



DEFENSE CONTRACT MANAGEMENT AGENCY

3901 ADAMS AVENUE, BUILDING 10500
FORT LEE, VA 23801-1809

MEMORANDUM FOR COMPONENT HEADS

April 13, 2026

SUBJECT: DCMA Policy-type Memorandum 25-003, "Interim Guidance on the Changes to Requirements and Use of Administrative Leave"

References: Part 630, Subpart N, of Title 5, Code of Federal Regulations (CFR),
Section 6329a of Title 5, United States Code (U.S.C)
Volume 630 of DoD Instruction (DoDI) 1400.25 "DoD Civilian Personnel
Management System: Leave"

Purpose.

This DCMA Policy-type Memorandum (DCMA-PTM) establishes interim guidance for the use of administrative leave pursuant to Part 630 of Title 5, CFR, Subpart N, Section 6329a of Title 5, U.S.C., and Volume 630 of DoDI 1400.25 amending DCMA Instruction 605, "Absence and Leave."

Applicability.

This DCMA-PTM applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence.

Policy.

It is DCMA policy to:

- Prohibit the use of administrative leave in situations in which sick leave is appropriate.
- Limit the amount of administrative leave that may be used for workforce realignment purpose to no more than 12 weeks, unless a higher threshold is jointly approved by the Office of Personnel Management and the Office of Management and Budget and Management.
- Limit the amount of administrative leave that may be granted for an early dismissal before a holiday to two hours, unless approved by the DCMA Director.
- Limit the amount of administrative leave granted to 10 workdays for investigative purposes per calendar year leave.
- Limit the amount of initial period of investigative leave to 30 workdays.

- Ensure the amount of Notice leave authorized is consistent with the duration of the proposed action's notice period.
- Limit administrative leave for voting not to exceed three hours.
- Grant administrative leave for early voting if the employee is prevented from voting on election day due to work requirement (example: temporary duty).
- Prohibit the use of administrative leave to cover service by poll workers or poll observers in connection with elections.

Responsibilities.

- DIRECTOR, DCMA.

The DCMA Director may delegate authority to approve administrative leave to the subordinate authorities as deemed appropriate.

- EXECUTIVE DIRECTOR, TOTAL FORCE.

The Total Force Executive Director must:

- Designate an Administrative Leave Coordinator to implement and evaluate the program for compliance with this PTM and serve as a resource for supervisor and employees.
- Develop and communicate administrative leave policies and procedures.
- Conduct periodic audits and evaluations of administrative leave guidance.

- COMPONENT HEADS.

Component heads must:

- Ensure appropriate use of administrative leave within their respective components.
- Monitor and assess the use of administrative leave to ensure compliance.
- Delegate no lower than the NH – IV, or 0-5/0-6 level.

- SUPERVISOR AND MANAGERS.

Supervisors and managers must:

- Administer and counsel employees on leave rules, regulations, and procedures in accordance with applicable laws, regulations, and policies.

- Review, approve, validate, and certify the time and attendance records for their employees.
- Ensure the employee submits the appropriate documentation for absence as required.
- Retain records as required by applicable records management policies.
- EMPLOYEES.

The employee must:

- Observe designated duty hours, comply with both leave and hours of duty rules, regulations, and established business procedures.
- Request and utilize administrative leave in accordance with its intended purpose.
- Accurately report hours of work, leave taken, and other required information in official time and records.
- Provide appropriate documentation concerning absences, as required by established policies.

Procedures.

Administrative leave is paid leave authorized at the discretion of an agency pursuant to Section 6329a of Title 5, U.S.C., and not authorized under any other provision of statute or Presidential directive. Administrative leave is to cover periods within an employee's tour of duty, that has been established for leave purposes, when the employee is not engaged in activities that qualify as official hours of work. Administrative leave is provided without loss or reduction in pay, leave, or credit for time or service.

The following types of Administrative Leave may be granted (not all inclusive):

- Blood Donation
- Bone Marrow Donation
- Organ Donation
- Brief periods of tardiness or absence
- Authorized Time for Fitness

Administrative Leave for Investigative Purposes.

Administrative leave for investigative purposes is authorized when investigating certain personnel matters that could lead to an adverse personnel action or other adverse outcome. Administrative leave for investigative purposes is limited to 10 workdays in a calendar year.

Investigative Leave.

Investigative leave is authorized once administrative leave for investigative purposes has concluded. Investigative leave is applied only when management makes a written determination that the employee must be removed from the workplace during a period of investigation in order to protect agency facilities or systems, the Federal workforce, or the public from harm because continued presence may:

- Pose a threat to the employee or others
- Result in destruction of evidence relevant to the investigation
- Result in loss or damage to U.S. Government property
- Otherwise jeopardize legitimate U.S. Government interests

Notice Leave.

Notice leave is authorized when management makes a written determination that the employee's continued presence in the workplace during the notice period of a proposed action may:

- Pose a threat to the employee or others
- Result in destruction of evidence relevant to the investigation
- Result in loss or damage to U.S. Government property
- Otherwise jeopardize legitimate U.S. Government interests

An employee may be placed on notice leave without first using investigative leave.

Weather and Safety Leave.

Weather and Safety leave may be granted when employees are prevented from safely traveling to or performing work at an approved location due to:

- Act of God (weather)
- Terrorist attack
- Unsafe building conditions

Labor Codes.

IHC02 – Personnel Management

Resource Page.

Absence and Leave: <https://dod365.sharepoint-mil.us/sites/DCMA-Teams-PH-TFL/SitePages/Leave-and-Pay-Information.aspx?CID=42c21c03-358f-4854-9402-ac14c988b9f0>

eCFR :: Part 630 of Title 5, CFR -- Absence and Leave: <https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-630>

Section 6329a of Title 5, U.S.C.: Administrative leave: <https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section6329a&num=0&edition=prelim>

Releasability.

Cleared for public release.

Effective.

This DCMA-PTM is effective immediately and will be incorporated into the new DCMA-MAN 4201-03, "Absence, Leave, and Compensatory Time off for Travel." This DCMA-PTM will expire effective 12 months from the date of issuance.

EBRIGHT.SONYA
A.I.1117603411

Digitally signed by
EBRIGHT.SONYA.I.1117603411
Date: 2026.04.13 10:01:27 -04'00'

Sonya I. Ebright, SES
Deputy Director