



**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-PL

**MEMORANDUM FOR ALL FORT DETRICK PERSONNEL**

**SUBJECT: Fort Detrick Policy Memorandum 33-16, Administrative Dismissal  
Procedures During Inclement Weather**

**1. REFERENCES:**

- a. Army G-1 Civilian Personnel Message 2015028, 30 January 2015.
- b. DODI 1035.01, Department of Defense (DoD) Telework Policy, Enclosure 3, Paragraph 3, 04 April 2012.
- c. DODI 1400.25, DoD Civilian Personnel Management, Volume 610, 19 March 2015.
- d. U.S. Office of Personnel Management, Washington DC Area Dismissal and Closure Procedures.

**2. PURPOSE:** In accordance with (IAW) reference C, the determination of when it is necessary to dismiss non-emergency DoD civilian and military employees at the Fort Detrick, Frederick, Maryland worksite for emergency purposes is made by the Commander, US Army Garrison, Fort Detrick, or designated representative, under delegated authority from the Commanding General, US Army Medical Research and Materiel Command and Fort Detrick. The goal of this centralized authority is to avoid confusion and to promote equitable treatment of all employees.

**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 within the Washington Capital Beltway and are required to follow the Washington DC Area Emergency Dismissal or Closure Procedures established by the Office of Personnel Management (OPM). Announcements on OPM administrative dismissal, delayed arrival, and

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administrative closures are announced through Washington DC media outlets and through the OPM website [www.opm.gov](http://www.opm.gov).

c. Worksites within the Washington DC Capital Beltway: OPM designates whether DoD worksites located within the Washington Capital Beltway will have liberal leave, delayed arrival, early dismissal or closures. IAW reference A, the Army will comply with the OPM Washington, DC, Area Dismissal and Closure Procedures issued in December 2014 to the extent that they may be in conflict with the provisions of DODI 1400.25, Volume 610. A difference between these two guidance documents is that the OPM now states that if an employee who works within the Washington DC Capital Beltway was in a preapproved leave status on a day that the worksite was closed under the policy, that those employees will not be granted excused absence administrative leave for that day. The OPM policy was written to apply to all federal worksites located within the Washington Capital Beltway (including the Fort Detrick worksites located at the Forest Glen Annex).

d. For DoD Worksites at the Fort Detrick, Frederick, Maryland, the Commanding General, Fort Detrick and individuals delegated therefrom have the authority to authorize liberal leave for federal employees and to order the early closure, delayed opening, and full day closure of work locations on Fort Detrick. The leave policies regarding installation closures follow those described in reference C.

#### 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, prevent employees from getting to work, or create the necessity to dismiss employees early. Supervisors may grant requests for unscheduled leave on a more liberal basis but are still responsible for the effective operation of their section. On those occasions, supervisors may excuse a short period of tardiness (up to two hours maximum) without charge to leave; i.e., administrative leave. Before excusing tardiness, consider the distance traveled, mode of transportation, efforts of the employee, and the success of other employees in getting to work on time. Supervisors will follow the guidance outlined reference C.

b. When curtailment of operations during normal duty hours is deemed necessary by the Garrison Commander or their representative, the Director of Plans, Training,

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Mobilization and Security (DPTMS) 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. In addition, base operations status is found in the top left hand corner on the Fort Detrick web site, [www.detrick.army.mil](http://www.detrick.army.mil), and under the inclement weather link at <http://www.detrick.army.mil/weather/>

c. This memorandum also establishes a policy whereby 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. It is recognized that some employees reside outside of Frederick County and may be subject to substantially different local weather or traffic conditions. Since it is not feasible to define the point at which Frederick County conditions cease to predominate, the application of the unscheduled leave policy described in the previous paragraph to peripheral locations on a case-by-case basis by activity supervisors is permitted. The application of good judgment based on an employee's concern for his or her own safety must prevail in granting an employee unscheduled leave.

e. There are certain critical operations that cannot be suspended or interrupted even though it may be necessary generally 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 that the emergency personnel are aware of the special requirements placed on them for reporting to or remaining at their work site in emergency situations.

f. Decisions on dismissal of employees for reasons not related to weather, such as shortage of funds or a natural disaster, will be made on a case-by-case basis, and will be made only by the Installation Senior Commander, the Garrison Commander, or the Deputy Garrison Commander.

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g. Teleworking employees must comply with the Emergency Situations provisions of reference B.

h. 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 administrative dismissal provisions that are different from this policy will continue to adhere to those provisions until the activity's labor obligation has been met.

i. 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 Plans, Training, Mobilization and Security at email: [usarmy.detrack.usag.mbx.dptms-operations@mail.mil](mailto:usarmy.detrack.usag.mbx.dptms-operations@mail.mil)

6. This policy supersedes FD Policy 33-14, Administrative Dismissal Procedures During Inclement Weather, 5 Nov 2013.

ROBERT A. O'BRIEN IV  
Colonel, IN  
Commanding

DISTRIBUTION:  
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