

Date: May 9, 2022

From: Acting Chancellor, VA Acquisition Academy (003A5)

Subj: VAAA Inclement Weather and Emergencies Policy

To: All VA Acquisition Academy Staff, Students and Contractors

1. **Policy Statement:** This policy describes the VA Acquisition Academy's (VAAA) procedures for reporting to duty during inclement weather and emergencies.
2. **Purpose:** This policy intends to provide Government employees (to include students) and contractor support staff (to include security guard personnel) located at the VAAA with annually updated procedures to follow during inclement weather and emergencies.

It is the policy of the VAAA employees will follow the guidance of the Office of Personnel Management (OPM) and the Frederick County Government in Maryland during inclement weather and emergencies.

Inclement weather and emergencies 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 Emergencies policy will be reevaluated and updated yearly based on this memorandum's signed and issuance date.

### 3. **Responsibilities:**

- a) The VAAA Chancellor is responsible for the issuance of this policy.
- b) The VAAA Academy Operations organization will send OPM and Frederick County Government alerts to all VAAA employees and contractors through the Emergency Alert and Accountability System.
- c) Employees must contact their supervisor regarding their attendance and leave status by or before the start of their daily tour of duty.

### 4. **Process/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

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and/or emergency occurrences are specific to the Frederick County, Maryland area, employees and contractors should follow the weather operating status of the Frederick County Government. Employees that commute to the Academy from other regional areas impacted by weather or emergencies will 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 emergencies occur during “in-office” core 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 Government operating status.
- Business unit (BU) directors are responsible for notifying instructors and students of issued operational status guidance of early departures and closures. Additionally, BU directors and instructors are also encouraged to grant special departure permissions to individuals who may be traveling from regional areas with 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 and the VA’s telework guidance issued by the Office of the Chief Human Capital Officer.

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 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 10:00 p.m. 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.

d. Security Guards and Building Access:

- Under normal circumstances, VAAA security personnel protect the building

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between 6:00 a.m. and 6:00 p.m. However, security personnel will adhere to guidance issued by OPM and/or the Frederick County Government for immediate or forecasted inclement weather and/or emergency notifications.

- When directed, the VAAA federal facility will be closed per OPM's and/or Frederick County Government until otherwise notified. The VAAA facility will be inaccessible without security guard personnel present.

### 5. **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

### 6. **Rescission:** None.

7. **Review:** This policy will be reviewed 9-12 months after its initial publication date. VAAA will make revisions based on evolving practices and its management.

8. If you have any questions or need clarification, please contact Shanna Keene, VAAA Facility Manager, at 240-215-0696 or [shanna.keene@va.gov](mailto:shanna.keene@va.gov).

Signature and Date Issued: /s/ Stephanie Belella, Acting Chancellor  
May 9, 2022