



MEMORANDUM FOR:

FROM:

SUBJECT: Designation of Emergency and COOP Employees

Each year, per Department Administrative Order (DAO) 210-1, Section 8, NOAA is required to identify its “emergency employees” and notify them in writing that they are designated as “emergency” employees.<sup>1</sup> The term “emergency employee” is used to designate those employees who may be required to report for work in emergency situations.

Emergency situations include continuation of essential functions during continuity of operations (COOP) activation, as well as other situations including dismissals, furloughs or closures of any kind. Because of the unique circumstances that may exist during emergencies, NOAA may require designated “emergency employees” to report to work, or alternatively, to telework.<sup>2</sup> When COOP is activated, employees should refer to the NOAA, Line Office, or other related COOP plans to determine if they are expected to report and where they should report. During other emergency situations emergency employees should contact their chain of command for guidance.

Specifically, the following categories of NOAA employees (inclusive of alternates or backups) are included by the above requirement. You are hereby designated for the role(s) identified below, indicated by a check in the appropriate box(es).

- Employees designated as Emergency Relocation Group (ERG), COOP, Incident Coordination, or other COOP personnel, as explicitly identified in the NOAA, Line Office, or other related COOP plans.
- All other non-COOP emergency designations that may be needed in the event of dismissals, furloughs, or closures of any kind.<sup>3</sup>

During emergency situations, you will be in a base pay status. However, if you cannot respond during an emergency, you may be placed on absence without leave unless you are excused (e.g., illness, family emergency, other personal matter of critical importance), or are otherwise instructed. Should it later be determined that your services are no longer required, you will be notified and placed in the appropriate pay status based on current circumstances.

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<sup>1</sup> For more information on “Requirements for Emergency Employees and Telework”, refer to the U.S. Office of Personnel Management (OPM) Washington, DC, Area Dismissal and Closure Procedures at [www.opm.gov](http://www.opm.gov).

<sup>2</sup> Emergency employees report to work (at their duty station or alternative site) or telework as prescribed by their COOP or other emergency-related plan. Employees who may be required to telework must have a signed Telework Application and Agreement in place and must have the means to work off-site. Responsibilities assigned to “emergency employees” should also be reflected in their Performance Plans.

<sup>3</sup> OPM's dismissal or closure announcements generally apply to employees in the Washington, DC metropolitan area. For employees outside the Washington, DC metropolitan area, announcements may come from Federal Executive Boards and Federal Executive Associations in other major metropolitan areas. You are responsible for monitoring emergency events.

As a designated “emergency employee”, you are hereby notified and asked to certify that you understand and are willing to respond as an “emergency employee”. Where provisions of guidance differ from negotiated collective bargaining agreements, the provisions of the collective bargaining agreement will apply. Please sign and date this notice as an acknowledgment of receipt and return it to your supervisor.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
Date