does not duplicate existing laws (beyond what the DRB had previously requested), regulations, or national standards, and it does not create undue burden on the Department.

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REC'D - 4/27/2012 CB



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Justification Memorandum (Continued)

Ingrid Kolb, Director, Office of Management (MA-1):

Concur:  Nonconcur: _____ Date: 5-2-12

Unless determined otherwise by the Directives Review Board (DRB), writers will have up to 60 days in which to develop their first draft and submit to the Office of Information Resources, MA-90.

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development	Up to 60 days
Review and Comment (RevCom)	30
Comment Resolution	30
Final Review	30
Total	150