

work site(s). Full time employees must meet all obligations of the position regardless of work site arrangement.

5. Responsibilities

a. *The Assistant Secretary for Management and Chief Financial Officer* is responsible for the overall administration of the Departmental Telework and Flexiplace program.

b. *The Deputy Assistant Secretary (Management Operations)* and the Deputy Assistant Secretary (Human Resources) shall:

(1) designate:

(a) a Departmental coordinator to serve as primary contact, and

(b) Program Managers to provide information and support resources to assist in the organization and implementation of Telework programs throughout the Department;

(2) identify training and support resources, and coordinate Treasury initiatives and reports as required.

c. *The Deputy Assistant Secretary (Information Systems)* and *Chief Information Officer* shall provide advisory information systems services to support the Telework programs as needed.

d. *The Chief Management and Administrative Programs Officer, Heads of Bureaus and Offices, the Inspector General, and the Inspector General for Tax Administration*, as it relates to their respective bureaus and offices, shall:

(1) establish Telework programs at all bureau/office locations where possible and appropriate to bureau/office mission;

(2) appoint one or more Bureau/Office Telework Coordinator(s) to serve as contact and liaison between the Department and the bureau/office;

(3) within 90 days of the effective date of this directive, establish a bureau/office baseline on employee Telework participation, to be used in program evaluations and future progress reports;

(4) submit annual reports within 30 days of the end of the fiscal year to the Departmental Coordinators on the status of the bureau/office Telework program; and

(5) complete all labor relations responsibilities.

6. Telework Arrangements

a. Participation in a telework arrangement is not an employee entitlement. An employee may participate in the program if the responsible supervisor or designee decides that the employee's job duties are appropriate for offsite work

b. The telework arrangement under which an employee will perform work

must be clearly set forth in a written agreement and signed by the respective supervisor and employee. The agreement must specify:

(1) The alternative work site (*i.e.*, work-at-home, Telework center or other),

(2) Specific hours and days per week to be worked at the alternate work place,

(3) Pertinent office equipment to be provided and by whom,

(4) Method of communication to be used between the official duty station and alternate work place, and

(5) Duties to be performed and methods of evaluation to be employed.

c. A Telework arrangement does not alter the terms and conditions of appointment, including an employee's official duty station, salary, benefits, individual rights, or obligations. All pay, leave, and travel entitlement shall be based on the official duty station. The Telework arrangement shall not affect other conditions of employment, *e.g.*, hours of work, unless otherwise specified in the Telework agreement.

d. Upon appropriate notice the bureau (manager) or designee, has the right to inspect the home or alternate work site and equipment to be used by an employee to ensure that proposed work space is safe, and all equipment is adequately installed and performing properly.

e. The Telework agreement between employee and supervisor may be terminated at the discretion of the supervisor.

f. The Telework arrangement shall be for the performance of official duties and shall not be treated as an opportunity to conduct personal business.

g. Each bureau/office may issue additional criteria in accordance with this Directive and with Treasury Publication TD P 74-14, Department of Treasury Telework Handbook, which provides additional general information and guidance regarding Telework programs. This manual is available through the Department's Office of Asset Management and the Office of the Deputy Assistant Secretary for Human Resources.

7. Authorities

a. Federal Employees Clean Air Incentives Act, (Pub. L. 103-172 (November 11, 1993).

b. Memorandum on Expanding Family-Friendly Work Arrangements in the Executive Branch, 30 Weekly Comp. Pres. Doc. 1468 (July 11, 1994).

c. Memorandum Implementing Federal Family Friendly Work

Arrangements, 32 Weekly Comp. 1119 (June 21, 1996).

d. National Telecommuting Initiative Action Plan, (President's Management Council, January 1996).

8. Office of Primary Interest

Office of the Assistant Secretary for Management and Chief Financial Officer, Office of the Deputy Assistant Secretary (Human Resources), Office of the Deputy Assistant Secretary (Management Operations), and Office of Asset Management.

Lisa Ross,

Acting Assistant Secretary for Management and Chief Financial Officer.

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DEPARTMENT OF THE TREASURY

Payments to Persons Who Hold Certain Categories of Judgments Against Cuba or Iran

AGENCY: Department of the Treasury; Departmental Offices.

ACTION: Notice.

SUMMARY: The Department of the Treasury is announcing that it will shortly prescribe procedures for making payments to persons who hold certain categories of judgments against Cuba or Iran.

FOR FURTHER INFORMATION CONTACT: Alexandra Edsall, Senior Advisor to the General Counsel, Department of the Treasury, 1500 Pennsylvania Avenue, NW., Room 3018, Washington, DC 20220, telephone (202) 622-2744 (not a toll-free call).

SUPPLEMENTARY INFORMATION: Section 2002 of the Victims of Trafficking and Violence Protection Act of 2000 directs the Secretary of the Treasury to make payments to persons who hold certain categories of judgments against Cuba or Iran in suits brought under 28 U.S.C. 1605(a)(7). Promptly after enactment, the Department of the Treasury will publish a notice in the **Federal Register** advising claimants what information must be provided in order to qualify for a payment under section 2002.

Dated: October 27, 2000.

Richard S. Carro,

Associate General Counsel.

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