



# Joint Task Force National Capital Region Medical **INSTRUCTION**

NUMBER 1000.01  
NOV 13 2009

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SUBJECT: Inclement Weather Plan

References: (a) U.S. Office of Personnel Management, Washington, DC, Area Dismissal or Closure Procedures,” October 2009  
(b) National Naval Medical Center, “NNMC Inclement/Destructive Weather Plan,” (Annex D), 9 September 2008

## 1. PURPOSE

- a. This Instruction provides inclement weather guidance to Joint Task Force, National Capital Medical (JTF CAPMED) personnel.
- b. This Instruction assigns responsibilities and prescribes procedures regarding inclement weather.

2. APPLICABILITY AND SCOPE. This Instruction applies to the Command, Directorates, and Special Staff of Headquarters, JTF CAPMED.

3. POLICY. To provide a contingency plan during inclement weather that supports the mission and provides safety of employees. JTF CAPMED personnel will follow recommended guidelines during inclement weather situations. In the event of inclement weather, JTF CAPMED operations will be determined by the U.S. Office of Personnel Management (OPM) media announcement affecting personnel working in the greater Washington, DC area.

## 4. DEFINITIONS

- a. Media Announcement. U.S. Office of Personnel Management (OPM) will make announcements prior to the beginning of the workday regarding the status of Federal agencies in the Washington, DC area. Employees can check the OPM website @ [www.opm.gov](http://www.opm.gov) for inclement weather advisory.

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b. Telework. The ability to do work at a location other than the “official duty station”, using networking technologies.

## 5. RESPONSIBILITIES

a. Prior to inclement weather events, J-Code Directors and Special Staff Leaders will:

(1) Notify employees of the procedures for requesting leave when LIBERAL LEAVE Policy is announced.

(2) First-line Supervisors will provide staff members, the requirements to report or remain at work (or alternative worksite) when operations are disrupted.

(3) Define telework agreements and requirements.

b. CoS will disseminate written guidance for dismissal or closure due to inclement weather as required.

c. Director, J6 will coordinate with other J-Code Directors and Special Staff Leaders in order to determine, procure, issue, and maintain appropriate networking hardware and software to enable the Telework option.

d. Employees remain alert to changing conditions and respond accordingly to the OPM media announcements.

## 6. PROCEDURES

a. For inclement weather that occurs before the workday begins, OPM will provide one of the following announcements Federal Agencies:

(1) OPEN. Employees are required to report to work on time.

(2) OPEN under a DELAYED ARRIVAL Policy

(a) Employees should plan their commutes so that they arrive for work no more than two hours later than they normally arrive.

(b) Teleworkers are expected to report at their telework sites, as specified in their telework agreements.

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(3) CLOSED

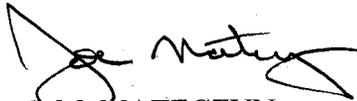
(a) Employees will be granted excused absence for the number of hours scheduled to work.

(b) Teleworkers are expected to report at their telework sites, as specified in their telework agreements.

b. For inclement weather that occurs during the workday, employees should be dismissed by the Chief of Staff earlier than their normal departure time from work.

7. RELEASABILITY. This Instruction is approved for public release and is available on the Internet from the JTF CAPMED Web Site at <http://www.jtfcapmed.mil>.

8. POC. POC for this Instruction is the J1 at (301) 319-8479.



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