STATUS OF TELEWORK
IN THE
FEDERAL GOVERNMENT

REPORT TO THE CONGRESS

Working for America

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

DECEMBER 2007

Message from the Director

I am pleased to present the Office of Personnel Management's (OPM) 2007 Report on the Status of Telework in the Federal Government. This Report summarizes findings, as reported by Executive Departments and agencies to OPM, for calendar year 2006 and discusses the implications of these findings. It also details governmentwide activities in support of telework and plans for the future.

We were pleased to see the majority of agencies report increases in their telework participation for 2006. The number of teleworkers increased at 49 of the 80 reporting agencies. Over half of those employees were teleworking at least once a week.

The 2007 Report highlights some "Agency Standouts." These are agencies in which some of the drivers for telework, such as pandemic influenza planning and workforce demographics, are being leveraged to great effect. Our brief profiles of these agencies provide insight into the elements of successful programs; particularly the ways in which telework is being implemented to fit business needs and organizational culture.

Challenges continue to affect governmentwide growth, such as data security and protecting personally identifiable information. Some agencies are also striving to enhance the tracking of telework usage.

As we move forward, we will continue to build on the successes and confront the challenges. We are particularly excited by the work we are doing with the Chief Human Capital Officers Council, since telework can only succeed in the Federal Government in the greater context of human capital management.

This report is offered to assist OPM, Congress, and individual agencies identify opportunities to support and promote telework to the benefit of both the Federal Government and the employees who serve our Nation.

Linda M. Springer
Director

THE STATUS OF TELEWORK
IN THE FEDERAL GOVERNMENT

2007 REPORT

Table of Contents

Executive Summary

This report gives a snapshot of the status of telework in the Federal Government from January 1 through December 31, 2006, using data submitted by eighty agencies in response to the U.S. Office of Personnel Management's annual Call for Telework Data.

The realities of the modern workplace, including advances in information technology, concerns about emergency planning and response, and the need to meet the challenges of a changing workforce have all continued to drive interest and engagement in telework as a human capital tool.

Although OPM has issued an annual telework report since 2001, the 2006 Telework Report detailed changes made in the survey instrument, and established a new baseline. This 2007 Telework Report accordingly uses the 2006 Report results for comparisons, to gauge where we have made progress and where there are opportunities for change and growth.

As of this reporting year, the agency survey is now called the Call for Telework Data ("the Call"). Two additional questions were added to the Call in 2006, question #15 and question #16 (see Appendix A, with the new questions in bold typeface), both addressing IT/security issues.

Highlights

Telework is defined as any arrangement in which an employee regularly performs officially assigned duties at home or at another work site geographically convenient to the residence of the employee. Frequency of telework is then divided into three categories: at least 3 days a week, 1-2 days a week, or at least once per month.

The findings illustrate that in calendar year 2006:

- There were 110,592 employees teleworking in the Federal Government
- Over half of these employees teleworked frequently (one to 2 days per week, or 3 or more days per week)
- Over half of agencies reporting (49) showed increases in their total telework numbers
- The number of agencies who have fully integrated telework into emergency planning has increased to 42%, compared to 35% in 2005

Although more than half the agencies reporting did show increases in their numbers, the total number of teleworkers has decreased, from 119,248 in 2005. Several large agencies reported fewer teleworkers, bringing down the aggregated total. Follow up with a few of the affected agencies revealed two key reasons for these decreases – problems with tracking teleworkers, and security concerns that led to fewer individuals actually teleworking.

Conclusions

Federal agencies continue to demonstrate strong interest in telework as a tool that helps address critical issues, including human capital, emergency planning, and quality of life. However, this report shows growth will not necessarily be linear, and certain barriers to effective implementation at the agency or sub-agency level will have an impact on program growth governmentwide.

In moving forward, OPM is working with service providers, agency representatives, and other constituencies to formulate effective solutions. In particular, we have been working with the Chief Human Capital Officers (CHCO) Council on several initiatives. In 2007, OPM staff helped organize a CHCO Training Academy session focused on telework, presenting agency best practices to CHCOs and their designees. OPM is also working with the CHCO Council Emergency Preparedness Subcommittee, exploring whether to refine current telework definitions and enhance agency metrics in order to strengthen the program.

In addition, OPM has been working with service providers to maximize the use of the time and attendance systems and to develop and implement better telework utilization tracking systems. This will enable us to collect basic telework data more consistently governmentwide.

Finally, the challenge of protecting against unauthorized release of sensitive information must be addressed. OPM is working with several intelligence community agencies to explore whether telework centers can be adapted to a secure environment.

Introduction

This report summarizes telework participation in the Executive Branch from January 1 through December 31, 2006, as reported by the agencies.

OPM asked agency-designated contacts for information around several broad categories:

- Participation – who is teleworking, what percentage of the overall eligible population this represents, what are barriers and how are they being addressed
- Frequency – how often are employees teleworking
- Eligibility – who may not telework, and why
- Administration – how are participation, denials, agreements, and other key elements of the program tracked
- Emergency Preparedness – Continuity of Operations (COOP) and pandemic influenza planning and other emergency closures
- Benefits of Telework – beyond compliance with the mandate, how does telework help agencies accomplish their missions
- Telework Security – what are agencies doing to address information technology ("IT") security issues for remote work

OPM conducted the first Telework Survey in April 2001. At the time, agencies reported 53,389 employees were teleworking. The Survey was repeated in November and at that time, 72,844 employees were participating. Subsequent annual Surveys revealed continued growth in the program, to 90,010 in 2002, 102,921 in 2003, and 140,694 in 2004. In 2005 the Survey was substantially changed to create more uniform definitions of telework and telework frequency. In defining telework, the Survey no longer counted individuals who were teleworking less than once per month, and the overall numbers in that reporting year fell to 119,248.

In calendar year 2006, a majority of agencies (49) indicated an overall increase in employee participation.   However, lower telework numbers as reported by several large agencies meant that the total number of teleworkers actually decreased, to 110,592. This report explores possible reasons for the reported decrease in some of those agencies and provides narrative explanations about successes ("Agency Standouts") and challenges.

Results

Participation

The bottom line: How many people are teleworking in the Federal government? Agencies report their total numbers, along with what barriers may exist and what is being done to address those barriers.

In brief:

Population of Federal employees as reported	1,805,741
Total number of teleworkers	110,592
Percentage of teleworkers	6.12%

The total number of teleworkers reported by agencies represents all employees who teleworked at least one day per month over the course of calendar year 2006. As compared to the previous year, this number has decreased from 119,248 to 110,592, which, although representing only a 0.5 percent decrease in percentage of teleworkers (from 6.6 to 6.1 percent), is substantial enough for OPM to explore.

In particular, three large agencies showed decreases in telework participation that had a substantial impact on the 2006 numbers. The U.S. Department of Commerce lost approximately 2,000 teleworkers, with a dramatic shift away from 3 or more days per week to 1-2 or less than once per week. The U.S. Department of the Interior lost 85 percent of their teleworkers between 2005 and 2006. And, the U.S. Department of Treasury lost 63 percent of their teleworkers.

The reasons for these decreases provide interesting insight into the challenges of telework program implementation.

The Departments of Commerce and Treasury both indicate problems with their tracking mechanisms. Commerce, like many agencies, does not have a uniform tracking system across all its components. As a result, in calendar year 2006, when one of the large components that depended on manual counting had a staffing change, the telework numbers were not available for this component. The short-term fix for this issue – bringing the new staff up to speed on maintaining the manual count – does not address the larger systemic issue, which is not confined to Commerce.

> **Agency Standout:**
> **U.S. Department of Labor**
>
> ***The total number of teleworkers increased by 58% in one year.***
>
> Ongoing pandemic flu planning telework exercises have given employees practical experiences of telework, which has yielded the positive secondary benefits of substantially increasing both telework practice by employees and acceptance of telework as a viable option across the Department.
>
> In addition,
> - Telework is included in employee and management briefings and orientation sessions.
> - Quarterly meetings are conducted with all Department telework coordinators.
> - Telework has been integrated into pandemic influenza planning as a key strategy for continuity of operations.

The Department of Treasury's twelve bureaus were unable to effectively gather information about eligibility and frequency, and therefore some bureaus did not submit

numbers. This does not mean they had no teleworkers, but the lack of data makes it appear that way. Treasury is working on improving tracking systems throughout the Department to more accurately reflect telework usage.

Both of these examples illustrate the fact that without a uniform, automated, agency- or governmentwide tracking system, small issues can have large effects on the annual telework report. The data in this report may also not accurately reflect the full picture of telework, since we know from these examples that not all teleworkers get counted in the Call.

The Department of the Interior's key issue was very different, and has implications for the future of telework, governmentwide. Due to security concerns, several components pulled back teleworking employees for the foreseeable future. Interior expects that numbers will increase with improvements in computers and updates to systems, but this may take several years to implement, and additional security concerns may arise in the interim. Although Interior is featured here, due to their size and the impact security has had on their overall numbers, the general issue of security has the potential to continue to have a negative impact in future years for other agencies as well.

Other agencies, however, continued to show strong progress, and this report features three of them as "Agency Standouts."

Figure 1: Barriers to Telework
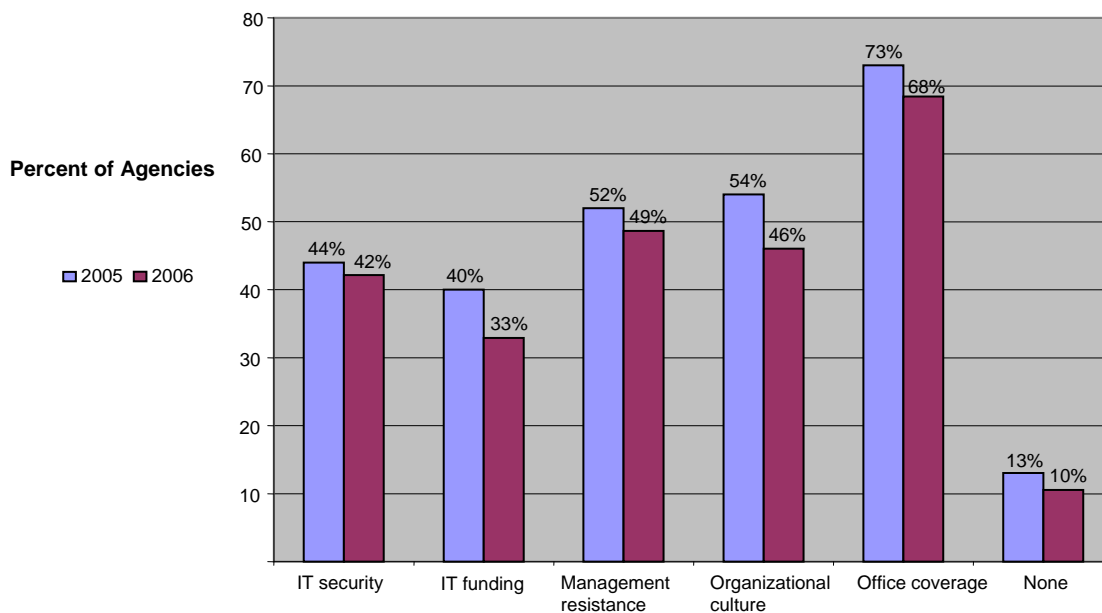
Overall, as compared with 2005, there were no significant shifts in the issues agencies identified as top barriers to telework implementation. Office coverage (ensuring a sufficient in-office presence to manage onsite-based activities), organizational culture, and management resistance continue to be key issues (Figure 1), and the response to these barriers tends to be training – most often for managers, but for employees as well (Figure 2).

Figure 2: Agency Responses to Telework Barriers
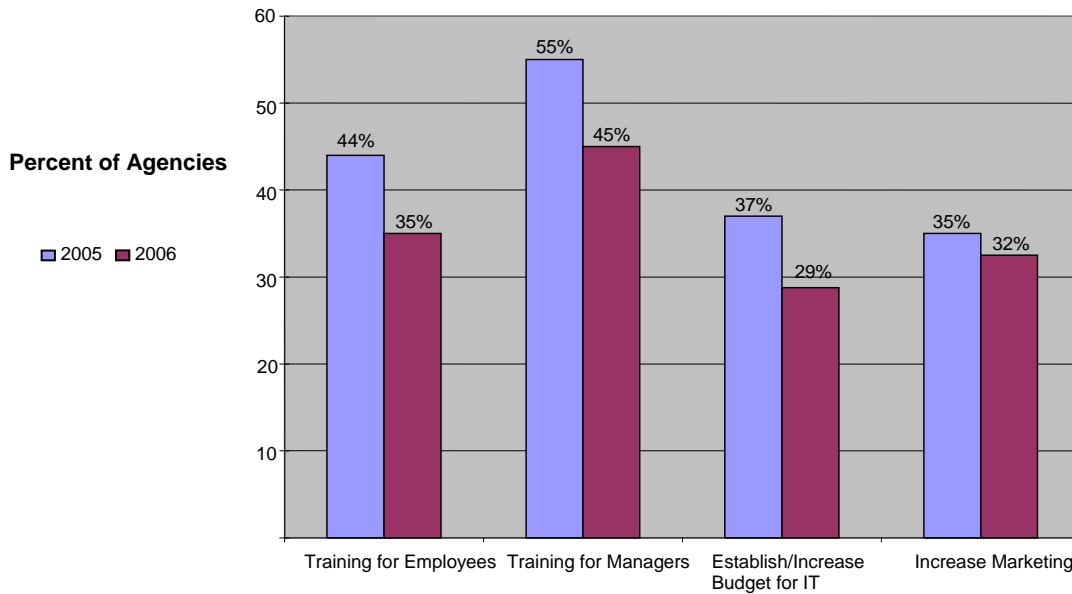
Frequency

Frequency provides a more nuanced picture of participation. How often are teleworkers at their alternative worksite?

The Call divides telework frequency into three categories and does not count telework less frequent than once per month, although infrequent telework arrangements may be used by an agency to meet organizations' needs.

In brief:

Employees teleworking at least 3 days a week 14,161 (13%)
Employees teleworking 1or 2 days a week   43,289 (39%)
Employees teleworking less than once a week 53,142 (48%)
but at least once a month

More than half of the teleworkers – 52 percent - teleworked at least once per week (Figure 3). Overall, however, there has been a shift in the frequencies since 2005, with the greatest impact in the "at least 3 days a week" category (from 25 percent in 2005 to 13 percent in 2006). Employees teleworking 1 to 2 days a week increased slightly from 35 percent to 39 percent, and employees teleworking at least once a month showed the largest gain, from 39 to 48 percent.

Figure 3: Percentage of Employees in Each Frequency Category

- 13% — Teleworked on a regular, recurring basis at least 3 days a week
- 39% — Teleworked 1 or 2 days a week
- 48% — Teleworked less than once a week but at least once a month
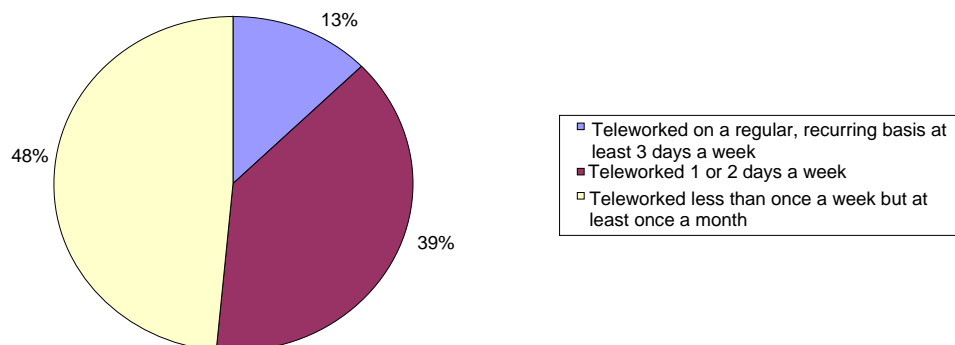
Although the total number of employees teleworking 3 or more days per week decreased from 2005, the overall number of agencies with no one teleworking 3 or more days per week remained stable, at 30. (Appendix C shows agency telework numbers by frequency.)

Eligibility

Who can telework, and who cannot? How much variability is there between agencies?

In brief:

Total number of eligible employees as reported	1,250,980
Percentage of eligible employees teleworking	9%
Total number of ineligible employees	554,761 or 44% of the Federal workforce

Agencies are able to define eligibility for their own employee population according to their mission and human capital needs. For the purposes of the Call, however, in the interests of gathering meaningful, uniform data that can be compared over time, OPM asks agencies to consider all employees eligible unless:

- Positions require, on a daily basis (every work day), **direct handling of secure materials**, or **on-site activity** that cannot be handled remotely or at an alternate worksite, such as: face-to-face personal contact in medical, counseling, or similar services; hands-on contact with machinery, equipment, vehicles, etc.; or other physical presence/site dependent activity such as forest ranger or guard duty tasks; or
- Last Federal Government performance rating of record (or its equivalent) is below *fully successful* or conduct has resulted in disciplinary action within the last year.

The total number of ineligible employees as reported from the agencies was 554,761. This increased substantially from 2005 - 44 percent of employees were considered ineligible in 2006, compared to 30 percent in 2005.

There is substantial variability in the positions agencies deem ineligible in these designated categories (see Appendix D). For example, the General Services Administration (GSA) considers Management and Program Analysts to be ineligible due to onsite activities, while no other agencies who reported occupational series designated them as such. The International Broadcasting Bureau was the only agency who designated their HR Assistants and HR Specialists as ineligible due to onsite activities.

Increasingly, agencies provide employees with formal notice of their eligibility to telework (79 percent in 2006, compared to 73 percent in 2005), most frequently by supervisors and/or through new employee orientation.

Administration

What mechanisms are in place to track telework program implementation and participation? What choices do agencies make about equipping teleworkers?

In brief:

> Most common method of tracking teleworkers   Telework Agreements (82%)
> Agencies providing/purchasing all equipment   9%

Throughout the Federal Government, telework tracking continues to be accomplished in various ways, and there is variation within agencies in addition to variation between agencies (Figure 4). The most popular methods of tracking are telework agreements (i.e., hand counting signed telework agreements) (82 percent), and time and attendance systems (46 percent).

Some agencies, such as the International Trade Commission and the U.S. Department of Agriculture, are using innovative approaches such as integrated electronic application/tracking databases that enable them to gather consistent, accurate data.

Less than half of the agencies said they were tracking the numbers of telework applications that were denied (28 agencies), or telework arrangements that were terminated (29 agencies). More agencies tracked these indicators in 2005; 33 tracked denials and 31 tracked terminations.

**Agency Standout:
U.S. Office of Personnel Management**

The number of employees teleworking three or more times per week more than quadrupled.

Using the Career Patterns Strategy, one of the divisions at OPM integrated telework into their recruitment strategy. The large increase in the 3+ days per week reflects a particular push to recruit new employees who are teleworking almost full-time.

In addition, the Work/Life Coordinator began regularly attending all new employee orientation sessions to promote OPM's work/life programs, including telework.

Of those reporting tracking denials, 490 applications were denied, usually due to performance issues (446). Two hundred twenty-five arrangements were terminated, more than half due to the employee's decision (121).

Figure 4: Methods of Tracking Teleworkers
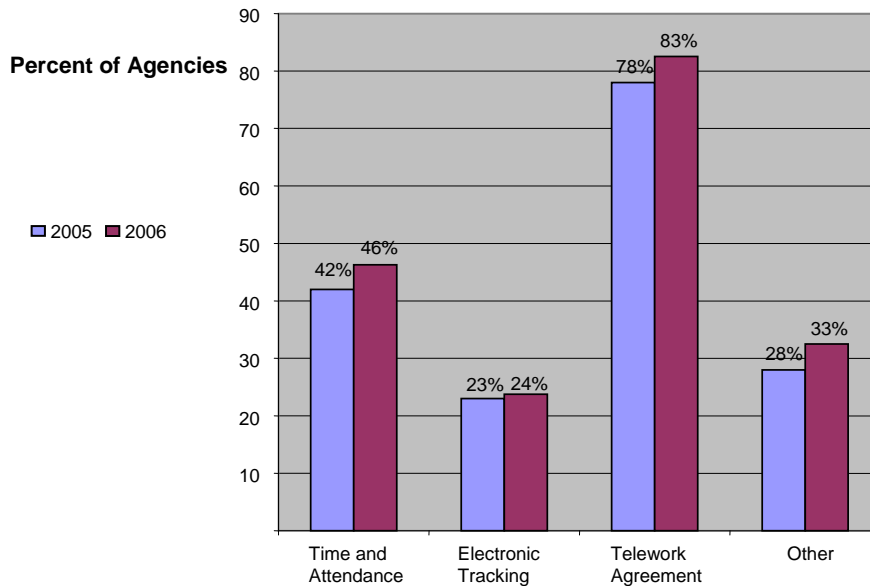
A comparison of 2005 and 2006 responses to questions about equipping teleworkers indicates that fewer agencies are paying the full burden (Figure 5). In 2006, more agencies asked employees to assume all the expenses of equipment/services for telework (36 percent as compared to 29 percent in 2005), and fewer agencies were providing all equipment and services to support telework (9 percent as compared to 14 percent in 2005). (See Appendix E for a full list of equipment provision by agency.)

Figure 5: Equipping Teleworkers

Percent of Agencies

Legend: 2005, 2006

Category	2005	2006
Agency provides/purchases	14%	9%
Costs are shared or negotiated	35%	31%
Teleworker purchases	29%	36%
Other	17%	24%
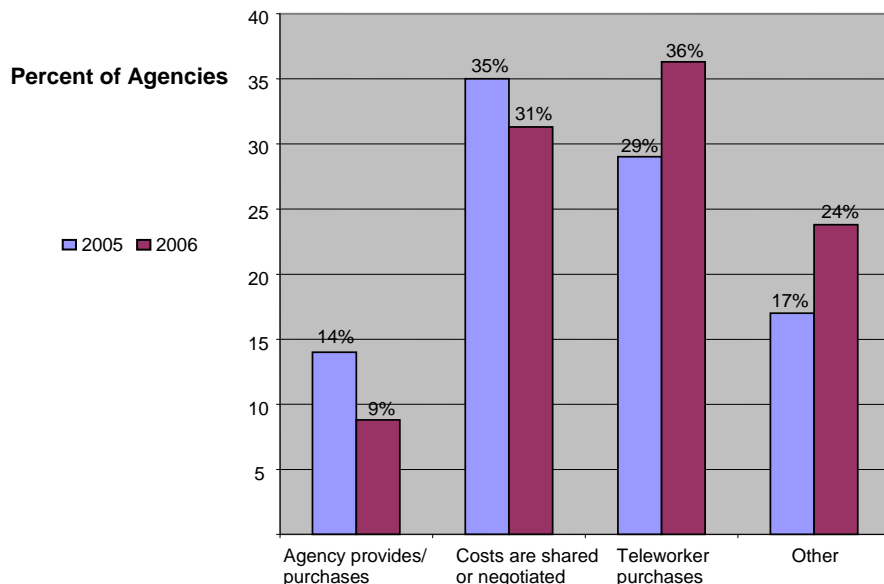
Emergency Preparedness

Continuity of Operations (COOP) planning and Pandemic Influenza planning have become key drivers for telework.

In brief:

Agencies who have fully integrated telework into emergency planning	42%
Agencies with telework center COOP agreements	10%
Number of Federal employees who could telework in the event of a pandemic or other long-term crisis	203,856

OPM continued throughout the reporting period to recommend agencies integrate telework into their COOP, pandemic influenza, and other emergency planning. In 2005, 35 percent of agencies had fully integrated telework into their emergency plans. In 2006, that ratio had increased to 42 percent (Appendix F breaks this information down by agency).

Almost 34 percent of the agencies provide training for emergency telework, and close to half address emergency situations in their telework agreements.

Agencies who indicated they have integrated telework into their emergency planning were further asked to give the maximum number of employees who are equipped and ready to telework in case of a long-term emergency (such as pandemic influenza). Only 31 agencies responded, with 33,932 employees total. Since so few agencies provided numbers, this should not be construed as representative of the Executive Branch's readiness overall.

The GSA telework centers can be a valuable resource for agencies with employees in the metropolitan Washington, DC, area during certain types of emergencies. (Pandemic influenza is a notable exception, since social distancing is projected as a key strategy to slowing the spread of the disease.) However, as in the last survey, 56

percent of agencies do not have a telework center agreement in place for COOP (Figure 6).

Figure 6: Percentage of Agencies with Telework Center Agreements in Place for Emergency Planning
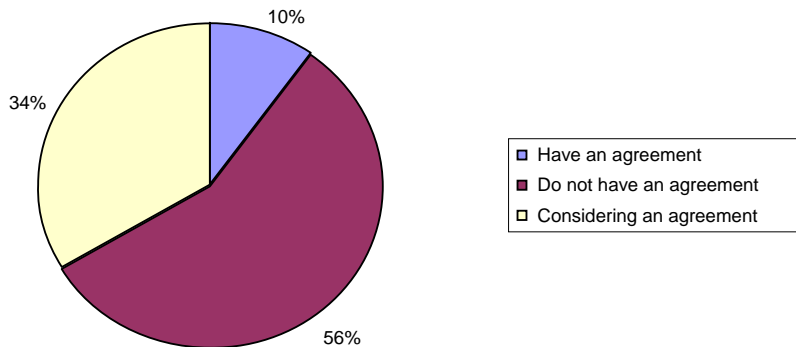
Benefits of Telework

If agencies are tracking the impact of telework, what do they find are the key benefits?

In brief:

Percentage of agencies who track benefits of telework implementation 32%

Of the 80 agencies responding, the majority (49) did not track or did not know the specific benefits they may have achieved in implementing telework. Twenty-six agencies did detail the benefits of telework, and could select multiple factors in their response. Improved morale was the top choice (25 agencies). Human capital (21), transportation (20), productivity (20) and leave (20) were also chosen as important benefits. Real estate savings was cited the least frequently (9).

Telework Security

Security is a priority to agencies; especially those with employees working with classified information. What measures are in place to ensure employees are teleworking in a secure environment?

In brief:

Percentage of agencies with a separate IT security policy or guideline   36%

While security continues to be a concern for agencies, the number of agencies that consider it to be a barrier to telework was smaller in 2006 which seems to indicate agencies are developing policies and guidance to help mitigate the risks. In 2005, 44 percent of the agencies who responded indicated data security was a barrier. For 2006, the number dropped to 40 percent.

The Call included two new questions which asked agencies how they secure Personally Identifiable Information (PII) while employees are teleworking and whether they have a separate Information Technology (IT) security policy or guidelines for teleworkers. Of the seven choices for securing PII (Figure 7), the method used by the most agencies (70 percent of the 80 respondents) was to not allow sensitive or classified information to leave the agency. There were 8 (10 percent) agencies that used all seven methods for securing data. Twenty-three agencies (29 percent) used at least four of the seven methods to secure PII data. Encryption was used by 38 (47.5 percent) agencies.

> **Agency Standout:**
> **U.S. International Trade Commission**
>
> *Almost 75% of all employees are teleworking. Telework participation more than quadrupled in one year.*
>
> A well-designed automated application and tracking system makes participation easy for employees and their managers.
>
> The telework program's ease of implementation and good reputation – participants report higher levels of job satisfaction and productivity – have led to rapid growth.
>
> The Commission also uses telework as a recruiting tool to hire younger workers who expect flexibility and technological innovation in their workplaces.

Thirty-four percent of agencies indicated they protect PII by only allowing Government-furnished equipment for teleworking. In seeming contradiction, however, only 9 percent of agencies provided or purchased the telework equipment/services.

Figure 7 Securing Personally Identifiable Information (PII)
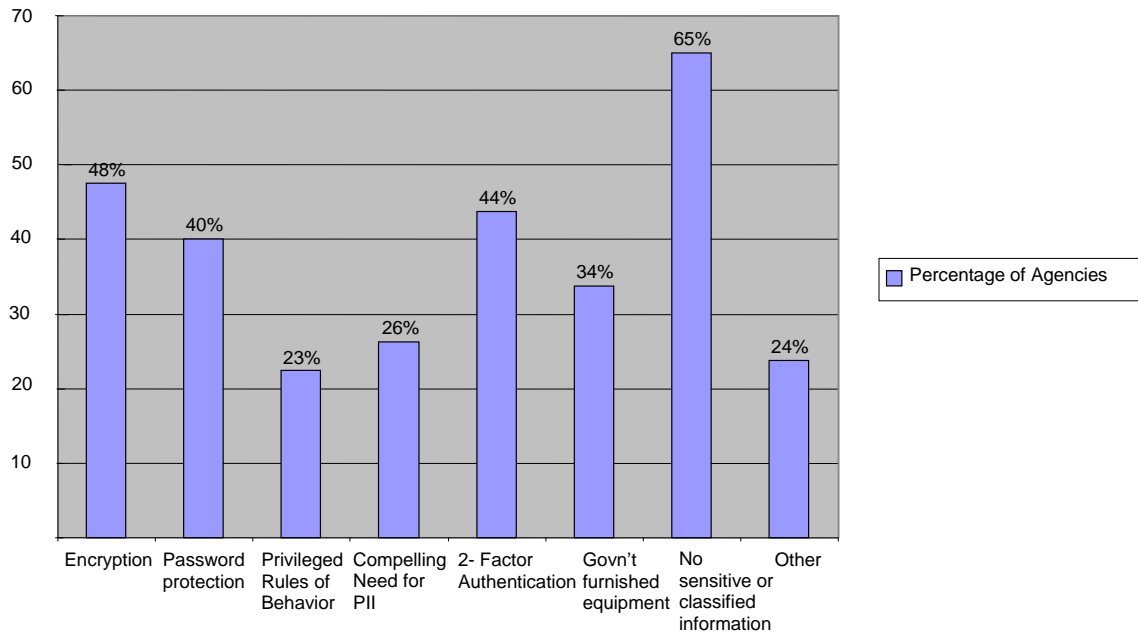
Thirty of the 80 agencies developed a separate IT policy or guideline for teleworkers. Of the 30 agencies, issuance of a Rules of Behavior checklist was the most common policy.

Conclusions

The Federal government continues to focus strongly on telework and on various issues to enhance its viability. As agencies move forward with recruiting a workforce that will be flexible, adaptable, and able to meet the challenges of the 21st century, our ability to offer cutting-edge workplace technologies, along with supports for work-life balance, will help the government attract needed talent. And emergency planning, particularly for longer-term scenarios, requires a core workforce comfortable with remote access.

As in past years, the data submitted by agencies gives a mixed picture of the successes of telework. The overall number of reported teleworkers decreased, but more than 60 percent of the agencies reported an increase in participation.

In this report we took a closer look than in past years at individual agency practices – both those struggling with issues that had an impact on their telework numbers, and those who have shown great success with their programs. This report pinpoints some of the areas of challenge and potential for growth and some of the drivers for expansion:

Challenges
- Information Technology Security: a top concern for remote access, and as we see from Department of the Interior, this may have a substantial effect on agency telework programs. For the first time, the Call for Telework Data included questions on this topic, providing information about what agencies are doing to manage security issues.
- Ineligibility: the number of employees who may not telework at all has grown since the last report; a trend which may be related to security or other concerns.
- Tracking: a lack of uniform, effective, automated tracking systems had a measurable impact on the data.

Drivers
- Emergency planning (COOP, pandemic influenza): the Department of Labor illustrates the intersection of remote work and emergency planning; as agencies work to ensure functionality during long and short-term crises, telework is an important tool.
- Career Patterns: OPM's initiative gives a structured response to the demographic shifts occurring now and over the next decade. As demonstrated by OPM's record, telework, along with other flexibilities and work/life initiatives, is an important tool in agencies' abilities to recruit and retain needed talent.

Agency telework data clearly show the impact of these drivers and challenges. In our work with agencies, OPM will continue to support agencies as they move forward, creating the flexible Federal workforce of the future.

Supporting the Agencies

In 2006, the year represented by this data, OPM worked to support agency telework programs through the following mechanisms:

- Telework Coordinator meetings - Three meetings were conducted; at one of these meetings, OPM's Director Linda M. Springer interacted with the agency representatives to discuss "Building Telework and Other Flexibilities for the Future Workforce"
- Agency telework consults - OPM met with six agencies to discuss their telework programs and offer assistance
- Presentations focusing on telework at regional and national conferences
- Testimony before the Subcommittee on the Federal Workforce and Agency Organization, Committee on Government Reform, U.S. House of Representatives: "Telecommuting: A 21st Century Solution to Traffic Jams and Terrorism"
- Updated online training modules on www.telework.gov (Telework 101 for Employees, Telework 101 for Manager) to reflect the addition of pandemic influenza guidance, as instructed by the *Implementation Plan for the National Strategy for Pandemic Influenza*.
- Published a new telework guide (available on www.telework.gov), as instructed by the *Implementation Plan for the National Strategy for Pandemic Influenza*.

As we move forward, OPM plans to continue such activities, and future initiatives include:

- Implementing a governmentwide tracking program to collect consistent, basic information about telework participation
- Training for managers
- Updating www.telework.gov website to better meet user needs
- Working with the Defense and Intelligence communities to explore the possibility of developing secure telework environments in regional telework centers
- Providing technical support to CHCO Council Subcommittee on Emergency Preparedness

Appendix A: 2006 Call for Telework Data

*Note: questions designated with asterisks ** are new for 2006*

Welcome to the Office of Personnel Management's (OPM) 2006 Call for Telework Data! This annual call for data was developed to respond to Congress' request for OPM to provide periodic reports on agency progress in complying with the Federal telework laws. The 2006 call for data questions have not changed from last year's call for data, however, questions have been added to learn more about telework security.

All agencies are expected to participate in this call for data. Please participate even if your agency does not currently have a telework policy in place. This will enable us to accurately understand the full extent of the implementation of telework in the Federal government.

INSTRUCTIONS

Please answer every question as completely as possible based on your agency's calendar year 2006 data. Please do not skip items. It is important for us to have the best, most complete information possible. The answers you provide to this call for data will help OPM, and our partners in the telework initiative, the General Services Administration, develop telework guidance and resources for the Federal government. All responses must be received by **February 28, 2007**. Failure to submit your electronic data by February 28, 2007 will result in your agency's data being omitted from the 2007 Telework Report to Congress.

When the response calls for numbers, be sure to enter numbers (using integers) without commas. If you have no data in a particular category, please enter a zero. There are also several opportunities throughout the call for data to fill in the blanks.

If you have concerns or questions about this call for data, please contact us at WorkLifeSurvey@opm.gov .

Public Burden Statement

CALL FOR DATA TERMS AND DEFINITIONS
The definitions below are to be used when responding to the call for data. These definitions should be used for reporting purposes only.

Telework: *Telework refers to any arrangement in which an employee regularly performs officially assigned duties at home or other work sites geographically convenient to the residence of the employee.*

Eligibility: Generally, agencies have the discretion to determine the telework eligibility requirements for their employees. For reporting purposes, in this call for data, ALL employees are considered eligible EXCEPT those employees whose:

> • positions require, on a daily basis (every work day), **direct handling of secure materials**, or **on-site activity** that cannot possibly be handled remotely or at an alternate worksite, such as face-to-face personal contact in some medical, counseling, or similar services; hands-on contact with machinery, equipment, vehicles, etc.; or other physical presence/site dependent activity such as forest ranger or guard duty tasks; or
>
> • last Federal government performance rating of record (or its equivalent) is below *fully successful* or conduct has resulted in disciplinary action within the last year

AGENCY INFORMATION

1. Please enter your agency name: _____
2. Please provide the following information about your Agency Telework Representative:
    Last Name: _____ First Name: _____
    Phone: _____ Email address: _____

CALL FOR DATA QUESTIONS

3. What is the total number of employees in your agency (Full and Part Time)?_____

4. How many employees teleworked on a regular, recurring basis at least 3 days a week? _____
 a. What was the average number of days teleworked per month by these employees?_____

5. How many employees teleworked 1 or 2 days a week? _____

6. How many employees teleworked less than once a week but at least once a month?_____

7. Please provide the total number of teleworkers at each grade level, leave blank if not available.
Grade 1: _____
Grade 2: _____
Grade 3: _____
Grade 4: _____
Grade 5: _____

Grade 6: _____
Grade 7: _____
Grade 8: _____
Grade 9: _____
Grade 10: _____
Grade 11: _____
Grade 12: _____
Grade 13: _____
Grade 14: _____
Grade 15: _____
Other: _____

8. Are eligible employees provided with formal notice of their eligibility to
   telework?   YES_____ NO_____
 If YES, how frequently?
   _____At least quarterly
   _____Annually
   _____There is no set schedule for notifying employees
 If YES, how are eligible employees notified? (Mark all that apply).
 _____During orientation
 _____By supervisors
 _____By email
 _____Other. Please explain_____

 9. Does your agency track the number of employees whose telework agreements are
denied?
 YES_____ NO_____
 If YES, how many denials were based on:
   Type of Work_____
 Performance or conduct issues_____

 10. Does your agency track the number of employees whose telework agreements
          are terminated?   YES_____ NO_____
 If YES, how many terminations were based on:
   a) Employee Decision_____
       b) Supervisor Decision:
 Due to change in work assignments _____
 Due to performance or conduct issues _____

11. Telework is tracked by: (Mark all that apply)
_____Time and attendance system
_____Electronic tracking system
_____Telework agreement
_____Other. Please explain_____

12. Please indicate the number of employees deemed ineligible and if any, plans to
 improve participation in the following three categories:
      12a – Handle Secure Materials
      12b – Perform On-Site Activities
      12c – Performance is Less Than Fully Successful or conduct has resulted in
      disciplinary action within the last year

12a. Handle Secure Materials
12a – 1. Number of Ineligible Employees _____
12a – 2. Occupational Series of Ineligible Employees
(A list of Occupational Series provided to agencies with the Call for Data.)
12a – 2a. Occupational Series of Ineligible Employees (Other)

_____
12a – 3. Plans for Improvement _____

12b. Perform On-Site Activities
12b – 1. Number of Ineligible Employees _____
12b – 2. Occupational Series of Ineligible Employees
(A list of Occupational Series provided to agencies with the Call for Data.)
12b – 2a. Occupational Series of Ineligible Employees (Other)

_____
12b – 3. Plans for Improvement _____

12c. Performance is Less Than Fully Successful or conduct has resulted in
disciplinary action within the last year
12c – 1. Number of Ineligible Employees _____

13. Are there categories of employees that your agency does not allow to telework?
(Mark all that apply)
Executives   _____
Supervisors/Managers _____
Support staff   _____
Employees on AWS _____
Part Time employees _____
        Other. Please
        explain_____

14. Please respond to the following questions regarding emergency
preparedness/Continuity of Operations (COOP) planning.
        a. Telework has been *fully integrated* into your agency emergency
        preparedness/COOP plans.   YES_____ NO_____

                1) If YES, please estimate the minimum number of employees
                needed to maintain basic functions of your agency's mission in a
                COOP emergency_____
                2) If YES, please estimate the maximum number of employees who
                are equipped, trained and ready to telework in the case of a long
                term crisis, *(e.g. Pandemic Influenza)* _____

        If NO, please mark one:
        _____Telework is *under consideration* for inclusion in your agency
        emergency preparedness/COOP plans.
        _____Telework is **not** *under consideration* for inclusion in your agency
        emergency preparedness/COOP plans.
    b. Conditions for telework during times of emergencies or agency closures are
    addressed in telework agreements.   YES_____ NO_____

    c. Training for telework during times of emergencies or agency closures is provided.   YES_____ NO_____

    d. Does your agency have telework center agreements in place for use during times of emergencies or agency closures?
    _____ YES
    _____ NO
    _____ NO, but it is under consideration

**15. How is your agency securing Personally Identifiable Information (PII) while employees are teleworking? *(*Mark all that apply*)*

    ____ All information is encrypted
    ____ All files are password protected
    ____ Privileged Rules of Behavior are signed for those handling PII
    ____ Only those with a compelling need are allowed to download PII
    ____ Two Factor Authentication is used for remote access
    ____ Only Government Furnished Equipment is allowed for teleworking
    ____ No sensitive or classified information is allowed to leave the agency
    ____ Other

**16. Has your agency developed a separate IT security policy or guideline for teleworkers?

    ____YES   ____NO

    If YES, does it include:
    ____ Rules of Behavior (Checklist of Do's and Don'ts)
    ____ Authorized Telework Facilities
    ____ Telework equipment configuration requirements
    ____ Tracking of telework equipment
    ____ Other

17.   For the majority of teleworkers, in terms of telework equipment/services:

____Agency provides/purchases all equipment/services for the teleworker's home
____Teleworker purchases all telework-related residential equipment/services
____Costs are shared or negotiated between the agency and teleworker
____Other. Please explain_____

18. Have cost savings and/or other benefits been realized as a result of implementing your agency's telework program?

____ YES
____NO
____Do not track/Do not know

    If YES, select from the following: (Mark all that apply).
    ____ Real estate/rent costs
    ____ Human capital (recruitment/retention, etc.)

_____ Transportation
_____ Productivity/performance
_____ Morale
_____ Leave
_____Other. Please explain_____

19. What are the major barriers to telework in your agency? (Mark all that apply)
_____ Information technology (IT) security issues
_____ IT funding issues
_____ Management resistance
_____ Organizational culture
_____ Office coverage challenges
_____ None
_____ Other. Please explain_____

20. What is being done to overcome your agency's barrier(s)? (Mark all that apply)
_____ Training for Employees
_____ Training for Managers
_____ Establish/Increase Budget for IT expenditures
_____ Increase Marketing
_____ Other. Please explain_____

21. How can OPM or our partners in the telework initiative, GSA, assist your agency?

Thank you for completing the 2006 Telework Call for Data. The contribution of the telework data from your agency helps with the success and progress of telework in the Federal government.

Appendix B: Overview of 2006 Agency Telework Participation

Agency Name	Population	# Eligible	Total # Teleworking	% Eligible Teleworking
Agency for International Development	1,476	1,466	252	17.19%
Board of Governors of the Federal Reserve System	1,880	1,624	123	7.57
Central Intelligence Agency	Not Available (security)	Not Available (security)	24	N/A
Chemical Safety and Hazard Investigation Board	38	38	6	15.79%
Committee for Purchase from the Blind and Severely Disabled	29	24	10	41.67%
Commodity Futures Trading Commission	450	443	24	5.42%
Consumer Product Safety Commission	403	353	322	91.22%
Corporation for National Service	561	549	80	14.57%
Court Services and Offender Supervision Agency	1,158	844	175	20.73%
Defense Nuclear Facilities Safety Board	88	0	0	0.00%
Department of Agriculture	92,250	74,413	5,673	7.62%
Department of Commerce	34,637	31,089	9,459	30.43%
Department of Defense	679,924	603,265	34,880	5.78%
Department of Education	4,152	4,152	1,600	38.54%
Department of Energy	14,902	13,383	774	5.78%
Department of Health and Human Services	62,104	56,171	7,716	13.74%
Department of Homeland Security	141,698	38,861	1,215	3.13%
Department of Housing and Urban Development	8,868	8,069	1,660	20.57%
Department of Interior	74,665	69,188	1,905	2.75%
Department of Justice	108,847	61,448	2,440	3.97%
Department of Labor	15,350	15,032	1,976	13.14%
Department of State	11,942	11,942	2,093	17.53%
Department of Transportation	52,119	51,981	2,621	5.04%
Department of Treasury	106,145	105,413	7,370	6.99%
Department of Veterans Affairs	233,151	1,472	1,472	100.00%
Environmental Protection Agency	17,186	16,912	4,286	25.34%
Equal Employment Opportunity Commission	2,200	1,840	765	41.58%
Executive Office of the President (Office of Science and Technology)	50	38	2	5.26%
Export-Import Bank	376	376	1	0.27%

Farm Credit Administration	257	257	71	27.63%
Farm Credit System Insurance Corporation	10	7	0	00.00%
Federal Communications Commission	1,819	1,816	416	22.91%
Federal Deposit Insurance Corporation	4,570	4,570	236	5.16%
Federal Election Commission	359	259	44	16.99%
Federal Energy Regulatory Commission	1,304	1,284	222	17.29%
Federal Housing Finance Board	132	130	10	7.69%
Federal Labor Relations Authority	134	113	7	6.19%
Federal Maritime Commission	124	124	8	6.45%
Federal Mediation and Conciliation Service	264	246	9	3.66%
Federal Trade Commission	1,085	1,085	4	0.37%
General Services Administration	12,205	11,190	1556	13.91%
Institute of Museum and Library Services	57	54	6	11.11%
Inter-American Foundation	47	45	17	37.78%
International Boundary and Water Commission	240	100	1	1.00%
International Broadcasting Bureau	1,743	1,043	130	12.46%
[1]Japan US Friendship Commission	4	4	6	150.00%
Marine Mammal Commission	10	10	2	20.00%
Merit Systems Protection Board	230	222	59	26.58%
National Aeronautics and Space Administration	18,520	18,520	10,118	54.63%
National Archives and Records Administration	3,064	1,300	123	9.46%
National Capital Planning Commission	45	45	4	8.89%
National Council on Disability	12	12	7	58.33%
National Credit Union Administration	949	361	46	12.74%
National Endowment for the Arts	159	159	58	36.48%
National Endowment for the Humanities	160	160	29	18.13%
National Labor Relations Board	1,814	1,646	311	18.89%
National Mediation Board	49	49	17	34.69%
National Science Foundation	1,387	1,377	514	37.33%
National Transportation Safety Board	385	383	101	26.37%
Nuclear Regulatory Commission	3,555	3,135	258	8.23%

---

[1]Data were certified by the Japan-US Friendship Commission at the time of submission, and were left intact for the report despite the error in total number of employees

Nuclear Waste Technical Review Board	15	15	15	100.00%
Occupational Safety and Health Review Commission	60	60	5	8.33%
Office of Federal Housing Enterprise Oversight	226	223	35	15.70%
Office of Government Ethics	80	58	24	41.38%
Office of National Drug Control Policy	110	110	0	0.00%
Office of Personnel Management	4,725	2,750	928	33.74%
Office of Special Counsel	105	102	22	21.57%
Overseas Private Investment Corporation	198	174	79	45.40%
Peace Corps	850	380	20	5.26%
Pension Benefit Guaranty Corporation	**Did Not Respond**			
Railroad Retirement Board	936	310	123	39.68%
Securities and Exchange Commission	3,563	3,563	1,293	36.29%
Selective Service System	137	137	45	32.85%
Small Business Administration	4,971	4,971	343	6.90%
Smithsonian Institute	4,004	2,404	51	2.12%
Social Security Administration	63,537	14,870	4,049	27.23%
Trade and Development Agency	48	46	1	2.17%
U.S. Access Board	28	25	16	64.00%
United States Commission on Civil Rights	49	49	2	4.08%
United States Holocaust Memorial Museum	400	400	47	11.75%
United States International Trade Commission	357	241	180	74.69%
TOTALS	**1,805,741**	**1,250,980**	**110,592**	**8.84%**

Appendix C: 2006 Telework Frequency

Telework frequency categories shown below are mutually exclusive.

Agency Name	Teleworking at least 3 days	Teleworking 1-2 days	Teleworking at least once a month
Agency for International Development	0	72	180
Board of Governors of the Federal Reserve System	33	30	60
Central Intelligence Agency	8	8	8
Chemical Safety and Hazard Investigation Board	0	0	6
Committee for Purchase from the Blind and Severely Disabled	1	9	0
Commodity Futures Trading Commission	12	12	0
Consumer Product Safety Commission	92	230	0
Corporation for National Service	2	26	52
Court Services and Offender Supervision Agency	5	158	12
Defense Nuclear Facilities Safety Board	0	0	0
Department of Agriculture	747	4,032	894
Department of Commerce	933	6,758	1,768
Department of Defense	3,490	4,818	26,572
Department of Education	78	166	1,356
Department of Energy	76	243	455
Department of Health and Human Services	525	4,519	2,672
Department of Homeland Security	630	375	210
Department of Housing and Urban Development	245	1,347	68
Department of Interior	575	628	702
Department of Justice	595	906	939
Department of Labor	133	549	1,294
Department of State	0	2,093	0
Department of Transportation	733	1,064	824
Department of Treasury	2,661	4,215	494
Department of Veterans Affairs	772	392	308
Environmental Protection Agency	0	2,814	1,472
Equal Employment Opportunity Commission	104	468	193
Executive Office of the President (Office of Science and Technology)	1	1	0
Export-Import Bank	1	0	0
Farm Credit Administration	2	14	55
Farm Credit System Insurance Corporation	0	0	0
Federal Communications	13	403	0

Agency Name	Teleworking at least 3 days	Teleworking 1-2 days	Teleworking at least once a month
Commission			
Federal Deposit Insurance Corporation	236	0	0
Federal Election Commission	0	18	26
Federal Energy Regulatory Commission	0	222	0
Federal Housing Finance Board	0	0	10
Federal Labor Relations Authority	0	6	1
Federal Maritime Commission	0	1	7
Federal Mediation and Conciliation Service	2	7	0
Federal Trade Commission	2	2	0
General Services Administration	305	761	490
Institute of Museum and Library Services	0	5	1
Inter-American Foundation	0	0	17
International Boundary and Water Commission	0	1	0
International Broadcasting Bureau	0	120	10
Japan US Friendship Commission	3	3	0
Marine Mammal Commission	0	1	1
Merit Systems Protection Board	8	36	15
National Aeronautics and Space Administration	124	394	9,600
National Archives and Records Administration	3	99	21
National Capital Planning Commission	0	3	1
National Council on Disability	0	0	7
National Credit Union Administration	26	15	5
National Endowment for the Arts	0	5	53
National Endowment for the Humanities	0	11	18
National Labor Relations Board	35	116	160
National Mediation Board	0	17	0
National Science Foundation	11	165	338
National Transportation Safety Board	8	90	3
Nuclear Regulatory Commission	8	230	20
Nuclear Waste Technical Review Board	2	8	5
Occupational Safety and Health Review Commission	0	0	5
Office of Federal Housing Enterprise Oversight	0	8	27
Office of Government Ethics	12	12	0
Office of National Drug Control	0	0	0

Agency Name	Teleworking at least 3 days	Teleworking 1-2 days	Teleworking at least once a month
Policy			
Office of Personnel Management	288	350	290
Office of Special Counsel	5	15	2
Overseas Private Investment Corporation	0	34	45
Peace Corps	10	2	8
Pension Benefit Guaranty Corporation	Not reported	Not reported	Not reported
Railroad Retirement Board	0	109	14
Securities and Exchange Commission	15	463	815
Selective Service System	1	43	1
Small Business Administration	52	101	190
Smithsonian Institute	4	23	24
Social Security Administration	533	3,377	139
Trade and Development Agency	0	0	1
U.S. Access Board	1	5	10
United States Commission on Civil Rights	0	1	1
United States Holocaust Memorial Museum	0	15	32
United States International Trade Commission	0	45	135
TOTALS	**14,161**	**43,289**	**53,142**

Appendix D: Ineligibility

Table 1: Ineligible Due to Handling of Secure Materials

Table only includes agencies that provided occupational series

Occupational Series	Agency
Biological Sciences Group	Dept. of Agriculture
Electromotive Equipment Mechanic	GSA
Equipment Specialist	GSA
Law Clerk	Federal Election Commission
Maintenance Mechanic	Dept. of Agriculture
Materials Handler	GSA
Motor Vehicle Operator	GSA
Nurse	Dept. of Agriculture
Packer	GSA
Program Manager	Dept. of Agriculture
Telecommunications Specialist	Dept. of Agriculture
Telephone Operator	Dept. of Agriculture

Table 2: Ineligible Due to On-Site Activities

Table only includes agencies that provided occupational series

Occupational Series	Agency
Administration and Program Staff	Court Services and Offender Supervision Dept. of Energy Dept. of HHS GSA International Broadcasting Bureau Office of Special Counsel U.S. Access Board U.S. Holocaust Memorial Museum
Administration Officer	Dept. of HHS
Aircraft Mechanic	Dept. of Energy
Archivist	U.S. Holocaust Memorial Museum
Arts & Information Specialist	International Broadcasting Bureau U.S. Holocaust Memorial Museum
Audio Visual Production Specialist	International Broadcasting Bureau
Biological Science	Dept. of Agriculture
Biological Science Technician	Dept. of HHS
Biologist	Dept. of Agriculture Dept. of HHS
Budget Analyst	GSA International Broadcasting Bureau
Buildings Management Officer	GSA
Business & Industry Specialist	Dept. of Energy GSA
Cash Processing Clerk	Dept. of Defense
Chemist	Dept. of HHS
Coal and Rail Equipment Operator	Dept. of Energy
Construction Inspector	Dept. of Energy GSA
Contract Specialist	GSA International Broadcasting Bureau
Cook	Dept. of Interior
Crane Operator	Dept. of Energy
Custodial Worker	Dept. of Interior
Drill Rig Operator	Dept. of Interior
Electric Power Controller	Dept. of Energy Dept. of Interior
Electrician	U.S. Holocaust Memorial Museum
Electrical Installer	Dept. of Interior International Broadcasting Bureau
Electromotive Equipment Mechanic	Dept. of Energy GSA
Electronic Integrated Systems Mechanic	Dept. of Energy
Electronic Measurement Equipment Mechanic	Dept. of Energy Dept. of Interior
Electronics Mechanic	Dept. of Energy

Engineer Electronics	GSA International Broadcasting Bureau
Engineer General	International Broadcasting Bureau U.S. Holocaust Memorial Museum
Engineering Equipment Operator	Dept. of Energy
Engineering Technician	U.S. Holocaust Memorial Museum
Equal Employment Opportunity Specialist	GSA
Equipment & Facilities Specialist	GSA U.S. Holocaust Memorial Museum
Equipment Operator	Social Security Administration
Equipment Specialist	GSA
Exhibits Specialist	U.S. Holocaust Memorial Museum
Facility Operations Specialist	Dept. of Agriculture U.S. Holocaust Memorial Museum
Financial Administrator	Court Services and Offender Supervision GSA
Food Inspector	Dept. of Agriculture
General Telecommunications	U.S. Holocaust Memorial Museum
Health Scientist	Dept. of HHS
Heavy Mobile Equipment Mechanic	Dept. of Energy
High Voltage Electrician	Dept. of Energy
Human Resources Assistant	International Broadcasting Bureau
Human Resources Specialist	International Broadcasting Bureau
Industrial Equipment Mechanic	Dept. of Interior
Industrial Hygienist	Dept. of HHS
Industrial Property Management Specialist	Dept. of Energy
Inspector, Investigation & Compliance Officer	Dept. of Interior
Instrument Mechanic	Dept. of Energy
Interpreter	Equal Employment Opportunity Commission
Inventory Management Specialist	Court Services and Offender Supervision
IT Management Specialist	U.S. Holocaust Memorial Museum
Laborer	Dept. of Interior GSA
Law Clerk	Federal Election Commission
Legal Assistant	Social Security Administration
Legal Instruments Examining Clerk	Dept. of HHS
Librarian	U.S. Holocaust Memorial Museum
Machinist	Dept. of Energy
Mail and File Clerk	Dept. of Commerce International Broadcasting Bureau
Maintenance Mechanic	Dept. of Energy Dept. of Interior U.S. Holocaust Memorial Museum
Management & Program Analyst	GSA
Marine Machinery Repairer	Dept. of Interior
Materials Examiner & Identifier	Dept. of Interior
Materials Handler	Dept. of Energy GSA

Meteorologist	Dept. of Agriculture
Microfilm Equipment Operator	National Archives and Records Administration
Motor Vehicle Operator	Dept. of Energy Dept. of HHS Dept. of Treasury International Broadcasting Bureau
Museum Curator	U.S. Holocaust Memorial Museum
Museum Specialist/Technician	U.S. Holocaust Memorial Museum
Nurse	Dept. of Agriculture OPM
Office Automation Clerk Assistant	Dept. of Agriculture Dept. of HHS GSA
Office Clerk/ Assistant	Court Services and Offender Supervision Dept. of Agriculture Dept. of Energy Dept. of HHS International Broadcasting Bureau Office of Special Counsel
Packer	GSA
Painter	Dept. of Energy U.S. Holocaust Memorial Museum
Photographer (preservation)	National Archives and Records Administration
Physical Science Technician	Dept. of HHS
Plumber	Dept. of Energy
Police Officer/Federal Protective Officer	Dept. of Commerce
Powered Support Systems Mechanic	International Broadcasting Bureau
Printing Officer	International Broadcasting Bureau
Procurement Clerk/Technician	GSA
Public Affairs Specialist	Dept. of Agriculture Dept. of Commerce
Purchasing Agent	International Broadcasting Bureau
Reader Assistant	Equal Employment Opportunity Commission
Rigger	Dept. of Energy
Sales Store Clerk	U.S. Holocaust Memorial Museum
Secretary	Court Services and Offender Supervision Dept. of Agriculture Dept. of HHS International Broadcasting Bureau
Security Administrator	U.S. Holocaust Memorial Museum
Security Clerk Assistant	U.S. Holocaust Memorial Museum
Sheet Metal Mechanic	Dept. of Energy
Social Science Aid/Technician	Court Services and Offender Supervision
Social Science Specialist	Court Services and Offender Supervision
Stockroom Worker	Dept. of HHS
Supply Management Specialist	GSA
Supply Specialist	GSA

	International Broadcasting Bureau U.S. Holocaust Memorial Museum
Support Services Administrator	U.S. Holocaust Memorial Museum
Support Services Technician	Federal Mediation and Conciliation Services
Technical Information Specialist	Dept. of HHS GSA
Telecommunications Specialist	Dept. of Agriculture GSA International Broadcasting Bureau
Tool & Parts Attendant	Dept. of Interior
Utility Systems Repairer Operator	Dept. of Interior U.S. Holocaust Memorial Museum
Veterinary Medical Officer	Dept. of Agriculture
Visual Information Specialist	GSA U.S. Holocaust Memorial Museum
Welder	Dept. of Energy
Wildlife Refuge Manager	Dept. of Interior
Woodworking Assistant	Dept. of Energy

Appendix E: Agencies Provide/Purchase
Telework Equipment

Agency Name	2005 Agency provides/purchases all equipment	2006 Agency provides/purchases all equipment
Agency for International Development		
Board of Governors of the Federal Reserve System		
Central Intelligence Agency	X	
Chemical Safety and Hazard Investigation Board		
Committee for Purchase from the Blind and Severely Disabled	X	
Commodity Futures Trading Commission		
Consumer Product Safety Commission	X	X
Corporation for National Service		
Court Services and Offender Supervision Agency		
Defense Nuclear Facilities Safety Board		
Department of Agriculture		
Department of Commerce		
Department of Defense		X
Department of Education		
Department of Energy	X	
Department of Health and Human Services		
Department of Homeland Security		
Department of Housing and Urban Development		
Department of Interior		
Department of Justice		
Department of Labor		
Department of State		
Department of Transportation		
Department of Treasury	X	X
Department of Veterans Affairs		
Environmental Protection Agency		
Equal Employment Opportunity Commission	X	X
Executive Office of the President (Office of Science and Technology)		
Export-Import Bank		X
Farm Credit Administration		X
Farm Credit System Insurance Corporation		
Federal Communications Commission		
Federal Deposit Insurance Corporation		
Federal Election Commission		
Federal Energy Regulatory Commission		
Federal Housing Finance Board		X
Federal Labor Relations Authority		
Federal Maritime Commission		X

Agency Name	2005 Agency provides/purchases all equipment	2006 Agency provides/purchases all equipment
Federal Mediation and Conciliation Service	X	X
Federal Trade Commission		
General Services Administration		
Institute of Museum and Library Services		
Inter-American Foundation		X
International Boundary and Water Commission		
International Broadcasting Bureau		
Japan US Friendship Commission	X	X
Marine Mammal Commission		
Merit Systems Protection Board		
National Aeronautics and Space Administration		
National Archives and Records Administration		
National Capital Planning Commission		
National Council on Disability		
National Credit Union Administration		
National Endowment for the Arts		
National Endowment for the Humanities		
National Labor Relations Board		
National Mediation Board		X
National Science Foundation		
National Transportation Safety Board		X
Nuclear Regulatory Commission		
Nuclear Waste Technical Review Board		
Occupational Safety and Health Review Commission	X	
Office of Federal Housing Enterprise Oversight		X
Office of Government Ethics		
Office of National Drug Control Policy		X
Office of Personnel Management		
Office of Special Counsel		X
Overseas Private Investment Corporation		
Peace Corps	X	X
Pension Benefit Guaranty Corporation		
Postal Rate Commission		
Railroad Retirement Board		
Securities and Exchange Commission		
Selective Service System		
Small Business Administration		
Smithsonian Institute		
Social Security Administration		
Tennessee Valley Authority		
Trade and Development Agency		
U.S. Access Board		
United States Commission on Civil Rights		
United States Holocaust Memorial Museum		
United States International Trade Commission		

Appendix F: 2006 Integration of Telework Into COOP Plans

Agency Name	Integrated COOP	Under Consideration	Not Integrated and Not Under Consideration
Agency for International Development	X		
Board of Governors of the Federal Reserve System		X	
Central Intelligence Agency	X		
Chemical Safety and Hazard Investigation Board	X		
Committee for Purchase from the Blind and Severely Disabled	X		
Commodity Futures Trading Commission	X		
Consumer Product Safety Commission		X	
Corporation for National Service		X	
Court Services and Offender Supervision Agency		X	
Defense Nuclear Facilities Safety Board		X	
Department of Agriculture		X	
Department of Commerce		X	
Department of Defense		X	
Department of Education		X	
Department of Energy	X		
Department of Health and Human Services		X	
Department of Homeland Security		X	
Department of Housing and Urban Development	X		
Department of Interior		X	
Department of Justice	X		
Department of Labor	X		
Department of State	X		
Department of Transportation	X		
Department of Treasury	X		
Department of Veterans Affairs	X		
Environmental Protection Agency		X	
Equal Employment Opportunity Commission		X	
Executive Office of the President (Office of Science and Technology)	X		
Export-Import Bank	X		
Farm Credit Administration	X		
Farm Credit System Insurance Corporation	X		
Federal Communications Commission		X	

Agency Name	Integrated COOP	Under Consideration	Not Integrated and Not Under Consideration
Federal Deposit Insurance Corporation	X		
Federal Election Commission			X
Federal Energy Regulatory Commission		X	
Federal Housing Finance Board	X		
Federal Labor Relations Authority	X		
Federal Maritime Commission		X	
Federal Mediation and Conciliation Service		X	
Federal Trade Commission		X	
General Services Administration	X		
Institute of Museum and Library Services		X	
Inter-American Foundation	X		
International Boundary and Water Commission		X	
International Broadcasting Bureau		X	
Japan US Friendship Commission	X		
Marine Mammal Commission		X	
Merit Systems Protection Board		X	
National Aeronautics and Space Administration		X	
National Archives and Records Administration		X	
National Capital Planning Commission		X	
National Council on Disability	X		
National Credit Union Administration	X		
National Endowment for the Arts		X	
National Endowment for the Humanities			X
National Labor Relations Board		X	
National Mediation Board		X	
National Science Foundation	X		
National Transportation Safety Board		X	
Nuclear Regulatory Commission		X	
Nuclear Waste Technical Review Board	X		
Occupational Safety and Health Review Commission		X	
Office of Federal Housing Enterprise Oversight		X	
Office of Government Ethics	X		
Office of National Drug Control Policy		X	
Office of Personnel Management	X		
Office of Special Counsel		X	
Overseas Private Investment		X	

Agency Name	Integrated COOP	Under Consideration	Not Integrated and Not Under Consideration
Corporation			
Peace Corps		X	
Pension Benefit Guaranty Corporation	**Did not respond**		
Railroad Retirement Board		X	
Securities and Exchange Commission	X		
Selective Service System	X		
Small Business Administration		X	
Smithsonian Institute		X	
Social Security Administration		X	
Trade and Development Agency	X		
U.S. Access Board		X	
United States Commission on Civil Rights	X		
United States Holocaust Memorial Museum	X		
United States International Trade Commission		X	

**United States Office of
Personnel Management**
1900 E Street, NW
Washington, DC 20415