



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

CPM 2023-19
November 6, 2023

Memorandum for Heads of Executive Departments and Agencies

From: Kiran A. Ahuja
Director

Subject: Governmentwide Dismissal and Closure Procedures

As the winter season approaches, the U.S. Office of Personnel Management (OPM) would like to remind agencies and employees of the [Governmentwide Dismissal and Closure Procedures](#) (Procedures). OPM's Procedures provide guidance on the use of telework, unscheduled telework, weather and safety leave, and other workforce flexibilities that are available to employees during emergencies, severe weather conditions, natural disasters, and other incidents or hazards that cause disruptions to Government operations. These Procedures reflect the principle that the Federal Government's vital business must continue without compromising the safety of our employees and the general public. While OPM is not updating the Procedures this year, we would like to emphasize some key guidance that will assist in maintaining continuity of operations during severe weather and other emergency situations.

Communicating Expectations

In an emergency situation, timing is crucial. Federal agencies and employees must be prepared to respond immediately to an emergency, whether it be a snowstorm, hurricane, or other type of emergency or hazard. It is imperative that agencies educate supervisors and employees on the proper protocols to follow when an emergency occurs. This includes the designation of emergency employees, and ensuring both agencies and employees understand their relevant roles and responsibilities.

It is important that supervisors and employees know the operating status announcements and which human resources flexibilities are available to them during each type of operating status announcement, such as unscheduled telework, unscheduled leave, leave without pay, alternative work schedule day off, etc. These agency policies and procedures will inform employees of what is expected of them when an operating status changes. In addition, agencies' written telework agreements, remote work agreements, and collective bargaining agreements must comply with applicable statutory and regulatory requirements.

Application of OPM Operating Status Announcements in the Washington, DC Area

In the Washington, DC area, OPM issues operating status announcements that apply to employees working in all Executive agencies with offices located **inside** the “Washington Capital Beltway” (the freeway that encircles the Nation’s capital). In the event of an area-wide work disruption, agencies should avoid taking independent action and instead follow OPM’s operating status announcements and policies to facilitate appropriate coordination with municipal and regional officials and to reduce disruption of the highway and mass transit systems. This also ensures consistent treatment of impacted employees across Federal agencies.

OPM posts announcements on the status of government operations in the Washington, DC, area on the [OPM website](#). Additionally, the [OPM DC Status mobile app](#) allows employees to instantly view the current and active operating status for the Washington, DC, area and to sign up for optional push notifications when status changes occur. Employees are encouraged to download the app for real-time updates.

Operating Status Announcements in Other Locations

Employees working in Federal agency offices located **outside** of the “Washington Capital Beltway” must follow the operating status announcements issued by their agency. Federal field office heads generally make workforce status decisions for their agencies’ employees and report those workforce status decisions to their agencies’ headquarters. Agencies located outside the “Washington Capital Beltway” should consider government-wide operating status announcements when developing local operating status announcements. Employees should always check their agencies’ operating status. Agency-issued operating status announcements should include procedures concerning telework, arrival and departure times, and leave requests. Announcements on the status of government operations **outside** the Washington, DC, area will be communicated to employees by each agency with offices in the impacted area using the methods commonly employed by the agency for this purpose.

Additional Information

For additional information, agency headquarters-level human resources offices may contact OPM at pay-leave-policy@opm.gov. Component-level human resources offices must contact their agency headquarters for assistance. Employees must contact their agency human resources office for further information on this memorandum.

cc: Chief Human Capital Officers and Human Resources Directors