

# **Federal Government Operating Status Decision Process**

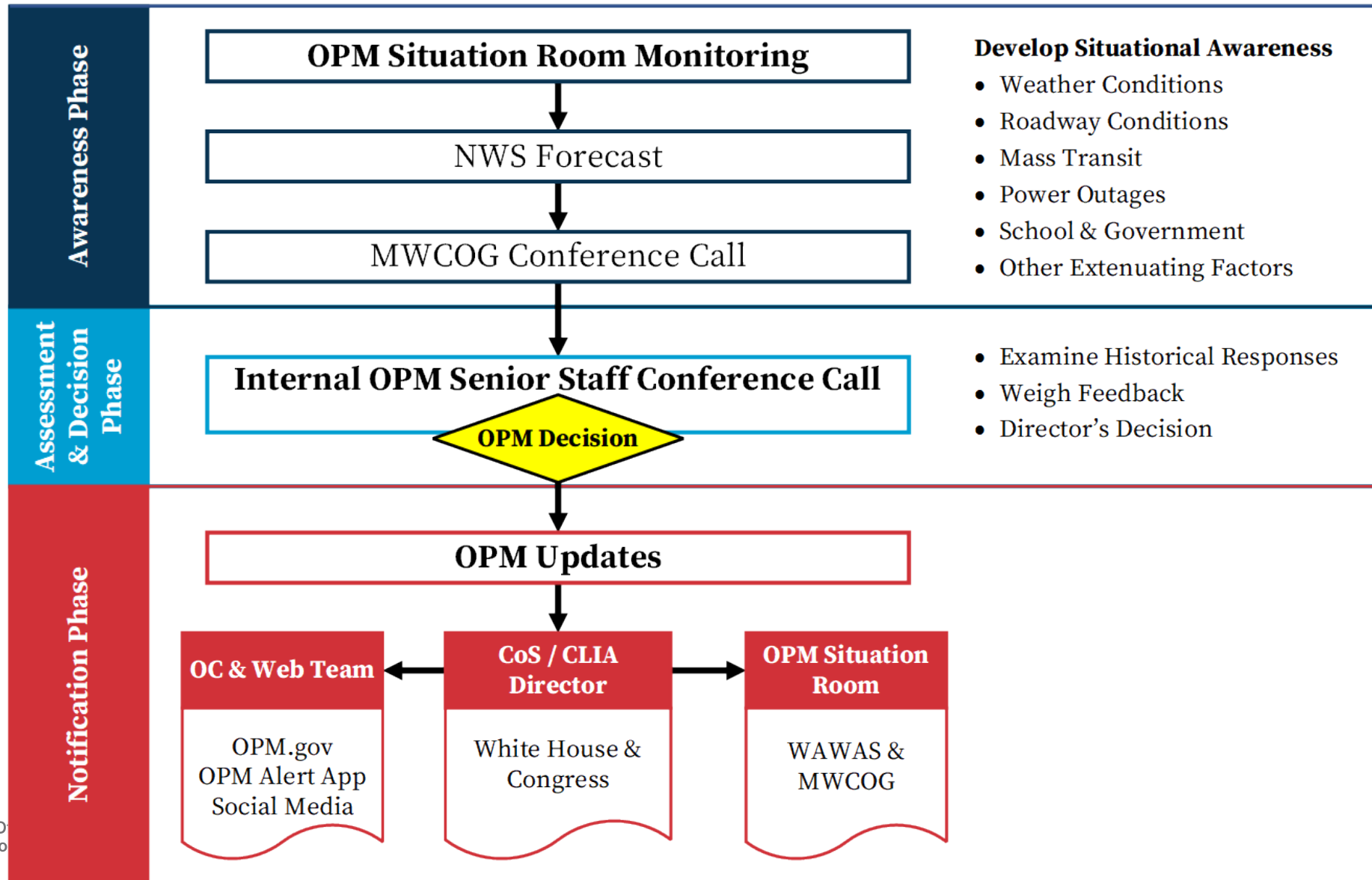
# Protocols for Changing the Federal Operating Status in DC

- Agencies retain authority to release employees on a building-by-building basis in accordance with 41 CFR 102-74.255 (Facility Management).
- OPM provides centralized coordination of the Federal Government's Operating Status across the DC region (E.O. 10552).
- Guided by an All-Hazards Plan, with a primary focus on weather-related events.

# Factors and Venue for Situational Awareness

- Operating status decisions reflect a careful balance between:
  - Ensuring the **safety and security** of the Federal workforce and the National Capital Region community
  - Preserving **Continuity of Government** operations to the greatest extent possible
- MWCOC and MATOC calls serve as the central forums for situational coordination and information sharing.

# Decision and Notification Process



# OPM Operating Status Announcements 1 of 3

- **Open**

- **Open** – Employees are expected to begin the workday on time. Normal operating procedures are in effect.
- **Open With Option For Unscheduled Leave Or Unscheduled Telework** – Employees have the option for unscheduled leave or unscheduled telework.

- **Delayed Arrival**

- **Open – X Hour(s) Delayed Arrival – With Option For Unscheduled Leave Or Unscheduled Telework.** – Employees should plan to arrive for work no more than X hour(s) later than they would be expected to arrive and have the option for UL/UT.
- **Open — Delayed Arrival – Employees Must Report To Their Office No Later Than XX:XX – With Option For Unscheduled Leave Or Unscheduled Telework.** – Employees in the Washington D.C. area must report to their office no later than XX:XX and have the option for UL/UT.

# OPM Operating Status Announcements 2 of 3

- **Early Departure**

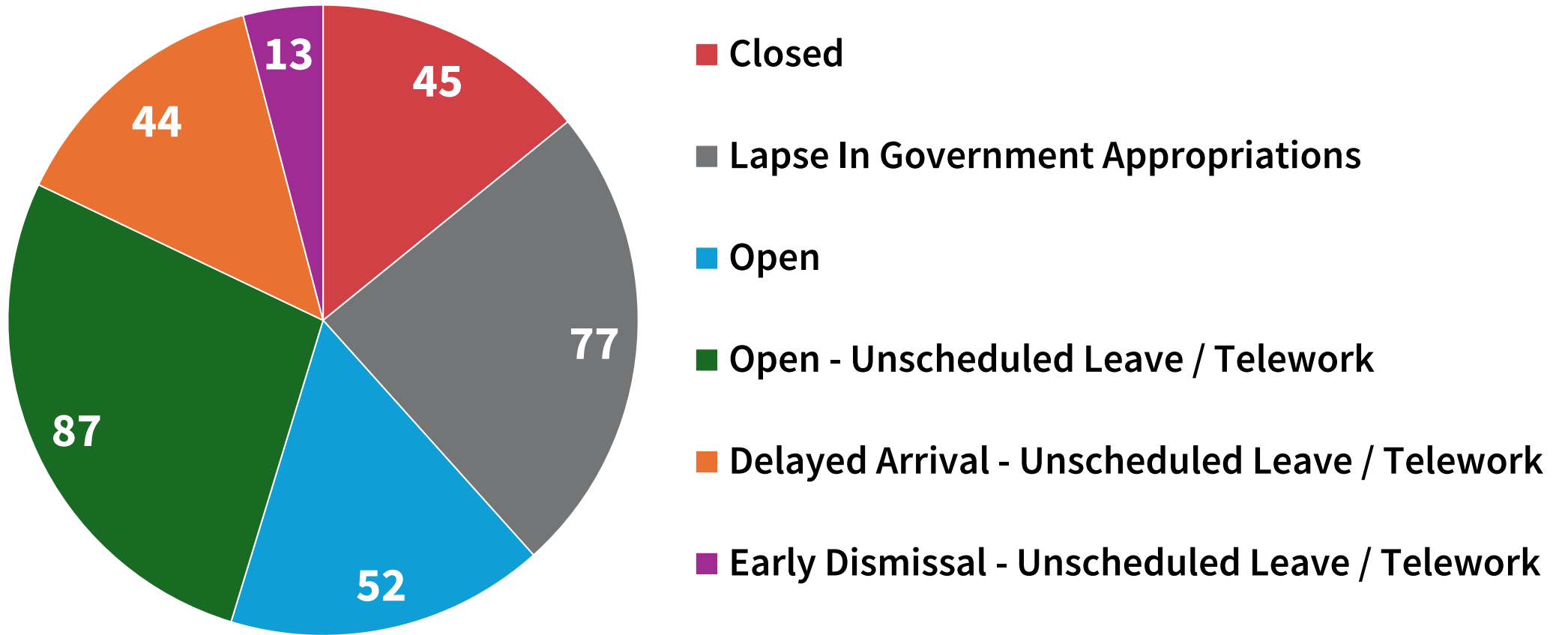
- **Open – X Hour(s) Staggered Early Departure.** – Employees should depart X Hour(s) earlier than their normal departure time and may request Unscheduled Leave to depart prior to their staggered departure times.
- **Open – X Hour(s) Staggered Early Departure – All Employees Must Depart No Later Than XX:XX At Which Time Federal Offices Are Closed.** – Employees should depart X hour(s) earlier than their normal departure time and may request unscheduled leave to depart prior to their staggered departure time. All employees Must Depart no later than XX:XX at which time Federal offices are Closed.
- **Immediate Departure – Federal Offices Are Closed.** On-site employees should Depart Immediately.

# OPM Operating Status Announcements 3 of 3

- **Closed/Shelter-in-place**

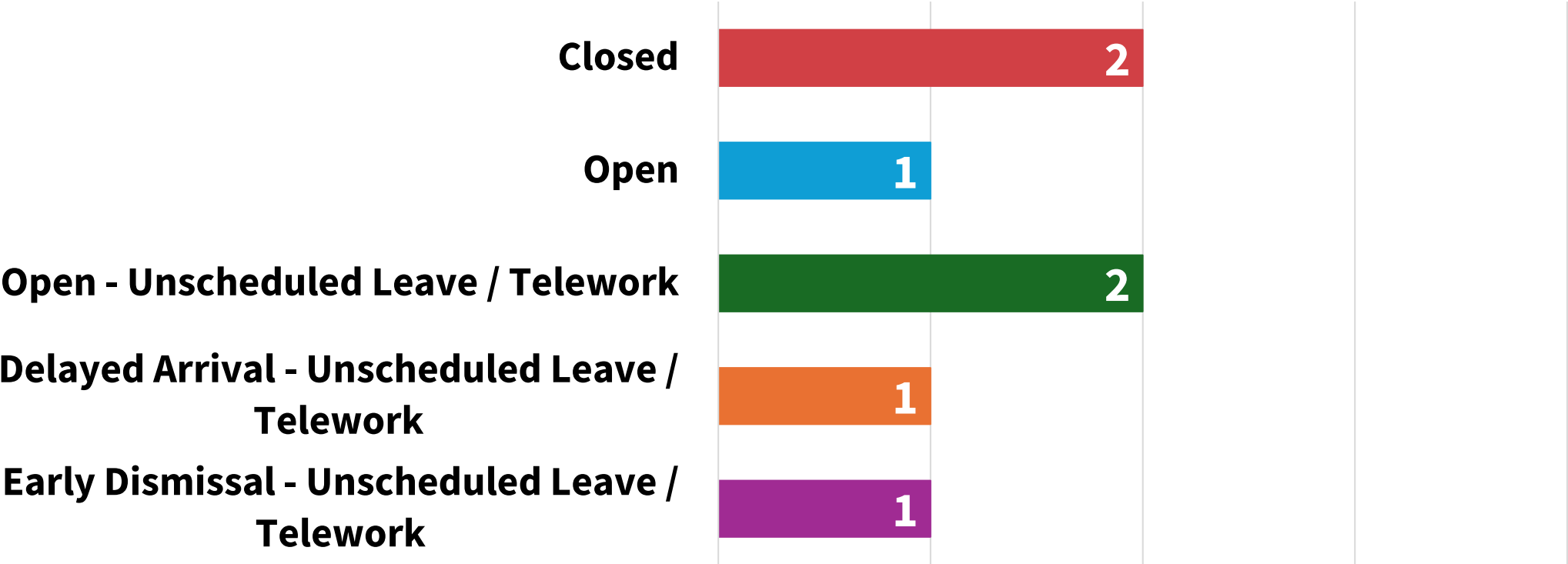
- **Federal Offices Are Closed** – Maximum Telework is in effect.
- **Shelter-in-place** – Federal offices in the Washington, D.C., area are under Shelter-in-place procedures and are Closed to the Public.

# Historical Decision Data: January 1996 – Present





# Last Season: December 2024 – September 2025



# Pay, Leave, and Workforce Flexibilities

# Communicating Expectations

- It is imperative that agencies educate supervisors and employees on the proper protocol to follow when an emergency occurs.
- Supervisors and employees should be educated on the operating status announcements located in the Procedures.
- Employees must understand which workforce flexibilities are available to them during each type of operating status announcement, such as unscheduled telework, unscheduled leave, leave without pay, alternative work schedule day off, etc.

# Governmentwide Responsibilities

- Issue regulations governing various workforce flexibilities including weather and safety leave, evacuation payments, and emergency leave transfer programs.
- Issue [Governmentwide Dismissal and Closure Procedures](#) for use when preparing for an emergency or significant weather event that creates a disruption or impacts one or more Federal worksites.
- In consultation with OMB, issue any operating status announcement and guidance that will be applicable Governmentwide.

# Agency Responsibilities

- Develop explicit procedures in advance detailing the workforce flexibilities that employees may use during operating status announcements.
- Ensure employees understand what each operating status announcement means and how to react.
- Periodic review and revision of telework agreements to current law, regulations, and OPM guidance.
- **Outside** of the Washington, DC, area, issue operating status announcements, as necessary.

# Employee Responsibilities

- Review the various operating status announcements that are utilized.
- Prepare and plan when conditions indicate severe weather is possible. including taking any necessary equipment, such as laptops, home prior to a forecasted weather event.
- Notify their immediate supervisor/manager of their status for the workday when an operating status announcement is made

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