



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

INFORMATION MEMORANDUM FOR DEPARTMENT LEADERSHIP
ON RETURN IN-PERSON WORK

FROM: Jessica S. Palatka, Deputy Assistant Secretary for Administration (DASA), Acting and Chief Human Capital Officer (CHCO)

DATE: Friday, January 24, 2025

RE: **Return to In-Person Work**

Policy Cancellation

This memorandum rescinds the December 2021 *U.S. Department of Commerce Telework and Remote Work Plan* as well as associated memoranda from Department leadership.

In-Person Work

In accordance with President Trump’s Presidential Memorandum, [Return to In-Person Work](#), and corresponding [Guidance](#) from the Office of Personnel Management, the Department of Commerce no longer permits regular and recurring telework and remote work. Employees should work full time at their respective worksites/duty stations.

Employee Exemptions

This memorandum does not apply to employees that have been excused from compliance due to reasonable accommodations consistent with the provisions of the Rehabilitation Act of 1973 and DAO 215-10 or another compelling reason certified by the Secretary, or his designee, and the employee’s supervisor. Senior leadership will receive separate instruction concerning the process by which potential exemption cases may be reviewed and certified by the Secretary.

Bargaining Unit Exemptions

This memorandum does not supersede existing collective bargaining agreements. In collaboration with Department leadership, bureaus with employees covered by collective bargaining agreements addressing telework and remote work should continue to explore methods for maximizing in-person work.

Organizational Exemptions

This memorandum does not apply to the U.S. Patent and Trademark Office, the Office of Inspector General, or the National Oceanic and Atmospheric Administration Commissioned Officer Corps.

Existing Telework Agreements

All current telework agreements must be cancelled immediately. Situational telework may be approved by supervisors on a case-by-case basis only when there is a written justification outlining the temporary challenge, such as a weather-related facility closure, being addressed and its expected duration.

Existing Remote Work Agreements

Employees with existing remote work agreements will receive separate information about their work status.