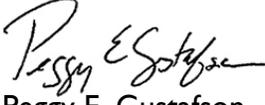




June 24, 2021

**MEMORANDUM FOR:** All OIG Employees

**FROM:**

  
Peggy E. Gustafson  
Inspector General

**SUBJECT:** Limited Voluntary Work in Office: Procedures for Summer 2021

In February 2021, we extended maximum telework status for OIG staff through August 31, 2021,<sup>1</sup> and that status continues to remain in effect. I mentioned in the February 2021 memorandum that we were exploring the possibility of allowing employees that have a desire to come into the office part-time an opportunity to do so. This follow-on memorandum provides guidance for employees who voluntarily choose to exercise that option.

Although we will continue to remain in maximum full-time telework status through August 31, 2021, starting on July 12, 2021, we will allow those employees who wish to come into the office part-time an opportunity to do so, subject to the limits noted below. This is purely voluntary, and is provided to accommodate those employees who have expressed the desire to work part-time in the office. There is no pressure whatsoever for any supervisory or non-supervisory employee to come in to the office.

Each SES will ensure that the guidelines outlined in this memorandum are followed by their respective offices and that a schedule is in place to stagger employee office days so that we do not exceed 25 percent occupancy in any work area at any one time. Employees voluntarily requesting to come into the office will take the following measures:

- Request scheduling approval from your first-line supervisor, who will de-conflict schedules with other supervisors in the same work area.
- Limit conference room occupancy to 25 percent of its capacity.
- Adhere to Department and Office of Personnel Management guidance regarding the use of masks in federal facilities.

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<sup>1</sup> U.S. Department of Commerce Office of Inspector General, February 23, 2021. *Update on OIG's Telework Status through August 31, 2021*. Washington, DC: DOC OIG. See [https://intranet/portals/oig/Documents/Memos\\_to\\_Employees/2021-02-23\\_IG%20Memo%20to%20OIG%20re%20Telework%20Extension.pdf](https://intranet/portals/oig/Documents/Memos_to_Employees/2021-02-23_IG%20Memo%20to%20OIG%20re%20Telework%20Extension.pdf) (accessed June 23, 2021).

- Access the Department’s Commerce Connection HCHB Office Reopening webpage,<sup>2</sup> which will be updated periodically with the latest information.

We will continue to approve mission-essential travel for employees and various in-person work activities outside OIG offices—e.g., site visits, interviews, search warrants, arrests, etc.

Some OIG employees with pandemic-caused caregiving responsibilities are using Evacuation Pay Authority to take several hours per week of excused absence. As of July 12, 2021, we will no longer be providing excused absence under the Evacuation Pay Authority. However, there is a new paid leave category that was created under the American Rescue Plan Act of 2021, H.R. 1319, Public Law No. 117-2. See the *Emergency Paid Leave* memorandum that Jackie Ruley issued on May 28, 2021, for additional details regarding this new authority.<sup>3</sup> If OIG employees would like to explore the possibility of requesting leave under this new authority, they should discuss this matter with HRMD.

For new employees in the Washington, DC, area who would like to go in to work at HCHB and who do not yet have a government-issued personal identity verification (PIV) card, please contact the Department’s Office of Security in advance at [HCHBSecurity@doc.gov](mailto:HCHBSecurity@doc.gov) to request an appointment. Please note: employees must bring two valid and unexpired forms of identification. Employees in regional offices must contact HRMD at [OIGHRRRequests@oig.doc.gov](mailto:OIGHRRRequests@oig.doc.gov) for assistance with scheduling an appointment at their nearest PIV card issuance facility.

If you have any questions about voluntary work in the office, please contact Deputy Inspector General Roderick Anderson. Thank you once again for all of your dedication, flexibility, and patience during these times. In July, you can expect to see an update regarding work arrangements beyond August 31.

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<sup>2</sup> DOC. *HCHB Office Reopening* [online]. <https://connection.commerce.gov/overview/hchb-office-reopening#handbook> (accessed June 23, 2021).

<sup>3</sup> DOC OIG, May 28, 2021. *Emergency Paid Leave*. Washington, DC: DOC OIG. See [https://intranet/portals/oig/Documents/Memos\\_to\\_Employees/2021-05-28\\_Memorandum%20on%20Emergency%20Paid%20Leave%20%28SECURED%29.pdf](https://intranet/portals/oig/Documents/Memos_to_Employees/2021-05-28_Memorandum%20on%20Emergency%20Paid%20Leave%20%28SECURED%29.pdf) (accessed June 23, 2021).