

Deputy Commissioner's Broadcast June 7, 2011

A Message To All SSA Employees

Subject: Agency Telework Plan

Pursuant to the Telework Enhancement Act of 2010 (the Act), all Federal agencies are required to develop a draft telework plan by June 7, 2011. Commissioner Astrue requested that I provide oversight for our telework efforts, working closely with the senior leadership team and our union representatives. Donna Siegel, Assistant Deputy Commissioner for Human Resources, will serve as our Telework Managing Officer.

Our draft plan outlines many of our current telework policies. It also recognizes the unique challenges we face in implementing telework, including the public contact required by many of our jobs, Congress' expectation that we maintain a presence in communities nationwide, and the sensitive personally identifiable information (PII) about millions of people that we maintain and must protect. Our draft plan also acknowledges the need for negotiations with our unions before we can implement the proposed plan.

Safeguarding the sensitive information the public entrusts to us is fundamental. In fact, the first regulation adopted by the Social Security Board in 1937 outlined rules regarding privacy and disclosure of Social Security records. Soon, we expect that the security guidelines described in the Act will help us balance telework with appropriate protections.

The Act distinguishes between telework eligibility and participation. As such, it requires Federal agencies to identify job functions that may be *eligible* for work in alternate locations. We will continue to explore who may *participate* in telework. For now, our current telework policies remain in place. As we resolve technological and budgetary constraints, we will explore opportunities to expand our telework program. Thank you in advance for your cooperation as we move forward.

You may view the proposed telework plan at –
<http://personnel.ba.ssa.gov/OPE/DraftSSATeleworkPolicy.pdf>.

You may view the list of positions that may be eligible for consideration at –
<http://personnel.ba.ssa.gov/OPE/PositionsEligibleforTeleworkConsideration.pdf>.

You may view a list of Frequently Asked Questions at –
<http://personnel.ba.ssa.gov/OPE/TeleworkFAQs.pdf>.

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