



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
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FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Washington, DC, Area Dismissal and Closure Procedures during COVID-19
“Maximum Telework”

AUDIENCE: Appropriated Fund and Nonappropriated Fund Personnel within the National
Capitol Region

ACTION: Disseminate to Department of Defense (DoD) Human Resources Practitioners

REFERENCE(S):

- a. Office of Personnel Management (OPM) Memorandum, “Washington, DC, Area Dismissal and Closure Procedures during COVID-19 ‘Maximum Telework’,” dated February 10, 2021
<https://www.chcoc.gov/content/washington-dc-area-dismissal-and-closure-procedures-during-covid-19-%E2%80%9Cmaximum-telework%E2%80%9D>
- b. OPM Guide: Government-wide Dismissal and Closure Procedures, dated November 2018
<https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/dcdismisal.pdf>

BACKGROUND/INTENT: On February 10, 2021, the Acting Director, OPM, signed a memorandum (reference a) encouraging Federal departments and agencies to review OPM’s Government-wide Dismissal and Closure Procedures (reference b). The memo provides information on how operating status announcements are handled within the National Capitol Region (NCR). In response to the COVID-19 Pandemic, many federal employees are currently in a “maximum telework” posture, however, agencies are still responsible for communicating their expectations to all employees prior to an emergency. Employees must be made aware of which workplace flexibilities are available to them during each type of Operating Status.

DoD Components should consult with contracting officials to ensure appropriate contingency instructions are delivered for contractors requiring onsite access during changes of Government’s Operating Status.

The intent of this message is limited to those within the NCR, but DoD Components outside the NCR are encouraged to review their own procedures and ensure they are consistent with OPM’s Government-wide Dismissal and Closure Procedures.

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