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SUBJ/ DEPARTMENT OF THE NAVY INITIAL IMPLEMENTATION GUIDANCE ON THE  
RETURN TO IN-PERSON WORK//

REF/A/PRESIDENTIAL MEMORANDUM, RETURN TO IN-PERSON WORK, 20JAN2025//  
REF/B/ACTING SECDEF MEMO/GUIDANCE ON PRESIDENTIAL MEMORANDUM, RETURN TO  
IN-PERSON WORK, 24JAN2025//  
REF/C/ACTING SECDEF MEMO/IMPLEMENTATION OF PRESIDENTIAL MEMORANDUM,  
RETURN TO IN-PERSON WORK, 24JAN2025//  
REF/D/JOINT OMB-OPM MEMO/AGENCY RETURN TO OFFICE IMPLEMENTATION PLANS,  
27JAN2025//  
REF/E/SECDEF MEMO/INITIAL DEPARTMENT OF DEFENSE IMPLEMENTATION GUIDANCE,  
RETURN TO IN-PERSON WORK, 31JAN2025//  
REF/F/EXECUTIVE ORDER/LIMITING LAME-DUCK COLLECTIVE BARGAINING  
AGREEMENTS, 31JAN2025//  
REF/G/DOC/SECNAVINST 12271.1 DEPARTMENT OF THE NAVY TELEWORK POLICY,  
11FEB2019//

NARR/REF A DIRECTS ALL EXECUTIVE BRANCH DEPARTMENTS AND AGENCIES TO TAKE  
STEPS TO TERMINATE REMOTE WORK AND REQUIRE EMPLOYEES TO RETURN TO WORK  
IN-PERSON, AS SOON AS PRACTICABLE.  
REF B STATES THE DEPARTMENT OF DEFENSE INTENDS TO FULLY COMPLY WITH THE  
PRESIDENTIAL MEMORANDUM WITHIN THE NEXT 30 DAYS.  
REF C DIRECTS NECESSARY STEPS BE TAKEN TO TERMINATE REGULAR TELEWORK AND  
REMOTE WORK ARRANGEMENTS AND REQUIRE EMPLOYEES TO RETURN IN-PERSON AT  
THEIR RESPECTIVE DUTY STATIONS.  
REF D REQUIRES AGENCIES TO PREPARE AND SUBMIT PLANS TO THE OFFICE OF  
MANAGEMENT AND BUDGET AND THE OFFICE OF PERSONNAL MANAGEMENT TO IMPLEMENT  
THE RETURN TO IN-PERSON WORK PRESIDENTIAL MEMORANDUM.  
REF E PROVIDES SPECIFIC IMPLEMENTATION GUIDELINES, SUSPENSES, AND  
SUBMISSIONS  
FOR IMPLEMENATION OF RETURN TO IN-PERSON WORK.  
REF F STATES IT IS THE POLICY OF THE EXECUTIVE BRANCH THAT COLLECTIVE  
BARGAINING AGREEMENTS EXECUTED IN THE 30 DAYS PRIOR TO THE INAUGURATION  
OF A NEW PRESIDENT, AND THAT PURPORT TO REMAIN IN EFFECT DESPITE THE  
INAUGURATION OF A NEW PRESIDENT AND ADMINISTRATION, SHALL NOT BE  
APPROVED.  
REG G ESTABLISHES POLICY, ASSIGNS RESPONSIBILITIES, AND IDENTIFIES  
REQUIREMENTS FOR THE DEPARTMENT OF THE NAVY (DON) TELEWORK PROGRAM.//

RMKS/1. In response to references (a) through (d), the Secretary of Defense issued reference (e), which requires all covered employees to work in-person at their respective agency worksites during their regular tours of duty. Accordingly, the Department of the Navy's (DON) telework policy, reference (g), is hereby rescinded until updated DON policy and guidance can be promulgated, consistent with the new Department of Defense (DoD) policy.

2. For the purpose of this memorandum, "commands" refers to all-Commanders/Directors of major commands, field operating activities, direct reporting units, and field commands. Commands are directed to promptly implement a return to in-person work plan, subject to applicable laws and collective bargaining obligations consistent with the guidance provided herein. Agency worksite means the location where an employee would normally work absent a telework or remote work agreement. For purposes of this memorandum, an agency worksite must be under the jurisdiction or control of a DoD Component, such as the Pentagon Reservation, military installations, and DoD-leased facilities.

3. Commands are directed to take the following immediate steps to return their workforces (civilian and military personnel) to in-person work, in compliance with reference (e):

a. Verify all personnel received required notification of the in-person work policy per references (b), (c), and (e).

b. With respect to employees with alternative worksites within 50 miles of their agency worksite, cancel all regular and recurring telework and remote work agreements, subject to exemptions per reference (e), and direct those employees to report in-person to those worksites no later than 10 February 2025. Exemptions as outlined in reference (e) are as follows:

- (1) Employees with an approved deferred resignation request;
- (2) Employees for whom telework or remote work is an approved reasonable accommodation pursuant to applicable law;
- (3) Employees who are approved for remote work for purposes of enabling them to accompany a Service Member spouse to an assignment that is not in the vicinity of the agency worksite;
- (4) Employees for whom the DoD Component head has determined there is no suitable office space at the agency worksite; and
- (5) Employees for whom applicable law or collective bargaining obligations require an exemption.

Questions regarding the application of exemptions shall be forwarded through command directors, Civilian Human Resources, to the Office of the Assistant Secretary of the Navy, Manpower and Reserve Affairs (OASN (M&RA)). My point of contact for this matter is Mr. Anthony Verducci, Deputy Assistant Secretary of the Navy, Civilian Personnel.

c. Advise personnel who use mass transit to timely re-enroll and/or update their applications for the transit subsidy program.

d. Identify numbers of civilian personnel who are bargaining-unit-eligible and review collective bargaining agreements (CBAs) in preparation to take necessary steps to bring these CBAs into compliance with reference (a).

Provide official notice of the DONs intent to implement reference (a) to exclusive bargaining-unit representatives.

e. Identify an internal process for collecting and consolidating data concerning suitable office space availability. Ensure reporting of such data is coordinated through your immediate superior in command and respective facilities management or installation support organization.

4. Commands are directed to take the following steps to return members of their workforce (military and civilian personnel), with alternative worksites more than 50 miles from their agency worksites, to in-person work, in compliance with reference (e):

a. Direct all political appointees, members of the Senior Executive Service (and equivalent), and Highly Qualified Experts, to report in-person to their agency worksites no later than 10 February 2025.

b. Direct all Senior Professionals (and equivalent) and all GS-15 (or equivalent) employees to report in-person to their agency worksites no later than 21 February 2025.

c. Direct all other members of the workforce to report in-person to their agency worksites as soon as possible, but no later than 30 April 2025.

d. The provisions of paragraph 3.b., regarding exemptions from the in-person work requirement, shall apply.

5. To accelerate this effort, commands may exercise available authorities to maximize facility space, such as alternative work schedules, the installation of additional workstations in existing facilities, and use of other alternate duty locations at nearby DoD facilities, including military installations and leased facilities, while working towards long-term facilities solutions. The addition of workspaces, including computer and telephone access, shall be in accordance with applicable facilities guidance and subject to availability of funds. This memorandum does not override any such guidance. Commands should assume that they will bear all expenses for the aforementioned efforts unless and until further guidance is issued.

6. To inform the DONs submission in support of DoDs plan for return to in-person work, and to maintain compliance with references (d) and (e), Commands must submit the following information no later than 4 February 2025:

a. The number of civilian personnel with approved remote agreements, their remote duty locations, and the most appropriate worksite to assign civilian personnel based on their duties and job functions;

b. An estimate of the costs and resource implications if a new agency worksite is more than 50 miles from their current assigned official worksite;

c. An assessment of any risks, barriers, or resource constraints that would prevent the return of all employees to in-person work, e.g., availability of suitable office space, budgetary impacts, etc., and the commands plan for overcoming those barriers; and

d. Information regarding CBAs containing language which does not align with the new DoD and DON telework and remote work policies, and necessary steps to bring these CBAs into compliance with references (a) through (f).

7. Further guidance will be forthcoming regarding the process for submitting exemption requests. Requests due to lack of suitable office

space will require approval by the Secretary of the Navy. Requests for exemptions for other compelling needs, and any additional exemptions, will require approval by the Secretary of Defense; such requests must include information concerning mission impact if the exemption is not granted.

8. Released by Terence G. Emmert, Acting Secretary of the Navy.//

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