



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

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AR

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DIRECTOR, MARINE CORPS STAFF MEMORANDUM 1-11

From: Director, Marine Corps Staff
To: All HQMC Departments, Staff Agencies and Offices
Subj: HQMC PERSONNEL DISMISSAL POLICY FOR INCLEMENT/DESTRUCTIVE WEATHER
Encl: (1) OPM Announcements on the Status of Federal Government
Operations in the Washington, DC, Area

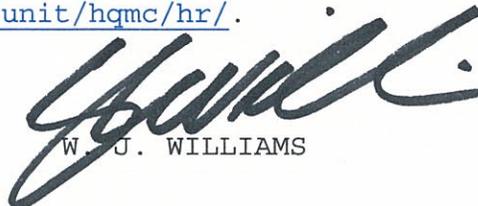
1. When inclement/destructive weather is forecast or occurs in the National Capital Region (NCR), the Office of Personnel Management (OPM) issues guidance to Federal agencies using one of the operating status announcements in the enclosure. It is essential that we follow this guidance where mission requirements permit. Accordingly, the following policy applies at HQMC.

a. During Working Hours. The Director, Marine Corps Staff will issue guidance when inclement/destructive weather occurs during normal working hours. When OPM authorizes an "adjusted work dismissal" policy, HQMC personnel shall adjust their normal departure times accordingly.

b. After Working Hours. HQMC personnel should monitor the local news media or OPM website at www.opm.gov/status/ for announcements when inclement/destructive weather occurs after working hours.

c. Emergency Personnel. Deputy Commandants (DCs) and Directors will identify (and notify in writing) emergency civilian and military personnel of the special requirements placed on them for reporting to, or remaining at, their worksites in emergency situations. DCs and Directors shall notify non-emergency military personnel when to report for duty.

2. The points of contact are AR Division (AR) at (703) 614-1837 or website: <http://www.marines.mil/unit/hqmc/hr/>.



W. J. WILLIAMS

Copy to:
CMC
ACMC

**OPM Announcements on the Status of Federal Government
Operations in the Washington, DC, Area**

STATUS OF FEDERAL GOVERNMENT OPERATIONS WASHINGTON, DC, AREA	
The U.S. Office of Personnel Management (OPM) provides the following announcements to the media when a disruption occurs before or during the workday in the Washington, DC, area.	
Announcement	What Announcement Means
1. OPEN	<p>“Federal agencies in the Washington, DC, area are OPEN.”</p> <p>Employees are expected to report to their worksite or begin telework on time. Normal operating procedures are in effect.</p> <p>Employees account for their hours of work by WATS:</p> <ul style="list-style-type: none"> • Working at a worksite in the DC area, • Alternative work schedules (AWS) day off, • Teleworking (at home or at a telework center), or • Scheduled leave or other paid time off.
2. OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	<p>“Federal agencies in the Washington, DC, area are OPEN and employees have the OPTION for UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.”</p> <p>Employees must notify their supervisor of their intent to:</p> <ul style="list-style-type: none"> • take unscheduled leave; or • perform unscheduled telework as defined in the employee’s individual telework agreement, and as permitted by their agency’s policies, procedures, and collective bargaining agreements. <p>Employees <i>scheduled to telework on the day of the announcement</i> are expected to begin telework on time or request unscheduled leave.</p> <p><i>Emergency employees</i> are expected to report to their worksite on time unless otherwise directed by their agencies.</p>

<p>3. OPEN – XX HOUR DELAYED ARRIVAL -- WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK</p>	<p>“Federal agencies in the Washington, DC, area are OPEN under XX HOUR DELAYED ARRIVAL and employees have the OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK . Employees should plan to arrive for work no more than xx hours later than they would normally arrive. ”</p> <p>Non-emergency employees, who report to the office, will be granted excused absence (administrative leave) for up to the designated number of hours past their normal arrival time.</p> <p>Employees must notify their supervisor of their intent to:</p> <ul style="list-style-type: none"> • take unscheduled leave; or • perform unscheduled telework as defined in the employee’s individual telework agreement, and as permitted by their agency’s policies, procedures, and collective bargaining agreements. <p>Employees <i>scheduled to telework on the day of the announcement</i> are expected to begin telework on time or request unscheduled leave.</p> <p><i>Emergency employees</i> are expected to report to their worksite on time unless otherwise directed by their agencies.</p>
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4. OPEN - XX HOUR EARLY DEPARTURE MEASURED FROM EMPLOYEE'S NORMAL DEPARTURE TIME-EMPLOYEES MAY REQUEST UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK TO LEAVE PRIOR TO THEIR INDIVIDUALLY STAGGERED EARLY DEPARTURE TIMES

“Federal agencies in the Washington, DC, area are **OPEN**. Employees should depart **XX HOURS** earlier than their normal departure time from work and may request **UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK** to leave prior to their individually staggered early departure time.”

Non-emergency employees will be dismissed relative to their normal departure times from their office and will be granted excused absence (administrative leave) for the number of hours remaining in their workday beyond their designated early departure time.

With supervisory approval, a telework-ready employee may depart prior to the scheduled early departure time without charge to annual leave provided the employee makes up the time later in the day by teleworking, as permitted by his or her agency's policies, procedures, and collective bargaining agreements.

Employees on pre-approved leave for the entire workday or employees who were granted unscheduled leave for the entire workday should be charged leave for the entire day.

Telework employees are expected to follow their agency's policy and continue working if so stated in the policy or telework agreement.

Emergency employees are expected to continue working.

<p>5. FEDERAL OFFICES ARE CLOSED TO THE PUBLIC</p>	<p>“FEDERAL OFFICES in the Washington, DC, area are CLOSED TO THE PUBLIC.”</p> <p><i>Emergency employees</i> are expected to report for work on time.</p> <p>Non-emergency employees (including employees on pre-approved paid leave) will be granted excused absence (administrative leave) for the number of hours they were scheduled to work unless:</p> <ul style="list-style-type: none">• the employee is required to telework,• the employee works or is on official travel outside of the Washington, DC, area,• the employee is on leave without pay, or• the employee is on an alternative work schedule (AWS) day off.
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