



SOCIAL SECURITY

MEMORANDUM

Date: December 20, 2019

To: All OHO and OARO Employees located in the Washington, DC Metropolitan area

From: Joseph Lytle /s/
Acting Associate Commissioner
for Executive Operations and Human Resources

Dean Landis /s/
Associate Commissioner
for Budget, Facilities and Security

Subject: Policy for Hazardous Weather and Other Emergencies—INFORMATION

The Personnel Policy Manual (PPM) [Chapter S630_10](#) complies with the Office of Personnel Management's (OPM) regulations for agencies to implement the Administrative Leave Act of 2016. The PPM chapter became effective on November 5, 2018 and there have been subsequent updates since then. Employees are expected to be familiar with and follow the guidance in the aforementioned PPM, as well as their applicable collective bargaining agreement.

When hazardous weather or other emergencies prevent or interfere with employees in the Washington, D.C. metro area from reporting to work, OPM will issue announcements for those employees. SSA employees in the Washington, D.C. metro area should follow the OPM announcements *in accordance with SSA policy*, as found in PPM chapter S630_10. Specifically, the PPM Chapter includes exhibits with examples for non-telework employees and telework employees. It also includes OPM operating status announcements and provisions for employees, with telework agreements, to request unscheduled telework with management approval. Telework approved employees who request and are approved by management to work unscheduled telework when the forecast calls for inclement weather, must work a full day from the alternate duty station (ADS).

Please see below how to apply unscheduled telework given an operating status and its respective announcement.

Operating Status	Announcement	What Announcement Means
OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	On [specify day of the week, month, date, and year], the Social Security Office in [specify location] is OPEN with the option for UNSCHEDULED LEAVE or UNSCHEDULED TELEWORK with management approval.	Telework employees, with telework agreements, may request unscheduled telework (see PPM S650_1) or unscheduled leave. The request must be made in advance and approved by a supervisor.
OPEN – XX HOUR(S) DELAYED ARRIVAL WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	On [specify day of the week, month, date, and year], the Social Security Office in [specify location] is OPEN under XX HOUR(S) DELAYED ARRIVAL with the option for UNSCHEDULED LEAVE or UNSCHEDULED TELEWORK with management approval.	Telework employees, with telework agreements, who are scheduled to telework (regular or episodic) or who request unscheduled telework (see PPM S650_1) must work a full day or request leave. The request must be made in advance and approved by a supervisor.
OPEN—DELAYED ARRIVAL—EMPLOYEES MUST REPORT TO THEIR OFFICE NO LATER THAN XX:XX—WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	On [specify day of the week, month, date, and year], the Social Security Office in [specify location] is OPENING AT XX:XX – with the option for UNSCHEDULED LEAVE or UNSCHEDULED TELEWORK with management approval.	Telework employees, with telework agreements, who are scheduled to telework (regular or episodic) or who request unscheduled telework (see PPM S650_1) must work a full day or request leave. The request must be made in advance and approved by a supervisor.

OPM announcements are broadcast on local Washington, D.C. metro area radio and television stations, including:

- **Radio Stations:** [WBAL 1090 AM](#)
[WWMX 106.5 FM](#)
[WTOP 103.5 FM](#)

- **TV Station:** [WBAL TV 11](#)
[WUSA TV 9](#)

Office status information will also be available on the OPM website at <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/>, the free OPM Alert Mobile App (available by [clicking on this link](#)), or by phone at (202) 606-1900.

Employees may also learn the operating status of the SSA offices in the Washington, D.C. metro area by:

- Calling the OHO Headquarters Information line at (888) 918-1280.
- Enrolling in the SSA [Mass Emergency Notification System \(MENS\)](#).

Employees should continue to check the OHO Emergency Information line until their planned departure from home, as weather conditions may change. When our offices are open, employees are responsible for deciding if their individual travel conditions are safe and, if not, to follow leave requesting procedures.

As a reminder, the fixed shift for OHO HQ is **8:00 AM - 4:30 PM** for employees scheduled to work an 8-hour day, **8:00 AM - 5:30 PM** for employees scheduled to work a 9-hour day, and **7:30 AM – 6:00 PM** for employees scheduled to work a 10-hour day. Please see PPM [Chapter S630_10](#) for additional information on leave policy.

If you have any questions about this memorandum, please consult with your first-line supervisor.

Released by MDM