



# **Changing the Operating Status of the Federal Workforce**

Facilities, Security, and Emergency Management

October 31, 2024

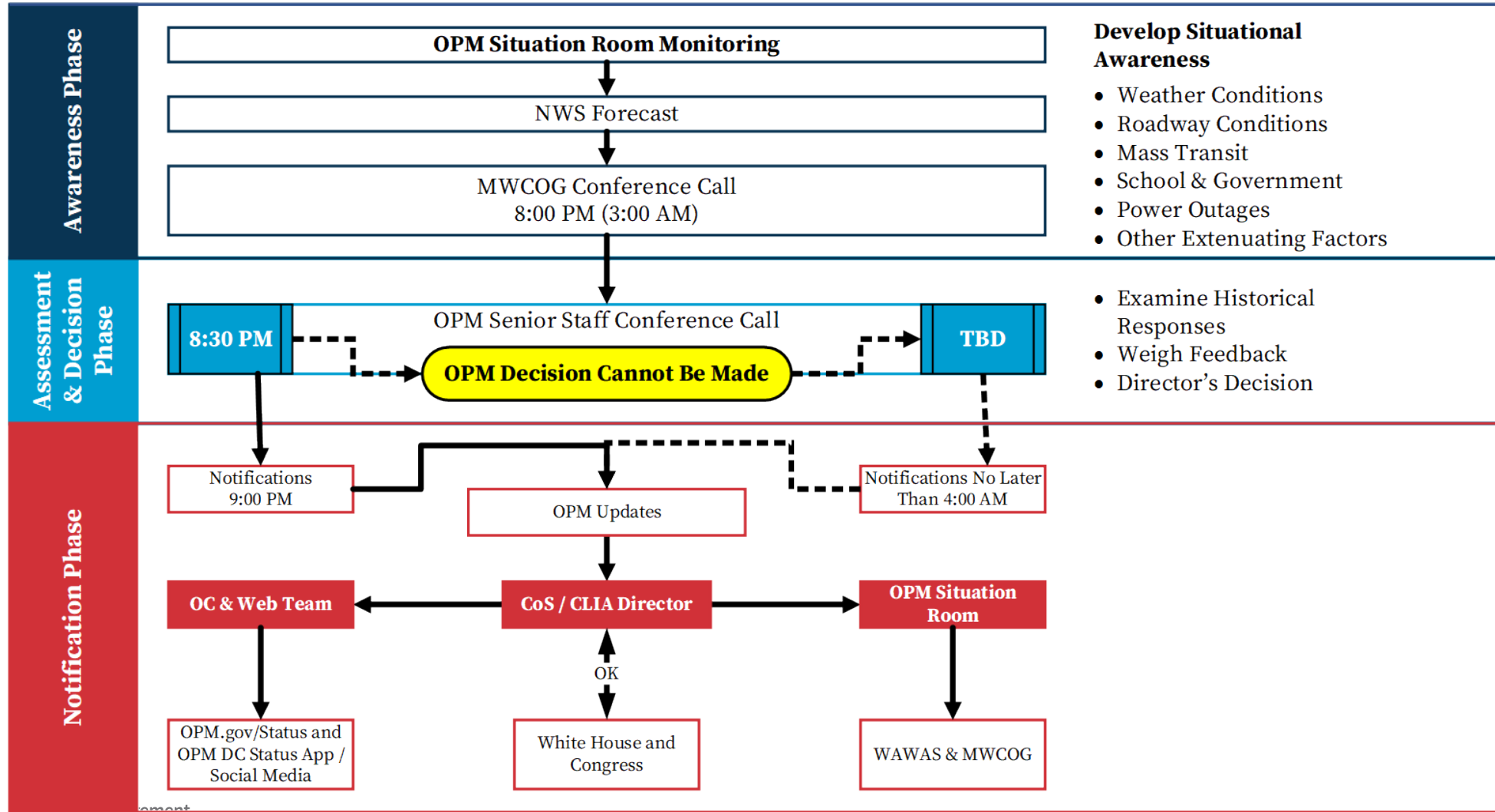
# Protocols for Changing the Federal Operating Status in DC

- 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 use 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 (MWCOC) Conference Call and Metropolitan Area Transportation Operations Center (MATOC) calls.

# Decision and Notification Process



# OPM Operating Status Announcements 1 of 3

- **Open**

- **Open** – Employees are expected to begin the workday on time. Normal operating procedures are in effect.
- **Open With Option For Unscheduled Leave Or Unscheduled Telework** – Employees have the option for unscheduled leave or unscheduled telework.

- **Delayed Arrival**

- **Open – X Hour(s) Delayed Arrival – With Option For Unscheduled Leave Or Unscheduled Telework.** – Employees should plan to arrive for work no more than X hour(s) later than they would be expected to arrive and have the option for UL/UT.
- **Open – 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**

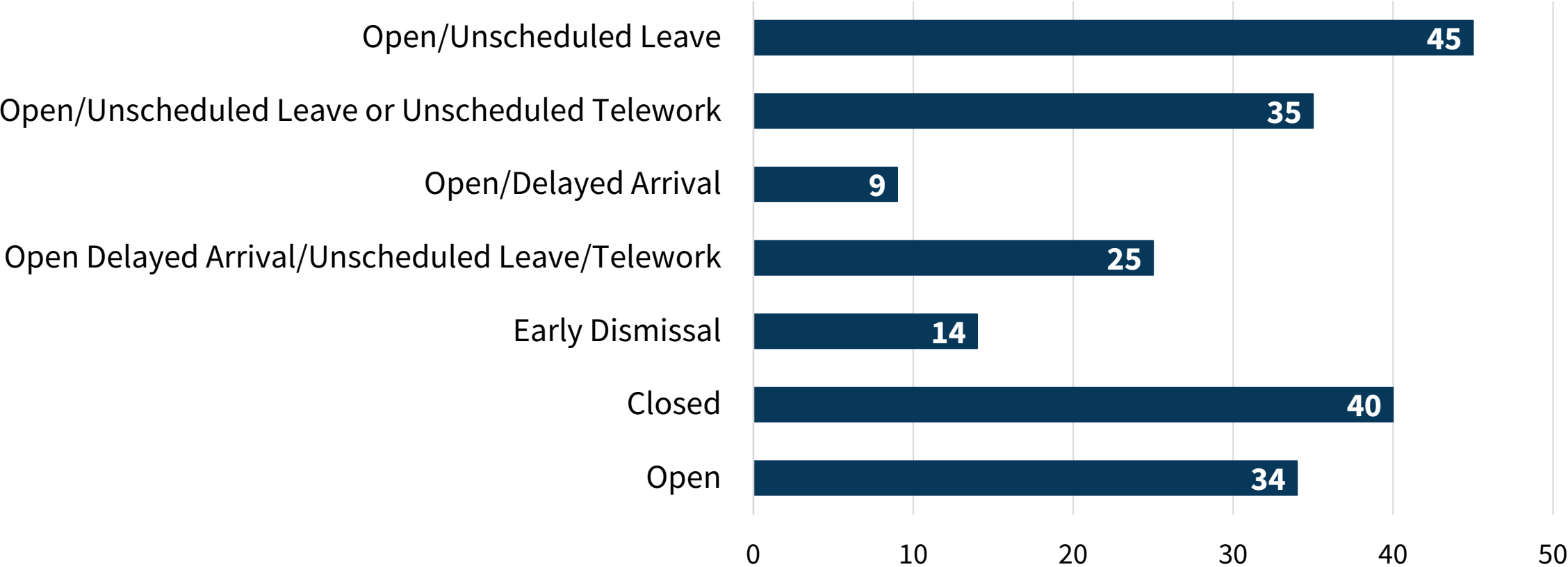
- **Open – X Hour(s) Staggered Early Departure.** – Employees should depart X Hour(s) earlier than their normal departure time and may request Unscheduled Leave to depart prior to their staggered departure times.
- **Open – X Hour(s) Staggered Early Departure – All Employees Must Depart No Later Than XX:XX At Which Time Federal Offices Are Closed.** – Employees should depart X hour(s) earlier than their normal departure time and may request unscheduled leave to depart prior to their staggered departure time. All employees Must Depart no later than XX:XX at which time Federal offices are Closed.
- **Immediate Departure – Federal Offices Are Closed.** On-site employees should Depart Immediately.

# OPM Operating Status Announcements 3 of 3

- **Closed/Shelter-in-place**

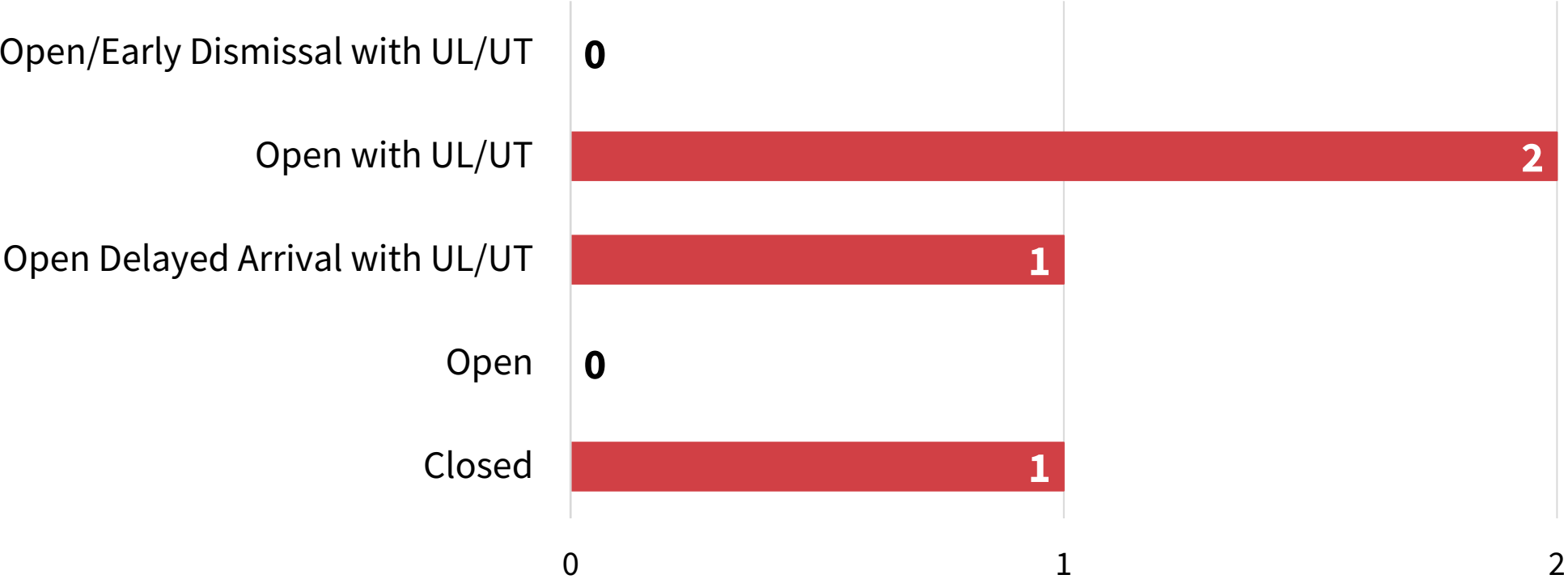
- **Federal Offices Are Closed** – Maximum Telework is in effect.
- **Shelter-in-place** – Federal offices in the Washington, D.C., area are under Shelter-In-Place procedures and are Closed to the Public.

# Historical Decision Data January 1996 – Present





# Decisions Last Season December 2023– September 2024



# OPM Points of Contact

Everette 'Reid' Hilliard  
Director, Office of Facilities, Security,  
and Emergency Management  
U.S. Office of Personnel Management  
Mobile: (202) 251-3321  
Email: [Everette.Hilliard@opm.gov](mailto:Everette.Hilliard@opm.gov)

Christopher 'Chris' Beckman  
Deputy Director, Office of Facilities,  
Security, and Emergency Management  
U.S. Office of Personnel Management  
Mobile: (202) 341-5998  
Email: [Christopher.Beckman@opm.gov](mailto:Christopher.Beckman@opm.gov)