



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY**  
**MANPOWER AND RESERVE AFFAIRS**  
111 ARMY PENTAGON  
WASHINGTON, DC 20310-0111

SAMR-CP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Initial Army Return to In-Person Work Implementation Guidance

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 work employees to work in-person at their respective agency's worksite during their regular tour of duty.

3. The Administrative Assistant to the Secretary of the Army 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 non-bargaining unit employees with an alternative worksite within 50-miles of their organization worksite, 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 non-bargaining unit General Schedule (GS)-15 (and equivalent) employees with an alternative worksite more than 50-miles from their agency worksite, and not exempted per reference 1.e., to the office of the Deputy Assistant Secretary of the Army (Civilian Personnel) (DASA(CP)). The plan must address the steps that will be taken to change the employee's duty station to an appropriate agency worksite and have them report full-time in person no later than 21 February 2025.

SAMR-CP  
Initial Return to In-Person Work Implementation Guidance

5. Further guidance will be forthcoming regarding the requirements for returning all other non-bargaining unit employees (GS-14 and below and equivalent) with alternative worksites more than 50-miles from their agency worksite to the most appropriate agency worksite as soon as possible, but not later than 31 May 2025.
6. Return to in-person work for bargaining unit employees will be implemented in accordance with collective bargaining agreements (CBAs) or once labor relations obligations are satisfied.
7. The Civilian Senior Leader Management Office will provide implementing guidance for their serviced population.
8. 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.
9. The point of contact for this memorandum is Larry Noggle, Office of the DASA(CP) ASA (M&RA), at [lawrence.w.noggle2.civ@army.mil](mailto:lawrence.w.noggle2.civ@army.mil).

- 2 Encls  
1. SecDef Memo, 31 Jan 2025  
2. Notification Template

MARK R. LEWIS  
Senior Official Performing the Duties of the  
Assistant Secretary of the Army  
(Manpower and Reserve Affairs)

DISTRIBUTION:  
Principal Officials of Headquarters, Department of the Army  
Commander  
U.S. Army Forces Command  
U.S. Army Training and Doctrine Command  
U.S. Army Materiel Command  
U.S. Army Futures Command  
(CONT)

## SAMR-CP

### Initial Return to In-Person Work Implementation Guidance

#### DISTRIBUTION: (CONT)

U.S. Army Pacific  
U.S. Army Europe and Africa  
U.S. Army Central  
U.S. Army North  
U.S. Army South  
U.S. Army Special Operations Command  
Military Surface Deployment and Distribution Command  
U.S. Army Space and Missile Defense Command/Army Strategic Command  
U.S. Army Cyber Command  
U.S. Army Medical Command  
U.S. Army Intelligence and Security Command  
U.S. Army Corps of Engineers  
U.S. Army Military District of Washington  
U.S. Army Test and Evaluation Command  
U.S. Army Human Resources Command  
U.S. Army Corrections Command  
U.S. Army Recruiting Command  
Superintendent, United States Military Academy  
Commandant, U.S. Army War College  
Director, U.S. Army Civilian Human Resources Agency  
Executive Director, Military Postal Service Agency  
Director, U.S. Army Criminal Investigation Division  
Director, Civilian Protection Center of Excellence  
Director, U.S. Army Joint Counter-Small Unmanned Aircraft Systems Office  
Superintendent, Arlington National Cemetery  
Director, U.S. Army Acquisition Support Center

#### CF:

Principal Cyber Advisor  
Director of Enterprise Management  
Director, Office of Analytics Integration  
Commander, Eighth Army  
Chief, National Guard Bureau