



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

December 9, 2022

CPM-2022-20

The Director

Memorandum for Heads of Executive Departments and Agencies

From: Kiran A. Ahuja
Director

Subject: Governmentwide Dismissal and Closure Procedures

As we prepare for the upcoming winter months, I am pleased to announce that the U.S. Office of Personnel Management (OPM) is issuing an updated version of the *Governmentwide Dismissal and Closure Procedures (Procedures)* to assist agencies 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.

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." In the event of an area-wide work disruption, agencies should avoid taking independent action, because changes in the commuting hours of Federal employees can result in significant disruption of the highway and mass transit systems. Federal agencies following OPM's operating status announcements and policies allows for appropriate coordination with municipal and regional officials and can reduce disruption of the highway and mass transit systems. This can both reduce traffic congestion and result in treating impacted employees as consistently as possible. Announcements on the status of Government operations in the Washington, DC, area will be available on the [OPM website](#). Additionally, the OPM Alert 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 [OPM Alert mobile app](#).

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 Governmentwide 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.

Communicating Expectations

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

Supervisors and employees must be educated on the operating status announcements located in the *Procedures*. It is important that supervisors and employees understand 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 is changed. In addition, agencies' written telework agreements, remote work agreements, and collective bargaining agreements must comply with applicable statutory and regulatory requirements.

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, employees may review OPM's [guidance and fact sheets](#).

Agency field offices should contact their appropriate headquarters-level agency human resources office. Agency headquarters-level human resources offices may contact OPM's [Pay and Leave](#) office.

Attachment

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