



**DEPARTMENT OF THE ARMY**  
**ASSISTANT SECRETARY OF THE ARMY**  
**MANPOWER AND RESERVE AFFAIRS**  
111 ARMY PENTAGON  
WASHINGTON, DC 20310-0111

SAMR-CP (RM 690-630)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Administrative Leave Associated with Executive Order 14100 for Relocating Military Spouses

1. References:

a. Office of Personnel Management (OPM) Memorandum, Subject: "Guidance in Support of Executive Order 14100-Advancing Economic Security for Military and Veteran Spouses, Military Caregivers, and Survivors," dated 9 November 2023

b. Office of the Under Secretary of Defense for Personnel Readiness Memorandum, Subject: "Administrative Leave Associated with Executive Order 14100 for Relocating Military Spouses", dated 14 September 2024

c. Defense Civilian Personnel Advisory Service Message 2024120, Subject: Administrative Leave Associated with Executive Order 14100 for Relocating Military Spouses", dated 23 October 2024

d. Department of Defense Instruction, (DoD Civilian Personnel Management System: Leave), Number 1400.25, Volume 630, Change 3, 21 November 2023.

e. Army Regulation (AR) 215-3 (Nonappropriated Fund Instrumentalities Personnel Policy)

f. AR 690-630 (Absence and Leave)

2. On 9 Jun 2023, the President issued Executive Order (E.O.) 14100, "Advancing Economic Security for Military and Veteran Spouses, Military Caregivers, and Survivors" which included encouragement for agencies to grant up to five days of administrative leave to civilian employees relocating with their service member due to a military-directed change in geographic duty station. In accordance with the provisions of the E.O. and the above References, this memorandum provides authority, as an additional flexibility to aid in employee retention and transition, to grant civilian employees

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accompanying a military spouse during a geographic relocation up to 5 days of administrative leave. Administrative leave is not an entitlement, is discretionary to management, and requires advanced approval.

3. This memorandum is applicable to all appropriated fund and non-appropriated fund employees across the Army enterprise.

4. Effective immediately, and in accordance with the provisions of references 1.a., 1.b., and this policy, Commanders/Directors of Army Commands, Army Service Component Commands, the Heads/Directors of Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army may grant up to five (5) days of administrative leave to civilian employees accompanying a military spouse, as directed by the Service member's orders, during a geographic relocation. This authority should be delegated to the lowest practical level.

5. To be eligible to receive administrative leave for this purpose, civilian employees must be identified on the service member's orders as accompanying the service member to a new geographic location outside the employee's local commuting area.

6. Approving officials should also consider other available retention flexibilities to retain employees geographically relocating with a military spouse including, but not limited to, annual and other paid leave, leave without pay, telework, remote work, or opportunities to place employees into positions within the new local commuting area.

7. Commands and activities are reminded to fulfill applicable labor relations obligations prior to implementation for bargaining employees

8. Questions regarding administrative leave or other human resource flexibilities to assist in retaining civilian employees relocating with their military spouse, or labor relations obligations, should be directed to the servicing Civilian Human Resources Agency (CHRA) office.

9. Points of contact for this memorandum are Mr. Larry W. Noggle, of my office, at lawrence.w.noggle2.civ@army.mil , 703-693-3221, Ms. Iris M. Nelson, Office of the AG-1(CP), iris.m.nelson.civ@army.mil, 703-806-3886, and Anna L. Miller, Office of the AG-1(NAFCPP), anna.l.miller40.naf@army.mil, 703-806-3554.

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