



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105



October 9, 2002

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS,
DEPARTMENT OF THE ARMY

SUBJECT: Designation of Emergency Personnel for Hazardous Weather Conditions

Severe weather conditions sometime result in the early release or delayed reporting of personnel or closing down of the Department for the entire workday. Should this occur this year, we must have adequate personnel to carry out our essential missions. In this regard, "emergency" personnel must be designated.

Please review your organization's mission and identify which positions should be covered during emergency conditions. The individuals designated to cover the identified positions should be notified in writing of their status and briefed on any special duty requirements during emergency situations. This briefing is imperative, as emergency personnel will be expected to remain on the job or report for duty regardless of any general dismissal authorization for all or part of the day.

In making "emergency" personnel designations the following guidance is provided:

- a. All DoD employees (military and civilian) are essential employees providing required services. However, during a hazardous weather situation, only emergency personnel should report for duty (i.e., those individuals required to handle public health, safety, and other crucial functions necessary for the direct support of the DoD leadership).
- b. Emergency staffing should be kept to a minimum consistent with essential functions. You are responsible for determining the necessary staffing level, establishing procedures and officially designating the individuals. You are also responsible for ensuring the necessary staffing level and procedures are in place for your subordinate organizations.
- c. The 24-hour operations such as the Defense Telecommunications Service and the Army Operations Center will be manned so contact with the Army's senior leadership will be available.
- d. Normally, policy and service support organizations should be manned during a general dismissal only if they provide a service directly related to military operations or public safety (i.e., operation centers, transportation and travel services, message centers, security guards, and medical support). For those organizations not providing an emergency service, alternate means of contact such as establishing "telephone



trees" through designated points of contact or similar procedures are appropriate.

e. In determining emergency personnel, consideration should be given to factors bearing on an individual's ability to comply, and not solely on the individual's rank or position. These factors include the individual's distance to the duty station, highway accessibility, means of transportation, and general health.

Last year, a consolidated roster of designated emergency personnel for HQDA was provided to the Secretary of the Army and the Army Operations Center. We plan to create a similar roster again this year. Accordingly, I ask your assistance in identifying a primary and an alternate point of contact for your organization. These individuals can either be "designated emergency personnel" who will be on duty or your designated point of contact that can initiate a "telephone tree" as necessary. For uniformity of the roster, I request that you **provide the name, position, and office and home telephone numbers of your primary and alternate representatives to Amy Coleman (Amy.Coleman@hqda.army.mil) in my Plans and Operations Directorate, Room 3D745, Pentagon, by 31 October 2002.**

Emergency Dismissal or Closure Procedures for Federal Employees Within the Washington, DC, Area 2002 is available on the Office of Personnel Management (OPM) website: <http://www.opm.gov/oca/compmemo/dismissal.htm>. It provides guidelines should a snow emergency or other hazardous condition prevent a significant number of employees from reporting to work on time, or require early release from work. Please ensure the appropriate distribution of this guidance. An OPM decision to curtail Federal operations will be updated immediately at <http://www.opm.gov> (click on the penguin).

Should an early work dismissal or late work arrival due to a hazardous condition be required, OPM may authorize an "adjusted work dismissal" or an "adjusted home departure" policy. In both these situations, the time period an employee will be excused from work will be guided by the employee's normal departure time from home or work. If an early dismissal occurs, I will notify the Secretary of the Army, the Under Secretary of the Army, the Director of the Army Staff and the Army Operations Center (AOC) of the dismissal. The AOC will notify Secretariat and Army Staff organizations, and major Army commands in the National Capital Region. Principal Officials of HQDA notify their field operating agencies and other subordinate organizations in the National Capital Region. The notification will include the number of hours employees will be permitted to leave work early relative to their normal departure times. For example, if a 3-hour early dismissal is authorized by OPM as a result of a storm, employees who would normally leave work at 5 p.m. would be authorized to leave at 2 p.m.

An "adjusted home departure" policy permits non-emergency employees to leave their homes later than their normal departure times. For example, if OPM announces that an "adjusted home departure" policy is in effect and employees should delay their normal departure time for 2 hours, employees who normally leave for work at 7 a.m. would delay departure until 9 a.m.

The authority to grant annual leave, sick leave or leave without pay is inherent in supervision. However, the authority to excuse personnel without charge to leave (a status commonly referred to as administrative leave) is not. Supervisors are encouraged to be liberal, consistent with mission requirements, in granting chargeable leave during emergency conditions. However, supervisors cannot grant administrative leave unless specifically authorized.

Ms. Amy Coleman, (703) 697-3048, can answer questions concerning early release and designation of emergency personnel. Questions concerning leave should be directed to Personnel & Employment Services-Washington, telephone 697-0778.


Joel B. Hudson