



DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DETRICK  
810 SCHREIDER STREET, SUITE 212  
FORT DETRICK, MARYLAND 21702-5000

IMFD-P

16 December 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Detrick Policy Memorandum 14, Administrative Dismissal Procedures During Inclement Weather

1. REFERENCES:

- a. DODI 1035.01, (Telework Policy), 04 April 2012.
- b. DODI 1400.25, Volume 610 (Hours of Duty), 28 November 2014.
- c. The Office of Personnel Management Handbook, (Government wide Dismissal and Closure Procedures), November 2018.

2. PURPOSE: To define administrative dismissal procedures during inclement weather.

3. SCOPE:

- a. Fort Detrick Employees involved in unanticipated curtailment of operations based on extreme weather, natural disasters, and unforeseen interruptions of transportation or building services (causing potential health or safety risks).
- b. Forest Glen Annex employees have a worksite located in the Washington, D.C. area and must follow Office of Personnel Management (OPM) dismissal procedures in accordance with reference 1.c. OPM announcements of administrative dismissal, delayed arrival, and administrative closures are communicated through Washington, DC media and the OPM website [www.opm.gov](http://www.opm.gov).
- c. For DoD worksites at Fort Detrick, Frederick, Maryland, the Commanding General, Fort Detrick, and individuals delegated therefrom, have the authority to grant unscheduled leave for federal employees and to order the early closure, delayed opening, and full day closure of work locations on Fort Detrick. Leave policy for administrative dismissal procedures during inclement weather is outlined in reference 1.c.

IMFD-PL

SUBJECT: Fort Detrick Policy Memorandum 14, Administrative Dismissal Procedures during Inclement Weather

#### 4. POLICY:

a. All Fort Detrick (Frederick, MD) employees are to presume, unless otherwise notified, that their office or activity will be open each regular workday regardless of the weather or other conditions that may develop. However, on occasion, emergency situations arise which are beyond the control of management or employees and prevent the opening of Fort Detrick offices and activities, preventing employees from getting to work, or creating the necessity to dismiss employees early. Supervisors may grant requests for unscheduled leave on a more permissive basis but are still responsible for the effective operation of their section. Supervisors will follow the guidance outlined reference 1.c.

b. When operations are curtailed, the Director of Operations (DO) will make installation-wide notification of the designated dismissal time. Employees will not be released prior to the designated dismissal time unless they individually request and are granted chargeable leave by their supervisor. If operations are curtailed or delayed outside of normal duty hours, the announcement will be provided for broadcast to several area radio stations (see enclosure). This information is also available by calling the Fort Detrick Hotline at one of the following numbers: 301-619-7611, 301-695-2633 plus 4-digit code 3801, 1-800-256-7621, or TDD at 301-619-2293. Additionally, the installation operation status is posted on the Fort Detrick Facebook link on the installation web site at <https://home.army.mil/detrick>.

c. The declaration of a Frederick County Snow Emergency will automatically result in activation of an unscheduled leave policy for non-emergency Fort Detrick personnel. This unscheduled leave policy will permit employees to utilize annual leave or leave without pay without obtaining advanced approval or providing detailed justification. Non-emergency personnel should make a personal assessment of driving conditions and exercise this leave option by notifying their supervisor within two hours of their start time.

d. Employees residing outside of Frederick County may be subject to substantially different local weather or traffic conditions. Supervisors must use discretion in granting unscheduled leave to employees who travel from distant areas to Frederick.

e. There are certain critical operations that cannot be suspended or interrupted even though it may be necessary to excuse employees for all or part of a day. It is each activity's responsibility to identify emergency personnel who perform duties which are vital to the continuity of medical facilities, public safety, national defense, or other crucial operations, and who are required to be at work regardless of emergency situations or any general dismissal authorization. It is each activity's responsibility to ensure their emergency personnel are aware of the special requirements placed on them for reporting to, or remaining at, their work site in emergency situations.

IMFD-PL

SUBJECT: Fort Detrick Policy Memorandum 14, Administrative Dismissal Procedures during Inclement Weather


f. Teleworking employees must comply with their organization's telework policies, the provisions of reference 1.c, and should address any telework questions with their supervisor. Employees on an approved telework program may be required to work or take unscheduled leave, but may not be granted administrative (weather and safety) leave.

g. All supervisors must strictly adhere to this policy to ensure equitable treatment of personnel and effective operation of Fort Detrick. Employees covered by a collective bargaining agreement that may contain that are different from this policy will continue to adhere to those provisions until the activity's labor obligation has been met.

h. Where the implementation of the guidance from OPM results in a change to bargaining unit employees' working conditions, activities should ensure all labor relations obligations are fulfilled in its implementation. Supervisors seeking technical guidance in the application of this policy or regarding labor relations should be directed to the Fort Detrick Civilian Personnel Advisory Center, 301-619-2247.

5. PROPONENT: Point of contact for this policy is the Directorate of Operations at 301-619-3111, or email: [usarmy.detrick.usag.mbx.dptms-operations@mail.mil](mailto:usarmy.detrick.usag.mbx.dptms-operations@mail.mil).

6. This policy supersedes FD Policy 33-14, Administrative Dismissal Procedures during inclement weather, 1 Nov 2017.

  
DEXTER NUNNALLY  
Colonel, SC  
Commanding

Encl  
Radio and Television  
Listing, 08 Nov 2019

DISTRIBUTION:

A



1. PAO updates the following resources in the order listed:

- a) Social media (Facebook & Twitter)
- b) Phone line (301) 619-7611
- c) Alert! Mass Warning and Notification
- d) All other media outlets (TV & Radio)

2. Media outlets engaged are in Baltimore, Washington D.C., Hagerstown, Pennsylvania, and West Virginia.

Baltimore	Pennsylvania	Washington D.C.	Hagerstown	W. Va	Frederick
WBAL Ch. 11	WGAL NBC Ch. 8 (York)	WJLA ABC Ch. 7	WDVM NBC Ch. 25	WMRE AM 1550	WFMD AM 930
WMAR ABC 4	WCRH FM 90.5	Fox 5 D.C	WWEG FM 106.9	WKSI FM 98.3	WFRE FM 99.9
WJZ Ch. 13	WGTY 107.7	NBC Ch. 4	WARK AM 1490		
WCAO AM 600	WGET 1320 AM	WUSA TV Ch. 9	WJEJ AM 1240		
WPOC FM 93.1	WWMD FM 101	WTOP AM 1500	WILD 96.7 FM		
		WWVZ FM 104.1			
		WROX FM 107.3			

