

	U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Code: PER-23
		Transmittal Number: 977
		Date: 5-16-12
Subject: PER-23 OSM Telework Policy		
Approval: Joseph G. Pizarchik <i>Joseph G. Pizarchik</i>		Title: Director
CHANGE NOTICE		

1. **Purpose.** To add an additional ineligibility category to the OSM Telework Policy.

2. **Summary of Changes.** PER-23 is revised to add an additional ineligibility category to the OSM Telework Policy, namely an employee whose performance falls below satisfactory. The Department of the Interior has determined that an employee whose performance falls below satisfactory, would likely have diminished performance under the Telework Enhancement Act and therefore is not eligible to telework.

3. **Effects on Other Documents.** This change notice also changes Appendix A: OSM Telework Criteria Checklist to delete performance below fully successful as part of the participation criteria since it is now included in the ineligibility criteria.

4. **Effective Date.** Upon issuance

5. **Distribution.** By electronic format

Contact: Division of Human Resources