



UNITED STATES CYBER COMMAND
9800 SAVAGE ROAD, SUITE 6171
FORT GEORGE G. MEADE, MARYLAND 20755

Re: 23-R059

Colin Aamot




JUN 27 2025

Dear Mr. Aamot,

This letter responds to the enclosed Freedom of Information Act (FOIA) request, submitted to U.S. Cyber Command on September 15, 2023.

We have located and reviewed two pages of material responsive to your request. We are releasing this information to you in its entirety.

If you are not satisfied with our action on this request, you may seek dispute resolution services from the Department of Defense (DoD) FOIA Public Liaison or the Office of Government Information Services. You also have the right to file an administrative appeal. Contact information for each resource is enclosed.



KENNETH J. BURGESS
Brigadier General, U.S. Army
Acting Chief of Staff

Enclosures:
a/s

JUN 27 2025

Re: 23-R059

DoD FOIA Public Liaison:

Ms. Virginia Burke
Phone: (571) 372-0462
Email: osd.mc-alex.oatsd-pclt.mbx.foia-liaison@mail.mil

Office of Government Information Services:

Office of Government Information Services
National Archives and Records
Administration
8601 Adelphi Road – OGIS
College Park, MD 20740-6001
Email: ogis@nara.gov
Phone: (202) 741-5770
Toll Free: 1-877-684-6448
Fax: (202) 741-5769

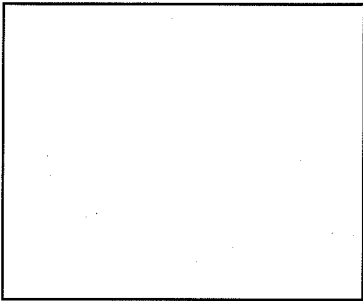
Administrative Appeal: *

Ms. Joo Chung
Assistant to the Secretary of Defense for
Privacy, Civil Liberties, and Transparency
(PCLT)
Office of the Secretary of Defense
4800 Mark Center Drive
ATTN: PCLFD, FOIA Appeals
Mailbox #24
Alexandria, VA 22350-1700
Email: osd.foia-appeal@mail.mil

* Appeal should cite case number above, be clearly marked "FOIA Appeal" and filed within 90 calendar days from the date of this letter.

The following list contains the entire submission submitted September 15, 2023 06:15:05am ET, and is formatted for ease of viewing and printing.

Contact information

First name	Colin
Last name	Aarnot
Mailing Address	
City	
State/Province	
Postal Code	
Country	
Phone	
Email	

Request

Request ID	854816
Confirmation ID	854236

23-R059

Dear FOIA Officer, Pursuant to the Freedom of Information Act, 5 U.S.C. § 552, and the implementing FOIA regulations of the agency, I respectfully request the following: Documents and data sufficient to account for the monthly occupancy or vacancy rates for the agency's five largest buildings (measured by square footage) from January 1, 2020, to December 31, 2022.

A copy of all agency telework policies or directives that were in place due to COVID-19 and/or the pandemic between 1 January 2020 and April 1, 2023. I

am amicable to a rolling production as records are available. To further narrow down the scope of the request, requester does not seek correspondence that merely forwards press clippings, such as news accounts or opinion pieces, newsletters, and published or docketed materials, if that correspondence has no comment or no substantive comment added by any party in the thread. The terms "pertaining to," "referring," "relating," or "concerning" with respect to any given subject means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is in any manner whatsoever pertinent to that subject. The term "record" means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, inter-office and intra-office communications, electronic mail (emails), MMS or SMS text messages, instant messages, messaging systems (such as iMessage, Microsoft Teams, WhatsApp, Telegram, Signal, Google Chat, Twitter direct messages, Lync, Slack, and Facebook Messenger), contracts, cables, telexes, notations of any type of conversation, telephone call, voicemail, meeting or other communication. Please comply fully with 5 U.S.C. § 552(b). To further narrow down the scope of the request, the requester does not seek correspondence that merely forwards press clippings, such as news accounts or opinion pieces, newsletters, and published or docketed materials, if that correspondence has no comment or no substantive comment added by any party in the thread.

Accordingly, without limitation to the foregoing, if any portion of this request is denied for any reason, please provide written notice of the records or portions of records that are being withheld and cite each specific exemption of the Freedom of Information Act on which the agency relies. Moreover, to the extent that responsive records may be withheld in part produce all

Request description

Supporting documentation

Fees**Request category ID**

media

Fee waiver

yes

This request is primarily and fundamentally for non-commercial purposes. The requested information is in the public interest because there trust in government is at historic lows, and the American people deserve transparency with regards to the agency's operations and disclosure of core information. Because this is a request by a member of the news media for information of public interest, made in my capacity as an investigative journalist and author , I actively gather information of potential interest to my audiences, and I use my editorial skills to turn raw materials into a distinct work. I furthermore distribute that work to my audience through podcasts or articles through multiple outlets. I request that you waive all applicable fees associated with this request. If you deny this request for a fee waiver, please advise me in advance of the estimated charges if they are to exceed . Please send me a detailed and itemized explanation of those charges. If you have any questions, or feel you need clarification of this request please contact me at

Explanation**Willing to pay**50

Expedited processing**Expedited Processing**

no



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DEPARTMENT OF DEFENSE
UNITED STATES CYBER COMMAND
9800 SAVAGE ROAD, SUITE 6171
FORT GEORGE G. MEADE, MARYLAND 20755-6000

MAY 12 2020

Reply to:
Chief of Staff

CPM 2020-14

MEMORANDUM FOR UNITED STATES CYBER COMMAND DIRECTORS

Subject: Telework Guidance during COVID-19 Event

References: (a) DODI 1035.01_AFI36-816, *Civilian Telework Program*, 29 October 2018
(b) Department of the Air Force (DAF) Memorandum, *Telework Flexibilities in Response to COVID-19*, 20 March 2020

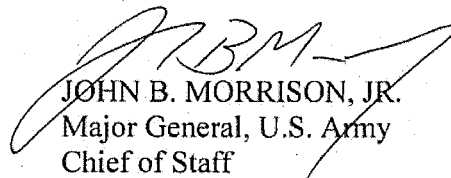
1. This Command Policy Memorandum (CPM) establishes telework guidance for United States Cyber Command directors, supervisors, and Department of Air Force Civilian (DAFC) personnel during the COVID-19 event. This CPM is specific to the on-going COVID-19 event and shall not be used as telework guidance/policy for any other circumstances.
2. Consistent with mission requirements, directors should maximize the use of unclassified telework for DAFC personnel where feasible and practicable.
3. Supervisors will follow DODI 1035.01_AFI36-816, and the DAF Memorandum referenced above. Procedures include the following.
 - a. Supervisors and DAFC personnel (hereafter referred to as employees) must complete telework training.
 - b. Employees must complete a DD Form 2946. Supervisors will personally review the form's provisions with the employee during a one-on-one counseling session, ensuring the employee understands the rules regarding telework, and has the opportunity to ask any questions.
 - c. The telework agreement addresses the telework location and work expectations.
 - d. Supervisors will include a description of emergency duties within the telework agreement if emergency duties are different from the employee's normal duties.
 - e. Employees must have the necessary knowledge and skills to do the assigned telework assignments and must always have sufficient amount of work to perform throughout the day.
 - f. The use of personal email accounts for transmission of Personally Identifiable Information (PII) is strictly prohibited. PII may only be emailed between government email accounts and must be encrypted and digitally signed.
4. Additional guidance for NSA civilians accomplishing telework for USCYBERCOM will be forthcoming.

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5. The Manpower and Personnel Directorate (J1) is the Office of Primary Responsibility for this CPM.

6. This CPM is effective upon signature. This CPM expires one year after date of signature, return to COVID Code Green operating status, or until incorporation into a new or existing United States Cyber Command Instruction (USCCI).


JOHN B. MORRISON, JR.
Major General, U.S. Army
Chief of Staff