



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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Canc: Mar 2026

BUMEDNOTE 12620
BUMED-N11
2 Apr 2025

BUMED NOTICE 12620

From: Chief, Bureau of Medicine and Surgery

Subj: CIVILIAN TELEWORK PROGRAM

- Ref:
- (a) Presidential memo, Return to In-Person Work, of 20 Jan 2025
 - (b) OPM memo, Guidance on Presidential Memorandum Return to In-Person Work, of 22 Jan 2025
 - (c) Acting SECDEF memo, Guidance on Presidential Memorandum, Return to In-Person Work, of 24 Jan 2025
 - (d) Acting SECDEF memo, Implementation of Presidential Memorandum, Return to In-Person Work, of 24 Jan 2025
 - (e) Joint OMB and OPM memo, Agency Return to Office Implementation Plans, of 27 Jan 2025
 - (f) SECDEF memo, Initial Department of Defense Implementation Guidance, Return to In-Person Work, of 31 Jan 2025
 - (g) ASN memo, Department of Navy Initial Implementation Guidance, Return to Work-In Person, of 4 Feb 2025
 - (h) OPM memo, Guidance on Exempting Military Spouses and Foreign Service Spouses from Agency Return to Office Plans, of 12 Feb 2025
 - (i) BUMEDINST 12620.2A

1. Purpose. To provide interim policy on telework and remote work for Federal civilian personnel assigned to Budget Submitting Office 18 activities.

2. Scope and Applicability. This notice applies to all Budget Submitting Office 18 Federal civilian personnel.

3. Background. On 20 January 2025, reference (a) requires all covered employees to work in-person at their respective agency worksite during their regular tour of duty and reference (b) through (d) informed all DoD civilian employees of its intent to fully comply with reference (a) within 30 days and instructing the termination of regular telework and remote work arrangements absent a lawfully required exception or approved exemption. On 27 January 2025, reference (e) provided further guidance to agencies on the implementation of reference (a). On 31 January 2025, DoD issued initial guidance in reference (f), for immediate action, with additional guidance to follow, directing all employees (unless exempted) to report for in-person work at the agency worksite during their regular tour of duty. Reference (f) designated the approval authority for exemptions permitting recurring telework or remote work (other than those specified within), established a timeline for implementation, and directed compliance with

reference (a) be initiated or effected no later than 7 February 2025. On 4 February 2025, the Department of Navy (DON) issued initial implementation guidance in reference (g). Navy Medicine ordered the return of all regular and reoccurring telework and employees whose official worksite was within 50 miles of the regular worksite no later than 10 February 2025.

4. Policy

a. It is Navy Medicine's policy to fully comply with reference (a) and associated guidance. Until such time as DoD and DON provide updated telework and remote work instructions, unless specifically approved for an exemption, all remote work and regular and reoccurring telework is terminated. Exemptions from this policy that are currently approved are listed in subparagraphs 4a(1) through 4a(5).

(1) Employees with an approved Deferred Resignation Program request.

(2) Employees for whom telework or remote work is an approved reasonable accommodation pursuant to applicable law.

(3) Employees for whom the DoD component head has determined there is no suitable office space at the agency worksite.

(4) Employees for whom applicable law or collective bargaining obligations require an exemption.

(5) Employees who are also military spouses who meet the criteria listed in reference (h).

b. Employees in these categories are not required to resubmit an exemption request. Any approved exceptions and situational telework arrangements must continue to abide by reference (i) and local command policy.

5. Action. Commanders and activity heads are to review their telework and remote work policies and update as appropriate. Commanders and activity heads are to direct employees whose official worksite is within 50 miles of their regular worksite and regular and reoccurring telework employees back to the regular worksite immediately, if not already done. Pursuant to reference (f), employees with an official worksite more than 50 miles away from their regular worksite are required to report in-person to the regular worksite as soon as possible, but no later than 30 April 2025. Guidance regarding submitting additional exemption requests will be forthcoming. Commanders and activity heads must validate all telework and remote agreements to ensure they are correctly reflective of the working posture of employees. Engage with your local Bureau of Medicine and Surgery Human Resources Office (BUMED-N11) to ensure completion of labor obligations.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).



D. K. VIA

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/directives/>