



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, October 12, 2018

**MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS**

FROM: MARK D. REINHOLD  
ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: 2018 Telework Call for Data

The Fiscal Year 2018 Telework Call for Data will be available in early November. Agency telework managing officers and telework coordinators who have been designated as the points of contact for the survey will be notified shortly via email and will be provided individual passwords to enter their data into a web-based form. Agency responses will cover Fiscal Year 2018 and must be entered electronically by Wednesday, December 12, 2018.

The information in the call for data is required by the Telework Enhancement Act and is reported to Congress. Each year, the U.S. Office of Personnel Management (OPM) assesses the data we receive from this Call, as well as feedback from agencies and other stakeholders. We are pleased to report that there are no substantive changes in the Fiscal Year 2018 Call. The information gathered from the Call will be included in the *Fiscal Year 2018 Status of Telework in the Federal Government Report to Congress*, which will be issued in 2019.

As a reminder, OPM is continuing efforts to automate the collection of telework data via the Enterprise Human Resources Integration (EHRI) system. OPM will meet with individual agencies to ensure compliance with Telework Data Standards issued in March 2012.

OPM's Work-Life and Leadership & Executive Development office will provide support and assistance to agency points of contact as they respond to the 2018 Call. Further information is available by contacting [teleworkpolicy@opm.gov](mailto:teleworkpolicy@opm.gov).

Telework is an important flexibility that can be used to meet a variety of agency human capital and budgetary objectives. OPM is committed to supporting the maximum use of telework and assisting agencies to meet their goals.

cc: Chief Human Capital Officers, and Deputy Chief Human Capital Officers