



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY UNDER SECRETARY OF THE ARMY
102 ARMY PENTAGON
WASHINGTON, DC 20310-0102

FEB 03 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Initial Return to In-Person Work Implementation Guidance for Civilian Senior Executives

1. References:

- a. Presidential Memorandum (Return to In-Person Work), 20 January 2025.
- b. Acting Director, Office of Personnel Management Memorandum (Guidance on Presidential Memorandum *Return to In-Person Work*), 22 January 2025.
- c. Acting Secretary of Defense Memorandum (Implementation of Presidential Memorandum, 'Return to In-Person Work'), 24 January 2025.
- d. Acting Director, Office of Management and Budget and Acting Director, OPM Memorandum (Agency Return to Office Implementation Plans), 27 January 2025.
- e. Secretary of Defense Memorandum (Initial Department of Defense Implementation Guidance, Return to In-Person Work), 31 January 2025.

2. Pursuant to references 1.a. through 1.e., the Department of Defense revised its telework and remote work policy to require all current telework and remote employees to work in-person at their respective agency's worksite during their regular tour of duty.

3. Principal Officials and the Commanders/Heads of Army Commands, Army Service Component Commands, and Direct Reporting Units (hereafter referred to as Commands) will cancel all regular and recurring telework and remote work agreements for all Civilian Senior Executives (Senior Executive Service, Defense Intelligence Senior Executive Service, Scientific and Professional, Senior Level, Defense Intelligence Senior Level, Highly Qualified Expert, and any other employee whose personnel records are maintained by the Civilian Senior Leader Management Office) with an alternative worksite within 50-miles of their organization worksite, that are not exempted per reference 1.e., and direct these employees to report in-person to the office/worksite no later than 10 February 2025, using the enclosed template for employee notification.

4. No later than 10 February 2025, Commands will submit a plan for cancelling regular and recurring telework and remote work agreements and relocating Civilian Senior Executives with an alternative worksite more than 50-miles from their agency worksite, that are not exempted per reference 1.e., to the Deputy Under Secretary of the Army, via the Civilian Senior Leader Management Office. The plan must address the steps

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that will be taken to change the employee's duty station to an appropriate agency worksite. The plan must specify that Senior Executive Service and Defense Intelligence Senior Executive Service employees will report full-time in-person no later than 10 February 2025 and Senior Professional (Scientific and Professional, Senior Level, and Defense Intelligence Senior Level) employees will return in-person no later than 21 February 2025.

5. Further guidance will be forthcoming regarding the process for submitting exemption requests, including:

a. Requests for exemption due to availability of suitable office space. These exemptions will require approval by the Secretary of the Army.

b. Requests for exemptions for other compelling needs, which may include categories of employees or specific individuals. These exemptions will require approval by the Secretary of Defense.

6. The point of contact for this memorandum is Tamara Deekens, Deputy Director, Civilian Senior Leader Management Office, at tamara.l.deekens.civ@army.mil.

Encl



ANGEL I. WOLFREY
Acting

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**THIS TEMPLATE MAY BE USED FOR CIVILIAN SENIOR EXECUTIVES WHO HAVE AN ALTERNATIVE
WORKSITE WITHIN 50 MILES OF THE ORGANIZATION'S WORKSITE**

LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR **Employee Name**

SUBJECT: Cancellation of Regular and Recurring Telework or Remote Work Agreement and Return to In-Person Work

1. References.

a. Secretary of Defense memorandum, subject: Initial Department of Defense Implementation Guidance, Return to In-Person Work, 31 January 2025.

b. Deputy Under Secretary of the Army memorandum, subject: Initial Return to In-Person Work Implementation Guidance for Civilian Senior Executives, 3 February 2025.

2. A review of your regular and recurring telework/remote work agreement indicates that your alternative worksite is within 50-miles of the **organization's** worksite. Therefore, in accordance with references 1.a. and 1.b., your regular and recurring telework/remote work agreement is terminated effective 9 February 2025, and you are directed to report for full-time in-person work at **(enter worksite's location)** on your next regularly scheduled workday after 9 February 2025.

3. You may submit a request for situational telework in accordance with **(enter organization name)** telework policy. Additionally, there is no impact to your current work schedule (e.g. compressed or flexible work schedule).

SUPERVISOR SIGNATURE BLOCK

Acknowledge Receipt

Employee Signature

Date