

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Arizona State Office
222 N. Central Avenue
Phoenix, Arizona 85004
www.az.blm.gov

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EMS TRANSMISSION: 09-25-01
Instruction Memorandum No. AZ-2001-029
Expires: 9/30/02

To: All Employees

From: State Director

Subject: Teleworking (Flexible Workplace) Policy

Purpose: Over the past decade, teleworking has gained in popularity. Specifically, there has been a steady increase in the number of people participating in a multitude of telework programs. In 1993, the Bureau of Land Management implemented the Flexiplace Program, and in 1999 its Telecommuting (Flexible Workplace) Program. Recently, the Department of the Interior issued a draft Telework Policy that is comparable to the current BLM Arizona policy.

Background: BLM Arizona policy includes three different types of teleworking. The three programs are Ongoing; Project Oriented or Short Term; and Medical. Definitions of each may be found on page five of the attached guidelines. Ongoing requires State Director approval; Medical requires Deputy State Director or Field Manager approval; while Project Oriented or Short Term may be approved by the employee's immediate supervisor.

Policy/Action: Since its implementation approximately 2 ½ years ago, the BLM Arizona program has proven to be an effective alternative to more traditional work schedules. Positive results range from effective job performance, to the way results can be achieved. To date, the Telework Program has provided 54 employees the opportunity to perform work at alternative duty stations, (e.g., employees' residences), during an agreed upon portion of their work week. Of those 54 employees, 25 are participating in the Ongoing Program, four have participated in the Medical Program, and 25 in the Project Oriented or Short Term Program. These numbers represent more than 10% of the BLM Arizona workforce population.

Time frame: Participation in the Telework Program is voluntary and generally any occupation/job involving portable work may be considered for the Telework Program. This type of work arrangement normally operates best where the employee's job is primarily project oriented and does not have the need to interact with the public or other employees on a regular basis.

Manual/Handbook Sections Affected: Those employees interested in being considered for the Program should read and familiarize themselves with the Teleworking Program Guidelines (Attachment 1). Please be sure to launch or detach the Guidelines prior to attempting to print

them. If a portion of the job is determined portable, the BLM Telework Application Form (Attachment 1 of the Program Guidelines) may be completed.

Contact: Questions concerning this policy should be directed to Richard Nolan, Teleworking Program Coordinator, at 602.417.9271.

SIGNED BY:
Denise P. Meridith
State Director

AUTHENTICATED BY:
Hillary Conner
Staff Assistant

Attachments:

1. Telework Program Guidelines (26 pp.)