



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

JAN - 9 2013

PUBLIC AFFAIRS

MEMORANDUM FOR COMPONENT HEADS AND STAFF DIRECTORS

SUBJECT: Attendance at Work during Inclement Weather and Emergencies for Civilian and Military Personnel 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

During emergencies other than weather events, the DMA Director may independently determine that DMA Ft. Meade facilities need to be 'Closed.' In that case, the closure decision will be relayed to the workforce via the At Hoc emergency notification system and/or the DMA duty officer as part of an accountability call.

OPM has revised their Operating Status announcements. The new announcement for closure reads "Federal Offices Are Closed – Emergency and Telework-Ready Employees Must Follow Their Agency's Policies". It is DMA's policy that Employees that are already scheduled to perform telework on the effective day of the announcement and Employees who are telework-ready are expected to work so that we can continue to meet our mission requirements. In instances when an employee is unable to telework, the Director may grant excused absences on a case by case basis. A more comprehensive list of the new operating status announcements and

further clarification can be found in the OPM Washington, DC, Area Dismissal and Closure Procedures Handbook at [www.opm.gov/oca/compmemo/dismissal.pdf](http://www.opm.gov/oca/compmemo/dismissal.pdf).

Personnel designated as 'Essential' in their position description, are expected to report to duty as scheduled. On rare occasions, circumstances may justify granting excused absence to an Essential Employee who is unable to report to work or faces a personal hardship. The Director will have the sole authority to grant excused absence in this instance. This will be on a case-by-case basis. 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.



Bryan G. Whitman  
Acting Director