



U.S. Office of Personnel Management

CPM 2001-12

November 28, 2001

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: KAY COLES JAMES
Director

SUBJECT: Washington, DC, Area Dismissal or Closure Procedures

Attached are the Office of Personnel Management's (OPM's) newly revised "Washington, DC, Area Dismissal or Closure Procedures."

These procedures will apply in situations that prevent significant numbers of employees in the Washington, DC, area from reporting for work on time or which require agencies to close all or part of their activities, including adverse weather conditions (snow emergencies, severe icing conditions, floods, earthquakes, and hurricanes) and other disruptions of Government operations (air pollution, disruption of power and/or water, interruption of public transportation, etc.). Federal Executive Boards and Federal Executive Associations have established similar dismissal or closure procedures in other major metropolitan areas.

You may download a copy of the newly revised "Washington, DC, Area Dismissal or Closure Procedures" from OPM's web site at <http://www.opm.gov/oca/compmemo/dismissal.htm>.

"Delayed Arrival" and "Early Dismissal" Policies

We have simplified the procedures associated with disruptions both before and after the workday begins. A **"delayed arrival"** policy will be announced in those situations that require Federal agencies to open later than normal, and employees will be directed to plan to arrive at work not more than a specified number of hours later than they would normally arrive. An **"early dismissal"** policy will be announced when Federal agencies must close for the remainder of a workday.

Need for Coordinated Action

These procedures were developed over a period of many years in consultation with the Metropolitan Washington Council of Governments. As in the past, the attached procedures are based on the principle that the business of the Federal Government is vital to serving the public everywhere.

Agencies should avoid independent action in the event of area-wide work disruptions because any changes in the working hours of Federal employees in this area must be coordinated carefully with municipal and regional officials in order to minimize disruption of the highway and mass transit systems.

Communicating Announcements

Announcements of the current weather status and/or the status of Government operations will be available on OPM's web site at <http://www.opm.gov>. Recorded messages on operating status also will be provided by OPM's Office of Communications on (202) 606-1900.

For More Information

For more information on OPM's announcements on the status of Government operations, please contact OPM's Office of Communications on (202) 606-1900 or by FAX on (202) 606-2264 or email at oc@news.gov. For more information on excused absence, leave, and work scheduling policies, please contact OPM's Office of Compensation Administration on (202) 606-2858 or by FAX on (202) 606-0824 or email at payleave@opm.gov

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