



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

December 30, 2021

Memorandum for Human Resources Directors

From: Robert H. Shriver
Associate Director, Employee Services

Subject: 2021 Telework Call for Data

In compliance with the *Telework Enhancement Act of 2010* (the Act), the U.S. Office of Personnel Management (OPM) distributes the Telework Data Call to Agency Telework Managing Officers and Telework Coordinators annually. This survey allows OPM to collect and analyze critical data and feedback from agencies regarding Telework outcomes across the Federal Government. These outcomes are subsequently annotated in the annual *Status of Telework in the Federal Government Report to Congress*, satisfying the statutory requirement directed within the Act.

Historically, the Telework Data Call has been distributed within 45-days after the close of the previous fiscal year, requiring Telework Managing Officers and Telework Coordinators to collect, assess, and report Agency Data prior to the close of the calendar year. The timing of this requirement has resulted in an additional time-sensitive responsibility for Agency representatives who may occupy multiple roles that also require managing workloads that align with the transition to a new calendar year. This busy time of year often results in requests for extensions and elongated data verification processes that reduce the efficacy of the Data Call process.

As a means of mitigating the challenges of an end-of-year Telework Data Call and maximizing the opportunity for agency representatives to collect, assess, and report the most accurate telework data possible, OPM will be permanently adjusting the administration dates of the annual Telework Data Call beginning with the Fiscal Year (FY) 2021 Data Call. The annual Telework Data Call will now be distributed starting the second Monday of January of each year following 2022 and will be open for a period of approximately 45 days. As such, the FY 2021 Telework Data Call administration period will begin February 1, 2022 and conclude on March 11, 2022.

Agency telework managing officers and telework coordinators who have been designated as the points of contact for the survey will be contacted via email upon the launch of the data call and provided individual passwords to enter their date into a web-based form. Agency responses will cover Fiscal Year 2021 and must be entered electronically by March 11, 2022.

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 expansion of telework and assisting agencies to meet their goals. Please direct any questions or concerns regarding the Telework Data Call and the annual *Status of Telework in the Federal Government Report to Congress* to OPM's Telework Policy team at telework@opm.gov.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Telework Coordinators