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United States Senate

COMMITTEE ON
HOMELAND SECURITY AND GOVERNMENTAL AFFAIRS
WASHINGTON, DC 20510-6250

December 8, 2021

The Honorable Isabella Casillas Guzman
Administrator
Small Business Administration
209 3rd Street, S.W.
Washington, D.C. 20416

Dear Administrator Guzman,

On March 17, 2020, following the declaration of a national emergency related to COVID-19, the Office of Management and Budget called for executive branch agencies and departments to “maximize telework across the national for the Federal workforce[.]”¹ Over a year and a half later, it is unclear the extent to which government employees are still teleworking.

In order to better understand the working location of your agency’s employees, I respectfully request the following information, broken down by subcomponent, as of December 1, 2021:

1. The number of individuals currently employed by your agency.
2. The number of individuals who are:
 - a. Working full time in person at one of your agencies physical locations;
 - b. Teleworking² full time;
 - c. Working a hybrid schedule that combines both telework and in office schedule.
3. The total number of agency employees who are fully vaccinated against COVID-19.
 - a. The total number of agency employees who have received a booster.
4. For the employees that are teleworking, how are you tracking employee productivity?
 - a. Please provide a breakdown of your agency’s workforce productivity for Fiscal Years 2019, 2020, and 2021.

¹ Memorandum from Acting Director Russell Vought to Office of Mgmt. & Budget (March 17, 2020), *Federal Agency Operational Alignment to Slow the Spread of Coronavirus COVID-19*.

² For purposes of this request, teleworking full time includes any individual classified as working remote as defined in Office of Personnel Management, 20221 Guide to Telework and Remote Work in the Federal Government, Nov. 2021, available at https://chcoc.gov/sites/default/files/Telework-Guide-2021_0.pdf.

5. Has your agency closed physical office space locations since March 2020 in light of increased telework among your agency's workforce? If so, please provide the estimated cost savings associated with office closures.

Please provide this information as soon as possible but no later than 5:00 p.m. on December 22, 2021.

Sincerely,



Ron Johnson
Ranking Member
Permanent Subcommittee on Investigations