



DEPARTMENT OF DEFENSE
DEFENSE MEDIA ACTIVITY
6700 TAYLOR AVENUE
FORT MEADE, MD 20755-7061

FEB 11 2014

PUBLIC AFFAIRS

MEMORANDUM FOR DEFENSE MEDIA ACTIVITY CIVILIAN AND MILITARY
PERSONNEL ASSIGNED TO DMA LOCATIONS IN MARYLAND,
VIRGINIA AND WASHINGTON, DC

SUBJECT: Inclement Weather and Emergency Reporting Requirements for Personnel Assigned
to Fort Belvoir or Pentagon, VA, Fort Meade, MD and Washington, DC

There are distinct operating status and reporting guidelines for DMA offices in Virginia, Maryland and Washington DC. Below is the list of sources by DMA location:

- DMA Director will determine the operating status and reporting requirements for personnel assigned to the Headquarters and Production Facility, 6700 Taylor Avenue, Fort Meade, MD and The Fort Belvoir Central Receiving Point, 5921 16th Street, Building 190, Fort Belvoir, VA.
- In consultation with the DMA Director, the DINFOS Commandant will determine the operating status and reporting requirements for personnel assigned to the DINFOS, 6500 Mapes Road, Fort Meade, MD.
- The Office of Personnel Management (OPM) guidance will determine the operating status and reporting requirements for personnel assigned to the Pentagon and Washington, DC locations.

When there is inclement weather or an emergency, personnel should do the following:

- Check cell phones and personnel email addresses to read operating status updates issued by the DMA Alert Notification System (DANS).
- View the operating status of DMA locations on the DMA Facebook page at www.facebook.com/DMA.STAFF.
- View the OPM website for the federal government's operating status at <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/>.
- If you do not intend to report to work at your scheduled time, contact your supervisor to advise him or her of your status (e.g., unscheduled leave, telework, delayed arrival).

In anticipation of and during an inclement weather event, personnel should ensure they are telework ready before the event and consult with their immediate supervisor for unscheduled telework during the event. Personnel authorized by their supervisor to telework, must telework during inclement weather, regardless of operating status. Civilian personnel designated as

'Emergency Essential' in their position description are expected to report to duty as scheduled. Military personnel designated as 'Emergency Essential' by Component Heads are also expected to report to duty as scheduled. All other Military personnel should contact their supervisor for guidance.

On rare occasions, circumstances may justify granting excused absence (administrative leave) to an essential civilian or military employee who is unable to report to work or faces a personal hardship. The Director, DMA will have the sole authority to grant excused absence for essential personnel; however, this will be on a case-by-case basis only.

DMA leaders at other locations may apply the same type of guidance for their personnel in accordance with DMA and OPM rules and regulations, and in coordination with the DMA Director.

DMA Component Heads and Directors will maintain current recall rosters for accountability and/or status notifications should they be needed.

In any emergency, the safety of DMA personnel remains the utmost importance. Remember to err on the side of caution and contact your supervisor should you be in a hazardous commuting situation.


Ray B. Shepherd
Director