



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

SAMR-CP (RM 690-300)

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References:

- a. Presidential Memorandum (PM), "Return to In-Person Work," 20 January 2025.
- b. Acting Secretary of Defense (SECDEF) Memorandum, "Implementation of Presidential Memorandum, "Return to In-Person Work,"", 24 January 2025.
- c. SECDEF Memorandum, "Initial Department of Defense Implementation Guidance, Return to In-Person Work," 31 January 2025.
- d. Defense Civilian Personnel Advisory Service (DCPAS) Message 2025040, "Guidance on Exempting Military Spouses and Foreign Service Spouses from Agency Return to Office Plans," 18 February 2025.
- e. Official Performing the Duties of the Assistant Secretary of the Army (Manpower and Reserve Affairs) memorandum, "Initial Army Return to In-Person Work implementation Guidance," 3 February 2025.

2. This memorandum applies to all Department of the Army appropriated and nonappropriated fund civilian employees and provides guidance regarding requests for exemptions from return to in-person work requirements for compelling reasons other than authorized by references 1.b through 1.d.

3. Commanders/Heads of the Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), and the Administrative Assistant to the Secretary of the Army (AASA) must take appropriate and necessary action to return all non-exempt employees to the appropriate agency worksite in accordance with the timelines established in reference 1.e, and non-exempt, non-bargaining unit employees should report to the appropriate agency worksite as soon as possible, but no later than 2 June 2025. ACOMs, ASCCs, DRUs, and the AASA may submit exemption requests to in-person work requirements to the SECDEF through the SECARMY, or to the SECARMY if solely based on office space requirements. Commands do not need to seek approval for employees covered by an approved exemption that does not require

additional approval by the SECDEF or the Secretary of the Army (SECARMY) but should be able to demonstrate basis for the exemption upon request. Commanders should not delay implementing necessary return to in-person work plans and actions pending decision on an exemption request.

4. Commands must use the enclosed template Exemption Request: Return to In-Person Work when submitting exemption requests. Sample data sheets for exemption requests are also enclosed with this memorandum. Requests submitted without endorsement of the ACOM, ASCC, or DRU Commander/Head or the AASA will not be accepted. The SECARMY will adjudicate command requests and, where required, submit to the SECDEF for consideration. Justifications for exemptions should be sufficiently detailed, written in plain language, supported by relevant data, and clearly explain the basis, need, and mission impact if not approved. Additionally:

a. If requesting exemption for a category of positions, requests must include a detailed description of the category of positions requested, the position description (PD) number(s) of the positions requested and copies of the PDs; the number of impacted employees by title(s), pay plan(s), series(es), grade(s), and location(s); summary of the current work arrangement (e.g., telework or remote work); current location and location of the worksite; identify if within a 50-mile radius of the worksite; and summary of alternatives to continued telework/remote work considered.

b. If requesting exemption for specific positions, requests must identify the employee's name; position title, pay plan, occupational series, grade; location of the position; current work arrangement (e.g., telework or remote work); current location and location of the worksite; identify if within a 50-mile radius of the worksite; summary of alternatives to continued telework/remote work considered.

c. If requesting exemption based on unavailability of suitable office space, requests must identify the number of positions, by title, pay plan, series, grade, and location(s) requested for exemption; include a description of the shortage of suitable office space; current location and location command considerations of other alternatives to place employees at an appropriate agency worksite; and identify plans and anticipated timelines to obtain suitable space necessary to facilitate fulltime in-person work.

d. Submit exemption requests to usarmy.pentagon.hqda-asa-mra.mbx.return-to-work@army.mil.

5. Supervisors are reminded that employee telework/remote work status and duty station (the location where the employee performs work) must be accurately reflected in the Defense Civilian Personnel Data System (DCPDS) or appropriate personnel data

system. Upon return to work in person, supervisors must submit necessary personnel actions to update employee's duty station and update telework/remote work status through the AutoNOA system. The Office of the Assistant G1 for Civilian Personnel will issue guidance regarding reporting requirements.

6. Commands and organizations shall ensure that all required collective bargaining obligations are met prior to implementing the provisions of this memorandum.

7. Questions regarding changes in employee duty stations or other personnel matters should be directed to the servicing Civilian Human Resources Service Center.

8. Questions regarding this guidance may be submitted to usarmy.pentagon.hqda-asamra.mbx.return-to-work@army.mil.

Encl



JULIE A. BLANKS

Senior Official Performing the Duties of the
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

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