



Department of Energy
Washington, DC 20585

JM CHRONOLOGY

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MEMORANDUM FOR: INGRID KOLB
DIRECTOR
OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY *[Signature]*
DIRECTOR
OFFICE OF INFORMATION RESOURCES

FROM: SARAH J. BONILLA, *[Signature]* DIRECTOR
OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT: Notice of Intent to Issue DOE N 3XX, DOE-Flex: DOE's Telework Program while Developing a Successor Order

PURPOSE: This is to develop DOE N 3XX, which will establish the requirements and responsibilities for the Department's telework/flexiplace program.

JUSTIFICATION: To date, DOE has relied upon a statement in a memorandum issued by former Secretary Richardson as the Departmental policy. The memorandum has been included in the DOE Handbook on Flexiplace. However, the Telework Enhancement Act (TEA) of 2010 establishes a requirement for all agencies to have a policy in place within 180 days, which is by June 7, 2011. To ensure that an interim policy is established by that date, we are proposing to issue a Notice as an interim policy until such time as a successor Order can be issued as soon as possible thereafter.

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

IMPACT: The proposed directive addresses the requirements in the TEA that must be included in an agency's telework program, but does not duplicate existing regulations or national standards and it does not create an undue burden on the Department since the Department has had a viable telework/flexiplace program in place for over 10 years.

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Concur: *[Signature]* Nonconcur: _____ Date: 5-6-11

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