



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE SECRETARY

February 4, 2025

MEMORANDUM FOR ALL MAJCOM-FOA-DRU-FLDCOM-/CC, SAF/AM
Distribution C

FROM: SAF/MR
1800 Air Force Pentagon
Washington, DC 20330-1665

SUBJECT: Supplemental Guidance - Initial Return to In-Person Work Implementation Plan

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

Department of Defense return to in-person work implementation guidance (reference (a)) delegates authority to the Secretary of the Air Force to grant exemptions upon determination that there is a shortfall in suitable office space at the worksite or a final worksite has yet to be determined (e.g., basing decision). This memorandum promulgates Acting Secretary of the Air Force guidance, using this exemption.

- No later than 7 February 2025, commands are directed to fill 100% of their existing government workspaces.
- Commands should *not* take extraordinary measures (e.g., utilizing conference rooms, gymnasiums, or hallway space) to generate additional workstations.
- Commands should *not* displace their contractor workforce.
- Alternative work schedules are permitted.

Commands should continue to move expeditiously to identify their facility shortfalls and resource requirements through SAF/AM and HQ AFIMSC to support DAF planning for a long-term solution to support Total Force in-person work requirements.

GWENDOLYN R. DeFILIPPI, SES, DAF
Acting Assistant Secretary of the Air Force for
Manpower and Reserve Affairs

Attachments:

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

cc:

SAF/IE

AF/A1

USSF/S1

NGB/A1

AF/RE

MAJCOM/A1

FLDCOM/S1

HQ AFIMSC