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Description of document: Federal Bureau of Prisons (BOP) Agency Return to Office Implementation Plan, 2025

Requested date: 07-March-2025

Release date: 21-January-2026

Posted date: 03-February-2026

Source of document: FOIA Request  
FOIA/PA Section  
Office of General Counsel, Room 924  
Federal Bureau of Prisons  
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**U.S. Department of Justice  
Federal Bureau of Prisons**

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*Central Office  
320 First St., NW  
Washington, DC 20534*

January 21, 2026

Request Number: 2025-08083

This is in response to the above referenced Freedom of Information Act (FOIA) request in which a copy is attached.

In response to your request, staff located 3 pages of responsive records, which were forwarded to this office for a release determination. After careful review, we determined all pages are appropriate for release in full.

I trust this is responsive to your request. If you have questions about this response, please feel free to contact the undersigned, this office, or the Federal Bureau of Prisons' FOIA Public Liaison, Ms. Kara Christenson, at: 202-616-7750 (phone); 320 First Street NW, Suite 936, Washington, DC 20534; or BOP-OGC-EFOIA-S@bop.gov.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, 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 my 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.

Sincerely,

*A.M. Ruble*

AM Ruble, for  
Kara Christenson  
Supervisory Government Information Specialist

## **Bureau of Prisons (BOP) Implementation Plan for Full Compliance with the Presidential Memorandum on Returning to In-Person Work**

### **I. Introduction**

In response to President Trump's Executive Order (Order) titled, Return to Work, William W. Lothrop, Acting Director, advised the Bureau of Prison's Executive Team that it is expected employees return to the office full-time, five days a week beginning Monday, February 10, 2025. It was further noted in this communication that employees who telework should report to their assigned duty station and employees who are under remote work agreements should report to their prior duty station, if applicable. Additionally, it was noted the BOP must come into full compliance with the Order by February 21, 2025, absent exclusions due to disability, qualifying medical conditions or other exclusions approved by the Attorney General. This date for full compliance was later modified to February 24, 2025, to align with DOJ guidance. It was also recognized during this time that policy would need to be addressed as well as the need to address any applicable bargaining obligations.

On January 24, 2025, notification was made to the National Council of Prison Locals as well as Local 3546 (Central Office). Additionally, telework and remote work policy was appropriately addressed through a waiver which rescinded Program Statement 3630.02 Leave and Benefits, Section 3, Telework. Pursuant to this waiver, effective February 10, 2025, and until further notice, the BOP will follow any updated telework policies published by the Department of Justice, as well as any directives from the Office of Personnel Management. On January 30, 2025, the BOP received notice from Local 3546 requesting to bargain the return to work. It is the expectation that all collective bargaining requirements will be completed this week in order to comply with the requirement to return to in office by February 18, 2025. It is the BOP's objective to come into full compliance with the Order by February 21, 2025, absent exclusions due to disability, qualifying medical conditions or other approved exclusions.

### **II. Plan Overview**

- 1) Notice sent to BOP leadership regarding return to in-person work on February 10, 2025 – due to operational concerns with accommodating staff at institutions, as well as the union's invocation notice, the return to office date has been moved to Tuesday, February 18, 2025.
- 2) Notice sent to Union.
- 3) Policy waiver completed for telework and remote policy.
- 4) Engage in applicable collective bargaining requirements.
- 5) Initial return to in office work on February 18, 2025.
- 6) Work with identified individuals not within 50 miles of a BOP facility on a case-by-case basis.
- 7) Full compliance with Order by February 24, 2025.

### **III. Telework Agreement Revisions**

Telework policy was addressed through a waiver which rescinded BOP Program Statement 3630.02 Leave and Benefits, Section 3, Telework. Pursuant to this waiver, effective February 18, 2025, the BOP will follow any updated telework policies published by the Department of Justice, as well as any directives from the Office of Personnel Management. This includes BOP's adoption of DOJ's remote work policy.

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

All eligible employees are expected to return to in-person work on February 18, 2025. The BOP is currently working with those individuals who do not have a BOP facility within 50 miles on a case-by-case basis. It is the BOP's objective to come into full compliance with the Order by February 24, 2025, absent exclusions due to disability, qualifying medical conditions or other approved exclusions.

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

On January 24, 2025, notification was made to the National Council of Prison Locals as well as Local 3546 (Central Office) on the BOP's plan to return to in office work. On January 30, 2025, the BOP received notice from Local 3546 requesting to bargain the return to work. It is the expectation that all collective bargaining requirements will be completed by early next week to comply with the requirement to return to in office work by February 18, 2025, with the exception being staff who are greater than 50 miles from an agency office. BOP is working to identify federal office space near the residence of these staff, and has also provided a list of names of staff and their need for office space to JMD to assist in identifying office space for these individuals.

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

All teleworkers have been given the directive to report to their current duty location for full time in office work. A master list was developed identifying all remote workers in the BOP and their current residence of record. BOP locations were identified within 50 miles of each employee and each employee is being given a directive to report to their assigned location. There is a small group of employees who fall outside the 50-mile radius requirement and those are being addressed on a case by case basis by looking at available DOJ facilities or other federal government locations within their commuting area.

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

The inability to find a DOJ facility or federal government building for those individuals located outside the 50-mile radius of a BOP facility could hinder full compliance. Paid relocations could be paid to mitigate this barrier in the event a solution can't be identified within the employee's commuting area. It is unclear if there will be associated costs from any required reimbursable agreements related to the use of office space at DOJ or other federal buildings.

#### **VIII. Exceptions Process**

Requests for exceptions based on disability, or qualifying medical conditions, will continue to be addressed through the Reasonable Accommodation process. BOP is currently reviewing other requests for exceptions based upon compelling need, to determine if all options have been exhausted prior to submitting to DOJ for review.

#### **IX. Conclusion**

The BOP is fully committed to come into compliance with the Order by February 24, 2025, absent exclusions due to disability, qualifying medical conditions or other approved exclusions.