

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 370 DM 226	SUBJECT PERSONNEL MANAGEMENT Departmental Personnel Program Telework Program	RELEASE NUMBER 3948
FOR FURTHER INFORMATION, CONTACT Office of Human Resources		DATE JUN 12 2012

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release (370 DM 226) is a new chapter that formalizes the Department's telework policy. It addresses provisions of the Telework Act of 2010 (Act) and applies to all employees of the Department. Highlights of the policy include: promoting telework as a viable way to improve worklife and job satisfaction; integrating reasonable accommodation as provided under the law; outlining responsibilities at all levels of the Department; and linking telework to the Department's ethics program. In accordance with the Act, the policy also establishes the Telework Management Officer.

The chapter is being issued along with the Department of the Interior Telework Handbook. The policy chapter and handbook replace Personnel Bulletin 11-01 that provided the Department's telework policy. Bureaus and offices will use the policy and procedures in the chapter and the handbook to establish their telework programs.

Assistant Secretary – Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:
(None)

Insert:
370 DM 226
3 (sheets)