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**U.S. Department of Justice**

Office of Justice Programs

Office of the General Counsel

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*Washington, D.C. 20531*

September 29, 2025

**Via Electronic Mail**

Re: OJP FOIA No. 25-FOIA-00682

Dear Requester:

This letter acknowledges receipt and responds to your March 7, 2025, Freedom of Information Act (FOIA) request that was sent to the US Department of Justice, Justice Management Division (JMD). On September 29, 2025, JMD forwarded the request, including a record that is of primary interest to the to the US Department of Justice, Office of Justice Programs (OJP), which was received in this office on the same date, for processing and responding directly to you. A copy of your request is attached for your reference.

After carefully reviewing the attached document, OJP has determined that it is appropriate for release in its entirety. This completes the processing of your request by OJP.

You may contact a member of our FOIA staff via e-mail at [FOIAOJP@usdoj.gov](mailto:FOIAOJP@usdoj.gov) as well as our FOIA Public Liaison, for any further assistance and to discuss any aspect of your request at:

US DOJ, Office of Justice Programs  
Office of the General Counsel  
999 North Capitol Street, NE  
8th floor  
Washington, D.C. 20531  
Attn: FOIA

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA meditation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001; e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll-free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with OJP's determination in response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States 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 my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." **If possible, please provide a copy of your original request and this response letter with your appeal.**

Thank you,

A handwritten signature in cursive script that reads "Daniel Gaylord".

Daniel Gaylord  
Government Information Specialist

Attachments



U.S. Department of Justice

Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

February 4, 2025

MEMORANDUM TO: Jolene Ann Lauria  
Assistant Attorney General for Administration

FROM: Maureen A. Henneberg  
Deputy Assistant Attorney General

**MAUREEN**  
**HENNEBERG** Digitally signed by  
MAUREEN HENNEBERG  
Date: 2025.02.04  
13:34:20 -05'00'

SUBJECT: OJP's Return to In Person Work Implementation Plan

The Office of Justice Programs hereby submits its Return to In Person Work Implementation Plan for compliance with the U.S. Office of Management and Budget and the U.S. Office Personnel Management memorandum to agencies regarding implementation of President Trump's January 20, 2025, Executive Order, *Return to In-Person Work*.

I will be notifying all staff today of OJP's plans for implementation.

Please let me if you have any questions or need further information regarding the Implementation Plan.

Cc: Dr. Nikki Collier  
Chief of Staff to the Assistant Attorney General for Administration

Phillip K. Merkle  
Director, Office of Administration  
Office of Justice Programs

**Office of Justice Programs  
Implementation Plan for Full Compliance  
with the Presidential Memorandum on Returning to In-Person Work  
February 4, 2025**

**I. Introduction**

OJP hereby submits its proposed Return to In-Person Work Implementation Plan to achieve full-time in-person work. Because of OJP's current space limitations, we are compelled to utilize a phased approach to achieve 100 percent. After a thorough analysis of its staffing and facility data, OJP has determined it can currently accommodate staff to work in person for eight days per pay period (see below for data). OJP will notify all employees that starting in pay period four (Monday, February 24, 2025), they will be required to report to 999 North Capitol St., N.E. eight days a pay period subject to the exceptions as outlined below. OJP's objective is full compliance with the President's Executive Order, *Return to In-Person Work*, January 20, 2025.

**II. Plan Overview**

Starting on Monday, February 24, 2025, all OJP Office Directors will begin reporting on-site ten (10) days a pay period. All other OJP managers and supervisors, bargaining unit employees, and non-bargaining unit employees will report eight (8) days a pay period and use reservable and unassigned workstations and offices. Further, OJP Remote Staff located within 50 miles from 999 North Capitol (except those with approved reasonable accommodations, domestic employees teleworking overseas (DETO), and court ordered or EEO agreements) shall report as well.

**III. Telework Agreement Revisions**

Telework agreements for all eligible employees will be amended by March 30, 2025, to reflect current onsite reporting as described above and for Continuity of Operations (COOP) and OPM emergencies.

**IV. Return to In-Person Work**

OJP will require compliance with the plan of all applicable employees by Monday, February 24, 2025.

**V. Collective Bargaining Agreements (CBAs)**

On February 4, 2025, OJP will notify OJP's union (American Federal of State, County and Municipal Employees, Local 2830) of the plan thereby providing the required fifteen day notice to fulfill impact and implementation bargaining.

## **VI. Determining New Duty Stations**

With regards to OJP Remote Staff outside of the 50-mile radius, OJP is coordinating with JMD/FASS to identify DOJ or other federal space within 50 miles from the employee's current duty station. Once space is identified, the employees will be reassigned to report full-time to the new federal office space location as soon as possible, but no later than June 2, 2025. OJP is prepared to notify and relocate the remaining remote work employees to OJP's Washington, D.C. duty location, except those with an approved reasonable accommodation, domestic employee teleworking overseas, or court ordered or EEO settlement agreement. OJP is prepared for the increase in salary costs for the Washington, D.C. locality area as well as travel relocation costs should the need arise because of management directed reassignments.

## **VII. Identifying Risks and Barriers**

OJP currently has more employees than available space at OJP's new building at 999 North Capitol. (Note: Lease awarded with a 2018 lease prospectus reflecting a reduction of 75,373 USF and an estimated \$165M cost avoidance in rent over 20 years. Move in date was September 30, 2024). With a current on-board number of 818 and a building capacity of 692 offices and workstations, OJP has significant space limitations. The data in the attached chart reflects the current lease's space capacity and workforce impact in the reduced space (see Attachment A). Based on these calculations, OJP can currently accommodate staff to work in person for eight days per pay period.

However, OJP is finalizing its discussions with GSA to secure the balance of the one partial floor in our footprint thereby allowing for 100% employee capacity. If OJP successfully secures the additional square footage, in approximately 12 to 18 months OJP expects to be able to accommodate all employees 10 days a pay period on-site.

## **VIII. Exceptions Process**

The only employees which will exempt from the requirement are those with approved reasonable accommodations, domestic employees teleworking overseas (DETO), and court ordered or EEO settlement agreements, or compelling need.

## **IX. Conclusion**

OJP is fully committed to 100 percent on-site and with the modest addition of space will be able to be in full compliance.

Attachment A  
Office of Justice Programs Analysis of Building Capacity and Required Workspace

Lease Building Capacity				
Assumptions				
Maximum OJP Staff	818	Workstations		<div>This is a numerical analysis of seating for all staff in workspaces and offices agnostic to the following:<ul style="list-style-type: none"><li>• Grade or step level</li><li>• Supervisory status</li><li>• Does not account for non-OCIO contractors</li><li>• Requires forced distribution of telework days</li></ul> This analysis is also agnostic to the physical limitations of the 999 building:<ul style="list-style-type: none"><li>• Parking</li><li>• Meeting space</li><li>• Telephone booths/rooms</li><li>• Office neighborhoods</li><li>• Cleaning costs</li><li>• Access to sensitive materials</li><li>• Privacy to hold sensitive conversations</li><li>• Storage space for items left at home offices</li></ul></div>
Supervisors	164	Available Workstations	536	
All Other Staff	654			
Remote Staff	99	Workstations Set aside	76	
Remote (Duty Stations)	78			
Remote (Disability)	21	Offices		
Remote Supervisors	12	Available Offices	156	
Remote Supervisors (Duty Station)	10	Office Set Aside	34	
Remote Supervisors (Disability)	2			
Remote All Other Staff	87			
Remote Staff (Duty Station)	68			
Remote Staff (Disability)	19			
Staff with Assigned Workspaces	110			
Applicable Staff		Total Workspaces available		
(Maximum OJP Staff - Remote (Disability) - Staff with Assigned Workspaces)	687	(Available Workstations + Available Offices)	582	

Calculations	
Assumes the return of all Remote workers except Remote w/ approved categories (RA, DETO, court ordered or EEO settlement agreements) and applicable staff onsite 8 days per pay period.	
Total number of spaces	582
Total Applicable staff	687
Number of days per pay period	10
Maximum number of workspaces used in Pay period	5820
Average number of workspace per applicable staff in pay period	8

Schedule											
	Week 1						Week 2				
	Monday	Tuesday	Wednesday	Thursday	Friday		Monday	Tuesday	Wednesday	Thursday	Friday
Group 1	142	142	142	142			142	142	142	142	
Group 2	137	137	137		137		137	137	137		137
Group 3	137	137		137	137		137	137		137	137
Group 4	137		137	137	137		137		137	137	137
Group 5		137	137	137	137			137	137	137	137
Total Staff Onsite	553	553	553	553	548		553	553	553	553	548
Occupancy Rate	95%	95%	95%	95%	94%		95%	95%	95%	95%	94%
Total Staff on Telework	134	134	134	134	139		134	134	134	134	139

Number of days onsite
8
8
8
8
8