



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

CPM 2025-23  
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Memorandum for Chief Human Capital Officers

From: Veronica E. Hinton  
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Workforce Policy and Innovation

**Subject: Governmentwide Dismissal and Closure Procedures**

As we approach the 2025-2026 winter season, the U.S. Office of Personnel Management (OPM) is issuing a revised [Governmentwide Dismissal and Closure Procedures](#) (Procedures). OPM's Procedures provide guidance on human resources flexibilities available to Federal agencies and employees when incidents, such as severe weather or other emergencies, cause disruptions to Government operations. The Procedures reflect the principle that the Federal Government's vital business must continue without compromising the safety of employees and the public during severe weather and other emergency situations.

### **Communicating Expectations**

Federal agencies and employees must be prepared to respond immediately to an emergency, whether it be a severe weather condition, natural disaster, man-made disaster, or other type of hazard. It is important that supervisors and employees know and understand the operating status announcements in the Procedures. Each operating status announcement identifies which human resources flexibilities are available, such as unscheduled telework, unscheduled leave, leave without pay, etc. These agency policies and procedures will inform employees of what is expected of them when an operating status changes. In addition, agencies' written telework agreements and remote work agreements must comply with applicable Presidential directives, OPM and OMB Governmentwide policy guidance, and laws or other legal authorities.

### **Application of OPM Operating Status Announcements in the Washington, DC Area**

In the Washington, DC area, OPM issues operating status announcements that apply to employees working in all Executive agencies with offices located **inside the "Washington Capital Beltway"** (the freeway that encircles the Nation's capital). In the event of an area-wide disruption, agencies should avoid taking independent action and instead follow OPM's operating status announcements and policies to facilitate appropriate coordination with municipal and regional officials and to reduce

disruption of the highway and mass transit systems. This also ensures consistent treatment of impacted employees across Federal agencies. OPM posts announcements on the status of government operations in the Washington, DC, area on the OPM [website](#).

### **Operating Status Announcements in Other Locations**

Employees working in Federal agency offices located **outside of the “Washington Capital Beltway” or outside the Washington, DC, area** must follow the operating status announcements issued by their agency, using the methods commonly employed by their agency for this purpose. Federal field office heads generally make workforce status decisions for their agencies' employees and report those workforce status decisions to their agencies' headquarters. Agency-issued operating status announcements should include procedures concerning telework, arrival and departure times, and leave requests.

### **Additional Information**

For additional information, agency headquarters-level human resources offices may contact OPM at [paypolicy@opm.gov](mailto:paypolicy@opm.gov). Component-level human resources offices must contact their agency headquarters for assistance. Employees must contact their agency human resources offices for further information on this memorandum.

cc: Deputy Chief Human Capital Officers and Human Resources Directors

Attachment: Governmentwide Dismissal and Closure Procedures