

December 2, 2002

Memorandum

To: Washington, DC, OSM Employees

From: James E. Reed /signed/
Human Resources Officer

Subject: Information on Emergency Dismissal or Closure Procedures for OSM employees located inside the Washington Capital Beltway in Washington, DC.

The Office of Surface Mining (OSM) will follow guidance from the Office of Personnel Management (OPM) regarding situations that prevent significant numbers of 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 adverse weather conditions (snow emergencies, severe icing conditions, floods, earthquakes, and hurricanes) and other disruptions of Government operations (air pollution, disruption of power and/or water, interruption of public transportation, etc.).

These procedures apply to employees (including employees telecommuting from an alternative worksite) in all executive agencies located inside the Washington Capital Beltway. In the event of an emergency, the Director of OPM will make a decision on whether to curtail Federal operations. This decision is based on the need to keep Federal operations functioning as normally as possible and on concern for the safety of Federal employees. OPM will notify the Department of the Interior of any decision to close Federal agencies, any announced "unscheduled leave" or "delayed arrival" policy, or any decision to dismiss Federal employees before the close of the normal workday using the "early dismissal" policy.

Announcements of the current weather status and/or the status of Government operations will be available on OPM's web site at <http://www.opm.gov>. Recorded messages on operating status also will be provided by OPM's Office of Communications on (202) 606-1900.

EMERGENCIES BEFORE THE WORKDAY BEGINS

The Office of Personnel Management will provide one of the following five announcements to the media when an emergency occurs before the workday begins. These announcements do not

apply to individuals who are designated as “emergency employees.” Emergency employees are expected to report for work on time unless excused by their supervisors:

	EMERGENCY ANNOUNCEMENT	WHAT ANNOUNCEMENT MEANS
1	Federal agencies in the Washington, DC, area are OPEN ; employees are expected to report for work on time.	OSM employees are expected to report for work on time.
2	Federal agencies in the Washington, DC, area are OPEN under an UNSCHEDULED LEAVE policy.	OSM employees who cannot report for work may take unscheduled leave for their entire scheduled workday. If an Unscheduled leave policy is announced, employees must contact their office to request annual leave, leave without pay, and/or the use of previously earned compensatory time off. Emergency employees are expected to report for work on time.
3	Federal agencies in the Washington, DC, area are OPEN under a DELAYED ARRIVAL policy. Employees should plan to arrive for work no more than ## hours later than they would normally arrive.	OSM employees should plan their commutes so that they arrive for work no more than ## hours later than they would normally arrive. Employees who arrive for work more than ## hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work. Emergency employees are expected to report for work on time.
4	Federal agencies in the Washington, DC, area are OPEN under a DELAYED ARRIVAL/UNSCHEDULED LEAVE policy. Employees should plan to arrive for work no more than ## hours later than they would normally arrive, and employees who cannot report for work may take unscheduled leave.	OSM employees should plan their commutes so that they arrive for work no more than ## hours later than they would normally arrive. Employees who arrive for work more than ## hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work. Employees who cannot report for work may take unscheduled leave for their entire scheduled workday. Emergency employees are expected to report for work on time.
5	Federal agencies are CLOSED .	Federal agencies are closed. Emergency employees are expected to report for work on time.

DISRUPTIONS AFTER THE WORKDAY BEGINS

Announcement	What Announcement Means
Federal agencies in the Washington, DC, area are operating under an EARLY DISMISSAL policy. Employees should be dismissed by their agencies ## hours earlier than their normal departure from work.	OSM employees should be dismissed by their offices relative to their normal departure times from work. For example, if a 3-hour “early dismissal” policy is announced, workers who normally leave their offices at 4:00 p.m. should leave at 1:00 p.m. Employees who must leave work earlier than their official dismissal time will be charged annual leave or leave without pay from the time of their departure through the remainder of their scheduled workday (emphasis added). Employees on pre-approved leave should be charged leave for the entire day.

	Emergency employees are expected to remain at work.
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