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PERSONNEL AND
READINESS

MAR - 4 2025

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
COMMANDERS OF THE COMBATANT COMMANDS
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Guidance on the Use of Situational Telework

As we transition back to in-person work, it is imperative that we establish clear guidelines surrounding situational telework to ensure a seamless and efficient return to in-person work. Supervisors may authorize situational telework, as defined in Department of Defense Instruction 1035.01, "Telework and Remote Work," only when it serves a compelling Agency need. It may not be abused or used as a work around to Secretary of Defense Memorandum, "Initial Department of Defense Implementation Guidance, Return to In-Person Work," January 31, 2025. It should be intermittent and not authorized as a substitute for routine or recurring telework. DoD Components must ensure that situational telework requests are reviewed on a case-by-case basis and that judicious discretion is exercised in authorizing situational telework. Additionally, all situational telework arrangements must be approved in advance by the designated authority, in accordance with the DoD Component's guidelines, and employees must obtain explicit approval before performing work at an approved alternative worksite.

The Department will continue to use DD Form 2946, "Department of Defense Telework Agreement," to authorize situational telework. Prior to authorizing situational telework, supervisors should ensure that employees have completed the required training, employee timecards are properly documented to reflect all instances of situational telework, and that any abuse or misuse of this situational telework is addressed in accordance with DoD Component policy. It is our collective responsibility to ensure that situational telework is used judiciously and in a manner that supports the mission and goals of the Department of Defense.

A handwritten signature in black ink, reading "Darin S. Selnick", is positioned above the printed name.

Darin S. Selnick

Performing the Duties of the Under Secretary of
Defense for Personnel Readiness