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U.S. Department of Justice

Professional Responsibility Advisory Office

Washington, D.C. 20530

VIA ELECTRONIC MAIL

December 22, 2025

RE: Freedom of Information Act (FOIA) Request PRAO-FOIA-25-068
(Matter ID: 25-09-9164)

I write on behalf of the Professional Responsibility Advisory Office (PRAO) in response to your Freedom of Information Act (FOIA) request dated March 7, 2025, and received by this office on September 29, 2025, as a referral from the Justice Management Division (JMD).

In your request, you sought “[a] copy of the Department of Justice Return to Work Implementation Plan, dated February 2025.” You further noted that the Department of Justice was required to submit this Plan to the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) pursuant to the OMB/OPM CHCOC.gov memorandum entitled *Agency Return to Office Implementation Plans*, dated January 27, 2025, and that the Plan was provided to OMB and OPM between January 28, 2025, and February 8, 2025.

PRAO conducted a search of its records and located one (1) record responsive to your request. The responsive record consists of four (4) pages. Access is granted in part. Portions of the record have been withheld pursuant to Exemptions 5 and 6 of the FOIA, 5 U.S.C. §§ 552(b)(5) and (b)(6), as they contain intra-agency communications protected by the deliberative process, attorney work product, and attorney-client privileges. In applying these exemptions, PRAO also considered the foreseeable harm standard.

Enclosed please find the four-page record responsive to your request, released with redactions.

For your information, Congress has excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to records that are subject to the FOIA’s disclosure requirements. This is a standard notification provided to all requesters and should not be interpreted as an indication that such excluded records do or do not exist.

If you are not satisfied with PRAO'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.

Cordially,

Quadira Zeleke
FOIA Liaison
Professional Responsibility Advisory Office

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

I. Introduction

- As set forth below, the Professional Responsibility Advisory Office (PRAO) will comply with the January 20, 2025, Presidential Memorandum, *Return to In-Person Work*; the January 22, 2025, Office of Personnel Management (OPM) Memorandum, *Guidance on Presidential Memorandum Return to In-Person Work*; the January 27, 2025, Office of Management and Budget and OPM Memorandum, *Agency Return to Office Implementation Plans*; and all Department of Justice (Department) guidance related to in-person work.

II. Plan Overview

- PRAO Employees With Washington, D.C. Office as Duty Station on January 20, 2025:
 - PRAO's Washington D.C. office space is currently located at 441 G. Street, NW, Sixth Floor, Washington D.C. 20530. All PRAO employees with the Washington D.C. office as their duty station on their SF-50 are located within 50 miles of the office.
 - PRAO employees (full-time and part-time) with the Washington D.C. office as their duty station on their SF-50 will report to the office for in-person work 40 hours per pay period or in accordance with all hours specified in their part-time work agreement.
 - PRAO adopts Department guidance regarding telework. Telework will not be authorized to fulfill the employees' 40-hour or part-time work requirement, absent an approved exception included in OPM or Department guidance. Such exceptions will be rare. Only PRAO's Director or Deputy Director have the authority to approve a PRAO employee's request for ad hoc telework consistent with OPM or Department guidance.
- PRAO Employees With their Place of Residence as their Duty Station on January 20, 2025:
 - On February 24, 2025, PRAO will have (b) (6) whose SF50 on January 20, 2025, reflected their place of residence rather than PRAO's Washington D.C. office space as their duty station. Those employees also had remote work agreements consistent with the address on their SF50 on January 20, 2025. These employees' duty stations are currently located in various geographic locations across the United States (b) (6).
 - These PRAO employees have been informed of the return to in-person work mandate and that PRAO will comply. PRAO's Director and Deputy Director are actively working to secure the closest available Department office space within 50 miles of the duty station reflected on their SF50 on January 20, 2025.
 - PRAO has informed the employees that their SF50s will be updated to reflect the duty station of a Department office space within 50 miles pending final coordination with the appropriate Department officials.
 - PRAO has notified the employees that they will report to their assigned Department office for in-person immediately upon final coordination and approval from appropriate Department officials.

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- PRAO Employees With Approved Reasonable Accommodations (RA) Authorizing Remote Work on January 20, 2025:

- (b) (6)

III. Telework Agreement Revisions

- Employees have been informed that all existing telework agreements are revoked effective February 24, 2025.
- No later than February 24, 2025, all PRAO employees will be given the opportunity to sign situational telework agreements effective February 24, 2025, for the limited and rare exceptions included in OPM or Department guidance, which PRAO has adopted.
- PRAO employees are not required to sign situational telework agreements and are not required to participate in situational telework if they have not signed such an agreement.

IV. Return to In-Person Work Timeline and Date of Full Compliance

- As of the date of this implementation plan (February 3, 2025), PRAO has (b) (6) employees.
- PRAO has (b) (6) employees who will retire on February 22, 2025, prior to the return-to-office implementation date (February 24, 2025).
- PRAO (b) (6) will fully comply with the in-person work mandate and work from the office located at 441 G Street, NW, Sixth Floor, Washington D.C. 20530, no later than February 24, 2025.
- (b) (6)
- PRAO has (b) (6) employees who are pending final coordination and approval with EOUSA and the U.S. Trustees' Office for having their offices in the closest Department office to their current duty station. The steps PRAO management has taken to secure office space for these employees to ensure full compliance is discussed in Section VI below.

V. Collective Bargaining Agreements (CBAs)

- PRAO has no employees subject to a CBA.

VI. Determining New Duty Stations for Employees With their Place of Residence as their Duty Station on January 20, 2025

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- As stated in Section II (Plan Overview), PRAO management is actively working to secure the closest available Department office space within 50 miles of the duty station reflected on each employee's SF50 on January 20, 2025. The actions PRAO management has taken thus far are:
 - On January 21, 2025, PRAO identified all remote employees in this category.
 - Between January 21, 2025, and February 3, 2025, PRAO made affirmative contact with a point of contact for the closest USAOs to each of the (b) (6) impacted employees. In addition, PRAO contacted the U.S. Trustee's Office to locate office space for (b) (6) attorneys to find a closer location for (b) (6) attorney and an office space rather than a cubicle for another attorney, which is necessary for the confidential nature of our work.
 - As of February 3, 2025, PRAO has received notice from each USAO POC that the USAO has concurred with PRAO's request for space and that the (b) (6) PRAO employees names have been sent to EOUSA for approval. PRAO also has heard from the U.S. Trustees' Office that space is available for the (b) (6) attorneys referenced in the previous paragraph.
 - PRAO notified JMD Facilities POC of the specific employees, associated USAOs, U.S. Trustees' Offices and of the status of our coordination on January 31, 2025, and PRAO provided an update on February 3, 2025.
 - **PRAO is currently waiting for EOUSA, the U.S. Trustee's Office and JMD's approval (if required) for securing office space for its (b) (6) remote employees.**
- Estimated costs and resource implications for relocation (if applicable).
 - Relocation Costs. There will be no relocation costs if EOUSA approves PRAO's request for space for the (b) (6) impacted employees.
 - Resources. PRAO does not require any resource from the respective USAOs other than access to their buildings, the requested space, and an internet connection to facilitate their access to the network.

VII. Identifying Risks and Barriers

- (b) (6)
- 

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- Plan to address and mitigate these barriers. It is unclear whether there will be rental costs associated with space for our ^(b) employees. (b) (5), (b) (6)
PRAO has requested that (b) (6) not charge PRAO rent, explaining our dire financial situation set forth above. We also have requested that (b) (6) not charge PRAO rent, given our challenging budget situation. This resolution would prevent PRAO from having to increase the reimbursable charge to components, which would impact (b) (5), (b) (6) the most.

VIII. Exceptions Process

- PRAO will comply with the limited or categorical exemptions to the return to in-person work mandate. All requests for RAs authorizing remote work will be considered consistent with law and Department policy governing RA requests.
- PRAO employees who wish to submit a request for an exception due to an RA request, a statutory exception, or other compelling circumstances, will submit their written request to PRAO's Director and Deputy Director for consideration who will act in accordance with existing law and Department policy.

IX. Conclusion

- PRAO will comply with Executive Branch, OPM, and Department guidance on the requirement to return to in-person work.