



OPM Winter Weather Briefing



Protocols for Changing the Federal Operating Status in DC

- Individual agencies have the authority to release their employees on a building-by-building basis.
(41 CFR 102-74.255 – Facility Management)
- To facilitate a consistent approach region-wide, traditionally Federal, State, and local authorities have looked to the Office of Personnel Management (OPM) for determining and coordinating the Operating Status of the Federal Government across the DC area. (Executive Order 10552)
- All Hazards Plan, but primary emphasis is weather related.

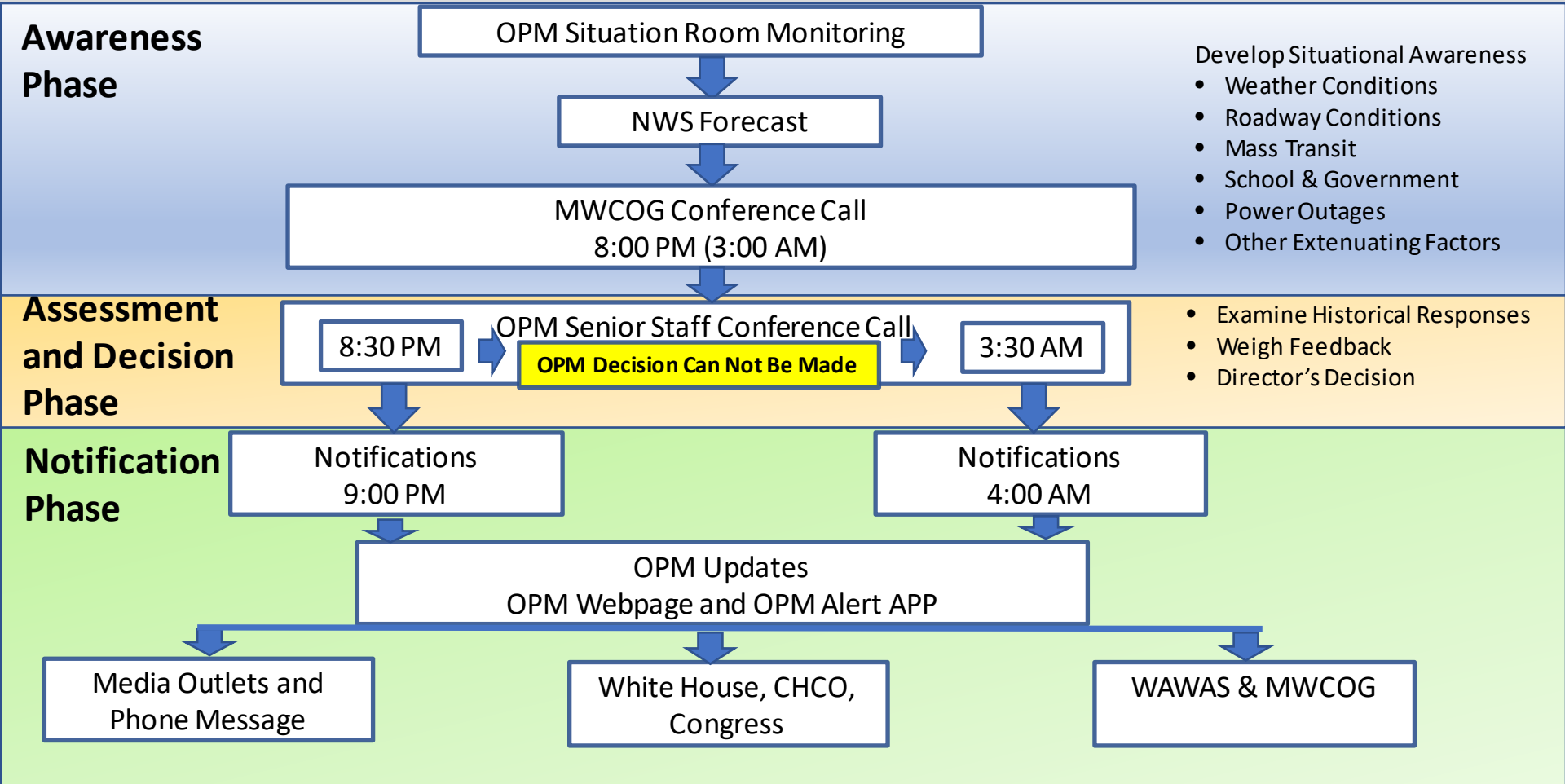


Factors and Venue for Situational Awareness

- Operating Status decisions are based upon careful weighing of:
 - Safety and security of the Federal workforce and National Capital Region community
 - Need to maintain Continuity of Government to the maximum extent possible
- Primary forum for situational awareness is the Metropolitan Washington Council of Governments (MWCOCG) Conference Call and MATOC calls.



Decision and Notification Process





OPM Operating Status Announcements 1 of 3

- **OPEN**

- **OPEN** – Employees are expected to report to their worksites or begin telework on time.
- **OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK**– Employees have the option for unscheduled leave or unscheduled telework.

- **DELAYED ARRIVAL**

- **OPEN – XX HOUR(S) DELAYED ARRIVAL – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.** Employees should plan to arrive for work no more than XX hour(s) later than they would be expected to arrive.
- **OPEN — XX HOUR(S) DELAYED ARRIVAL – EMPLOYEES MUST REPORT TO THEIR OFFICE NO LATER THAN XX:XX – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.** Employees in the Washington D.C. area must report to their office no later than XX:XX and have the option for UL/UT.



OPM Operating Status Announcements 2 of 3

- **EARLY DEPARTURE**

- **OPEN – XX HOUR(S) STAGGERED EARLY DEPARTURE.** Employees should depart XX Hour(s) earlier than their normal departure time and may request Unscheduled Leave to depart prior to their staggered departure times.
- **OPEN – XX HOUR(S) STAGGERED EARLY DEPARTURE– ALL EMPLOYEES MUST DEPART NO LATER THAN XX:XX AT WHICH TIME FEDERAL OFFICES ARE CLOSED.** Employees should depart XX hour(s) earlier than their normal departure time and may request unscheduled leave to depart prior to their staggered departure time.
- **IMMEDIATE DEPARTURE – FEDERAL OFFICES ARE CLOSED.** Employees should depart immediately and Federal offices are closed.



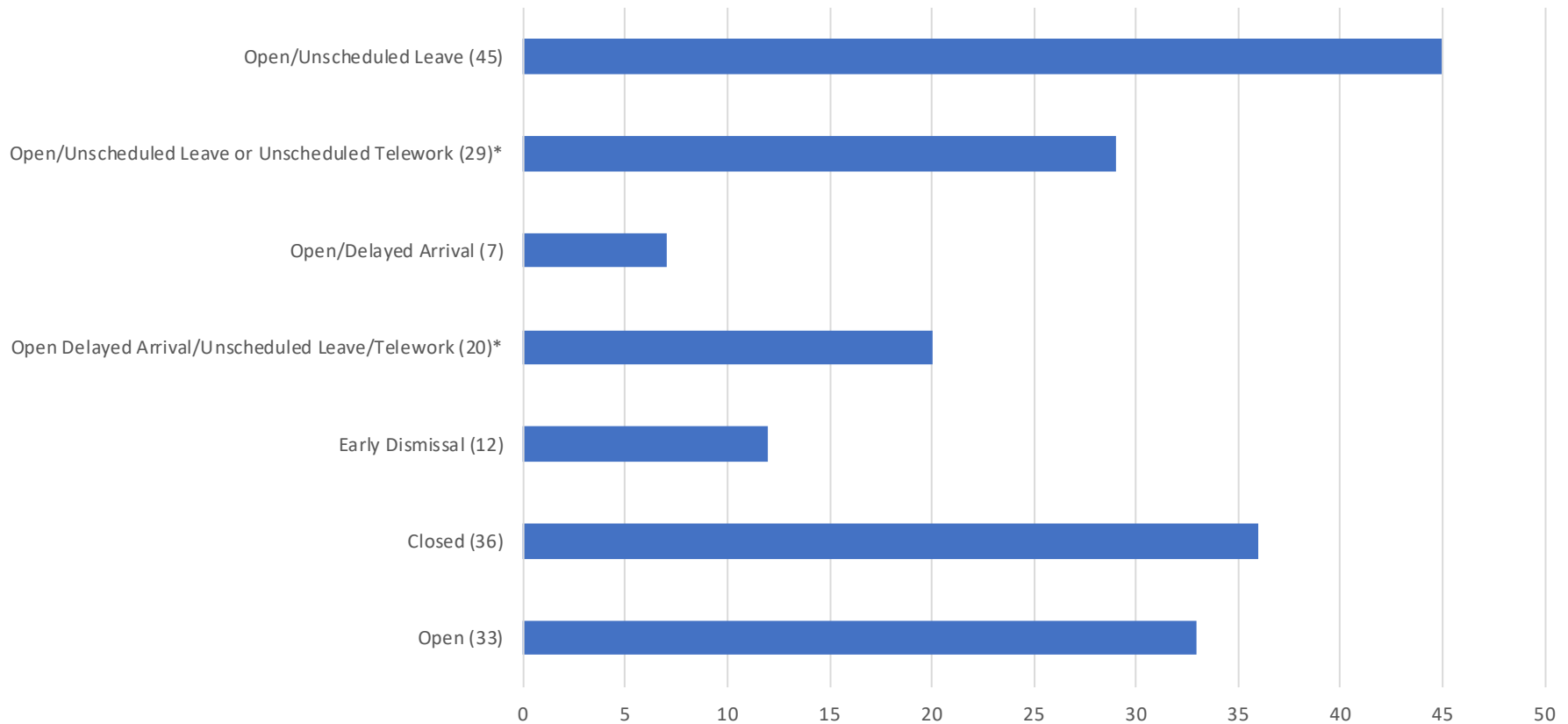
OPM Operating Status Announcements 3 of 3

- **CLOSED/SHELTER-IN-PLACE**

- **FEDERAL OFFICES ARE CLOSED – EMERGENCY AND TELEWORK-READY EMPLOYEES MUST FOLLOW THEIR AGENCY’S POLICIES.** Emergency and telework-ready employees required to work must follow their agency’s policies, including written telework agreements.
- **SHELTER-IN-PLACE** – Federal offices in the Washington, D.C., area are under Shelter-in-place procedures and are Closed to the Public.



Historical Decision Data January 1996 – March 2020





Decisions Last Season November 2019 – March 2020

