



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Strategic Human
Resources Policy
Division

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MEMORANDUM FOR HUMAN RESOURCE DIRECTORS

FROM:

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STRATEGIC HUMAN RESOURCES POLICY

Subject:

Human Capital Flexibilities to Reduce Fuel Consumption

In recognition of the impact of the increase in gas prices, now is the time to renew efforts to increase the use of telework and alternative work schedules (AWS) (i.e., flexible work schedules and compressed work schedules). We want to help you meet this challenge by sharing with you information on the important human capital tools available to you.

Telework presents agencies with significant opportunities to reduce fuel consumption and traffic congestion. With today's technology, many employees can perform at least some of their work functions at their homes or at alternate worksites closer to their homes, eliminating or reducing the need to commute. This will make a significant contribution toward helping employees deal with the increased gasoline prices we are now facing. According to a report by AeA, (formerly the American Electronics Association) entitled *Telework in the Information Age*, "an estimated 1.35 billion gallons of gasoline could be conserved annually if every U.S. worker with the ability to telecommute did so 1.6 days per week." Additional information on implementing an effective telework program can be found at www.telework.gov.

I also urge you to take additional actions to meet the current fuel price challenge by implementing the human capital and workplace flexibilities available to your agency. Alternatives to face-to-face meetings, such as conference calls, videoconferencing, and email exchanges can be viable options for communication, eliminating the need for some travel. Among the AWS options available are various models of flexible work schedules (e.g., flexitour, gliding, variable day, variable week, and maxiflex schedules) and compressed work schedules. Additional information on AWS is available in the Handbook on Alternative Work Schedules at www.opm.gov/oca/aws/index.asp, a fact sheet on flexible work schedules at www.opm.gov/oca/worksch/HTML/awsfws.asp, and a fact sheet on compressed work schedules at www.opm.gov/oca/worksch/HTML/AWSscws.asp.

When used to their maximum potential, telework and other work scheduling tools can make a significant contribution to reducing employee stress, improving traffic conditions, and in conserving our natural resources. For additional information on telework and AWS, agency Human Resources Officers may contact their assigned OPM Human Capital Officer. Employees should contact their agency human resources offices for assistance.