



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, December 4, 2014
CPM 2014-14

**MEMORANDUM FOR: AGENCY HEADS MEMBERS OF THE PRESIDENT'S
MANAGEMENT COUNCIL AND CHIEF HUMAN CAPITAL OFFICERS**

FROM: Katherine Archuleta Director

Subject: Information Request on Workplace Flexibilities and Work-Life Programs

On June 23, 2014, the President issued a [memorandum](#) on “Enhancing Workplace Flexibilities and Work-Life Programs.” Section 4(g) of this memorandum requires the U.S. Office of Personnel Management (OPM) to prepare a report to the President that includes information on agency best practices with regard to use of workplace flexibilities and work-life programs, any barriers to or limitations that may unnecessarily restrict the use of existing workplace flexibilities and work-life programs, recommendations for addressing or eliminating such barriers or limitations, proposals for future data reporting, and metrics for tracking program use and cost-benefit. On August 22, 2014, OPM issued a [memorandum to the Heads of Executive Departments and Agencies](#), including the Chief Human Capital Officers, informing agencies that a future OPM request for information on workplace flexibilities and work-life programs would be forthcoming. OPM is now requesting the information outlined in the attachment to this memorandum concerning workplace flexibilities and work-life programs.

Agencies must submit a point of contact (POC) (name, phone number, and email address) to workflex@opm.gov no later than Thursday, December 18, 2014. The POC should be someone familiar with agency workplace flexibilities and work-life programs as well as whom to consult to obtain information for the agency report. The POC will be responsible for submitting the agency report, responding to any OPM questions regarding the report, and identifying the agency representative(s) for working groups that OPM plans to convene in 2015. We will e-mail each POC a personalized link to a survey, which will capture the attached information electronically. A hard copy version of the survey is attached to this memorandum to facilitate information-gathering. Each response to this request must cover your entire agency. Therefore, departments and independent agencies must consolidate information from all of their components or bureaus before sending a response to OPM. **Agency information must be submitted to OPM no later than 120 days after issuance of this request.**

Additional Information

If you have any questions regarding this information request, agency headquarters-level human resources offices may contact workflex@opm.gov. Questions from individual employees will be returned or forwarded to the appropriate agency human resources office.