



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
OFFICE OF THE ADJUTANT GENERAL
1776 MILITIA WAY
P.O. BOX 14350
SALEM, OREGON 97309-5047

TAG

1 November 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #119 (Joint, Federal and State) - Facility Closures Due to Inclement Weather When Combined with Other Conditions

1. This policy supersedes Command Policy Memorandum #119 (Joint) - dated 29 November 2001 and AGP Policy 99.100.07 dated November 1, 2006.
2. The mission of the National Guard includes the responsibility to be available to serve the community, particularly during emergencies. As such, the policy of the Oregon Military Department is to curtail operations or close facilities only under the most adverse conditions and only with plans in place to recall personnel no matter what the conditions. The conditions required to recommend facility closure are defined as those that would expose the majority of full-time members to imminent danger during travel to, or working at, the facility. Flooding, earthquake, or heavy snow and ice, with associated downed power lines, impassible road conditions, etc, could affect traveling to the workplace. In addition, functioning at the workplace could be impossible because of power outage, damaged buildings, etc. Again, closure of a facility is the last option that should be considered by facility managers and a recall plan must be in place so personnel can respond to provide emergency public assistance.
3. Individuals responsible for making a final recommendation through the Joint Chief of Staff or Director of Staff - Air to The Adjutant General for facility closure (Local Determining Officials) are:

State Employees: Deputy Director of State Affairs
Salem Area: Joint Chief of Staff
Portland Air Base (ANG/ARNG Tenants): 142 FW Air Commander
Kingsley Field (ANG/ARNG Tenants): 173 FW Air Commander
82 Brigade: Unit Senior Full-Time Officer
41 IBCT: Unit Senior Full-Time Officer
Camp Withycombe (All Units): CSMS General Foreman
Camp Rilea (ARNG/ANG): Facility Manager
Pendleton AASF and armory: Senior Aviation Officer with concurrence of the State Aviation Officer
Bend Armory, COUTES, and High Desert Training Area: 1-82 CAV Administrative Officer

Note: Federal personnel located away from their parent unit fall under the jurisdiction of the determining official at their actual work location.

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4. Local Determining Officials may use data provided by the National Weather Service, government transportation services, and local and State police agencies to assist their decision to recommend facility closure. If Local Determining Officials wish to recommend closure, Army National Guard officials must receive approval to announce the closure from the Joint Chief of Staff (JCOS), or his designated alternate who will obtain TAG concurrence. Air National Guard officials must receive approval to announce the closure from the Director of Staff - Air or his designated alternate who will obtain TAG concurrence. State Managers must receive approval to announce the closure from the Deputy Director of State Affairs or his designated alternate who will obtain TAG concurrence. JCOS and Director of Staff - Air will coordinate approval for locations and areas with both Army and Air facilities. Local Determining Officials will provide follow-up written justification for the closure to the Joint Chief of Staff, Director of Staff - Air or the Deputy Director of State Affairs (as applicable) with an information copy to the Human Resources Office and State Personnel Office (AGP) respective payroll offices.

a. Army Points of Contact:

| | |
|-----------------------------|-------------------|
| Joint Chief of Staff | (503) 584-3639 or |
| Deputy Chief of Staff | |
| For Operations | (503) 584-3903 or |
| Emergency Operations Center | (503) 584-2800 |
| (Non Duty Hours) | |

b. Air Points of Contact:

| | |
|--------------------------------|-------------------|
| Director of Staff - Air Office | (503) 584-3645 or |
| Emergency Operations Center | (503) 584-2800 |

c. State Points of Contact:

| | |
|----------------------------------|-------------------|
| Deputy Director of State Affairs | (503) 584-3884 or |
| Director of State Personnel | (503) 584-3865 |

5. As a general policy, during inclement weather or other emergency conditions, employees are expected to make a reasonable attempt to arrive at work on time unless a closure announcement is made. Employees should exercise individual judgement, in view of their particular circumstances, and not expose themselves to excessive risk in attempting to get to work under unusually hazardous conditions. If an employee decides to stay home he/she should advise their supervisor and place him or herself in an appropriate leave status (i.e. annual, compensatory time, or LWOP).

6. Leave Policy During Facility Closure: When the official announcement is made to delay opening a Military/Guard facility, close the facility early, or close the facility for an extended period, the following leave policy will apply to the indicated categories of employees.

a. Federal Technician Employees: Employees will be placed in paid administrative leave status during duty hours when they are not actually at the work place.

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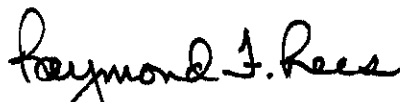
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b. Active Guard and Reserve (AGR) Personnel: Personnel will be placed on pass for all periods of excused absence from the work place.

c. State Employees: In accordance with Department of Administrative Services (DAS) State Personnel Policy 60.015.01, Temporary Interruption of Employment dated 1 November 2006, a state employee will be placed on administrative leave with pay only when a closure occurs after the employee reports to work and then is directed to go home. This pay status will only be applicable for the remaining hours of the same duty day. For subsequent days of closure, a pre-announced closure or delayed opening, when the state employee is relieved from work duties, he or she must elect some form of leave status (vacation, comp time, personal business or leave without pay (LWOP) to cover time lost from the normal work day. When an employee has a safety concern due to inclement weather and remains at home or, if already at work and chooses to depart early, he or she must elect some form of leave status (vacation, comp time, personal business or LWOP). Temporary employees will only receive pay for time worked.

7. Closure Announcements: The Joint Chief of Staff, Director of Staff - Air and Deputy Director of State Affairs will ensure that Local Determining Officials publish annually an inclement weather plan to include policy/procedures for temporary interruptions of work and a list of local radio and television stations that will be asked to make the public announcement of any facility closures. Local Determining Officials will ensure all employees are informed of this information and any other facility unique notification procedures. The Agency Head shall provide notice to the Director of DAS if appropriate.

8. Oregon Military Department point of contact is the Deputy Director of Human Resources at DSN 355-3843 or commercial (503) 584-3843. For State employees the POC is the State Personnel Director, State Personnel Office (AGP) at DSN 355-3865 or commercial (503) 584-3865.



RAYMOND F. REES
Major General
The Adjutant General

DISTRIBUTION:

A (Army)

B (Air)

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Attachment for State Employees

At a minimum, the following regional media outlets shall be contacted when operations are curtailed or closed:

CORVALLIS KLOO 106.3 FM / 1340 AM

EUGENE KUGN 590 AM

PORTLAND

KATU-TV KGW-TV
KOIN-TV KPTV
KEX 1190 AM
KINK 101.9 FM
KKSX 97.1 FM
KOPB 91.5 FM
KUPL 98.7 FM / 970 AM
KXL 750 AM

SALEM

KBZY 1490 AM
KSND 95.1 FM
KYKN 1430 AM