



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY
7701 TELEGRAPH ROAD
ALEXANDRIA, VA 22315-3860

CEHEC-ZA

23 DEC 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Humphreys Engineer Center Supplement to HQUSACE Inclement Weather Dismissal and Closure Procedures

1. References.

a. CEHR Information Paper, December 2011, subject: HQUSACE Inclement Weather Dismissal and Closure Procedures (Encl 1).

b. Office of Personnel Management (OPM), *Washington, DC, Area Dismissal and Closure Procedures*, December 2011 (Encl 2).

c. Fort Belvoir Regulation 115-1, *Climatic, Hydrological and Topographic Services Routine and Hazardous Weather Conditions Procedures*, 1 December 2010 (Encl 3).

2. Purpose. To provide additional inclement weather dismissal and closure guidance applicable to USACE employees, and recommended for non-USACE tenants, working at the Humphreys Engineer Center.

3. Background.

a. The Office of Personnel Management's (OPM) *Washington, DC, Area Dismissal and Closure Procedures* is applicable "to employees in all Executive agencies with offices located inside the 'Washington Capital Beltway'" (paragraph 1.b.).

b. Fort Belvoir's *Routine and Hazardous Weather Conditions Procedures* is applicable to "all units, including partners/tenants, assigned or attached to Fort Belvoir..." (paragraph 1.c.)

c. HQUSACE Inclement Weather Dismissal and Closure Procedures (paragraph 1.a.) states that "*OPM announcements apply to all USACE employees assigned or located in the [Washington, DC] metropolitan area during an event when a change in status of operations for the Washington, DC, area is announced*" (italics in original).

4. Procedures. To minimize confusion for USACE and non-USACE employees working at the Humphreys Engineer Center, the following will apply during incidents of inclement weather:

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a. Each USACE and non-USACE organization at the Humphreys Engineer Center is responsible to make its own decisions regarding any office curtailment/closure decisions during inclement weather, and to establish procedures for notifying its employees of such decisions.

(1) Normally, the main gate at Humphreys Engineer Center will remain open during inclement weather, regardless of any office curtailment/closure decisions made by HECSA, or other USACE or non-USACE tenants.

(2) However, access to Humphreys Engineer Center may, at times, be restricted to only mission essential personnel (as designated by each tenant) to accommodate snow removal during extreme accumulations, or if conditions are such that safe travel on installation roads is impractical.

b. During periods of anticipated or actual inclement weather (i.e., advisories, watches, or warnings), USACE employees working at Humphreys Engineer Center should consider the following curtailment/closure announcements, first from OPM and then from Fort Belvoir, as they determine appropriate actions to take individually:

(1) OPM decisions regarding unscheduled leave/unscheduled telework, delayed arrival, early departure, immediate departure, shelter in place, or federal offices are closed to the public. Information will be available at <http://www.opm.gov/status/index.aspx>, or (202) 606-1900.

(2) Fort Belvoir decisions regarding unscheduled leave/unscheduled telework, delayed arrival, early departure, immediate departure, shelter in place, or federal offices are closed to the public. Information will be available at <http://www.belvoir.army.mil/>, or (703) 805-3030.

(3) The table below shows how non-emergency essential USACE employees working at Humphreys Engineer Center should apply curtailment or closure announcements:

<i>First look at the OPM Decision, then read across under Ft. Belvoir Decision</i>		Fort Belvoir Decision			
		Open	Unscheduled Leave/Telework	Delayed Arrival	Closed
OPM Decision	Open	Normal Duty	Unscheduled Leave/Telework	Delayed Arrival	Admin Leave/Telework
	Unscheduled Leave/Telework	Unscheduled Leave/Telework	Unscheduled Leave/Telework	Delayed Arrival	Admin Leave/Telework
	Delayed Arrival	Delayed Arrival	Delayed Arrival	Delayed Arrival	Admin Leave/Telework
	Closed	Admin Leave/Telework	Admin Leave/Telework	Admin Leave/Telework	Admin Leave/Telework

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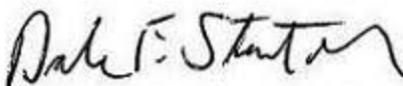
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c. Designated emergency essential USACE personnel working at Humphreys Engineer Center should review the preceding guidance and comply with specific organization SOP regarding appropriate actions to take individually during inclement weather.

d. While this guidance is to be followed by all USACE employees working at Humphreys Engineer Center, it is strongly recommended that non-USACE tenants adopt similar procedures for their personnel. OPM suggests that "in the event of area-wide work disruptions, agencies should avoid independent action because changes in the commuting hours of Federal employees can result in dramatic disruption of the highway and mass transit systems." Adopting this guidance for your organization will help us maintain consistency within the Humphreys Engineer Center community.

4. POC is Mr. David S. Burdick, Deputy Director, david.s.burdick@usace.army.mil

FOR THE INSTALLATION COMMANDER:


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Director

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