Description of document: Department of Justice (DOJ) Justice Management Division (JMD) Return to Office Plans 2025

Requested date: 07-March-2025

Release date: 26-September-2025

Posted date: 20-Oct-2025

Source of document: FOIA Contact
Justice Management Division
Department of Justice
Room 1111 RFK, 950 Pennsylvania Avenue, N.W.
Washington, DC 20530-0001
Phone: (202) 616-0253
Email: JMDFOIA@usdoj.gov
FOIA.gov

U.S. Department of Justice

Justice Management Division

Washington, D.C. 20530

September 26, 2025

VIA EMAIL

RE: JMD FOIA # 136728

I am responding on behalf of the Justice Management Division (JMD) to your Freedom of Information Act (FOIA) request dated March 7, 2025, for a copy of the Department of Justice Return to Work Implementation Plan, dated February 2025.

We conducted a search within JMD, and enclosed are the records you requested with exempt information withheld. Specifically, we withheld certain information under Exemption 6 (5 U.S.C. § 552(b)(6)), the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. We determined that the privacy interests in the information outweigh the public interest in its disclosure. Please be advised that we considered the foreseeable harm standard when reviewing records and applying FOIA exemptions.

The Department's Return to Work Implementation Plan included individual reports from other Department of Justice (DOJ) components. We referred your request to these DOJ components, and their respective return to work implementation plan for processing and response to you. If you have any questions concerning the referred parts of your FOIA request, please contact the respective FOIA offices for these DOJ components. This information can be found on www.foia.gov.

You may contact JMD's public FOIA liaison, Daniel Wagner, at (202) 616-0253 or JMDFOIA@usdoj.gov, for further assistance or to discuss your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about FOIA mediation services. The contact information for OGIS is: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, MD 20740-6001; email ogis@nara.gov; telephone (202) 741-5770 or toll-free (877) 684-6448; facsimile (202) 741-5769.

If you are not satisfied with JMD's determination in response to your request, you may administratively appeal by writing to: Director, Office of Information Policy (OIP), U.S.

Department of Justice, 441 G Street, NW, 6th Floor, Washington, D.C. 20530, or you may submit an appeal through OIP's FOIA STAR portal by creating an account following the instructions on OIP's website (https://www.justice.gov/oip/submit-and-track-request-or-appeal). Your appeal must be postmarked or electronically transmitted within 90 days of the date of this letter. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

JOHN THOMPSON Digitally signed by JOHN THOMPSON
Date: 2025.09.26 18:55:53 -04'00'

John E. Thompson
Deputy General Counsel

Department of Justice
Return to Office Implementation Report
February 7, 2025

PURPOSE: To document the Department of Justice's (DOJ), compliance with a joint memorandum ("Memorandum") dated January 27, 2025, issued by the Acting Director, Office of Management and Budget and the Acting Director, Office of Personnel Management, "*Agency Return to Office Implementation Plans*."

The Attorney General issued a memorandum to all employees, "*Return to Full-Time, In-Person Work at the Department of Justice*," that reminds Department of Justice (DOJ) employees that they must all return to the workplace on Monday, February 24, 2025. The Department of Justice (DOJ) is finalizing its updated Telework policy. DOJ also provided OPM the name of the Telework managing officer.

DOJ and its components prepared plans required by the Memorandum. The Plans address the following:

1. The steps DOJ will take to revise telework agreements for all eligible employees including major milestones for implementation.

2. Timelines for the return of all eligible employees to in-person work.

3. The steps DOJ will take to bring any relevant Collective Bargaining Agreements (CBAs) into compliance with the new January 20, 2025, Presidential Memorandum *Return to In-Person Work* (PM).

3. The steps DOJ will take to determine permanent worksites for all eligible employees currently teleworking on a full-time basis (*i.e.,* remote workers).

4. Any risks, barriers, or resource constraints that would prevent the expeditious return of all eligible employees to in-person work (e.g., availability of suitable office space, budgetary impacts, resource capacity, etc.) and a plan to overcome those barriers.

5. DOJ's process for determining exceptions based on disability, qualifying medical condition, and or other compelling reason.

6. DOJ's criteria for determining "other compelling reasons" for exemptions from return-to-office, including any limited, discrete categories (such as military spouses working remotely) where categorical or indefinite exemptions may be granted

Department of Justice - Component Plans	
Antitrust Division	PDF ATR Return to In Person Work Impleme
Bureau of Alcohol, Tobacco, Firearms, and Explosives	PDF ATF Return to In Person Work Impleme

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Bureau of Prisons	FBOP Return to In Person Work Impleme
Civil Division	CIV Return to In Person Work Impleme
Civil Rights Division	CRT Return to In Person Work Impleme
Community Relations Service	CRS Return to In Person Work Impleme
Criminal Division	CRM Return to In Person Work Impleme
Drug Enforcement Administration	DEA Return to In Person Work Impleme
Environment and Natural Resources Division	ENRD Return to In Person Work Impleme
Executive Office for Immigration Review	EOIR Return to In Person Work Impleme
Executive Office for United States Attorneys	EOUSA Return to In Person Work Impleme
Executive Office for United States Trustees	USTP Return to In Person Work Impleme
Federal Bureau of Investigation	FBI Return to In Person Work Impleme
Foreign Claims Settlement Commission	FCSC Return to In Person Work Impleme

Interpol	INTERPOL Washington Return tc
Justice Management Division	JMD Return to In Person Work Impleme
National Security Division	NSD Return to In Person Work Impleme
Office for Access to Justice	ATJ Return to In Person Work Impleme ATJ Return to Office EO_Non-DC Space Re
Office of Attorney Recruitment and Management	OARM Return to In Person Work Impleme
Office of Community Oriented Policing Services	COPS Return to In Person Work Impleme
Office of International Programs	OIP Return to In Person Work Impleme
Office of Justice Programs	OJP Return to In Person Work Impleme
Office of Legal Counsel	OLC Return to In Person Work Impleme
Office of Legal Policy	OLP Return to In Person Work Impleme
Office of Legislative Affairs	OLA Return to In Person Work Impleme

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Office of Privacy and Civil Liberties	PDF OPCL Return to In Person Work Impleme
Office of Professional Responsibility	PDF OPR Return to In Person Work Impleme
Office of Public Affairs	PDF PAO Return to In Person Work Impleme
Office of the Associate Attorney General	PDF OASG Return to In Person Work Impleme
Office of the Executive Secretariat	PDF OES Return to In Person Work Impleme
Office of the Pardon Attorney	PDF PARDON Return to In Person Work Impleme
Office of the Solicitor General	PDF OSG Return to In Person Work Impleme
Office of Tribal Justice	PDF OTJ Return to In Person Work Impleme
Office on Violence Against Women	PDF OVW Return to In Person Work Impleme
Organized Crime and Drug Enforcement Task Forces	PDF OCDETF Return to In Person Work Impleme
Professional Responsibility Advisory Office	PDF PRAO Return to In Person Work Impleme
Tax Division	PDF TAX Return to In Person Work Impleme

U.S. Parole Commission	USPC Return to In Person Work Impleme
United States Marshals Service	USMS Return to In Person Work Impleme

Implementation Memoranda	
OMB-OPM Joint Memorandum, *Agency Return to Office Implementation Plans,* 1-27-2025	Joint OMB OPM Memorandum re Re
Attorney General memorandum, *Return to Full-Time, In-Person Work at the Department of Justice*, 2-5-2025	Attorney General Memorandum - Retu

Department of Justice Telework Agreement	DOJ Telework Agreement.pdf

U.S Office of
Management and Budget

U.S Office of
Personnel Management

MEMORANDUM

TO:	Heads of Executive Departments and Agencies
FROM:	Matthew J. Vaeth, Acting Director, Office of Management and Budget; Charles Ezell, Acting Director, Office of Personnel Management
DATE:	January 27, 2025
RE:	Agency Return to Office Implementation Plans

I. Purpose

The Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) are issuing this memorandum to provide further guidance to agencies on implementation of the January 20, 2025, Presidential Memorandum (PM) *Return to In-Person Work.*

II. Requirement to Prepare Implementation Plans

As of January 24th, agencies should have already notified employees of their intent to comply with the PM directing agencies to return all eligible employees[1] to full-time in-person work. To facilitate the consistent implementation of this guidance across agencies, OMB and OPM direct all agencies to prepare implementation plans that describe their approach to fully complying with this PM and overcoming any constraints in achieving full compliance.

Agencies should prepare plans to expeditiously implement this PM and submit their plans to OMB and OPM for review and approval by no later than Friday, February 7th at 5:00pm EST. Agency plans should:

a. describe the steps the agency will take to revise telework agreements for all eligible employees including major milestones for implementation;

b. provide timelines for the return of all eligible employees to in-person work as expeditiously as possible, including the date that the agency will be in full compliance with the PM;

[1] For the purposes of this memorandum, the term "eligible employee" means any agency employee, unless excused due to a disability, qualifying medical condition, or other compelling reason certified by the agency head and the employee's supervisor. Agencies should also exclude military spouses working remotely based on the Military Spouse Employment Act, Pub. L. 118–31, div. A, title XI, § 1112, codified at 5 USC § 3330d.

c. describe the steps the agency will take to bring any relevant Collective Bargaining Agreements (CBAs) into compliance with the new PM, consistent with applicable law, to include an examination of the process by which agencies put new CBAs into place in the last four years;

d. describe the steps the agency will take to determine permanent worksites for all eligible employees currently teleworking on a full-time basis (i.e., remote workers), the number of those employees, and the steps the agency will take to move these employees' duty stations to the most appropriate Federal office based on the employees' duties and job functions. This information must include estimated costs and resource implications when the new duty station is greater than 50 miles from current alternative worksites, a description of what policy, regulation, or statute requires or permits payment of relocation benefits, and where those employees will be located—whether in a home agency's office or in another agency's federal office space;

e. identify any risks, barriers, or resource constraints that would prevent the expeditious return of all eligible employees to in-person work (e.g., availability of suitable office space, budgetary impacts, resource capacity, etc.) and a plan to overcome those barriers;

f. describe agency's process for determining exceptions based on disability, qualifying medical condition, and or other compelling reason; and

g. describe the agency's criteria for determining "other compelling reasons" for exemptions from return-to-office, including any limited, discrete categories (such as military spouses working remotely) where categorical or indefinite exemptions may be granted.

In preparing these plans, agencies should be guided by the following principles:

1. Prioritizing for return to in-person work those agency headquarters and eligible employees who can do so expeditiously, and phasing in the return of remote workers who are more than 50 miles from a current agency office, which may present unique challenges.

2. Maximize use of existing federally-owned or leased space before adding net-new space to the federal real property portfolio, in consultation with the General Services Administration, OMB, and local Federal Executive Boards (FEBs), as applicable, to consider options for sharing space and consolidating the federal real property footprint among agencies in a given geographical area.[2]

[2] For more information about FEBs including points of contact, agencies may refer to https://feb.opm.gov/

3. In determining new duty stations or reallocating internal office space consider grouping organizations and employees based on like duties and job functions, where possible, to promote effective collaboration and management.

Agencies should submit their plans to both OPM (tracking@opm.gov) and OMB (workforce@omb.eop.gov) for review and approval.

APPENDIX B: DOJ TELEWORK AGREEMENT

The telework agreement below is a basic template that can be tailored to match a component's needs. Generally, a telework agreement should include the following, but not be limited to:

- a listing of the Department's and component's policies on telework and a signature indicating understanding and agreement to abide by those policies;
- a listing of telework schedule;
- technology or GFE used to facilitate the telework;
- a self-certified safety checklist (see Appendix E) ; and
- other policy, provisions, or aspects of the agreement that the organization, the manager, or the employee feels should be put in writing.

Office of the Attorney General
Washington, D. C. 20530

February 5, 2025

MEMORANDUM TO ALL DEPARTMENT EMPLOYEES

FROM: THE ATTORNEY GENERAL

SUBJECT: RETURN TO FULL-TIME IN-PERSON WORK AT THE DEPARTMENT OF JUSTICE[1]

Thank you for all that you are doing to ensure the Department of Justice is taking the necessary steps to return to full-time in-person work by **Monday, February 24, 2025**, in accordance with the President's January 20, 2025, Presidential Memorandum, *Return to In-Person Work*. This Memorandum and other related changes involving public employees are critical initiatives that will help reestablish integrity and accountability within the Department. I am committed to ensuring that this is not just a transition in physical work locations, but a reimagining of our workforce that will drive excellence in public service and establish a work environment that is properly aligned with the gravity of our responsibilities.

As federal employees, we are held to the highest standards—and maintaining a clear distinction between our professional duties and personal lives is essential to maintaining public trust. The Presidential Memorandum directs heads of agencies to advance that objective for the benefit of the American people, and I want to thank you for ensuring the Department achieves full compliance.

I look forward to serving alongside each of you in our historic headquarters building and other properties. Similarly, I am excited to visit the component offices and field divisions nationwide.

The full text of the Presidential Memorandum is provided below for your convenience. Additional instructions and guidance will be forthcoming from the Assistant Attorney General for Administration.

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[1] This guidance is not intended to, does not, and may not be relied upon to create, any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Presidential Memorandum Re: *Return to In-Person Work*

Heads of all departments and agencies in the executive branch of Government shall, as soon as practicable, take all necessary steps to terminate remote work arrangements and require employees to return to work in-person at their respective duty stations on a full-time basis, provided that the department and agency heads shall make exemptions they deem necessary.

This memorandum shall be implemented consistent with applicable law.

DOJ TELEWORK AGREEMENT FORM

Part 1: General Information
(Please type or print clearly)

Action Requested: New ☐ Change ☐ Termination ☐ Date of Request

Employee Information

Employee Name | Component/Division | Office

( ) Work Phone | ( ) Work Mobile Phone | ( ) Home Phone | ( ) Cell Phone

Supervisor's Name

Part 2: Telework Agreement

The following constitutes an agreement on the terms and conditions of the telework arrangement between the employee and the Department of Justice.

Approved Telework Option/Days

Select one option:

☐ **Routine Scheduled Telework Days (per Pay Period)**

	Week 1	Week 2
Monday	☐	☐
Tuesday	☐	☐
Wednesday	☐	☐
Thursday	☐	☐
Friday	☐	☐
Saturday	☐	☐
Sunday	☐	☐

If applicable identify the work schedule for the employee (e.g. Maxiflex).

☐ **Routine Scheduled Days per month**: *List Days per month (if not authorized to telework at least one day per pay period, but at least one regularly scheduled and recurring telework day per month):*

☐ **Situational (Ad Hoc: short period of time, project based, unscheduled or weather related)** *Provide examples of approved telework situations*

Terms of Agreement
1. Telework is not an employee right or entitlement. The employee volunteers to telework and agrees to adhere to all laws, regulations, and policies. The Department concurs with employee participation and agrees to adhere to all laws, regulations, and policies.
2. The employee agrees to participate for a period beginning:________________ and ending:_________________ . The terms of this agreement should be reviewed and updated as necessary, but no less frequently than once every two years.
3. The supervisor and employee agree to the work schedule cited above for the telework location.

Start Time		Stop Time	

4. Employee's official worksite:

Street Address	City, State	Zip Code

5. Employee's agency worksite *(if different from the employee's official worksite):*

Street Address	City, State	Zip Code

6. The approved telework locations are:

Primary telework location:

Street Address	City, State	Zip Code

Secondary telework location:

Street Address	City, State	Zip Code

Describe in detail the designated work area at the telework locations:

7. Employee has completed the Safety Checklist for Telework Locations. Employee and supervisor have discussed requirements for an adequate and safe work area and the employee certifies that all approved telework locations meet those requirements.

8. Employee completed telework training on _________________ (date).

9. The following equipment has been issued to the employee and documented by the agency:

Equipment	Description	Issue Date	Serial Number	DOJ Property Tag #	Return Date
Computer					
Telephone					
Other					
Other					
Other					

10. All timekeeping, leave, performance requirements, and special pay approvals are the same as for the traditional worksite.

11. Provided the employee is given at least 24 hours advance notice, the employee agrees to allow the supervisor or a designee, to inspect the telework location during the employee's normal working hours. This is to ensure worksite conformance with these guidelines.

Terms of Agreement
12. The employee agrees to immediately notify the supervisor of any work-related accident, injury, or illness occurring at the telework location and timely submit completed Occupational Injury/Illness Forms, as appropriate.
13. The Government will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using Government equipment in the employee's telework location, except to the extent the Government is held liable by Federal Tort Claims Act.
14. The Government will not be responsible for operating costs, home maintenance, or any other incidental costs whatsoever, associated with the use of the employee's residence. While teleworking, the employee is entitled to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and implementing regulations.
15. The employee will apply approved safeguards when teleworking to protect Government/agency records from unauthorized disclosure or damage, and comply with all agency and component policies and regulations regarding classified, unclassified and other sensitive information.
16. The employee may voluntarily terminate a telework agreement at any time. Supervisors may remove the employee from a telework agreement in accordance with DOJ telework policies, established administrative procedures, and union negotiated agreements. __________ *(initial)*
17. The employee agrees to limit performance of assigned duties to the approved telework location. Failure to comply with this provision may result in termination of the telework agreement and appropriate disciplinary action.
18. The employee agrees that he or she may be required to telework outside of his or her normal telework schedule in the case of a temporary emergency situation (e.g. worksite closure, authorized early dismissal, authorized delayed arrival, declaration of COOP status).
19. The employee certifies that adequate dependent care arrangements are in place, and will not interfere with the employee's ability to telework.

Safety Checklist for Telework Locations

The following checklist is designed to help you assess the overall safety of telework locations. Each participant should read the safety checklist provided below and certify that all telework locations are in compliance with all listed safety criteria.

Safety Feature	Yes	No
1. Is the space free of indoor air quality hazards such as asbestos and mold?	☐	☐
2. Is the work space equipped with fire, smoke, and carbon monoxide detectors?	☐	☐
3. Are stairways and walkways nonslip and free of obstructions and trip hazards?	☐	☐
4. Is all electrical equipment free of recognized hazards that would cause physical harm?	☐	☐
5. Are all areas free of obstructions to permit visibility and movement?	☐	☐

I hereby agree to the telework Terms of Agreement and certify that my telework location is in compliance with all listed safety criteria.

Employee's signature:	Date:

Part 3: Immediate Supervisor's Review

☐	Approval
☐	Approval with modification (please describe):
☐	Disapproval (state reason):

Supervisor's signature:	Date:

Distribution of Copies

Original – Approving Official   Copy – Employee   Copy – Human Resources

U.S. Department of Justice

Justice Management Division

Washington, D.C. 20530

January 29, 2025

MEMORANDUM FOR THE ASSISTANT ATTORNEY GENERAL FOR ADMINISTRATION

FROM: Christopher Alvarez
Deputy Assistant Attorney General / Controller

SUBJECT: DAAG Controller Staffs Return to In-Person Work Plan

PURPOSE: To provide the AAG/A with the plans of the six (6) program offices in the Deputy Assistant Attorney General /Controller portfolio to comply with the January 20, 2025 “Return to In-Person Work” Presidential Action

AAG/A DECISION REQUESTED BY: N/A

AAG/A AUTHORITY TO APPROVE: N/A

DISCUSSION: On January 20, 2025, President Trump issued the “Return to In-Person Work” Presidential Action that directs all executive branch agencies and departments to “as soon as practicable…to terminate remote work arrangements and require employees to return to work in-person at their respective duty stations on a full-time basis, provided that the department and agency heads shall make exemptions they deem necessary.”

There are six offices within the DAAG Controller portfolio plus the DAAG Controller Front Office. The offices are Budget Staff (Budget), Finance Staff (FS), Strategic Planning and Performance Staff (SPPS), Debt Collection Management Staff (DCMS), Asset Forfeiture Management Staff (AFMS), and Appropriation Liaison Office (ALO).

Current PMP Staffs On-Board Staffing Data

Current Staffing Level	**270**
On-Board Staff within a 50-mile radius of Washington, DC Duty Station	**231**
On-Board Staff outside the 50-mile radius Washington, DC Duty Station	**41**
On-Board Staff with a Remote Work Agreement	**191**, of which **150** are within 50 miles of DC Duty

	Station and **41** are not
On-Board Staff with an Approved Reasonable Accommodation	(b) (6) [redacted]
Bargaining Unit Employees	**92**

Proposed Return to the Office Plan
The DAAG Controller Staffs will comply with the "Return to In-Person Work" Presidential Action by bringing back all staff within a 50-mile radius of their duty at Station at 145 N Street, NE Washington, DC 20530 (2CON) or Robert F. Kennedy Main Justice Department Building 950 Pennsylvania Ave. NW, Washington, DC 20530 (RFK) not later than February 20, 2025.

Controller Staffs will continue to honor the nine approved reasonable accommodation requests and will advise all supervisors to coordinate with Reasonable Accommodation staff in JMD HR on each long-term approval annually basis to determine if there are any changes in the underlying medical condition that would warrant a revision to the request.

For the 39 employees on remote work agreements that are outside the 50-mile radius of the Washington, DC duty station, Controller Staffs would like to find a way for them to work out of other offices close to the current duty station, provided space is available. If Controllers Staffs are unable to imbed staff within other DOJ Components, we would like to officer staff outside the 50-mile radius the opportunity to relocate to Washington DC. This would come with additional cost and need to be reviewed for impact.

Space Considerations
The Controller Staffs have sufficient space available in 2CON or RFK to accommodate all onboard employee positions however Finance, Budget, and AFMS would likely not be able to provide space for all contract staff in a full time return to office scenario. We would need to work with FASS to determine if additional space in 2CON is available (e.g. 2CON 6th floor east) or potentially reconfigure space.

Current DAAG Controller Remote Workers
There are a total of 191 remote workers in DAAG Controller. 39 employees are in duty stations more than 50-miles outside of the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA duty station, and 152 employees are located within the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA duty station. Those located within the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA duty station will be changed to Washington, DC instead of their home address.

Staff Office	First Name	Last Name	Location	Duty Station	Proposed Office Location
Budget	(b) (6) [redacted]				
AFMS					

AFMS	(b) (6) [redacted]
DCMS	[redacted]
Finance	[redacted]
Finance	[redacted]
Finance	[redacted]
Finance	[redacted]
Finance	[redacted]
Finance	[redacted]
Finance	[redacted]
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Finance	[redacted]		
Finance	[redacted]	DC-MD-VA	[redacted]
Finance	[redacted]	DC-MD-VA	2CON
Finance	[redacted]	[redacted]	
SPPS	[redacted]	DC-MD-VA	2CON

Additional Questions for Consideration (May impact the proposed plan above and assuming staff can report to any DOJ or Government facility)

1. What happens to remote employees outside the 50-mile radius of the Agency office if the agency is unable to make arrangement for the employee to work form another Agency office worksite? Will those employees be offered a relocation opportunity to the Agency office worksite?
2. Will currently approved reasonable accommodations continue to be honored based on current policy? Are there changes to the process for requesting new reasonable accomodations?
3. Will contractors be required to return to the office as well?
4. Will existing contracts be modified to require a return to the office?
5. What if any flexible work schedules (5-4-9, 4-10) will be allowed after the Return to Office?
6. Are bargaining unit employees to remain status quo until such time as the union has an opportunity to bargain over a change in working condition?
7. Are there any exemptions that the CHCO or AAGA are willing to consider "compelling reasons" as articulated in the OPM guidance memorandum? I must assume the cost-

CONSULTATION: Budget, FS, SPPS, DCMS, AFMS, and ALO

OTHER STAKEHOLDERS: N/A

RECOMMENDATION: N/A

U.S. Department of Justice

Justice Management Division

Office of the Chief Information Officer

Washington, D.C. 20530

February 3, 2025

MEMORANDUM FOR THE ASSISTANT ATTORNEY GENERAL FOR ADMINISTRATION

FROM: Melinda Rogers
Deputy Assistant Attorney General
for the Office of the Chief Information Officer

SUBJECT: OCIO Return to In Person Work Implementation Plan

PURPOSE: To provide the AAG/A with the plan for the three Office of the Chief Information Officer (OCIO) staffs to comply with the January 20, 2025 "Return to In-Person Work" Presidential Memorandum

AAG/A DECISION REQUESTED BY: N/A

AAG/A AUTHORITY TO APPROVE: N/A

DISCUSSION: On January 20, 2025, President Trump issued the "Return to In-Person Work" Presidential Action that directs all executive branch agencies and departments to "as soon as practicable…to terminate remote work arrangements and require employees to return to work in-person at their respective duty stations on a full-time basis, provided that the department and agency heads shall make exemptions they deem necessary."

The Office of the Chief Information Officer (OCIO) will implement the Executive Order (EO) *Return to In-Person Work* for all eligible employees[1] by revoking and terminating all routine scheduled telework and remote work agreements unless a contradiction to applicable laws or collective bargaining units prevents revocation. OCIO will mandate that all employees return to office full-time at their respective duty station unless excused due to disability, qualifying medical condition, active-duty military spouses, or other compelling reason certified by the agency head. Exemptions require the approval of the Department of Justice (DOJ) agency head unless delegated to an alternate POC. All eligible employees will be required to transition to a *situational* telework agreement (as defined by OPM) or elect not to enter a situational telework agreement.

[1] For the purposes of this plan, the term "eligible employee" means any agency employee, unless excused due to a disability, qualifying medical condition, or other compelling reason certified by the agency head and the employee's supervisor. Agencies should also exclude military spouses working remotely based on the Military Spouse Employment Act, Pub. L. 118–31, div. A, title XI, § 1112, codified at 5 USC § 3330d.

OCIO's objective is to fully comply with the EO by taking all necessary steps to terminate all remote work arrangements and require eligible employees to return to full-time in person work **no later than February 24, 2025**, unless a temporary extension is given to employees for extenuating circumstances.

Proposed Return to In Person Work Plan:

1. Inform OCIO staff of intention to fully comply NLT February 4, 2025
2. Revoke all telework and remote work agreements for eligible employees NLT February 24, 2025
3. Implement situational telework agreements for all employees NLT February 24, 2025. Eligible employees must update their telework agreements to "situational telework" or elect to not enter into a situational telework agreement.
4. **Identify alternate locations for 18 OCIO employees outside of the 50-mile radius**
5. Coordinate with Facilities and Administrative Service Staff (FASS) to secure full-time occupancy for 18 OCIO employees who currently reside outside of the 50-mile radius
6. Inform 18 employees that they will receive additional guidance regarding the procedures and timelines once locations are secured (extensions for extenuating circumstances will be reviewed on a case-by-case basis)
7. All OCIO supervisors will confirm eligible employees have returned to full-time in-office work NLT February 28, 2025
8. OCIO will place all employees who do not show up for work at their duty station by February 24, 2025 on Leave Without Pay (LWOP), except where a previous request for exemption has been approved
9. Provide updated telework policy to OCIO staff within 7 days of distribution of agency telework policy

List of Employees Outside the 50-mile radius of their duty location:

Staff	First Name	Last Name
Cybersecurity Services Staff	[redacted] (b)	(6)
Cybersecurity Services Staff		
Cybersecurity Services Staff		
Policy and Planning Staff		
Policy and Planning Staff		
Policy and Planning Staff		
Policy and Planning Staff		
Policy and Planning Staff		
Service Delivery Staff		
Service Delivery Staff		
Service Delivery Staff		
Service Delivery Staff		
Service Delivery Staff		
Service Delivery Staff		
Service Delivery Staff		
Service Delivery Staff		

Staff	First Name	Last Name
Service Delivery Staff	(b) (6) [redacted]	
Service Delivery Staff		

Telework Agreement Revisions:

OCIO intends to transition all eligible employees to a situational telework agreement NLT February 24, 2025. OCIO will comply with instruction from Justice Management Division's (JMD) Labor and Employee Relations (LER) for all employees under a collective bargaining agreement.

All existing remote/telework agreements will be terminated and new situational telework agreements will be executed for all employees NLT February 24, 2025, in compliance with collective bargaining agreements

Collective Bargaining Agreements (CBAs)

OCIO has 14 employees that are a part of the "Negotiated Agreement between the U.S. Department of Justice, Justice Management Division, and American Federation of State, County and Municipal Employees, Local 3097". This bargaining unit would preclude these 14 employees from the return-to-work order until further guidance is provided. OCIO will fully comply with the instructions provided by JMD's LER staff and will take all necessary actions to respond timely. OCIO does not participate in collective bargaining unit negotiations, but will fully comply with all requirements and guidance.

Determining Remote Employees' Duty Stations:

1. OCIO has compiled all employee residence addresses from the National Finance Center (NFC)
2. OCIO has identified employees beyond the 50-mile radius map comparing employee residences addresses to OCIO primary work location at 2 Constitution Square (145 N. Street, NE, Washington, D.C. 20002).
3. Using an approved building list from JMD's FASS, OCIO will identify alternate locations for each employee.
4. OCIO will work with FASS to validate office availability for each of the employees and locations identified.
5. Once validated and approved in coordination with FASS, OCIO will notify employees to report to approved alternate office locations within a reasonable timeframe. If this is not possible by February 24, 2025, temporary exceptions may be granted to allow reasonable time to complete the transition.

Cost and Resource Implications:

OCIO will work with the Facilities and Administrative Services Staff (FASS) and alternate office coordinators to determine cost and other implications for relocating the 18 employees.

Risks and Barriers:

1. Space - The 2 Constitution Square (145 N. Street, NE, Washington, D.C. 20002) lease is set to expire in July 2025. If the lease is not successfully renewed, OCIO would have to find alternate duty locations for more than 160 employees.
2. Lack of ability to secure space at alternate work sites would require additional time and resource to develop alternate solutions
3. Cost –OCIO will need to re-prioritize funding to support the additional costs to secure the 18 alternate locations.
4. Potential loss of mission-essential resources who are unable to relocate.

JMD is currently working to renew the lease. OCIO will also re-prioritize funding and resources as needed to fully comply with the EO.

Exceptions Process:

OCIO's process for determining exceptions for disability and qualifying medical condition will be driven by compliance with the employee's approved reasonable accommodation. DOJ's reasonable accommodation process is directed by DOJ instruction 1100.01.01 Reasonable Accommodation process. Reasonable accommodations will be approved by employee supervisors in consultation with DOJ's Equal Employment Opportunity Staff (EEOS).

OCIO will process exceptions for "other compelling reasons" on a case-by-case basis, which will be approved by the agency head, unless delegated, in writing to an alternate POC.

Categorical Exemptions:

1. **Employees that support 24x7x365 or emergency operations –**

   OCIO provides 24x7x365 operations support to mission-critical IT capabilities, including those used to apprehend criminals and prosecute cases. Operations staff supporting cybersecurity incident response, emergency management, network operations, and mission-essential infrastructure are required to monitor and respond 24x7x365 with immediate actions at a moment's notice, including evenings and weekends. As such, these employees will be required to maintain situational telework agreements to permit ad-hoc, immediate response without being constrained by physical office presence or advance permission, ensuring operational resiliency and effective incident containment. This category of individuals will be designated by the DAAG / CIO and their status will be reviewed monthly.

2. **Categorical Exemption for Remote Work of Active-Duty Military Spouses –**

   Military spouses should be included as a categorical exemption, as supported by Executive Order 14100 and 5 USC 3330d. Military spouses are among the most adaptable, resourceful, and hardworking professionals in the workforce. Their careers should not be a casualty of the military service, which requires frequent and involuntary moves. By providing this group an exemption from return to work, DOJ will be able to maintain its valuable military spouse employees.

CONSULTATION: CSS, EEOS, ELR, FASS, JMD HR, PPS, SDS

OTHER STAKEHOLDERS: N/A

RECOMMENDATION: N/A

U.S. Department of Justice

Justice Management Division

Washington, D.C. 20530

January 24, 2025

MEMORANDUM FOR THE ASSISTANT ATTORNEY GENERAL FOR ADMINISTRATION

FROM: William N. Taylor II
Deputy Assistant Attorney General
for Policy, Management, and Procurement

Digitally signed by WILLIAM TAYLOR
Date: 2025.01.24 17:55:57 -05'00'

SUBJECT: DAAG PMP Staffs Return to In-Person Work Plan

PURPOSE: To provide the AAG/A with the plans of the nine (9) program offices in the Deputy Assistant Attorney General for Policy, Management, and Procurement's portfolio to comply with the January 20, 2025 "Return to In-Person Work" Presidential Action.

AAG/A DECISION REQUESTED BY: N/A

AAG/A AUTHORITY TO APPROVE: N/A

DISCUSSION: On January 20, 2025, President Trump issued the "Return to In-Person Work" Presidential Action that directs all executive branch agencies and departments to "as soon as practicable…to terminate remote work arrangements and require employees to return to work in-person at their respective duty stations on a full-time basis, provided that the department and agency heads shall make exemptions they deem necessary."

There are nine work groups within the DAAG PMP portfolio plus the DAAG PMP Front Office. The nine work groups are: Departmental Ethics Office (DEO), Electronic Litigation Program (ELIT), Facilities and Administrative Services Staff (FASS), Internal Review and Evaluation Office (IREO), Office of Acquisition Management (OAM), Office of General Counsel (OGC), Office of Records Management Policy (ORMP), Office of Small and Disadvantaged Business Utilization (OSDBU), and Procurement Services Staff (PSS).

Current PMP Staffs On-Board Staffing Data

Current Staffing Level	**153**
On-Board Staff within a 50-mile radius of Washington, DC Duty Station	**136**
On-Board Staff outside the 50-mile radius Washington, DC Duty Station	**17**

On-Board Staff outside the 50-mile radius of a Duty Station	**0**
On-Board Staff with a Remote Work Agreement	**23**, of which 11 are within 50 miles of DC Duty Station and 12 are not
On-Board Staff with an Approved Reasonable Accommodation	[redacted]
Bargaining Unit Employees	**33**

Proposed Return to the Office Plan
The PMP Staffs will comply with the "Return to In-Person Work" Presidential Action by bringing back all staff within a 50-mile radius of their duty at Station at 145 N Street, NE Washington, DC 20530 (2CON) or Robert F. Kennedy Main Justice Department Building 950 Pennsylvania Ave. NW, Washington, DC 20530 (RFK) not later than February 20, 2025.

PMP Staffs will continue to honor the nine approved reasonable accommodation requests and will advise all supervisors to coordinate with Reasonable Accommodation staff in JMD HR on each long-term approval annually basis to determine if there are any changes in the underlying medical condition that would warrant a revision to the request.

For the 12 employees on remote work agreements that are outside the 50-mile radius of the Washington, DC duty station, PMP Staffs would like to find a way for them to work out of other offices close to the current duty station, provided space is available. Examples include three OGC employees located in [redacted] These three employees are located near a main, branch, or court location of the U.S. Attorney in their duty station. If PMP Staffs are unable to imbed staff within other DOJ Components, then staff outside the 50-mile radius would be offered the opportunity to relocate to Washington DC. PMP is curious to hear more from HRA, OPM, and potentially GSA about options for collocating staff in offices close to their current duty station/home office.

Space Considerations
Four PMP programs requested additional space to accommodate all on-board positions. We have not had time to independently confirm the weightiness of those requests due to the short turnaround of this data call. We will do that next week and provide an update later.

- ELIT – Has no designated office space or budget for office space because they have traditionally been a fully remote program. ELIT has requested four (4) offices, but that would require approval from the WCF to increase their charges to the Department.
- OAM – Requested four (4) offices.
- PSS – Requested two (2) additional offices and cubicle spaces.
- DEO – Requested four (4) offices because of confidential financial and ethics discussions with senior level employees.

Current PMP Remote Workers

There are a total of 23 remote workers in PMP. 12 employees are in duty stations more than 50-miles outside of the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA duty station, and 11 employees are located within the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA duty station.

Staff Office	First Name	Last Name	Location	Duty Station	Proposed Office Location
ORMP	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
OAM	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
ELIT	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
ELIT	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
OAM	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
OGC	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
OAM	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
ELIT	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
IREO	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
OGC	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
OAM	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
OGC	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
DEO	[redacted]	[redacted]	[redacted]	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	Staff Office HQ - 2CON
ELIT	[redacted]	[redacted]	[redacted]	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	Staff Office HQ - 2CON
OAM	[redacted]	[redacted]	[redacted]	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	Staff Office HQ - 2CON
OAM	[redacted]	[redacted]	[redacted]	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	Staff Office HQ - 2CON
OAM	[redacted]	[redacted]	[redacted]	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	Staff Office HQ - 2CON

OAM	(b) (6) [redacted]	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	Staff Office HQ - 2CON
OAM	[redacted]	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	Staff Office HQ - 2CON
OAM	[redacted]	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	Staff Office HQ - 2CON
OAM	[redacted]	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	Staff Office HQ - 2CON
OGC	[redacted]	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	Staff Office HQ - 2CON
ORMP	[redacted]	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	Staff Office HQ - 2CON

Additional Questions for Consideration (May impact the proposed plan above)

1. How will we address JMD employees who were hired as remote and never worked in DC (i.e., ELIT, parts of OAM, and OGC)? Will we require them to move to DC OR move the employee's duty station to the most appropriate agency office by coordinating with other components to have our remote employees collocated with them (i.e., local USAOs)? I assume the same can be said for those who began their tenure with JMD in DC but were allowed to move away for other reasons. Do we have standing to require them to move back, or will we be responsible for relocation fees?
2. What about hybrid-remote (telework employees) who are currently allowed to report 1 week per quarter? I assume they all must return to the office (RFK/2CON) or a local DOJ office.
3. Are there any exemptions that the CHCO or AAGA are willing to consider "compelling reasons" as articulated in the OPM guidance memorandum? I must assume the cost-savings to the government and retention argument is moot now, but I would like to understand if we plan to take a component-wide look for equity across the component.
4. What about Collective Bargaining Agreement (CBA) employees? The data calls don't leave much time to bargain when you think about how long JMD has been bargaining on the current policy, so how will we address those employees because they haven't been required to adhere to the prior 6-day PPP requirement.

CONSULTATION: DEO, ELIT, FASS, IREO, OAM, OGC, ORMP, OSDBU, PSS

OTHER STAKEHOLDERS: N/A

RECOMMENDATION: N/A

U.S. Department of Justice

Justice Management Division

Washington, D.C. 20530

January 30, 2025

MEMORANDUM FOR THE ASSISTANT ATTORNEY GENERAL FOR ADMINISTRATION

FROM: Michael J. Williams
Deputy Assistant Attorney General
for Human Resources and Administration

SUBJECT: DAAG HRA Staffs Return to In-Person Work Plan

PURPOSE: To provide the AAG/A with the plans of the five (5) program offices in the Deputy Assistant Attorney General for Human Resources and Administration's portfolio to comply with the January 20, 2025 "Return to In-Person Work" Presidential Action.

AAG/A DECISION REQUESTED BY: N/A

AAG/A AUTHORITY TO APPROVE: N/A

DISCUSSION: On January 20, 2025, President Trump issued the "Return to In-Person Work" Presidential Action that directs all executive branch agencies and departments to "as soon as practicable…to terminate remote work arrangements and require employees to return to work in-person at their respective duty stations on a full-time basis, provided that the department and agency heads shall make exemptions they deem necessary."

There are five work groups within the DAAG HRA portfolio plus the DAAG HRA Front Office. The five work groups are: Human Resources Office (HR), Security & Emergency Planning Staff (SEPS), Equal Employment Opportunity (EEO), Library, and Consolidate Executive Office (CEO).

Current HRA Staffs On-Board Staffing Data

Current Staffing Level	227
On-Board Staff within a 50-mile radius of Washington, DC Duty Station	186
On-Board Staff outside the 50-mile radius Washington, DC Duty Station	41
On-Board Staff outside the 50-mile radius of a Duty Station	1

On-Board Staff with a Remote Work Agreement	50*
On-Board Staff with an Approved Reasonable Accommodation	(b) (6)
Bargaining Unit Employees	19

NOTES:

**Number is still being verified.

**Reasonable accommodation reporting is currently not centralized in JMD. Instead, supervisors assess RA requests on a case-by-case basis and serve as the deciding officials for their employees.

Proposed Return to the Office Plan:

The HRA Staff will comply with the "Return to In-Person Work" Presidential Action by bringing back all staff within a 50-mile radius of their duty at Station at 145 N Street, NE Washington, DC 20530 (2CON) or Robert F. Kennedy Main Justice Department Building 950 Pennsylvania Ave. NW, Washington, DC 20530 (RFK) not later than February 24, 2025.

HRA Staff will continue to honor approved reasonable accommodation requests and will advise all supervisors to check in with their respective employees on an annual basis to determine if accommodations are still effective under the circumstances. JMD supervisors may also contact the Reasonable Accommodation Coordinator on the JMD Equal Employment Opportunity Staff for guidance and assistance regarding both additional requests and any modifications.

For staff outside the 50-mile radius of their duty station, the HRA staff will take steps to embed its staff within the offices of other Department of Justice (DOJ) Components, provided space is available. If HRA staff are unable to embed staff within other DOJ Components, then staff outside the 50-mile radius would be offered the opportunity to relocate to Washington DC or to look for opportunities at other DOJ offices closer to their current duty stations. Staff outside the 50-mile radius of the duty station would be either embedded, relocated or transitioned out of the respective HRA staff by July 1, 2025.

Space – HRA has sufficient space available in 2CON or RFK to accommodate all staff positions. We will work with Facilities and Administrative Support Staff (FASS) to determine if additional space in 2CON is available if space becomes an issue.

Current HRA Remote Workers:

There are a total of 50 remote workers in HRA. Forty-one employees are in duty stations more than 50-miles outside of the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA duty station, and 186 employees are located within the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA duty station.

STAFF OFFICE	NAME	DUTY CITY	DUTY STATE	RESIDENT CITY	RESIDENT STATE
HUMAN RESOURCES	[redacted] (b)(6)				
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HUMAN RESOURCES				
LIBRARY STAFF				
LIBRARY STAFF				
EQUAL EMPLOYMENT OPP STAFF				
CEO STAFF	[redacted] (b) (6)	WASHINGTON	DISTRICT OF COLUMBIA	[redacted] (b) (6)

Additional Questions for Consideration (May impact the proposed plan above)

1. Will current remote staff outside the 50-mile radius of the Agency office duty station be able to work within another DOJ Agency office?
2. What happens to remote employees outside the 50-mile radius of the Agency office if they are unable to work form another Agency office worksite? Will those employees be offered a relocation opportunity to the Agency office worksite prior to potential RIFs?
3. Will contractors be required to return to the office as well?
    a. Will existing contracts be modified to require a return to the office?
4. Will situational telework be allowed after the Return to Office?
5. Are bargaining unit employees to remain status quo until such time as the union has an opportunity to bargain over a change in working condition?

6. Who will be the Agency Head designee for approving exceptions to the return-to-work policy? (e.g. AAG/A).
7. Are employees on detail to an agency required to report to that office? Or are they able to remain at the home office they are currently detailed to?

CONSULTATION: DAAG/HR\A Offices

OTHER STAKEHOLDERS: N/A

RECOMMENDATION: N/A

OFFICE OF ATTORNEY RECRUITMENT AND MANAGEMENT

Implementation Plan for Full Compliance with the
Presidential Memorandum on Returning to In-Person Work

I. Introduction

- OARM will fully comply with returning all eligible employees to in-person work by February 24, 2025, as directed by the January 20, 2025 Presidential Memorandum. Based on presently existing reasonable accommodations that permit certain employees to either telework or work remotely due to a disability, OARM anticipates that some employees may continue to perform remote work or telework subject to forthcoming Department guidance.
- OARM's objective is to achieve 100% compliance with the January 20, 2025, Presidential Memorandum by February 24, 2025.

II. Plan Overview

OARM's steps for compliance are as follows:

1. Notification to all employees of the termination of existing telework agreements effective February 21, 2025, and the requirement to return to in-person work effective February 24, 2025
2. Termination of existing telework agreements on February 21, 2025
3. OARM management consultation with JMD EEO regarding three employees on existing reasonable accommodations permitting telework or remote work
4. Issuance of situational telework agreements to all employees
5. 100% compliance with in-person work requirement on February 24, 2025

III. Telework Agreement Revisions

- Steps for revising telework agreements for all eligible employees
  - OARM has notified all employees that existing telework agreements will be terminated effective February 21, 2025. OARM employees were also informed that situational telework may be available, subject to Department guidance, after February 21, 2025. To that end, OARM has provided situational telework agreements to all OARM employees for their review and signature (if they choose to agree to situational telework).
- Major milestones and timelines for implementation
  - **Notification to Employees**: OARM management informed employees that existing telework agreements will be terminated on February 21, 2025 and that all

employees must return to in-person work for all work hours on February 24, 2025. (***Completed January 30, 2025***)

- **Issuance of Situational Telework Agreements**: OARM has issued situational telework agreements to employees to be filled out and returned by participating employees. (***Completed January 31, 2025***)
- **Termination of Existing Telework Agreements**: All existing telework agreements (expect for those that are part of an approved reasonable accommodation) will be terminated. (***To be completed on February 21, 2025***)
- **Issuance of Transit Subsidy Forms**: All employees that request transit subsidies have been asked to update those forms to reflect changes in their transit subsidy in conjunction with the return to in-person work for all work hours on February 24, 2025. (***Completed January 31, 2025)***
- **100% Compliance with Return-to In-Person Work**: OARM will have all employees performing all work in-person at its office location, subject to any permitted exceptions pursuant to an approved reasonable accommodation for disabilities or medical conditions. (***To be completed on February 24, 2025***)

IV. Return to In-Person Work

- OARM will return all eligible employees to in-person work effective February 24, 2025, unless subject to an approved reasonable accommodation specifying a telework or remote work arrangement, and OARM will be in full compliance with the Presidential Memorandum as of that date.

V. Collective Bargaining Agreements (CBAs)

- OARM does not have any employees covered by collective bargaining agreements.

VI. Determining New Duty Stations

- One of OARM's employees resides outside a 50-mile radius of OARM's office in Washington, DC and works remotely (b) (6) (b) (6) [redacted] permitting remote work is no longer permitted by the Department, OARM identified 5 DOJ office locations that could possibly serve as alternative duty stations for the employee. OARM has provided these potential duty stations to DOJ Facilities and Administrative Services staff so that the Department can begin vetting the locations as possible alternative duty stations. (***Submitted to JMD on January 31, 2025)***
- Relocation is not an anticipated outcome for any of OARM's employees.

VII. Identifying Risks and Barriers

- As stated, one of OARM's employees resides outside a 50-mile radius of OARM's office in Washington, DC. The employee is presently permitted to work remotely (b) (6) [redacted]

[redacted] If the employee is not permitted to continue remote work, a new duty station will have to be identified pursuant to Department guidance. Until a new duty station outside the 50-mile radius is identified and negotiated by the Department, there is a risk that full compliance may be delayed.

- To mitigate this potential barrier to full compliance, OARM has already identified 5 DOJ office locations located within a 50-mile radius of the employee and on January 31, 2025, proactively submitted those locations to DOJ Facilities and Administrative Services Staff to begin contingency planning.

VIII. Exceptions Process

- OARM management is working with JMD EEO to determine what, if any, review of existing reasonable accommodations for [redacted] mployees is required. OARM will apply JMD EEO's guidance in determining any exceptions to the in-person work requirement based on disability or medical conditions.
- OARM does not anticipate any limited or categorical exemptions to the in-person work requirement other than for those for whom telework or remote work is provided as a reasonable accommodation for a disability.

IX. Conclusion

- OARM is committed to ensuring full compliance and timely implementation of the requirement for its employees to return to in-person work.