



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, November 16, 2018  
CPM 2018-19

**MEMORANDUM FOR: HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES**

FROM: MARGARET M. WEICHERT, ACTING DIRECTOR

Subject: Governmentwide Dismissal and Closure Procedures

The U.S. Office of Personnel Management (OPM) is modifying the *Washington, DC, Area Dismissal and Closure Procedures* to reflect a Governmentwide approach as a result of the Administrative Leave Act of 2016 (Act) (section 1138 of Public Law 114-328) and the regulations issued thereunder. The new *Governmentwide Dismissal and Closure Procedures (Procedures)* provides for effective stewardship of taxpayer funds by offering agencies guidance on how to continue their important mission during emergency situations.

Thank you for your cooperation and support as we continue to work together to both ensure the safety of our employees and the continuity of our Government.

**Additional Information**

Employees should contact their agency human resources office for further information on the implementation of the *Procedures*. For general information on Federal pay, leave, and work scheduling policies, please visit <http://www.opm.gov/policy-data-oversight/pay-leave>.

Agency field offices should contact their appropriate headquarters-level agency human resources office. Agency headquarters-level human resources offices may contact Pay and Leave at OPM at [pay-leave-policy@opm.gov](mailto:pay-leave-policy@opm.gov). Requests from individual employees will be returned or forwarded to the appropriate agency human resources office.

Attachment: Governmentwide Dismissal and Closure Procedures(see 508-conformant PDF below)

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs and Human Resources Directors