

**DEPARTMENT OF VETERANS AFFAIRS
ACQUISITION ACADEMY (VAAA)
Frederick, Maryland**

MEMORANDUM:

INCLEMENT WEATHER AND EMERGENCY PROCEDURES

1. PURPOSE:

The purpose of this memorandum is to outline the Veterans Affairs Acquisition Academy (VAAA) policy and procedures for reporting to duty during inclement weather and emergency situations.

2. SCOPE:

The scope of this memorandum applies to all government employees (to include students) and contractor support staff (to include security guard personnel) located at the VAAA.

3. REFERENCES:

- VA Handbook 5011/3 Part III Chapter 2 Weather and Emergency Situations
- VA Handbook 5011/12 Telework Criteria
- VA Form 0740 Telework Request/Agreement

4. POLICY:

It is the policy of the VAAA that employees are expected to follow the guidance of the [Office of Personnel Management](#) (OPM) and/or the [Frederick County Maryland government](#) during inclement weather and/or emergency situations.

Inclement weather and emergency situations often result in attendance options for government employees. When this is the case, government employees are required to follow [OPM's guidance](#) for personnel who are categorized as non-emergency, emergency, and/or approved for telework.

VAAA Inclement Weather and Emergency Procedures guidance will be reevaluated and updated yearly – based on the signed and issuance date of this memorandum.

5. RESPONSIBILITIES:

- a. The Chancellor of the VAAA is responsible for the issuance of this policy.
- b. The VAAA Enterprise Shared Services (ESS) organization will send OPM and Frederick County Maryland government alerts to all VAAA employees and contractors through the Emergency Alert and Accountability System (EAAS).
- c. Employees are required to and responsible for contacting their supervisor regarding their attendance and/or leave status by or before the start of their tour of duty.

6. PROCEDURES:

- a. Operating Status Applicability:
 - When determining operating status applicability, VAAA employees (to include students) and contractor support personnel (to include security guard personnel) should follow [OPM guidance](#) first. If inclement weather and/or emergency occurrences are specific to the Frederick County Maryland area, employees and contractors should follow the weather operating status of [Frederick County government](#). Employees that commute to the Academy from other regional areas impacted by weather or emergency situations – have the option of liberal leave and/or telework.
- b. Inclement weather and/or emergency occurrences during “in-office” core working hours:
 - If inclement weather and/or emergency situations occur during core “in-office” working hours, employees (to include students) and contractor support staff (to include security guard personnel) should follow the directives for an early dismissal based on OPM’s guidance and/or Frederick County Maryland government operating status.
 - Business unit Directors will be responsible for ensuring that instructors and students are notified of issued operating status guidance, which pertains to an early departures and closures. Additionally, business unit Directors and instructors are also encouraged to grant special departure permissions to individuals who may be traveling from regional areas that also have serious weather forecasts.
 - Employees with a telework agreement in place should abide by the language in Section V of VA’s [Telework Request/Agreement Form](#) as well as the [VA’s telework guidance](#) issued by the Office of the Chief Human Capital Officer (OCHCO):

c. Inclement weather and/or emergency forecasts:

- When inclement weather and/or emergency forecasts are issued, employees (to include students) and contractor support staff (to include security guard personnel) should follow the anticipated guidance from OPM's and/or the operating status issued by Frederick County Maryland government.
- VAAA employees and contractors are encouraged to download the [OPM Alert](#) mobile app for up-to-date daily operating status notifications. OPM Alert notifications typically refresh by 10:00PM daily.
- VAAA employees and contractors are also encouraged to create an account for the Alert Frederick County ([Alert FC](#)) notification system to receive emergency weather announcements specific to the Frederick County Maryland area.

7. SECURITY GUARDS AND BUILDING ACCESS:

Under normal circumstances, VAAA security personnel provide protection for the building between the hours of 6:00am and 6:00pm. However, Security personnel will adhere to guidance issued by the [Office of Personnel Management](#) (OPM) and/or the [Frederick County Maryland government](#) for immediate or forecasted inclement weather and/or emergency notifications.

When directed, the VAAA federal facility will be closed per OPMs and/or Frederick County Maryland government until otherwise notified. The VAAA facility will be inaccessible without security guard personnel present.

Signature and Date Issued: /s/Judith L. Dawson, VAAA Acting Chancellor
January 7, 2022