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Description of document: Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Return to Work Implementation Policy 2025

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Bureau of Alcohol, Tobacco, Firearms and Explosives  
Information Privacy and Governance (IPG) Division  
Room 4E.301  
99 New York Avenue, NE  
Washington, DC 20226  
[FOIA.gov](http://FOIA.gov)

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## U.S. Department of Justice

Bureau of Alcohol, Tobacco,  
Firearms and Explosives

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[www.atf.gov](http://www.atf.gov)

January 29, 2026

FOIA Request No: 2025-REF-00071

This letter is the final response of the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) to your Freedom of Information Act (FOIA)/Privacy Act (PA) request for records concerning Department of Justice Return to Work Implementation Plan, dated February 2025.. This Office received your request on September 30, 2025.

ATF located 4 pages responsive to your request. 3 pages are released to you in full and 1 pages are released to you in part. Please be advised that we considered the foreseeable harm standard when reviewing records and applying FOIA exemptions.

ATF withheld certain information because it is protected from disclosure under the FOIA pursuant to:

- 5 U.S.C. § 552(b)(6) of the FOIA. This provision concerns material the release of which would constitute a clearly unwarranted invasion of the personal privacy of third parties.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See* 5 U.S.C. § 552(c). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that we give to all our requesters. You should not take it as an indication that excluded records do, or do not, exist.

If you have any questions, you may contact the analyst processing your request, using the Public Access Link (PAL) correspondence feature. In addition, you may contact our FOIA Public Liaisons, Lynette Carter and Jasmine Bryant, at 202-648-7390 for any further assistance and to discuss any aspect of your request.

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://doj-foia.entellitrak.com/etk-doj-foia-prod/login.request.do>. 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."

Sincerely,

A handwritten signature in cursive script, appearing to read "Hirsh D. Kravitz".

Hirsh D. Kravitz  
Chief  
Information and Privacy Governance Division

# ***The Bureau of Alcohol, Tobacco, Firearms and Explosives Return-to-office Implementation Plan***

**Date: February 4, 2025**

## **I. Introduction**

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF or Bureau) submits this Implementation Plan in full compliance with the Presidential Memorandum (PM), Return to In-Person Work issued on January 20, 2025, and the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) joint memoranda issued on January 22, 2025, Guidance on Presidential Memorandum Return to In-Person Work and January 27, 2025, Agency Return to Office Implementation Plans.

ATF intends to comply fully with all Executive Orders as well as OMB, OPM and Department of Justice (DOJ) guidance regarding in-person work.

## **II. Plan Overview**

ATF has been diligently planning to return all eligible employees<sup>1</sup> to full-time in-person work. Upon receipt of the Executive Order, OMB, OPM and DOJ guidance regarding the return of all federal employees to in-person work, ATF immediately began communicating the standards and requirements to all employees. On January 30, 2025, to supplement the Department's efforts, ATF issued a workforce notification to all Bureau employees advising that, effective February 23, 2025, all employees within 50 miles of an ATF facility must report to an ATF operated facility on a full-time basis. Personnel were advised to end all telework/remote work agreements no later than February 22, 2025. The same instruction was communicated during an ATF Bureau-wide Town Hall meeting on January 30, 2025.

To ensure the expeditious return of all eligible employees to in-person work, ATF immediately identified all Bureau facilities and assigned employees to a facility within the local commuting area (50 miles) of their residence. ATF expects to have final coordination and validation of office assignments no later than February 17, 2025. ATF will require all eligible employees to work full-time, in-person at their designated duty station. Following full implementation, ATF will gather feedback and address any logistic/space issues.

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<sup>1</sup> As per the January 27, 2025, Agency Return to Office Implementation Plans memorandum, "[e]ligible employee" means any agency employee, unless excused due to a disability, a qualifying medical condition, or other compelling reason certified by the agency head and the employee's supervisor. [It also] exclude[s] 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."

### III. Telework Agreement Revisions

Upon issuance of the forthcoming DOJ Telework Policy on February 5, 2025, ATF expects to immediately adopt that policy and cancel all existing Telework Agreements for eligible employees. New Telework Agreements will be established by February 14, 2025, in accordance with the new policy and Executive Order which will significantly limit telework for eligible employees. We expect that the Department's new telework policy will be significantly limited, only allowing eligible employees to telework situationally during national emergencies and weather-related events.

### IV. Return to In-Person Work

ATF will return all eligible employees to work in-person at an ATF facility beginning on Monday, February 24, 2025.<sup>2</sup> Eligible employees who are outside the 50-mile commuting area will be reimbursed by submission of a local travel voucher in the immediate term. The Bureau will continue to investigate whether there is another federal agency that has space within the 50-mile local commuting area to accommodate these employees within their office space. This will require coordination with DOJ and possibly other federal agencies to ensure that the most cost effective and efficient use of space is utilized in accordance with the mission. If we are unable to locate a suitable federal space for these employees to work-in person, ATF will evaluate and as feasible, begin the relocation process to the most appropriate ATF facility in accordance with 5 CFR Section 551.422(d), 41 CFR 302-2.6, DOJ and ATF policies.

#### Summary Timeline

<b>Milestone</b>	<b>Deadline</b>
Communication rollout	February 10
Update Telework Agreements	February 14
Update Duty Stations	February 17
Cancel Remote Work Agreements	February 21
Employees return to office	February 24
Post-implementation review	March 10
Continued Compliance Monitoring	On-going

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<sup>2</sup> To ensure compliance, we have directed all eligible employees to report to an office on and after Sunday, February 23, 2025, the start of the relevant pay period. For purposes of this memo, we use February 24, 2025 as the first return to the office day, as any scheduled Sunday shifts are de minimis.

Following the initial implementation on February 24, 2025, we will gather feedback in order to address any unexpected logistics concerns or issues.

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

The Bureau does not have Collective Bargaining Agreements.

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

Immediately upon receipt of the Presidential Memorandum and OPM guidance, ATF conducted an analysis of all remote employees (235) from the city and state of the employee's residence to the closest ATF facility to determine the estimated commuting distance. During the initial review of office assignments, ATF originally identified 8 employees who were outside of the local commuting area, however, through further analysis, we determined that there are 11 employees who do not reside within 50 miles of an ATF facility and may need to be relocated in accordance with 5 CFR Section 551.422(d), 41 CFR 302-2.6, DOJ and ATF policies if we are unable to find space within another federal building. This will require coordination with DOJ and possibly other federal agencies to ensure that the most cost effective and efficient use of space is utilized in accordance with the mission. ATF must ensure that sensitive information is always safeguarded.

Should ATF have to relocate all 11 employees who are outside of 50-mile commuting area of an ATF facility, ATF estimates the total cost incurred would be approximately \$1,903,000. This is based on the current average cost of an ATF-paid Permanent Change of Station (PCS). In addition, ATF anticipates having to reconfigure some office spaces, order furniture etc. for the 224 ATF employees that are within the local commuting area. ATF estimates costs associated with their return to the office to be as much as \$1,176,000. This estimate is based on the total cost of one new complete workstation per person. In both cases, the actual costs may vary considerably as the return to office process is executed and challenges or efficiencies are realized.

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

Although ATF intends to initially reimburse these 11 employees who are outside the 50-mile commuting area by submission of a local travel voucher, every effort will be made to identify an alternative federal office space within the local commuting area of the residence of these employees. If a facility is not identified, ATF will re-locate the employee(s) in accordance with 5 CFR Section 551.422(d) and 41 CFR 302-2.6 so that they are within the local commuting distance of the appropriate ATF facility.

Potential barriers to this requirement would be the availability of funding to cover relocation expenses, employees that are on extended leave (military, paternity etc.) as well the potential for insufficient office space or capacity issues. ATF will make every effort to fully comply with all return-to-work policies as expeditiously as possible. We will work diligently with DOJ and other federal facilities as needed to address and overcome barriers to ensure compliance.

### VIII. Exceptions Process

ATF is committed to returning all eligible personnel to in-person work as quickly as possible. The Bureau also intends to adhere to the Military Spouse Employment Act and Rehabilitation Act of 1973, to ensure that employed military spouses and individuals with a disability, qualifying medical condition, and or other compelling reason (as defined by the DOJ or OPM) are exempt from returning to in-person work and are afforded the process to seek such an exception.

ATF has identified a Reasonable Accommodations (RA) review process which will consist of dedicated ATF attorneys who will provide a legal sufficiency review of any required medical documentation and a senior Bureau Supervisory Official (SO) who will be the authorized decision maker for RA requests involving telework and remote work. The SO will review and render appropriate and consistent decisions on all RA requests in consultation with the designated attorneys. The SO will review the documentation provided by the employee within the RA Request Package to include supporting medical documentation and will serve as the decision maker for the RA request. This is being done to continue to ensure proper and effective use of the RA process, including to safeguard first-line supervisors against any suggestion they are circumventing the return to in-person work requirement.

Currently, the Bureau has less than 60 employees that are on formal RA Telework Agreements and 20 pending RA requests. There are approximately 6 employees on Telework or Remote Work Agreements based on the terms of a settlement agreement.

### IX. Conclusion

ATF will work within authorized agency discretion and in consultation with the DOJ to ensure continuity of operations at any office location should the need to situationally adjust our posture due to short-term infrastructure issues. ATF is committed to ensuring full compliance and timely implementation of all return-to-work Executive Orders, policies and guidelines. We will continuously monitor compliance to ensure that all employees are adhering to the return-to-work standards.

(b)(6)

A rectangular box with a black border, containing the text "(b)(6)" in the top-left corner. The rest of the box is empty, indicating that the signature has been redacted.

Marvin G. Richardson