



SECRETARY OF THE AIR FORCE
WASHINGTON

FEB 06 2025

MEMORANDUM FOR ALMAJCOM-ALFLDCOM-FOA-DRU/CC
DISTRIBUTION C

SUBJECT: Limited Facilities-Based Exemption for Return to In-Person Work

Reference: (a) Secretary of Defense Memorandum, *Initial Department of Defense Implementation Guidance, Return to In-Person Work*, 31 January 2025
(b) SAF/MR Memorandum, *Initial Return to In-Person Work Implementation Plan*, 1 February 2025
(c) SAF/MR Memorandum, *Supplemental Guidance – Initial Return to In-Person Work Implementation Plan*, 4 February 2025

Commands are directed to fill 100% of their existing government in-person workstations no later than 7 February 2025. However, the Department of the Air Force (DAF) currently has a shortfall of workstations in the National Capital Region and across the Air Force and Space Force, to include CONUS and OCONUS installations, to accommodate its entire workforce.

Therefore, I am exempting such portion of the workforce (civilian personnel, Airmen, and Guardians) that cannot currently be accommodated as a result of the shortfall from the 7 February 2025 requirement to return to in-person work and subsequent applicable timelines included in reference (a). I am also approving the use of alternative work schedules as an alternative means to fill 100% of existing space. These measures are deemed necessary due to a shortfall in suitable office space and will be in effect until additional capacity is achieved.

Commands shall move expeditiously to return the entirety of their workforce to in-person work consistent with references (a), (b), and (c), reducing their telework and remote work populations as short- and long-term facilities solutions come online.

Headquarters Air Force Installation and Mission Support Center (HQ AFIMSC) shall assist commands in developing facility solutions to address the allocation of exempt personnel in organizations outside the National Capital Region thereby enabling installations commanders to manage their overall workforce and the tenant organizations they support. SAF/AM shall assist in developing facility solutions to address the allocation of exempt personnel for headquarters elements in the National Capital Region.

The DAF Infrastructure Council will review significant facility requirements (e.g. large Facilities Sustainment, Restoration and Modernization requirements or lease actions) arising from Return to In-Person Work. SAF/IE and SAF/AM will provide me regular updates.

SAF/MR shall issue guidance on the execution of telework agreements for the portion of the workforce covered under this exemption.

Commands should direct any questions regarding this exemption to HQ AFIMSC, Mr. JB Byrnes, jonathon.byrnes.1@us.af.mil, and Mr. Paul Hughes, paul.hughes.1@us.af.mil.



Gary A. Ashworth
Acting Secretary of the Air Force

Attachments:

1. Secretary of Defense Memorandum, *Initial Department of Defense Implementation Guidance, Return to In-Person Work*, 31 January 2025
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3. SAF/MR Memorandum, *Supplemental Guidance – Initial Return to In-Person Work Implementation Plan*, 4 February 2025

cc:

NGB/A1
MAJCOM/A1
FLDCOM/S1
HQ AFIMSC