

require an agency to give employees against whom an adverse action is to be taken at least 30 days advance written notice and an opportunity to respond before the action is taken. However, 5 CFR 752.404(d)(2) absolves agencies from these two requirements when an adverse action furlough is based on “unforeseeable circumstances,” such as sudden breakdowns in equipment, acts of God, or sudden emergencies requiring the agency to curtail activities immediately. When prior written notice is not feasible, then any reasonable notice (telephonic or oral) is permissible. An employee must ultimately receive a written notice of decision to furlough. Information on what should be included in the notice of decision under these circumstances and additional guidance regarding a furlough based upon unforeseeable conditions can be found within OPM’s *Guidance and Information on Furloughs* at <http://www.opm.gov/furlough/furlough.htm>. All furloughs for Senior Executive Service members are covered in 5 CFR Part 359, Subpart H.

Volunteer Activities

During severe weather conditions and other emergency situations, American citizens are often called upon to volunteer their time and efforts to assist in Federal, State, and local recovery and relief efforts. Agencies are encouraged to support the volunteer efforts of their employees by ensuring that all employees are aware of the various work scheduling and leave flexibilities available to enable them to participate in volunteer activities.

Additional information on volunteer activities is available at <http://www.opm.gov/oca/leave/html/Volunteer2.asp>.

Washington, DC, Area Dismissal or Closure Procedures

The Washington, DC, Area Dismissal or Closure Procedures apply to situations that prevent significant numbers of Federal 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 other emergency situations (e.g., terrorist attacks, exposure to biohazards, and other severe hazardous conditions), adverse weather conditions (snow emergencies, severe icing conditions, floods, and hurricanes), natural disasters, and other incidents causing disruptions of Government operations (disruption of power and/or water, interruption of public transportation, closing of major transportation routes, etc.). Federal Executive Boards and Federal Executive Associations typically coordinate similar dismissal or closure procedures in other major metropolitan areas.

The Washington, DC, Area Dismissal or Closure Procedures are available at <http://www.opm.gov/oca/compmemo/dismissal.asp>.

