



U.S. Department of Justice

Washington, D.C. 20530

October 3, 2005

MEMORANDUM TO HEADS OF DEPARTMENT COMPONENTS

FROM:

Paul R. Corts 
Assistant Attorney General for Administration

SUBJECT:

Human Capital Flexibilities to Reduce Fuel Consumption

The aftermath of Hurricanes Katrina and Rita have produced severe hardship for the residents of the Gulf Coast and has also had a substantial affect on fuel availability. Through guidance issued by the Office of Personnel Management (OPM), we have been encouraged to promote the use of telework as a fuel efficiency measure.

The OPM memorandum outlines a variety of options such as, carpooling, vanpooling, use of transit subsidies, with a special emphasis on telework. Telework provides unique and significant opportunities to minimize fuel use and traffic congestion. Many of our Department employees meet the criteria for either core or situational telework and this is an optimum time to implement telework arrangements on a more expansive level.

Therefore, I encourage each of you to support use of telework and other transportation flexibilities during this very challenging time. As a means of assessing our success in promoting increased use of telework, in particular, I ask that your Component Worklife Coordinators track implementation of telework *in response to the fuel crisis*. At the close of each month through the end of calendar year 2005, starting with October 31, 2005, please email the Department Worklife Program Manager at Kathryn.o.kadilak@usdoj.gov to specify the number of newly approved telework arrangements as a result of this initiative.

Thank you for your assistance. Helping Department employees better manage fuel use and energy conservation during this very challenging time is vital to their well-being and the well-being of our country.

Attachment