



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Strategic Human
Resources Policy
Division

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MEMORANDUM FOR HUMAN RESOURCE DIRECTORS

FROM: Nancy H. Kichak,
Associate Director,
Strategic Human Resources Policy

SUBJECT: Human Capital Flexibilities to Reduce Fuel Consumption

With increasing gas prices, this is a good time to increase the use of telework and alternative work schedules (AWS) (i.e., flexible work schedules and compressed work schedules).

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.

I also urge you to consider 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/AWScws.asp.

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.