



DEPARTMENT OF DEFENSE  
DEFENSE MEDIA ACTIVITY  
6700 Taylor Avenue  
Fort Meade, Maryland 20755

PUBLIC AFFAIRS

MEMORANDUM FOR COMPONENT HEADS AND STAFF DIRECTORS

**SUBJECT:** Attendance at Work during Inclement Weather and Emergencies at DMA

There are no DMA work activities that are worth endangering any of our people's health by a hazardous commute to and from work. During inclement weather or emergency situations DMA personnel are expected to assess the risks associated with their own situation, make prudent decisions and communicate with their supervisor. Remember to err on the side of caution and safety.

During inclement weather and emergency events, DMA organizations located in the headquarters and production facility at Fort Meade will follow Office of Personnel Management (OPM) guidance for work attendance in the National Capital Region. In the rare instance when the Fort Meade operating status is "Closed" due to local conditions and OPM's status is "Open" or "Delayed", we will consider DMA operating status as "Closed".

In anticipation of and during an inclement weather event, personnel should:

- Consult with their immediate supervisor for unscheduled telework and ensure they are "telework ready" before the event
- Check the OPM operating status at [www.opm.gov/status](http://www.opm.gov/status) or by the recorded messages at telephone number 202-606-1900; follow OPM guidance
- Check the Fort Meade operating status at [www.ftmeade.army.mil](http://www.ftmeade.army.mil) or by recorded message at 301-677-6323; if "Closed", DMA is considered "Closed"; otherwise, follow OPM guidance

In any case, personnel designated as 'Essential' are expected to report to duty as scheduled. Component Heads are encouraged to review and verify their Essential/Non-Essential determination for each position and communicate their decisions to the workforce. Human Resources portfolio managers can provide Essential/Non-Essential positions lists to Component Heads.

This guidance does not apply to the Defense Information School or other DMA worksites outside of Fort Meade. DMA personnel located at sites outside of Fort Meade and DINFOS, including at the Pentagon Building, will follow the guidance from their leadership and the local installation or military community. DMA leaders at other locations may use discretion in applying the same type of guidance for their personnel IAW DMA and OPM rules and regulations.

//signed//  
Melvin W. Russell  
Acting Director