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MEMORANDUM FOR DLA EXECUTIVE BOARD

SUBJECT: DLA Guidance on Dismissal and Closure Procedures

In light of recent guidance issued by the Office of Personnel Management regarding dismissal and closure procedures due to weather-related and other emergency events, DLA Human Resources is issuing the attached guidance. The guidance establishes enterprise terminology on operating status; clarifies unscheduled telework as an option when severe weather conditions or other circumstances disrupt commuting; and provides enterprise guidance on how leave and telework will be administered for these situations. It applies to situations that prevent DLA employees from reporting to work on time or remaining at the worksite for the full workday. It also applies in the rare circumstance when DLA offices are closed to the public, including during emergency situations, adverse weather conditions, natural disasters, and other incidents causing disruptions of government operations.

This guidance does NOT modify authorities currently held by DLA Commanders or Directors to make decisions regarding the operating status of DLA installations or organizations under their purview. Rather, it standardizes the terminology that DLA organizations will use in describing operating status and the treatment of leave and telework for employees in those occurrences. (Note: If employees are covered by an applicable collective bargaining agreement and a conflict arises between these instructions and the agreement, the provisions of the agreement prevail.) DLA Human Resources recognizes that DLA activities operate under existing emergency procedures and have developed methods for notifying their employees of changes to operating status. The attached guidance should be integrated into your procedures and appropriately communicated to your workforce.

Of particular importance in this guidance is the introduction of "Unscheduled Telework" as an employee option in certain circumstances. When announced, unscheduled telework is authorized for use by employees who are under existing telework agreements, are "telework-ready," and are equipped to perform productive work during severe weather conditions or other events that disrupt normal commuting. This option allows many DLA organizations to maintain productivity and customer support during such events, while allowing employees to avoid hazardous road conditions or taking unscheduled leave.

Questions regarding this guidance should be directed to your DLA Human Resources Services Customer Account Manager.

BRAD BUNN
Director
DLA Human Resources

