

**POLICY AND PROCEDURE
NCI-FREDERICK**

Policy No. 105

Original Issuance Date of P&P – December 31, 1997

Revision # 2 – January 2011

DELAYED OPENING/CLOSING OR EARLY DISMISSAL OF NCI-FREDERICK PERSONNEL

A. PURPOSE AND BACKGROUND

The purpose of this policy is to provide guidance for employees regarding delayed opening/closure or early dismissal/closure of work locations. Due to the various locations in which NCI-Frederick personnel work specific guidance is identified in Section D. Procedures.

B. SCOPE

The policy applies to **all** Contractor **and** Government employees who work at NCI-Frederick and NCI-Frederick off-site facilities.

C. DEFINITIONS

Delayed Opening: The work location opens a specified number of hours later than normal and specifies a time that employees may not arrive before.

Closure: The work location is closed for the current work day.

Early dismissal/closure: The work location closes early or employees are dismissed early based on their work schedules.

Essential Personnel: Employees who are expected to report to work in the event of a delayed opening or closure or remain at work in the event of an early dismissal. These employees have been identified as essential by line management and have been informed of this status.

Non-essential Personnel: Employees who have not been identified as essential and, therefore, are not required to report to work when periods of delay or closure occur or remain at work when an early dismissal occurs.

Unscheduled Leave: Leave time that an employee may take in lieu of reporting to work when an announcement is made that the work location is open, with Unscheduled Leave permitted. Leave taken in this circumstance will not be included when considering disciplinary action.

Unscheduled Telework/Telecommuting: Work performed and charged to the employee's time card under a pre-approved regular telecommuting agreement, or with advance approval from the employee's supervisor, in lieu of reporting to work or taking unscheduled leave when an announcement is made that the work location is open, with Unscheduled Telework permitted, or when Ft. Detrick is closed or experiencing a delayed opening.

D. PROCEDURES

Essential personnel at all locations, as designated by their supervisors, shall report to work as scheduled.

Notwithstanding the guidance below, Exempt employees at all locations may be required (under prior arrangement with management) to telework/telecommute during periods of closure, delayed opening and early dismissal/closure in certain circumstances at the discretion of management.

Notification Procedure for Full-day closures and delayed openings:

- Employees at the Fort Detrick, Frederick, MD work location
 - Notification is made by announcements on Fort Detrick Telenews line (301)-619-7611, at <http://www.detrick.army.mil>, and through local media (see attachment A).
 - When there is a delayed opening that impacts Fort Detrick, the announcement will typically state that non-essential employees are to report to work based on a delay that is a particular number of hours (i.e., a two-hour delay), as well as a specific time. For instance, the announcement may state that “the post is on a two-hour delayed opening for non-emergency personnel. However, no one is to report for work prior to 8 a.m.” This means that military, federal employees and contractors come in two hours after their normal starting time, but in no case should non-essential personnel arrive before 8 a.m.
- Employees at all other Frederick, Md. (non-Fort Detrick) work locations
 - Notification made by announcements on Fort Detrick Telenews line (301)-619-7611, at <http://www.detrick.army.mil>, and through local media (see attachment A).
 - When there is a delayed opening that impacts Fort Detrick, non-essential personnel are to abide by the number of delayed hours and disregard direction such as “no one is to report for work prior to...” time.
- Employees at work location outside Frederick, but within the Washington-Baltimore metro area
 - Notification will be through announcements by the Office of Personnel Management (OPM) regarding federal government at (202) 606-1900, <http://www.opm.gov>, and local media.
- Employees who are scheduled to telecommute on a day when there is a full-day closure/delayed opening or early dismissal/closing are not entitled to administrative leave for adverse weather conditions or other facility-based emergencies.
- Employees at all other locations
 - Notification will be made by management

Early dismissals / closures:

- Employees at Frederick, Md work locations:
 - In the event that NCI-Frederick closes during working hours, direction will be provided by the NCI-Frederick Contracts Office, MOSB. Supervisors will be notified to communicate to employees as to when they should leave. **NOTE: For early dismissal, NCI-Frederick operates independently of Fort Detrick; therefore, employees should not rely on the Fort Detrick Telenews or radio broadcasts for early dismissal or early closure.**
- Employees at work location outside Frederick, but within the Washington-Baltimore metro area:
 - Notification will be provided by management, based on direction from OPM
- Employees at all other locations
 - Notification will be provided by management, when necessary

Snow Removal and Parking

Personnel should park only in plowed parking lots and avoid areas where snow removal is in progress. Snowplows have the right-of-way and personnel may be requested to move their vehicles as required for snow removal. Vehicles that interfere with snow removal operations or obstruct traffic may be

towed at the owner's risk and expense. Due to increased security concerns and limited parking spaces, employees are encouraged to remove their vehicles from the post at the end of the day.

For recording time on your timesheet, refer to NCI-Frederick Policy and Procedure # 332: Charging Time During Periods of Closure.

E. RESPONSIBILITIES

U.S. Army Garrison

The current weather and road conditions will be monitored by the Directorate of Installation Services (DIS), U.S. Army Garrison (USAG), Fort Detrick. Clear and treat roadways and parking lots, including the NCI-Frederick campus, as required.

NCI Contracting Officer (or designee)

As necessary, notify NCI-Frederick contractors of early dismissal and/or closure independently of Fort Detrick.

NCI-Frederick Contractors

Responsible for the communication of the policy.

Employees

Adherence to policy, monitoring announcements of delay or closure through the Fort Detrick notification mechanisms or other notification mechanisms indicated in Section D above, and parking in cleared lots only on Fort Detrick.

Supervisors

Communication of policy to employees, identification of essential employees, and notification to employees of early dismissal or other relevant information related to the closure, delay, and/or early dismissal from work.

Facilities Maintenance and Engineering

Clear and treat NCI-Frederick property building entrances and service areas around the building, as required.

F. REFERENCES

Policy And Procedure 332: Charging Time During Periods Of Closure

Policy And Procedure 313: Contractor Telecommuting and Alternative Worksites

Policy And Procedure 338: Contractor Alternate Work Arrangements During Periods of National or Local Crisis

ATTACHMENT A

#105

SOURCES OF INFORMATION ON CLOSINGS AND DELAYS

In cases of inclement weather, you should utilize one of the information sources listed below. All information is posted as soon as a decision is made to delay the opening of or close the post.

TELEPHONE

Recorded weather line	301-619-7611
Fort Detrick's Toll-free Number	1-800-256-7621
Hearing Impaired	301-619-2293

INTERNET

Log onto Fort Detrick's Home Page <http://www.detrick.army.mil>. Weather information will pop up automatically. This will only be used if there is a change in operating hours.

RADIO/TV

Arlington, Va.

WETA FM 90.9

Baltimore, Md.

WBAL TV Ch. 11

WCAO AM 600

WPOC FM 93.1

Chambersburg, Pa.

WIKZ FM 95.1

WQCM FM 94.3

Charles Town, W. Va.

WMRE AM 1550

WKSI FM 98.3

Frederick, Md.

WFMD AM 930

WFRE FM 99.9

WAFY FM 103.1

Gettysburg, Pa.

WGET AM 1320

WGTY FM 107.7

Greencastle, Pa.

WWMD FM 101.5

WAYZ FM 104.7

WPPT FM 92.1

WCBG AM 1380

Hagerstown, Md.

WARK AM 1490

WWEG FM 106.9

WJEJ AM 1240

WHAG TV Ch. 25

Harrisburg, Pa.

WGAL TV Ch. 8

Martinsburg, W. Va.

WICL FM 95.9

WLTF FM 97.5

WEPM AM 1340

Thurmont, Md.

WTHU AM 1450

Rockville, Md.

WMZQ AM 1390

WMZQ FM 98.7

Washington, D.C.

WUSA TV Ch. 9

WASH FM 97.1

WMZQ FM 98.7

WIHT FM 99.5

WBIG FM 100.3

WWDC FM 101.1

WWVZ FM 104.1

WVRX FM 105.9

WRQX FM 107.3

WTOP AM 1500

Williamsport, Md.

WCRH FM 90.5

Winchester, Va.

WXVA FM 98.3