



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C.

February 28, 2025

**MEMORANDUM FOR BUREAU DEPUTIES AND HR OFFICERS**

**FROM:** J. Trevor Norris  
Deputy Assistant Secretary for Human Resources  
and Chief Human Capital Officer

**SUBJECT:** Treasury's Plan to Return to the Workplace

This Memorandum provides direction and assigns responsibilities associated with Presidential Memorandum (PM) *Return to In-Person Work*, dated, and issued on January 20, 2025, directing all employees to return to full time in person work at their respective duty stations. The Department of the Treasury along with other federal government agencies, have been ordered to comply with the provisions as outlined.

The Office of Personnel Management (OPM) and Office of Management and Budget (OMB) issued the memorandum *Agency Return to Office Implementation Plans* on January 27, 2025, directing agencies to prepare an implementation plan. The Department of the Treasury has developed a *Return to In-Person Work Plan*, and was approved by OPM and OMB on February 27, 2025, to move forward with implementation of Phase 1. We are now providing you with return-to-workplace implementation guidance to ensure full compliance with the executive order.

Treasury expects all bureaus to implement the following effective immediately:

**a. Timeline for the Return of Employees to In-person Work:**

- **Phase 1 (Completed by March 10, 2025):** Require 100% in-person work for all employees, including members of a bargaining unit, who are (1) on remote work agreements and within 50 miles of an office location or (2) already working in-person for some of their schedule and on regular telework schedules.
- **Phase 2:** Assign an agency office to all remote employees who are not within 50 miles of a bureau location.
- **Phase 3:** Effect the collocation of employees who returned to the office in Phase 1 that are not located with their work unit or team.

This memo focuses on Phase 1. Additional guidance on Phase 2 and Phase 3 will be forthcoming.

**b. Telework Agreements:**

- Bureaus must cancel all regular/recurring telework agreements by March 8, 2025. Bureaus and employees may choose to establish new situational/episodic telework agreements in accordance with applicable laws, regulations, policies, and bargaining agreements.
- No later than March 9, 2025, employees will not have regular/recurring telework agreements, except as required pursuant to an approved reasonable accommodation, settlement agreement, collective bargaining obligations (in accordance with OPM memorandum *Guidance on Collective Bargaining Obligations in Connection with Return to In-Person Work*), or limited exceptions that are approved by the Department, such as for military spouses.

**c. Remote Work Agreements**

- For employees on remote work and within 50 miles of a bureau worksite, bureaus will cancel the Remote Work Agreement (RWA) and initiate a personnel action to reassign them to an office effective 3/9, except as required pursuant to an approved exception.

**d. Exceptions:**

- The Treasury *Return to In-Person Work Plan* identifies several exceptions to the requirement that employees generally perform 100% of their tour of duty in an office location. Note that several of these categories require approval by the Secretary, Deputy Secretary or the Treasury Chief of Staff.

***Employee-Requested Exceptions***

- **Deferred resignation** - Employees who elect to and are approved to participate in the Deferred Resignation Program (DRP) are not required to report to their respective duty stations, per the terms of DRP.
- **Reasonable accommodations** – The Rehabilitation Act of 1973 (29 U.S.C. 701), as amended, requires an employer to provide reasonable accommodation (RA) to qualified individuals with disabilities who are employees or applicants for employment, except when such accommodation would cause undue hardship. Employees with a qualifying disability or medical condition may request an RA, to include recurring or full-time telework. Requests for an RA must be submitted and processed in accordance with established bureaus policies and procedures. All requests for a RA of longer than 3 months which proposes recurring telework or remote work must be approved by the Deputy Secretary. Bureaus may still process, and tentatively approve, reasonable accommodation requests that involve temporary or intermittent telework.

### ***Agency-Directed Exceptions***

- **Mobile workers** - Mobile work is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite such as a home or office. Examples of mobile work include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on Temporary Duty (TDY). While mobile work itself does not fall under the definition of telework as defined by the *Telework Enhancement Act*, mobile workers will generally be required to work from an agency worksite when not performing field work.
- **Geographic locations in excess of 50 miles** - Temporary exceptions may be approved for remote workers who are not within 50 miles from an existing agency worksite only until the bureau is able to assign a new duty location.
- **p - Bureaus may request from the Secretary a permanent exception in situations where there is no suitable workspace**, and it is not in the best interest of the federal government to acquire additional or upgrade existing office space. For example, where the duties of a position require a single employee to be located in a geographic area where no other offices are within 50 miles, it may not be efficient to acquire new office space. However, where bureaus have insufficient space, they shall make every effort to increase density within the existing office space by the lowest cost means possible such as installing additional workstations or utilizing shared workspaces.
- **Retention for Specialized-Skill Positions** - Treasury is not competitive in certain talent market segments that are critical to meeting future mission needs. Workplace flexibilities like telework and remote work have made us more able to attract and retain strong candidates in positions that require specialized skills. Providing an exception for these types of positions would allow Treasury to maintain competitive advantage when recruiting and retaining these employees. Bureaus may request from the Secretary temporary exceptions (no more than one year, or until a successor is hired and trained) for individuals who, on January 20, 2025, encumbered critical position in an occupation for which OPM authorizes [Government-wide Direct Hire Authority](#) due to a shortage of critical skills.

### ***Other Compelling Reasons***

- **Military spouses** - In accordance with OPM memorandum [Guidance on Exempting Military Spouses and Foreign Service Spouses from Agency Return to Office Plan](#), “all military spouses [are] authorized to engage in remote work. This includes both military spouses appointed under the Military Spouse Employment Act authorities and those appointed under other hiring authorities. Agencies may also continue to appoint military spouses to remote work positions pursuant to the Military Spouse Employment Act or other appropriate hiring authorities.” This exception also covers “spouses of U.S. Foreign Service members who are on overseas assignments.”
- **Settlements and other legal obligations** - Individuals may be excepted based on an approved settlement agreement, direction of a court or arbitrator, or other legal obligation to permit an employee to telework regularly or work remotely.

- Other exceptions may be granted in narrow circumstances not listed above where the Secretary determines it is in the best interest of the agency to exempt an employee from the requirements of this plan. Bureaus may submit a memorandum requesting the exception through the Treasury Assistant Secretary for Management.

e. **Ad hoc/Situational Telework:**

- Beginning March 9, 2025, supervisors may approve situational telework only in very limited circumstances such as in response to local weather closures, medical appointments, etc. Prior to teleworking, employees must meet eligibility requirements and are required to complete appropriate training and sign an agreement to telework.
- Except for situational telework approved in response to a local weather closure, employees are limited to 5 days of episodic telework annually, unless approved in advance by the Treasury Chief of Staff.
- When a local weather or other emergency results in the closure of a post of duty, telework-ready employees must perform emergency telework, or use previously earned comp time, credit hours or leave in accordance with bureau policies and/or collective bargaining agreements. Use of excused absence (paid administrative leave) for telework-ready employees is disfavored and will be granted only in exceptional circumstances and on a case-by-case basis.
- Employees are generally permitted, with approval from their supervisor, to perform telework outside their established tour of duty in accordance with applicable compensation, work schedule, and time and attendance policies.

f. **Labor Unions and Collective Bargaining Obligations**

- For those bureaus that have labor unions certified as exclusive representatives, bureaus should make every effort to fulfil all collective bargaining obligations, immediately provide notice to your labor unions of this mandate, and provide them with an opportunity to bargain the impact and implementation (I&I) with the caveat that such bargaining is done in an expeditious manner, ensuring that there is full compliance with all mandates outlined within the Executive Order.
- Bureaus will not interpret or apply any Collective Bargaining Agreement provisions that purport to restrict the agency's right to determine overall levels of telework in a manner that prevents compliance with the PM. If applicable, any mid-term collective bargaining will occur post-implementation.
- For additional guidance, please refer to the attached OPM memorandum, [Guidance on Collective Bargaining Obligations in Connection with Return to In-Person Work.](#)

g. **Employee and Organizational Accountability**

- If an employee fails to report for duty in the office without an administratively acceptable reason for his or her absence, this will be addressed in accordance with established leave and disciplinary policies.

- All bureaus must send written confirmation certifying that all regular/recurring telework agreements have been cancelled, and all Phase 1 employees have returned to the office by no later than March 10, 2025.

**h. References**

- a. Presidential Memorandum: [Return to In-Person Work – The White House](#)
- b. OPM Guidance: [Guidance on Presidential Memorandum Return to In-Person Work](#)
- c. OPM Guidance: [Guidance on Collective Bargaining Obligations in Connection with Return to In-Person Work | CHCOC](#)