



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, October 26, 2012  
CPM 2012-09

**MEMORANDUM FOR: Chief Human Capital Officers**

FROM: John Berry, Director

Subject: Hurricane Sandy & Its Aftermath

The east coast of the United States is preparing for the convergence of Hurricane Sandy with a cold front that will produce serious storm conditions with a potential for several days of recovery. According to the National Weather Service the storm could produce severe weather, including heavy rainfall and wind, as early as this weekend. This storm may be tracked on the National Hurricane Center's website at <http://www.nhc.noaa.gov/>.

**Federal Operating Status**

OPM is closely monitoring this storm and will announce any changes in the Federal operating status for the Washington, DC, area on OPM's website at <http://www.opm.gov/status/index.aspx>.

Employees in geographic areas outside of the Washington, DC, area should check with their agency regarding the operating status of their duty station next week. Federal Executive Boards are located in cities which are major centers of Federal activity, and composed of the Federal field office agency heads and military commanders in these cities. Given a weather-related situation, the Boards provide information to the local agency head to assist that individual in making an operating status decision. Please note that each local agency head makes workforce status decisions for their agency employees.

**Employees**

Employees should monitor news reports on the storm over the weekend and those employed in the Washington, DC area should check on the Government operating status before reporting to work next week.

Information on what employees and their families can do for hurricane preparedness is available on the Federal Emergency Management Agency webpage at <http://www.ready.gov/hurricanes>.

**Agencies**

Agencies should inform and remind their employees now about the Washington, DC, Area Dismissal and Closure Procedures ([chcoc.usalearning.net/content/washington-dc-area-dismissal](http://chcoc.usalearning.net/content/washington-dc-area-dismissal)).

and-closure-procedures-2). Below is information on OPM human resources guidance on flexibilities available to agencies:

Preparing for the 2012 Hurricane Season. Memorandum to agencies to be familiar with the wide range of human resources (HR) policies and flexibilities that are currently available to assist Federal employees affected by hurricanes and other natural disasters.

([chcoc.usalearning.net/content/washington-dc-area-dismissal-and-closure-procedures-2](http://chcoc.usalearning.net/content/washington-dc-area-dismissal-and-closure-procedures-2))

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Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations. Provides a general summary of the pay and leave benefits available to Federal employees prevented from working, or required to work, in an area affected by emergency situations. (<https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/emergencybenefits.pdf>)

A Guide to Telework in the Federal Government:  
[telework.gov/guidance\\_and\\_legislation/telework\\_guide/](http://telework.gov/guidance_and_legislation/telework_guide/)

#### Additional Information

For general information on Federal pay, leave, and work scheduling policies, please visit [www.opm.gov/oca/index.asp](http://www.opm.gov/oca/index.asp). Employees should contact their agency human resources office for further information on flexibilities available in the event of a hurricane or other natural disaster and agency field offices should contact their appropriate headquarters-level agency human resources office. Agency headquarters-level 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.

cc: HR Directors