



21st Mission Support Squadron Civilian Personnel Flight

INCLEMENT WEATHER PROCEDURES BASE CLOSURE, DELAYED REPORTING, AND PHASED OR EARLY RELEASE

1. All employees are to presume, unless otherwise notified, that their office or activity will be open each regular workday regardless of weather or other emergency conditions that may develop. Normally they are expected to effectively cope with difficult driving conditions and minor disruptions of public transportation. However, emergency situations arise which prevent the opening of facilities, prevent employees from getting to work, and/or create the necessity to dismiss employees early. The information provided below serves as a guide for the majority of these emergency situations.

2. For this purpose, Peterson Complex includes Peterson AFB, Cheyenne Mountain AS, the Federal Building and other Colorado Springs located units serviced by the Peterson Civilian Personnel Flight. The 21st Space Wing Commander is the installation commander for Peterson AFB and serviced Colorado Springs units; the 721st Support Group Commander is the installation commander for Cheyenne Mountain AS. The following “snow call” administrative procedures and definitions are a composite of the inclement or severe weather procedures issued by each installation commander. For more detailed and installation-specific information, you should refer to the procedures issued by your installation commander. The intent of these procedures is to get individuals safely to and from their work place during inclement weather conditions.

a. Group dismissals of employees without charge to leave may be authorized because of severe storm, snow, icing conditions, or disasters. Each installation commander will decide if delayed reporting, base closure, or phased or early release is warranted for his/her respective organizations.

b. If the installation commander decides to delay reporting or to close a facility, notification may be made through a pyramid-alerting matrix. In addition, Public Affairs offices will make an announcement to selected local radio and television stations, usually not later than 0500. Employees may also call the installation snow call numbers, 556-SNOW for Peterson AFB and 474-3333 for Cheyenne Mountain AS.

3. Terms Explained.

a. **Mission Essential** and **Essential Personnel**. Employees required to keep critical activities functioning. This includes but is not limited to such individuals as firefighters, security police, command and control, snow removal, medical personnel, dining facility workers, shift-workers, and personnel assigned to 24-hour work centers. *Mission Essential* and *Essential* personnel report for duty at normal times when the base is *Closed* or under *Delayed Reporting*, and remain on duty during *Phased* or *Early Release*. Based on mission requirements, supervisors designate positions as *Mission Essential* or *Essential* and give notifications of such to incumbents of each position. These employees should be notified and reminded annually, preferably in writing, of the requirement to report to or remain at their worksites to keep critical base activities functioning.

b. **Non-Mission Essential** and **Non-Essential Personnel**. Employees who could be relieved or delayed for short periods of time (hours to days) without serious mission impact. Circumstances can change in a matter of minutes or hours requiring mission essential manning to change, which may result in some employees who are normally non-essential being designated as *Mission Essential* or *Essential* for a particular time or situation. Supervisors should notify each affected employee that he/she is required to remain at or report to work, and the mission requirement necessitating the change. When the mission requirement is completed, the employee returns to *Non-Mission Essential* or *Non-Essential* status.

c. **Closed**. Only *Mission Essential* and *Essential* personnel must report for duty. Workdays on which the base is officially closed are nonworkdays for leave purposes. Employees, except those designated *Mission Essential* or *Essential*, are excused without charge to leave. This is captured as administrative leave, and recorded on time and attendance records as code "LN". This applies to those on scheduled annual leave, sick leave, or telework, but does not apply to employees on military duty, or those in a non-pay/leave without pay status on the workdays immediately before *and* after the closure.

d. **Delayed Reporting**.

(1) Cheyenne Mountain AS: *Non-Mission Essential* personnel have an additional specified time to report for duty. Keep in mind, the intent of delayed reporting is to provide additional time to safely drive to work and not to simply delay departure for work. Employees are expected to get to work as soon as possible or to notify their supervisor of their status. Tardiness excused during the delayed reporting period is captured as "LN" on time and attendance records.

(2) Peterson AFB: *Non-Essential* personnel have an additional specified amount of time to safely report for duty. Delayed reporting is also designed to give Peterson AFB snow removal teams time to prepare the base following a major winter storm (plowing roads, clearing parking lots, etc). To minimize interference with snow removal operations, plan to arrive no earlier than 30 minutes prior to the delayed reporting time, or notify your supervisor of your status. Under current policy, when authorized a two hour delay, employees should plan to arrive by 0930 but not before 0900. All tardiness from the employee's normal start time to the delayed reporting time (0900-0930) is excused and captured as "LN" on time and attendance records.

(3) A supervisor may excuse tardiness in excess of the delayed reporting time due to an unavoidable delay resulting from adverse conditions. These situations are reviewed and decided by the appropriate supervisor or management official on an individual basis. Employees who do not report for duty when the base is operational are charged annual leave for the full duty day, unless the supervisor reviews the facts and determines the employee made a reasonable effort to get to work but was unable to do so. Determining factors may include but are not limited to: travel conditions between the employee's residence and place of work, road closures, mode of transportation normally used, efforts by the employee to get to work, and success of other similarly situated employees being able to report to work. Excused absence in excess of the delayed reporting, and absences approved as exceptions, are captured as "LN" on time and attendance records.

e. **Phased or Early Release**. *Non-Mission Essential* or *Non-Essential* personnel may be released from duty at a specified time before the end of their normal duty day. Once supervisors are notified of an early release time, they should start releasing people in phases beginning with those who live farthest from the duty station. Supervisors are cautioned against releasing employees from duty before receipt of official notification via appropriate channels. Phased early release of personnel will

normally take place at 15 or 30-minute intervals to reduce the congestion of traffic departing the base, in accordance with the early release policies and zones established by each installation commander.

Only employees who are in a duty status (not on leave), or who are expected to return from leave to duty status by the time the early release takes effect, are excused without charge to leave. Employees who are on leave that day continue to be charged leave.

4. Organizations are responsible for determining equitable policies for employees on shift work, telework, and alternative work schedules and for informing employees of these policies.

Personnel scheduled to telework are excused when the installation is *closed* and time is recorded as “LN”. When the installation is under delayed reporting or phased or early departure, an employee who is teleworking is normally not affected by the weather conditions. Therefore, the supervisor should consider whether the emergency prevented the employee from performing work before granting administrative leave in these situations.

Personnel working an alternate work schedule which permits accrual of credit hours, normally will not accrue credit hours on days when delayed reporting and/or early dismissal is authorized. Only hours *actually worked*, beyond the employee’s normally scheduled number of hours in the duty day, may be earned credit hours.

5. Use the following decision logic table as a guide to making appropriate leave determinations related to base closure, phased or early release, or delayed reporting situations.

RULE	IF	THEN
1	The base is closed for your duty day and you are mission essential.	You must report for work or be charged leave. (AFI 36-815, P.7.6, 7.6.3)
2	The base is closed for your duty day and you are non-essential.	You will be granted administrative leave. (Note 2) (AFI 36-815, P.7.6.3)
3	The base is closed before the beginning of the duty day, and you are scheduled to be on leave.	You will be granted administrative leave. (AFI 36-815, P.7.6.3)
4	The base is closed before the beginning of the duty day, and you are on your alternate work schedule (AWS) day off.	You are not entitled to another AWS day off “in lieu of”. There is no provision in AFI 36-815 to grant excused absence to an employee on an AWS day off.
5	The base is on delayed reporting and you arrive by the designated arrival time.	You will be granted administrative leave to cover the period from the beginning of the regular workday until the time you arrive for work. (AFI 36-815, P.7.6.2)
6	The base is on delayed reporting and you make every attempt to report for work on time, but you arrive after the designated arrival time.	You will be granted administrative leave through the late opening time. You may be granted a reasonable amount of excused absence or charged leave from the designated arrival time to your actual arrival time. (Note 1) (AFI 36-815, P.7.6.2, P.8.3)
7	You are on duty and depart (with supervisory	You may be granted a reasonable amount of excused

	approval) after receipt of official word of phased or early release , but <i>before</i> the time authorized for your release.	absence or charged leave from the time you depart until the time authorized for your release. (Note 1) (AFI 36-815, P.7.6.1, P.8.3.)
8	You are on duty and depart on approved leave prior to the phased or early release announcement .	You will continue to be charged leave. (AFI 36-815, P.7.6.1)
9	You are on approved leave the first part of the day and are scheduled to report later in the day, but the base implements phased or early release before you can report for duty.	You will be charged leave from the beginning of the duty day until the time authorized for your release. Administrative leave will be granted from the time authorized for your release. (Note 1) (AFI 36-815, P.7.6.1, P.8.3)
10	You are on approved leave the first part of the day and are scheduled to report later in the day. The base implements delayed reporting during the period you are on leave and before you are scheduled to report for duty.	You will be granted administrative leave through the delayed reporting time. You will be charged leave from the delayed reporting time to the time you report for duty. (Note 1) (AFI 36-815, P.7.6.1)
11	The base is open as usual and then implements phased or early release , and you are unable to report for work prior to the release time.	You may be charged leave for the entire day. (Note 1) (AFI 36-815, P.7.6.1, 7.6.2)
12	The base is on delayed reporting and also implements phased or early release , but you are unable to report for work.	You may be charged leave for the entire day. (Note 1) (AFI 36-815, P.7.6.1, 7.6.2)
13	The base is open as usual, but you are unable to report for work due to weather conditions.	You may be charged leave for the entire day. (Note 1) (AFI 36-815, P.7.6.2)
14	The base is open as usual, but due to the varying impact of the weather situation on some areas, a liberal leave policy is in effect.	Contact your supervisor for leave approval. (AFI 36-815, P.7.4.2)

Note 1: Annual leave or leave without pay (earned compensatory time off or credit hours may be used) should be charged for absence in excess of the authorized absence/tardiness, unless management reviews the facts in each case and determines the employee made reasonable efforts to get to work by the designated time but was unable to do so.

If you make every reasonable attempt to report to work but are unable to do so, you may submit a written request to your supervisor for an excused absence. Your request must be endorsed by your supervisor and elevated to the second level supervisor for approval. The request must explain the attempts made and the circumstances that prevented you from reporting for work. If such request for excused absence is approved, all pertinent documentation must be retained in official files by the supervisor for three years.

*Note 2: If you are scheduled to be on duty in a **telework** capacity when the installation is closed, you are excused from duty (AFI 36-815, IC 2002-01, Paragraph 7.6.3). AFI 36-815 has no provisions to excuse you from duty when the installation is under delayed reporting or phased early release due to inclement weather. However, supervisors should consider individual circumstances and determine if the teleworking employee was prevented from working due to inclement weather and should be excused from duty.*