



SECRETARY OF DEFENSE  
1000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1000

JAN 24 2025

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Implementation of Presidential Memorandum, "Return to In-Person Work"

- References: (a) Presidential Memorandum, "Return to In-Person Work," January 20, 2025  
(b) Acting Director, U.S. Office of Personnel Management Memorandum, "Guidance on Presidential Memorandum Return to In-Person Work," January 22, 2025  
(c) Department of Defense Instruction 1035.01, "Telework and Remote Work," January 8, 2024

Effective immediately, regular telework and remote work arrangements are not permitted unless necessary to comply with applicable laws and collective bargaining agreements in effect on January 22, 2025, or where the Agency head has certified in writing that a compelling reason exists to permit the arrangement. Such certification is not required for employee disability or qualifying medical conditions handled through the reasonable accommodation process. Additionally, situational telework may be authorized for weather-related emergencies, office closures, and other situations where telework serves a compelling Agency need.

Within 30 days, addressees will take all necessary steps to terminate regular telework and remote work arrangements and require employees to return to in-person work at their respective duty stations on a full-time basis. All actions will be implemented consistent with applicable law and collective bargaining obligations. The Under Secretary of Defense for Personnel and Readiness will provide additional implementation guidance.

The Secretaries of the Military Departments have the authority to certify that compelling reasons exist to permit regular telework and remote work arrangements and may delegate this authority no lower than their respective Assistant Secretary for Manpower and Reserve Affairs.

Principal Staff Assistants are delegated authority to certify that compelling reasons exist to permit a regular telework or remote work arrangement for employees of their respective Office of Secretary of Defense Components and the Defense Agencies and DoD Field Activities under their supervision and control. This authority may not be further delegated without my express permission.

The Performance Improvement Officer and Director of Administration and Management will update reference (c) to reflect these and other changes necessary to comply with references (a) and (b).

Robert Salesses  
Acting



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