



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Tuesday, October 8, 2019

**MEMORANDUM FOR: HEADS OF AGENCIES AND DEPARTMENTS**

FROM: DALE CABANISS  
DIRECTOR

Subject: National Work & Family Month

This year marks the 16th anniversary since the U.S. Congress designated October as National Work and Family Month. In observance of this important month, the U.S. Office of Personnel Management (OPM) is pleased to highlight how agencies can leverage work-life programs to support the effective management of a 21st century Federal workforce.

OPM continually strives to support the President's Management Agenda by providing guidance and resources to agencies to meet their mission, delivering excellent service to the public, and ensuring effective stewardship. This includes supporting the workforce through management practices and programs that are proven to help maximize employee engagement and performance.

OPM identified work-life supports as one of the major drivers of employee engagement. When employees know their overall well-being is highly valued by their employer, they are more likely to feel and exhibit a sense of commitment to the organization. Work-life supports may range from promoting workplace flexibilities that allow employees to balance work and other life responsibilities, to offering back-up dependent care services which may help ease caregiving burdens and allow employees to remain focused.

During fiscal year 2020, OPM will continue to provide resources and guidance to address emerging work-life trends and support initiatives in worksite health and wellness, family and dependent care, Employee Assistance Programs (EAP), and telework. Some examples of forthcoming products include resources to help agencies support nursing employees, research on agency responses to rising dependent care needs, a training course for new EAP Coordinators, and a webinar discussing telework and reasonable accommodations for employees with disabilities. OPM will also provide updates to the [OPM Work-Life Toolkit for Managers](#), with enhanced features and new content.

Agency work-life professionals are encouraged to sign up for OPM's Work-Life Contact list to receive announcements about events and the release of new resources. To be added to OPM's Work-Life Contact distribution lists, please contact [worklife@opm.gov](mailto:worklife@opm.gov) for assistance.

Additionally, OPM currently offers the following no-cost, work-life resources to support agency efforts:

- Work-Life Marketing and Communications Materials –Agencies and employees are encouraged to share OPM’s downloadable marketing materials to increase awareness of supports available in the Federal Government and illustrate the value of work-life programs for individuals, families, and organizations. <https://www.opm.gov/policy-data-oversight/worklife/awareness-communication-materials/>.
- Additional research and policy guidance resources are available on [OPM's Work-Life website](#) and [www.telework.gov](http://www.telework.gov).

By making a commitment to work-life supports, agency leadership communicates the value of employee well-being and the importance of a healthy Federal workforce.

Employees should contact their agency's Work-Life Coordinator(s) for more information on agency-specific program offerings. Employees can locate their Coordinators through: [www.opm.gov/cclcontact/](http://www.opm.gov/cclcontact/).

Cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs and HR Directors