



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5300.11
BUMED-M09B1
21 Dec 2004

BUMED INSTRUCTION 5300.11

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: EMERGENCY DISMISSAL OR CLOSURE PROCEDURES

Ref: (a) NDWINST 12630.1S
(b) OPM Washington DC Area Dismissal or Closure
Procedures (<http://www.opm.gov/oca/compmemo/dismissal.asp>)
(c) BUMEDINST 5330.4

Encl: (1) BUMED List of Essential Positions/Personnel
(2) Emergencies Before the Start of the Workday

1. Purpose. To establish procedures and policy for emergency dismissal or closure for Bureau of Medicine and Surgery (BUMED) personnel.

2. Applicability. The provisions of this instruction apply to civilian and military personnel assigned to BUMED compound/Potomac Annex and offsite telework employees. Those codes located at other greater Washington, DC worksites shall follow procedures specific for their immediate work locations. However, those codes shall maintain their responsibilities to the situational requirements determined by Headquarters, BUMED.

3. Authority and Procedures Governing Emergency Dismissal. References (a) and (b) provide procedures for emergency dismissal or closure for command personnel located inside and outside of the Capital Beltway. Enclosure (1) identifies functional requirements by position to respond under varying emergency situations for the greater Washington, DC BUMED organization. Deputy Chiefs/Directors are responsible for assigning personnel to these functions, maintaining a watchbill, if needed, and notifying the Director for Administration of those assigned.

4. Responsibilities

a. The Office of Personnel Management (OPM) will notify human resources directors of any decision to close Federal agencies, any announced "unscheduled leave" or "adjusted home departure" policy, or

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any decision to dismiss Federal employees before the close of the normal workday using the "adjusted work dismissal" policy. Staff who are on an alternate work schedule (AWS) are not entitled to another AWS day off "in lieu" of the workday on which BUMED is closed.

b. The Director for Administration (M09B1) is responsible for notifying the Chief of Staff (COS) of any such emergency dismissal or closure. The closure message will be forwarded via e-mail and/or the recall system.

c. Essential personnel and duty watchstanders are required to report to work regardless of hazardous weather conditions or any general dismissal authorization.

d. The Administrative Officer (M09B11) is responsible for preparing, maintaining, and disseminating the list of essential personnel.

5. Policy. All BUMED personnel are to presume that, unless otherwise notified, BUMED will be open each regular workday, regardless of any weather or other emergency condition that may develop. The guidelines below, and in enclosure (2), apply to snow emergencies, severe icing conditions, floods, earthquakes, hurricanes, air pollution alerts, power failures, interruptions of public transportation, and other situations in which significant numbers of employees may be prevented from reporting to work on time or that may require closure of all or part of Federal agencies. This instruction also shall apply to any real or potential civil disruption associated with specific dates.

6. Procedures

a. General Guidance. In general, BUMED personnel will follow the NDW policy and OPM guidelines of references (a) and (b).

b. Emergencies Before the Work Day Begins. OPM will provide announcements to the media when an emergency occurs before the normal workday begins. Enclosure (2) explains the different media announcements and what each announcement means for both military and civilian personnel. The announcement is also posted on the OPM website at <http://www.opm.gov>. Employees can get the latest status of openings and closings of NDW by calling (202) 433-9999, (866) 557-9410, or the BUMED Quarterdeck at (202) 762-3211.

c. Emergencies during Normal Work Hours. When OPM authorizes an "adjusted work dismissal," employees will be dismissed relative to

their normal departure times from work; for example: if a 3 hour "adjusted work dismissal" policy is announced, workers who normally leave their offices at 1600 would be authorized to leave at 1300. Deputy Chiefs/Directors may release personnel earlier, on a case-by-case basis, to assist in unforeseen circumstances, (i.e., earlier school closing, carpool riders needing to leave together, etc.).

d. Regularly Scheduled Telework Employees. When the command is closed, regularly scheduled telework employees will continue to work at their designated worksites. If the worksite is closed, these employees will fall under the normal civilian leave and pay guidance for onsite employees. If the agency is under early closure or departure conditions, the telework employee is expected to honor the conditions of their formal or informal telework agreements. Reference (c) provides additional guidance regarding telework procedures.



C. S. HUNTER
Chief of Staff

BUMED List of Essential Positions/Personnel

Severe Weather Conditions

M09B

Deputy Chief of Staff
Officer of the Day
Chief of the Day

M09B1

Facilities
Telecommunications
Communications Center

M3F

Designated M3F personnel (Vault)

All Other Emergency Conditions

Coordination will be made with Contingency Action Relocation and Recovery Team (CARRT) and Consequence Management Action Team (CMAT) assignments (as stated in the BUMED Continuity of Operations (BUMED COOP) and BUMED Succession Plan, BUMEDNOTE 3301 of 18 Oct 2002). At a minimum, the list below will be used when responding to non-weather conditions.

M09B

Chief of Staff
Deputy Chief of Staff
Officer of the Day
Chief of the Day

M09B1

Director for Administration
Telecommunications
Communications Center

M09B3

IM/IT Officer
NMO Support

M3F

Designated M3F personnel (Vault)
Homeland Security Director/Asst Director
Emergency Operations Officer
Preventive Medicine Representative
Patient Movement/Regulating Officer

M3H

Facilities Mgmt

M8

Deputy Comptroller

Special Assistants

Public Affairs Officer
Staff Judge Advocate

EMERGENCIES BEFORE THE WORKDAY BEGINS

MEDIA ANNOUNCEMENT	CIVILIANS	MILITARY
<p>1. Federal agencies in the Washington, DC area are OPEN for business; employees are expected to report for work on time.</p> <p>2. Federal agencies in the Washington, DC, area are OPEN under an unscheduled leave policy.</p>	<p>Federal agencies will OPEN on time, and employees are expected to report for work as scheduled.</p> <p>Employees who cannot report for work may take unscheduled leave for their entire scheduled workday.</p> <p>Emergency employees are expected to report for work on time.</p>	<p>Expected to report for work on time.</p> <p>Expected to report to work on time unless absence is approved by the immediate supervisor. Military personnel in a duty status or who are designated as 'emergency personnel' are expected to report to work on time.</p>
<p>3. Federal agencies in the Washington, DC, area are OPEN under a Delayed Arrival policy. Employees should plan to arrive for work no more than xx hours later than they would normally arrive.</p>	<p>Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work.</p> <p>Emergency employees are expected to report for work on time.</p>	<p>Federal agencies will open on time, but reasonable delays in reporting for work will be excused. Military personnel in a duty status or who are designated as 'emergency personnel' are expected to report to work on time.</p>

EMERGENCIES BEFORE THE WORKDAY BEGINS

<p>4. Federal agencies in the Washington, DC, area are OPEN under a Delayed Arrival/Unscheduled Leave policy. Employees should plan to arrive for work no more than xx hours later than they would normally arrive, and employees who cannot report for work may take unscheduled leave.</p>	<p>Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work.</p> <p>Employees who cannot report for work may take unscheduled leave for their entire scheduled workday. Emergency employees are expected to report for work on time.</p>	<p>Federal agencies will open on time, but reasonable delays in reporting for work will be excused. Absences will be permitted based on the immediate supervisor's discretion. Military personnel in a duty status or who are designated as 'emergency personnel' are expected to report to work on time.</p>
<p>5. Federal agencies are CLOSED.</p>	<p>Federal agencies are closed. Emergency employees are expected to report for work on time.</p>	<p>Military personnel not in a duty status are excused from coming in to work. Military personnel in a duty status or who are designated as "emergency personnel" are expected to report to work on time.</p>