



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D. C. 20503

April 28, 2011

THE DIRECTOR

M-11-20

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Jacob J. Lew 
Director

SUBJECT: Implementing Telework Enhancement Act of 2010 IT Purchasing Requirements

On December 9, 2010, President Obama signed into law the Telework Enhancement Act of 2010 (the Act). Telework provides multiple benefits for Executive Agencies and the federal workforce. It can produce resource savings and reduce time, expenses, and greenhouse gas production associated with commuting. Telework also provides federal employees the ability to continue working during inclement weather, emergencies, or situations that may disrupt normal operations. However, telework is only as effective as the technologies used to support it, which is why it is critical for agencies to take immediate measures to ensure that their employees are properly equipped.

Within 90 days of issuance of this memorandum, agency chief information officers (CIOs), in coordination with chief acquisition officers (CAOs) shall develop or update policies on purchasing computing technologies and services to enable and promote continued adoption of telework. At the same time, purchasing policies must address the information security threats raised by use of technologies associated with telework.

Given the unique mission and nature of each agency, agencies are granted broad discretion in formulating telework purchasing policies to best suit their unique needs. At a minimum, however, agency policies must address the following:

- Selecting and acquiring information technology that best fits the needs of the Federal Government, and is technology and vendor neutral in acquisitions,
- Determination of allowable IT products and services, to include remote access servers, client devices, and internal resources accessible through remote access,
- Prioritizing use of government-wide and agency-wide contracts, to the maximum extent possible, for new acquisitions and renewal of services to leverage the government's buying power,
- Deploying new and modernizing existing agency IT systems and infrastructure to support agency teleworking requirements,
- Compliance of all devices and infrastructure with federal security and privacy requirements, and
- Proper disposal of devices no longer in use to ensure protection of sensitive information.

Pursuant to the Act, the Office of Management and Budget (OMB) plans to issue a memorandum by June 7, 2011, providing guidelines to ensure the adequacy of information and security protections for information and information systems used while teleworking.

Questions and feedback about this memorandum can be addressed to egov@omb.eop.gov with the term “Telework Enhancement Act Purchasing Requirements Feedback” in the subject line of the email.