National Capital Region Medical Directorate
ADMINISTRATIVE INSTRUCTION

NUMBER 1000.01
SEP 30 2014

PERS

SUBJECT: Inclement Weather Plan

References: See Enclosure 1

1. PURPOSE. This administrative instruction (AI) based on the authority and guidance of References (a) through (c):

a. Cancels Reference (d) and reissues herein to clarify policy for inclement weather plans for the National Capital Region Medical Directorate (NCR MD) to include subordinate organizations.

b. Assigns responsibilities and prescribes procedures regarding NCR MD operations during inclement weather conditions.

2. APPLICABILITY. This AI applies to the NCR MD, Walter Reed National Military Medical Center to include the DiLorenzo Clinic and the Tri-Service Dental Clinic, Fort Belvoir Community Hospital to include the Dumfries and Fairfax Clinics, and the Joint Pathology Center. Hereafter, these facilities are referred to collectively as Joint Medical Treatment Facilities (MTFs) and Centers.

3. POLICY. It is NCR MD policy to:

a. Provide a contingency plan during inclement weather that supports the mission and provides for the safety of employees.

b. Ensure personnel follow published guidelines and/or Joint MTF or Center Directors' instructions during inclement weather situations.

c. Follow the Office of Personnel Management (OPM) media announcement(s) for personnel working in offices within the NCR MD as described in Reference (e) and this AI.

4. RESPONSIBILITIES

a. NCR MD Chief of Staff (CoS). The NCR MD CoS will disseminate written guidance for dismissal or closure due to inclement weather as required and will:

(1) Notify employees of the procedures for requesting leave when "Unscheduled Leave" policy is announced.

(2) Provide staff members the requirements to report or remain at work (or alternative worksite) when operations are disrupted.

(3) Define telework agreements and requirements.

(4) Ensure notifications go out to the NCR MD that includes OPM and NCR MD instructions and guidance during inclement weather.

b. Joint MTF Directors and Center Directors

(1) Joint MTF and Center Directors will follow guidance outlined in this AI. Joint MTFs and Center Directors will generally follow the OPM announcements however, in accordance with (IAW) applicable law, Joint MTFs and Center Directors retain the right to take whatever actions may be necessary to carry out the agency's mission during emergencies.

(2) Joint MTF and Center Directors will ensure supervisory personnel read and become familiar with the guidance in Enclosure 2.

c. Employees. Employees will remain alert to changing conditions and respond accordingly to the OPM media announcements and their organization's leadership direction.

5. PROCEDURES. See Enclosure 2.

6. RELEASABILITY. **Cleared for public release**. This AI is approved for public release and is available on the NCR MD Website at www.capmed.mil.

7. EFFECTIVE DATE. This AI:

a. Is effective immediately.

b. Will expire 10 years from the publication date if it hasn't been reissued or cancelled before this date in accordance with DoD Instruction 5025.01 (Reference (f)).

R. C. BONO
RADM, MC, USN
Director

Enclosures
1. References
2. Procedures

Glossary

ENCLOSURE 1

REFERENCES

(a) Deputy Secretary of Defense Action Memorandum, "Implementation of Military Health System Governance Reform," March 11, 2013
(b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
(c) National Capital Region Medical Directorate (NCR MD) Concept of Operations, September 10, 2013
(d) Joint Task Force National Capital Region Medical Instruction 1000.01, "Inclement Weather Plan," October 11, 2011 (hereby cancelled)
(e) OPM Pamphlet, "Washington, DC Area Dismissal and Closure Procedures," December 2013
(f) DoD Instruction 5025.01, "DoD Issuances Program," June 6, 2014

ENCLOSURE 2

PROCEDURES

1. OPM will issue one or more of the following announcements for inclement weather that occurs before the workday begins.

a. Open. Employees are required to report to their worksite or begin telework on time. Normal operating procedures are in effect and employees account for their hours of work by one of the following:

(1) Working at a worksite (typically the office).

(2) Alternate work schedules (AWS) day off.

(3) Teleworking.

(4) Scheduled leave or other paid time off.

b. Open with Option for Unscheduled Leave or Unscheduled Telework. Employees have the option for unscheduled leave or unscheduled telework.

(1) Non-Emergency Employees. Non-emergency employees must notify their supervisor of their intent to use unscheduled leave or unscheduled telework (if telework ready). IAW normal processes and procedures, and subject to any applicable collective bargaining requirements, non-emergency employees have the option to use:

(a) Earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate.

(b) Leave without pay.

(c) Their AWS day off or rearrange their work hours under flexible work schedules.

(d) Unscheduled telework (if telework ready).

(2) Telework Ready Employees. Telework ready employees who are regularly scheduled to perform telework or who notify their supervisor of their intention to perform unscheduled telework must be prepared to telework for the entire workday, or take unscheduled leave, or a combination of both, for the entire workday IAW normal policies and procedures, subject to any applicable collective bargaining requirements.

(3) Emergency Employees. Emergency employees are expected to report to their worksites on time and as scheduled.

c. Open – XX:XX hour(s) delayed arrival with option for unscheduled leave or unscheduled telework. Open under XX:XX hour(s) delayed arrival and employees have the option for unscheduled leave or unscheduled telework.

(1) Non-Emergency Employees:

(a) Non-emergency employees should plan their commute so the arrival for work is no more than XX:XX hour(s) later than the employees' normal arrival times. For example, if OPM announces a 2-hour delayed arrival policy, employees who normally would arrive at 8:00 a.m. should arrive for work not later than (NLT) 10:00 a.m. Such employees will be granted excused absence (administrative leave) for up to the designated number of hours past their normal arrival times.

(b) Non-emergency employees must notify their supervisor of their intent to use unscheduled leave or unscheduled telework. IAW normal policies and procedures, and subject to any applicable collective bargaining requirements, non-emergency employees have the option to use:

1. Earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate.

2. Leave without pay.

3. Their alternative work schedule day off or rearrange their work hours under flexible work schedules.

4. Unscheduled telework (if telework ready). Employees who request unscheduled leave should be charged leave for the entire workday.

(2) Telework Ready Employees. Telework ready employees who are regularly scheduled to perform telework, or who notify their supervisors of their intention to perform unscheduled telework, must be prepared to telework the entire workday or take unscheduled leave, or a combination of both, for the entire workday IAW normal policies and procedures, subject to any applicable collective bargaining requirements.

(3) Emergency Employees. Emergency employees are expected to report to their worksites on time as scheduled.

(4) Pre-approved or Unscheduled Leave. Employees on pre-approved leave for the entire workday or employees who have notified their supervisors of their intent to use unscheduled leave when a delayed arrival is announced should be charged leave for the entire workday. Such employees should not be granted excused absence.

(5) Personal Hardship. At the supervisor's discretion and subject to any applicable collective bargaining agreement, employees who arrive later than their expected arrival time may be granted an excused absence if delayed for personal hardship reasons. Under this issuance, "personal hardship" is defined as circumstances peculiar to a specific employee that warrant

consideration of an exception to the normal dismissal rules described herein. Examples of personal hardship include, but are not limited to, no available transportation, no alternative forms of child/elder care, and/or the employee has health/medical limitations.

d. Open – Delayed Arrival – Employees must report to their office NLT XX:XX – with option for Unscheduled Leave or Unscheduled Telework. Open under delayed arrival where employees must report to their office NLT XX:XX and employees have the option for unscheduled leave or unscheduled telework.

(1) Non-Emergency Employees:

(a) Will receive excused absence up until the announced reporting time. For example, if OPM announces that all employees must report to their office by NLT 11:00 a.m., non-emergency employees will receive excused absence (administrative leave) until 11:00 a.m., but may arrive at their offices earlier.

(b) Must notify their supervisor of their intent to use unscheduled leave or unscheduled telework. IAW their normal policies and procedures, subject to any applicable collective bargaining requirements, non-emergency employees have the option to use:

1. Earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate.

2. Leave without pay.

3. Their alternative work schedule day off or rearrange their work hours under flexible work schedules.

4. Unscheduled telework (if telework ready). Employees who request unscheduled leave should be charged leave for the entire workday.

(2) Telework Ready Employees. Telework ready employees who are regularly scheduled to perform telework or who notify their supervisors of their intention to perform unscheduled telework must be prepared to telework the entire workday or take unscheduled leave, or a combination of both, for the entire workday IAW normal policies and procedures, subject to any applicable collective bargaining requirements.

(3) Emergency Employees. Emergency employees are expected to report to their worksites on time and as scheduled.

(4) Pre-approved or Unscheduled Leave. Employees on pre-approved leave for the entire workday or employees who have notified their supervisors of their intent to use unscheduled leave when a delayed arrival is announced should be charged leave for the entire workday. Such employees should not be granted excused absence.

(5) Personal Hardship. At the supervisor's discretion and subject to any applicable collective bargaining agreement, employees who arrive later than their expected arrival time may be granted an excused absence if delayed for personal hardship reasons as defined in paragraph 1c(5) above.

e. Federal Offices are Closed – Emergency and Telework Ready employees must follow their Agency's Policies. Federal Offices are Closed. Emergency and telework ready employees required to work must follow NCR MD policies, including written telework agreements.

(1) Non-Emergency Employees. Federal Offices are Closed. 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 covered by one of the exceptions listed below.

(2) Emergency Employees. Emergency employees are expected to report for work on time as scheduled unless otherwise directed by their supervisor.

(3) Exceptions:

(a) Telework Ready Employees. Telework ready employees who are scheduled to perform telework on the effective day of the announcement or who are required to perform telework on a day when Federal Offices are closed must telework the entire workday or request leave, or a combination of both, IAW NCR MD policies and procedures, subject to any applicable collective bargaining requirements.

(b) Employees on Leave Without Pay. Employees on leave without pay, leave without pay for military duty, worker's compensation, suspension, or in another non-pay status are not granted excused absence when Federal Offices are closed. These employees should remain in their current status. Employees in a non-pay status have no expectation of working and receiving pay for a day during which Federal Offices are closed and therefore will not be granted excused absence.

(c) Employees who Work from Remote Locations. Employees who work from remote locations may be required to work during any closure of their home office, consistent with normal leave and attendance policies, procedures, and any applicable collective bargaining requirement agreements. If Federal Offices in the geographic area of their remote location announce an early departure (e.g., a snow emergency), such employees should follow normal leave and attendance policies, procedures, and any applicable collective bargaining requirement agreements, or contact their supervisor for further information and instructions.

(d) Employees on Official Travel. If non-emergency employees are on official travel on a workday when offices affected by an OPM announcement are closed, employees are expected to continue working. However, if the emergency makes it impossible for the employees to continue work (e.g., the travel assignment requires frequent contact with closed offices) excused absence may be appropriate. Guidance on this circumstance will be given by the employee's supervisor and is subject to any collective bargaining requirement.

(e) Employees on an Alternative Work Schedule (AWS) day off. If Federal Offices are closed on the employees' regular AWS day off, they are not entitled to an additional "in lieu of" day off. AWS employees who fulfill their bi-weekly work requirement in less than 10 working days are already entitled to an AWS day off. Such employees may not receive an additional day off. In addition, employees cannot be granted excused absence on a non-workday. AWS employees whose offices are closed on their AWS day off may not be granted excused absence for the scheduled non-workday.

2. For inclement weather that occurs during the workday, OPM will issue one of the following announcements. These announcements may be supplemented by the NCR MD CoS.

a. Open – XX:XX hour(s) Staggered Early Departure. Federal agencies are Open. Employees should depart XX:XX hour(s) earlier than their normal departure times from the office and may request "unscheduled leave" to depart prior to their staggered departure times.

(1) Non-Emergency Employees:

(a) Early Departure Time. Non-emergency employees will be dismissed from their offices early relative to their scheduled departure times and will be granted excused absence (administrative leave) for the number of hours remaining in their workday beyond their early departure time. For example, if a 3-hour staggered early departure is announced, employees who work 8:30 a.m. until 5:00 p.m. would be expected to depart at 2:00 p.m. (i.e., the employees' staggered departure time).

(b) Departure Prior to Early Dismissal Time. Non-emergency employees who wish to depart prior to their staggered early departure time may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not be granted excused absence.

(2) Telework Ready Employees. Telework ready employees performing telework must continue to telework or take unscheduled leave, or a combination of both for the entire workday IAW normal policies and procedures, subject to any applicable collective bargaining requirements.

(3) Emergency Employees. Emergency employees are expected to remain at their worksites as scheduled unless otherwise directed.

(4) Pre-approved Leave. Employees on pre-approved leave for the entire workday or employees who have requested unscheduled leave before an early departure policy is announced should continue to be charged leave for the entire workday or remainder of the workday, as applicable. Employees who are not affected by the emergency (i.e., not prevented from working) should not be granted excused absence (administrative leave).

(5) Personal Hardships. At the supervisor's discretion and subject to any applicable collective bargaining agreements, employees who depart early to avoid personal hardship may be granted an excused absence. However, supervisors should bear in mind that the purpose of the

early departure policy is to allow an orderly staggered release of Federal employees so as to avoid traffic gridlock and overcrowding of the public transit systems and to facilitate snow removal and operational capabilities of emergency first responders. Definition of Personal Hardship is found in paragraph 1c (5) above.

(6) Employees who Work from Remote Locations. Employees who work from remote locations may be required to work during any closure of offices, subject to any applicable collective bargaining requirements. If Federal Offices in the geographic area of their remote location announce an early departure (e.g., a snow emergency), employees should follow the announced procedure for other Federal Offices in the geographic area and any applicable collective bargaining requirements.

(7) Employees on Official Travel. If non-emergency employees are on official travel on a workday when their offices are closed, employees are expected to continue working. However, if the emergency makes it impossible for the employee to continue work (e.g., the travel assignment requires frequent contact with a closed office) excused absence may be appropriate. Guidance on this circumstance will be given by the employee's supervisor and is subject to any collective bargaining requirement.

b. Open – XX:XX Hour(s) Staggered Early Departure – Employees must Depart NLT XX:XX at which time Federal Offices are Closed. Federal agencies are Open. Employees should depart XX:XX hour(s) earlier than their normal departure time and may request "Unscheduled Leave" to depart prior to their staggered departure time. Employees must depart at NLT XX:XX at which Federal Offices are Closed.

(1) Non-Emergency Employees:

(a) Early Departure Time. Non-emergency employees will be dismissed relative to their normal departure times and will be granted excused absence (administrative leave) for the number of hours remaining in their workdays beyond their staggered departure time. All remaining non-emergency employees whose staggered departure times are later than the final departure time should depart form their office at the final departure time. All employees who depart at the final departure time will be granted excused absence (administrative leave) for the number of hours remaining in their workday, even if more than the XX:XX hour(s) provided in the OPM announcement. For example, if a 3-hour staggered emergency early dismissal is announced with a final departure time at 2:00 p.m. and an employee works 7:00 a.m. to 3:30 p.m., the employee should leave at 12:30 p.m. (i.e., the employee's early departure time). However, if an employee works 9:30 a.m. to 6:00 p.m., the employee should depart at 2:00 p.m. (the final departure time) instead of the employee's staggered departure time at 3:00 p.m. In this case, the employee would receive 4 hours of excused absence (i.e., 2:00 p.m. to 6:00 p.m.).

(b) Departure Prior to Early Dismissal Time. Non-emergency employees who depart prior to their staggered early departure time or final departure time may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not be granted excused absence.

(2) Telework Ready Employees. Telework ready employees performing telework must continue to telework or take unscheduled leave or a combination of both for the entire workday IAW their normal policies and procedures, subject to any applicable collective bargaining requirements.

(3) Emergency Employees. Emergency employees are expected to remain at their worksite as scheduled unless otherwise directed by the supervisor.

(4) Pre-approved Leave. Employees on pre-approved leave for the entire workday or employees who have requested unscheduled leave before an early departure policy is announced should continue to be charged leave for the entire workday or the remainder of the workday, as applicable. Employees who are not affected by the emergency (not prevented from working) should not be granted excused absence (administrative leave).

(5) Personal Hardships. At the supervisor's discretion and subject to any applicable collective bargaining agreement, employees who depart early to avoid personal hardship may be granted an excused absence. However, supervisors should bear in mind that the purpose of the early departure policy is to allow an orderly staggered release of Federal employees so as to avoid traffic gridlock and overcrowding of the public transit systems and to facilitate snow removal and operational capabilities of emergency first responders. Definition of Personal Hardship is found in paragraph 1c (5) above.

(6) Employees who Work from Remote Locations. Employees who work from remote locations may be required to work during any closure of offices consistent with normal leave and attendance policies, procedures, and any applicable collective bargaining requirement agreements. If Federal Offices in the geographic area of their remote location announce an early departure (e.g., a snow emergency), such employees should follow normal leave and attendance policies, procedures, and any applicable collective bargaining requirement agreements, or contact their supervisor for further information and instructions.

(7) Employees on Official Travel. If non-emergency employees are on official travel on a workday when offices affected by an OPM announcement are closed, employees are expected to continue working. However, if the emergency makes it impossible for the employees to continue work (e.g., the travel assignment requires frequent contact with closed offices) excused absence may be appropriate. Guidance on this circumstance will be given by the employee's supervisor and is subject to any collective bargaining requirement.

c. Immediate Departure – Federal Offices are Closed. Employees should depart IMMEDIATELY. Federal Offices are CLOSED.

(1) Non-Emergency Employees. Non-emergency employees should depart immediately from their offices. All non-emergency employees will be granted excused absence (administrative leave) for the number of hours remaining in their workday. For example, if OPM announces an immediate departure at 12:00 p.m., all non-emergency employees will be granted excused absence (administrative leave) for the number of hours remaining in their scheduled workday unless covered by one of the exceptions listed below.

(2) Emergency Employees. Emergency employees are expected to remain at their worksite as scheduled, unless otherwise directed by their agencies.

(3) Exceptions:

(a) Employees who Depart before an Immediate Departure Policy is Announced. Employees who depart before an immediate departure policy is announced should be charged annual leave or leave without pay beginning at the time the employees left work and for the remainder of their scheduled workday.

(b) Employees Scheduled to Return to Work. If employees are scheduled to return from leave after an immediate departure is announced, supervisors should charge leave for the period prior to the immediate departure time and grant excused absence for the remainder of the workday following the immediate departure time.

(c) Telework Ready Employees. Telework ready employees performing telework must continue to telework for the entire workday or take unscheduled leave for the remainder of the workday, as applicable IAW normal policies and procedures, subject to any applicable collective bargaining requirements.

(d) Employees who Work from Remote Locations. Employees who work from remote locations may be required to work during any closure of offices affected by an OPM announcement consistent with normal leave and attendance policies, procedures, and any applicable collective bargaining requirement agreements. If Federal Offices in the geographic area of their remote location announce an early departure (e.g., a snow emergency), such employees should follow normal leave and attendance policies, procedures, and any applicable collective bargaining requirement agreements, or contact their supervisor for further information and instructions.

(e) Employees on Official Travel. If non-emergency employees are on official travel on a workday when offices are closed employees are expected to continue working. However, if the emergency makes it impossible for the employee to continue work (e.g., the travel assignment requires frequent contact with closed offices), excused absence may be appropriate. Guidance on this circumstance will be given by the employee's supervisor and is subject to any collective bargaining requirement.

(f) Employees on an Alternative Work Schedule (AWS) day off. If Federal Offices are closed on the employee's regular AWS day off, they are not entitled to an additional "in lieu of" day off. AWS employees who fulfill their bi-weekly work requirement in less than 10 working days are already entitled to an AWS day off. Such employees may not receive an additional day off. In addition, employees cannot be granted excused absence on a non-workday. AWS employees whose offices are closed on their AWS day off may not be granted excused absence for the scheduled non-workday.

d. Shelter-In-Place. Federal Offices are under Shelter-In-Place (SIP) procedures and are CLOSED TO THE PUBLIC. SIP procedures are conducted when employees and visitors must

remain in the office or take immediate shelter in a readily accessible interior location to protect themselves. A SIP may be needed for a variety of reasons, which could include severe weather (e.g., tornadoes) or danger from exposure to outside contaminants in the event of a release into the atmosphere of hazardous materials such as radiological, biological, or chemical contaminants. A SIP announcement could be used with other OPM operations status announcements. It is anticipated that an OPM SIP announcement would be extremely rare and likely would be in effect for a relatively short period of time. OPM's announcement is not intended to supersede any NCR MD specific SIP plans or procedures, and the NCR MD retains the authority to act on their own without an OPM SIP announcement as circumstances dictate.

(1) Employees Located at NCR MD Worksites. All employees should follow normal emergency procedures for SIP announcements. Employees should remain in their designated safe area until they are notified by supervisory personnel that they may return to their offices or leave their worksites.

(2) Employees Prevented from Entering NCR MD Worksites. Employees who are unable to enter their buildings due to SIP procedures should be granted excused absence (administrative leave) for the duration of the announcement.

(3) Telework Ready Employees. Telework ready employees performing telework are expected to continue working during the SIP, unless affected by the emergency or otherwise notified by their supervisors.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AI	Administrative Instruction
AWS	Alternative Work Schedules
CoS	Chief of Staff
IAW	in accordance with
MTF(s)	Medical Treatment Facility/Facilities
NCR MD	National Capital Region Medical Directorate
NLT	not later than
OPM	Office of Personnel Management
SIP	Shelter In Place

PART II. DEFINITIONS

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 at www.opm.gov for inclement weather advisory.

Telework-ready. The ability to do work at a location other than the "official duty station" using networking technologies. In order to be telework ready, employees must also have a current and valid signed and approved telework agreement with the supervisor.