DOE-Flex Bulletin

*The information contained in this Bulletin is intended for DOE-Flex Advisors and Coordinators in responding to questions. The information supplements the guidance in the **Handbook on DOE-Flex** and will be incorporated in the handbook in the near future, at which time this Bulletin will expire and be removed from the **DOE-Flex** web site.*

No. 1 May 2000

Subject: Situational Arrangements

This Bulletin responds to questions that have surfaced regarding what type of work assignments are or are not appropriate for DOE-Flex situational arrangements.

Situational arrangements are for short-term, temporary, intermittent, or project-oriented situations that support the Department's DOE-Flex Program goals. They typically are used for an assignment that may take up to a few days or a week to complete, usually as a "block" of concentrated time. Assignments may focus on a specific project or report, such as drafting a local directive, preparing a legal brief or arguments, preparing a major organization's budget submission, reviewing grant proposals, or preparing a research paper. Such situations may re-occur throughout the year or be a one-time event and must actually be worked if an agreement has been established on a projected basis in order to count that arrangement.

Such arrangements are not ones that are held at a different location on-site or at a nearby location where there is no reduction in an employee's commute, nor do they involve work that is performed after normal hours on a voluntary basis or while on travel.

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