



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 12610.4  
CHRO

9 MAY 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 12610.4

From: Commanding General  
To: Distribution List

Subj: INCLEMENT WEATHER AND STATE OF EMERGENCY DISMISSAL AND  
CLOSURE PROCEDURES

Ref: (a) OPM Washington DC, "Area Dismissal and Closure  
Procedures"  
(b) 5 U.S.C. 6104  
(c) 5 U.S.C. 6302(a)  
(d) DoD 1400.25-M, CPM  
(e) MCO 12600.1

Encl: (1) Guidance on Dismissal and Closure Procedures  
for Federal Government Operations  
(2) Status of Federal Government Operations under MCIEAST

1. Situation. The procedures for delayed reporting, early dismissal, and Federal office closure must be uniform and easily comprehensible for the efficient and systematic arrival and release of civilian employees during severe weather conditions, reasons of national security, and other regional emergencies. This information shall be disseminated, and procedures must be established for Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), to ensure compliance with references (a) through (e).

2. Mission. To promulgate local policies and procedures for commanders and department heads to ensure appropriate administrative controls for delayed reporting, dismissal, and closure procedures and status of civilian employees are in place during these periods.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Proper procedures and laws, rules, and regulations shall be followed when installations are closed to non-essential personnel, reporting is delayed, and/or employees are dismissed early due to severe weather conditions or other states of emergency.

(b) Department Heads shall identify a cadre of employees as "essential personnel" who shall remain at work or in contact at all times during any dismissal or closure situation. These employees may be called to work during emergencies dealing with national security, extended emergencies, or other unique situations. The designation of essential personnel may vary according to the particular nature of an exigency. Such designations may include, but are not limited to, any employees who are part of emergency

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response plans, and Continuity of Operations (COOP). All designations shall be communicated well in advance, so employees can be prepared to support and sustain operations.

(c) Civil service employees who are considered non-essential to the welfare and safety of the installation during severe weather conditions, or other states of emergency, may be released to allow safe return to residences and reduce or eliminate traffic on roadways during severe weather conditions. Those individuals approved for telework may be authorized for unscheduled telework during these situations.

(d) Civil service employees considered essential personnel whose physical presence is not required, but whose work is essential, may be evaluated and considered for unscheduled telework to reduce the potential harm of commuting while maintaining the workflow required for sustaining government operations.

(e) Telework should be a standard part of department emergency planning, to include COOP.

(2) Concept of Operations. This Order shall be utilized when Installation Commanders set local policy for administrative control for delayed reporting, dismissal, closure procedures and proper leave for civilian employees during severe weather conditions and other emergency situations.

b. Subordinate Element Missions

(1) Chief of Staff shall:

(a) ensure widest dissemination of information on current operational status to all known sources, to include official personnel reporting phone line, installation's and/or facility's Facebook page, official webpage, and other known sources for widest dissemination; and

(b) be responsible for operational status updates and dissemination of status to subordinate and tenant commands.

(2) Local Civilian Human Resource Offices (CHRO) shall:

(a) advise and assist management officials regarding appropriate status of employees, leave issues, and reporting requirements; and

(b) advise and assist management officials with telework policies and agreements.

(3) MCIEAST-MCB CAMLEJ Subordinate Commanders and Department Heads or Equivalent shall:

(a) be responsible for status of facilities and personnel;

(b) be responsible for determining essential and non-essential personnel, in accordance with the current situation to maintain operational tempo;

(c) be responsible for tracking the status and accountability of personnel;

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(d) review current telework policies to ensure telework is integrated as part of the flexibilities permitted during disruption of normal operating procedures;

(e) may grant a reasonable amount of leave, and in some instances excused absence, to an essential employee who is unable to report for work when he or she has an individual hardship or circumstances unique to the employee. For example, factors such as distance, available alternatives to childcare or eldercare, or health/medical limitations may be considered.

(4) Supervisors shall be responsible for maintaining and tracking their employees' whereabouts and status during severe weather conditions and emergency situations. Contact information shall be current and maintained to ensure accountability and implementation of callback procedures for when an employee is required to leave his/her residence, and/or phone lines are not working.

(5) Employees shall:

(a) be responsible for monitoring official sources of accurate status information, such as the official personnel reporting phone line and/or the installation's and/or facility's Facebook page and official webpage; and

(b) be responsible for keeping your supervisors informed of your whereabouts and status during severe weather conditions and emergency situations. If you are required to leave your residence, telework site, and/or phone lines are not working, updated information must be provided to a supervisor as soon as practicable to ensure accountability and implementation of callback procedures;

(c) be responsible for requesting appropriate leave, earned compensatory time off, credit hours (if permitted), or reschedule your alternative work schedule (AWS) day off when additional time off is needed on early dismissal or late arrival;

(d) be responsible for complying with telework agreements in place, as applicable;

(e) understand if you are required to work on site (e.g., the office) or telework during your regular tour of duty on a day when Federal offices are closed to the public (or when other employees are authorized a delayed arrival or early dismissal), you are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during your regularly scheduled non-overtime hours;

(f) understand if you are required to work (e.g., required to report to the installation or telework from home) and you fail to report for work without adequate excuse for your absence, management may choose to place you on absence without leave (AWOL) and you may potentially be disciplined for AWOL by management; and

(g) understand if you are not designated as essential personnel, or not required to telework (based on department policies and telework agreements) when your office is closed to the public, the day is a non-workday and as such you may not be charged leave on that day. (This policy does not apply under delayed arrival or early dismissal announcements.)

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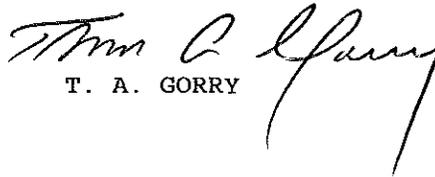
c. Coordinating Instructions. Enclosure (1) provides guidance on dismissal and closure procedures for Federal Government operations under MCIEAST. Enclosure (2) provides a status of operations as a result of dismissal or closure of Federal Government operations.

4. Administration and Logistics. Not applicable.

5. Command and Signal

a. Command. This Order is applicable to Marine Corps Installations East-Marine Corps Base Camp Lejeune.

b. Signal. This Order is effective the date signed.

  
T. A. GORRY

DISTRIBUTION: A, B, and C

Copy to: COMMCICOM

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Guidance on Dismissal and Closure Procedures for Federal Government Operations

Dismissal and Closure Procedures shall use the following announcements:

1. OPEN

**INSTALLATION FACILITIES AND ACTIVITIES** are **OPEN**. Employees are expected to report to their worksite or begin telework on time.

Normal operating procedures are in effect. Employees account for their hours of work by **WATS**:

- Working at the assigned facility/office,
- Alternative work schedules (AWS) regular day off,
- Telework (under appropriate telework agreement), or
- Scheduled leave or other paid time off.

2. OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK

**INSTALLATION FACILITIES AND ACTIVITIES** are **OPEN** and supervisors may give employees the **OPTION** for **UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK**. Services and offices may require a minimum number of employees to maintain the **OPEN** status.

Non-essential personnel must request to use unscheduled leave or unscheduled telework. Eligible employees may:

- Use annual leave, earned compensatory time off, earned credit hours, or leave without pay; or
- As approved, telework from home on a non-telework day, if the employee has a telework agreement in place that is approved for unscheduled telework and the equipment necessary to perform such work.

3. OPEN - SPECIFIC HOUR DELAYED ARRIVAL OR SPECIFIC DESIGNATED REPORT TIME - WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK

**INSTALLATION FACILITIES AND ACTIVITIES** are **OPEN** under a **SPECIFIC HOUR DELAYED ARRIVAL OR SPECIFIC DESIGNATED REPORT TIME** and employees have the **OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK**. Employee should plan to arrive for work no more than the specific number of hours later than they would normally arrive, or if a specific reporting time is designated, to arrive for work at the specified reporting time.

Non-essential personnel are expected to report to their office for work no later than the designated number of hours provided past their normal arrival time, or if a specific designated report time is established, report at the designated report time. Employees should plan their commutes, taking into consideration road conditions, unusual traffic flows (e.g., bus schedules), volume of traffic for joint reporting times, etc.

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## Examples:

- If the installation announces a 2-hour delayed arrival, employees who normally arrive at 8:00 a.m. must arrive for work no later than 10:00 a.m. Such employee shall be granted excused absence (administrative leave) for up to the designated number of hours past their normal arrival time.

- If the installation announces the installation will be OPEN for business at 10:00 a.m., employees must arrive to work no later than 10:00 a.m. regardless of their normal report time. Employees shall be granted excused absence (administrative leave) for up to the difference in the number of hours between the normal report time and the designated report time.

- o Scenario 1: An employee who normally reports to work at 7:00 a.m., but the installation announces official report time of 10:00 a.m., the employee shall be granted three hours of excused absence (administrative leave).

- o Scenario 2: An employee who normally reports to work at 8:00 a.m., but the installation announces official report time of 10:00 a.m., the employee shall be granted two hours of excused absence (administrative leave).

- o No adjustment shall be made to make these two cases equal in excused absence (administrative leave). Reporting time is beyond the control of the employee, due to facility delayed opening, and will be covered under excused absence until the facility is officially **OPEN**.

An employee who arrives later than the designated number of hours, or the specific designated report time, shall be charged annual leave for the excess time. For example, the installation announces a 2-hour delayed arrival policy, and an employee arrives for work three hours later than his/her normal arrival time, with appropriate notification to his or her supervisor, the employee shall be charged annual leave for one hour. However, in the case of unusual circumstances or hardship, with department head approval, the supervisor may determine to grant excused absence for the excess time.

Note: For employees working under Flexible Work Schedules (FWS), managers and supervisors shall consult the Labor and Employee Relations Office for official guidance.

Non-essential employees must notify their supervisor of their intent to use unscheduled leave or unscheduled telework. They may:

- Use annual leave, earned compensatory time off, earned credit hours, or leave without pay; or

- As approved, telework from home on a non-telework day, if the employee has a telework agreement in place that is approved for unscheduled telework and the equipment necessary to perform such work.

Non-essential employees may request sick leave, if they meet the qualifying conditions under law and Office of Personnel Management regulations, and follow the organization's policies and procedures.

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Employees scheduled to telework on the day of the announcement are expected to begin telework on time or request unscheduled leave. However, if the emergency procedures of the installation make it impossible for the employee to continue work, i.e., the travel assignment requires frequent contact with the installation, then excused absence may be appropriate. Management is responsible for determining whether an employee is required to continue working, or will be granted excused absence under these circumstances.

Essential personnel are expected to report to their worksite on time, unless otherwise directed by their supervisors.

4. OPEN - SPECIFIC HOUR EARLY DEPARTURE MEASURED FROM EMPLOYEE'S NORMAL DEPARTURE TIME OR SPECIFICALLY DESIGNATED DEPARTURE TIME - EMPLOYEES MAY REQUEST UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK TO LEAVE PRIOR TO THEIR INDIVIDUALLY STAGGERED EARLY DEPARTURE TIMES

**INSTALLATION FACILITIES AND ACTIVITIES** are OPEN. Employees should depart the **SPECIFIC HOURS** earlier than their normal departure time from work, or at the **SPECIFICALLY DESIGNATED DEPARTURE TIME**, and may request **UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK** to leave prior to their individually staggered early departure time.

Non-essential employees shall be dismissed from their office early relative to their normal departure times from work, and will be granted excused absence (administrative leave) for the number of hours remaining in their workday beyond their designated early departure time. For example, if a 3-hours early departure is announced, employees who normally leave their offices at 5:00 p.m. shall be authorized to leave at 2:00 p.m. (i.e., the employee's early departure time).

Note: For employees working under FWS, managers and supervisors shall consult the Labor and Employee Relations Office for official guidance.

As permitted by policies, procedures, agreements, and with prior supervisory approval, a telework-ready employee may depart prior to the scheduled early departure time without charge to annual leave provided the employee makes up the work time later in the day by teleworking.

Essential personnel and telework employees are expected to remain on duty, unless otherwise directed by management.

**Exceptions**

Personal Situations. Supervisors may exempt individual employees from early departure times to avoid personal hardships (e.g., when there is no available public transportation or no alternative forms of child/elder care available to the employee). However, management should take in to consideration the fact that the purpose of the early departure policy is to allow an orderly release of Federal employees to avoid traffic gridlock and to promote optimum safety on roadways.

Employees who leave before early departure policy is announced, or before his or her early departure time. An employee who leaves work before an early departure policy is announced, or before his or her early departure time, shall be charged annual leave or leave without pay beginning from the time the employee left work and for the remainder of his or her scheduled workday

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(unless policies, procedures, and agreements allow a telework-ready employee to obtain supervisory approval to leave early and complete the workday at home teleworking). However, management may exempt an individual employee from early departure times and grant a reasonable amount of excused absence to allow an employee to leave work early if he or she has an individual hardship or unique circumstance. For example, factors such as distance, location of residence, carpools, or childcare/eldercare responsibilities may be considered.

Telework. Depending on policies, procedures, agreements, and as specifically defined in an employee's individual telework agreement, a telework employee may be required to continue to work at the telework site to complete the workday when an early office departure policy is announced. However, if the emergency procedures of the installation make it impossible for the employee to continue work, i.e., the travel assignment requires frequent contact with the installation, then excused absence may be appropriate. Management is responsible for determining whether an employee is required to continue working, or will be granted excused absence under these circumstances.

Employee who Teleworks from a Remote Location. Depending on policies, procedures, agreements, and as defined in an employee's individual telework agreement, an employee who teleworks from a remote location may be required to continue working when early departure procedures are implemented. However, if the emergency procedures of the installation make it impossible for the employee to continue work, i.e., the travel assignment requires frequent contact with the installation, then excused absence may be appropriate. Management is responsible for determining whether an employee is required to continue working, or will be granted excused absence under these circumstances.

Employee on Pre-approved Leave or Employee who has Requested Unscheduled Leave. An employee on pre-approved leave for the entire workday, or an employee who has requested unscheduled leave before an early departure policy is announced, shall be charged annual or sick leave for the entire workday. An employee scheduled to take pre-approved leave commencing after his or her early departure time (e.g., for a doctor's appointment) may not be charged leave for that period. Instead, the employee shall be granted excused absence for the remainder of the workday following his or her early departure time.

Employee Scheduled to Return to Work. If an employee is scheduled to return from leave after an early departure policy is announced, management should charge leave for the period prior to the employee's early departure time, and grant excused absence for the remainder of the workday following the employee's early departure time.

#### 5. INSTALLATION FACILITIES AND ACTIVITIES ARE CLOSED TO NON-ESSENTIAL PERSONNEL AND PATRONS

**INSTALLATION FACILITIES AND ACTIVITIES** are designated as **CLOSED TO PERSONNEL AND PATRONS**.

Essential personnel, also referred to as emergency personnel, are expected to report for work on time.

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Non-essential personnel (including employees on pre-approved paid leave) will be granted excused absence (administrative leave) for the number of hours they were scheduled to work unless covered by one of the exceptions listed below.

#### **Exceptions**

Employee who is Required to Telework. Depending on policies, procedures, agreements, and as defined in an employee's individual telework agreement, a telework employee may be required to continue to work at the telework site to complete the workday when an early office departure policy is announced. However, if the emergency procedures of the installation make it impossible for the employee to continue work, i.e., the travel assignment requires frequent contact with the installation, then excused absence may be appropriate. Management is responsible for determining whether an employee is required to continue working, or will be granted excused absence under these circumstances.

Employee who Teleworks from a Remote Location. Depending on policies, procedures, agreements, and as defined in an employee's individual telework agreement, an employee who teleworks from a remote location may be required to work during any closure of his or her regular worksite. If Federal offices in the area of the employee's telework site are closed to the public because of adverse weather conditions (e.g., a snow emergency, a hurricane emergency), the employee should continue to telework unless power outages, internet connections, network outages, or other work-related issues arise. The employee shall contact his or her supervisor if such an incident arises. The duration of time during the employee's normal work hours that the employee was unable to perform telework due to these which unforeseen circumstances, shall result in the employee being granted excused absence (administrative leave) for the number of hours they were scheduled (or remained scheduled) to work. Additionally, if the emergency procedures of the installation make it impossible for the employee to continue work, i.e., the travel assignment requires frequent contact with the installation, then excused absence may be appropriate. Management is responsible for determining whether an employee is required to continue working, or will be granted excused absence under these circumstances.

Employee on Official Travel. If a non-essential employee is on official travel on a workday when his or her installation offices are closed, the employee is expected to continue working. However, if the emergency procedures of the installation make it impossible for the employee to continue work, i.e., the travel assignment requires frequent contact with the installation, then excused absence may be appropriate. Management is responsible for determining whether an employee is required to continue working, or will be granted excused absence under these circumstances.

Employee on Leave Without Pay (LWOP). An employee on leave without pay; leave without pay for military duty; workers' compensation, suspension, or in another nonpay status does not receive excused absence when an installation is operating under emergency procedures. These employees shall remain in their current status. An employee in a nonpay status has no expectation of working and receiving pay for a day during which Federal offices are closed to the public, and is therefore not entitled to be paid for his or her absence.

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Employee on an Alternative Work Schedule (AWS) day off. If the installation is closed to non-essential personnel and patrons on the employee's regular AWS day off, he or she is not entitled to an additional "in lieu of" day off. An AWS employee who fulfills his or her biweekly work requirement in less than 10 working days is already entitled to an AWS day off. Such employees may not receive an additional day off. In addition, an employee cannot be excused from duty on a non-workday. An AWS employee whose agency's offices are closed to the public on his or her AWS day off may not be granted excused absence for the scheduled non-workday.

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STATUS OF FEDERAL GOVERNMENT OPERATIONS  
UNDER MCIEAST

FACILITY STATUS ANNOUNCEMENT	EMPLOYEE STATUS					
	<u>Non-Essential Personnel Scheduled to Work</u>	<u>Essential Personnel Scheduled to Work</u>	<u>Scheduled Leave</u>	<u>Scheduled Telework Day</u>	<u>Situational Telework Agreement</u>	<u>AWS Regular Day Off (RDO)</u>
OPEN	<ul style="list-style-type: none"> <li>Expected to Report to Work</li> </ul>	<ul style="list-style-type: none"> <li>Expected to Report to Work</li> </ul>	☺ Leave Status	<ul style="list-style-type: none"> <li>Expected to Telework</li> </ul>	<ul style="list-style-type: none"> <li>Expected to Report to Work</li> </ul>	<ul style="list-style-type: none"> <li>OFF</li> </ul>
OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	<ul style="list-style-type: none"> <li>Expected to Report to Work</li> <li>May Request Unscheduled Leave</li> </ul>	<ul style="list-style-type: none"> <li>Expected to Report to Work **</li> </ul>	☺ Leave Status	<ul style="list-style-type: none"> <li>Expected to Telework</li> <li>May Request Unscheduled Leave</li> </ul>	<ul style="list-style-type: none"> <li>Expected to Report to Work</li> <li>May Request Unscheduled Telework</li> <li>May Request Unscheduled Leave</li> </ul>	<ul style="list-style-type: none"> <li>OFF</li> </ul>
OPEN - ## HOUR DELAYED ARRIVAL - WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	<ul style="list-style-type: none"> <li>Report No Later Than ## Hours Later Than Normal Arrival Time</li> <li>May Request Unscheduled Leave</li> <li>☺ Excused Absence Equal to ## of Hours Delay in Announcement</li> </ul>	<ul style="list-style-type: none"> <li>Expected to Report to Work **</li> <li>☺ Regular Time - no additional compensation</li> <li>May Request Leave</li> </ul>	<ul style="list-style-type: none"> <li>Entire Shift:</li> <li>☺ Leave Status</li> <li>Less than Delayed Arrival:</li> <li>☺ Excused Absence Equal to ## of Hours Delay in Announcement</li> <li>More than Delayed Arrival:</li> <li>☺ Excused Absence Equal to ## of Hours Delay in Announcement and Leave for Any Additional Time***</li> </ul>	<ul style="list-style-type: none"> <li>Expected to Telework with No Adjustment of Scheduled Time</li> <li>☺ Regular Time - no additional compensation</li> <li>May Request Unscheduled Leave</li> </ul>	<ul style="list-style-type: none"> <li>Report No Later Than ## Hours Later Than Normal Arrival Time</li> <li>☺ Excused Absence Equal to ## of Hours Delay in Announcement</li> <li>May Request Unscheduled Leave</li> <li>May Request Unscheduled Telework</li> </ul>	<ul style="list-style-type: none"> <li>OFF</li> <li>☺ No Entitlement to Compensation or "in lieu of" Time Off</li> </ul>
OPEN - ## HOUR	<ul style="list-style-type: none"> <li>At Work When</li> </ul>	<ul style="list-style-type: none"> <li>Remain on Duty **</li> </ul>	<ul style="list-style-type: none"> <li>Entire Shift</li> </ul>	<ul style="list-style-type: none"> <li>Expected to</li> </ul>	<ul style="list-style-type: none"> <li>Depart No Earlier</li> </ul>	<ul style="list-style-type: none"> <li>OFF</li> </ul>

Enclosure (2)

<p>EARLY DEPARTURE MEASURED FROM EMPLOYEE'S NORMAL DEPARTURE TIME – EMPLOYEES MAY REQUEST UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK TO LEAVE PRIOR TO THEIR INDIVIDUALLY STAGGERED EARLY DEPARTURE TIMES</p>	<p>Dismissed ⊕ Excused Absence Equal to ## of Hours of Early Release</p>	<ul style="list-style-type: none"> <li>• May Request Leave</li> </ul>	<p>⊕ Leave Status</p> <ul style="list-style-type: none"> <li>• Leave Begins Prior to Early Dismissal,</li> <li>⊕ Leave Status for Entire Scheduled Leave Period</li> <li>• Leave Begins After Early Dismissal</li> <li>⊕ Employee will be Granted Excused Absence with All Other Early Dismissed Employees</li> </ul>	<p>Telework with No Adjustment of Scheduled Time**</p>	<p>Than ## Hours of Granted Early Dismissal</p> <ul style="list-style-type: none"> <li>⊕ Excused Absence Equal to ## of Hours Delay in Announcement</li> <li>• May Request Leave in Addition to Early Dismissal</li> <li>⊕ Employee Granted Excused Absence Equal to ## of Hours for Early Dismissal and Leave Charged to Remainder of Early Departure***</li> </ul>	<p>⊕ No Entitlement to Compensation or "in lieu of" Time Off</p>
<p>OFFICES CLOSED TO NON-ESSENTIAL PERSONNEL AND PATRONS</p>	<p>⊕ Excused Absence</p>	<ul style="list-style-type: none"> <li>• Expected to Report to Work**</li> <li>⊕ Regular Time – no additional compensation</li> </ul>	<p>⊕ Excused Absence</p>	<ul style="list-style-type: none"> <li>• Expected to Telework with No Adjustment of Scheduled Time**</li> <li>⊕ Regular Time – no additional compensation</li> </ul>	<ul style="list-style-type: none"> <li>• Unscheduled Leave/ Unscheduled Telework</li> <li>• If unable to Telework</li> <li>⊕ Excused Absence</li> </ul>	<ul style="list-style-type: none"> <li>• OFF</li> <li>⊕ No Entitlement to Compensation or "in lieu of" Time Off</li> </ul>

\*\* Unless otherwise directed by management.

\*\*\* Management may excuse more than allotted time on a case-by-case basis

- Annotates employee's situation/status
- ⊕ Annotates appropriate Time and Attendance for situation