



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND AND FORT LEE**  
3901 A AVENUE, SUITE # 200  
FORT LEE, VIRGINIA 23801-1809

FORT LEE POLICY NO. 20-01  
28 Jan 2010

IMNE-LEE-PLT

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Operating and Release Procedures During Adverse Weather Conditions

1. References:

- a. 5 CFR 610.301-306 (policy on granting excused absence to regular employees).
- b. CPM 990-2, 610.S3 (authority for base closure and limited authority for administrative dismissal of employees).
- c. AR 690-900-2, 610.S3 (administrative dismissal of employees).

2. Background: This policy establishes responsibilities and prescribes procedures for furnishing adverse weather warnings at Fort Lee, Virginia. It prescribes procedures concerning the release, dismissal, and absence from work of Department of the Army civilian and military personnel during hazardous weather conditions at this installation.

3. Policy:

- a. Unless otherwise notified, all personnel are to assume that Fort Lee will be functioning as normal each regular workday, regardless of any weather or other emergency condition which may develop. Continuity of operations of medical facilities, public safety, national defense, or other critical services is essential.
- b. Appointed supervisors and managers are required to maintain and routinely update their organization's list of designated essential personnel. These lists should be submitted to the DPTMS Operations Center and the Provost Marshal.
- c. The designation of key or critical positions and services is a command prerogative. Personnel whose services are vital to these operations will be designated, IN WRITING, by their office as essential employees. Unless otherwise notified all essential employees will be required to report to, or remain at, their work sites in emergency situations caused by adverse weather.
- d. Critical positions are jobs that may be vital to public health, safety, welfare, national defense, or the operation of essential facilities or functions.

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e. Essential employees are personnel who occupy critical positions, are considered critical to the operation of the post, and must report as scheduled or otherwise directed. Pay for such work will be subject to law and regulation. Essential employees are designated in writing by their office.

f. Responsibilities and Procedures.

(1) The Senior Commander makes decisions with regard to full or partial closure of Fort Lee operations and excusing employees administratively from all or part of the normal workday due to adverse weather.

(2) To ensure consistent treatment of employees, all activities residing at Fort Lee will adhere to the decision made by the Senior Commander.

(3) The Garrison Commander will coordinate a recommendation with the Sustainment Center of Excellence Command Group and G-3. The commander's decision to administratively excuse employees not designated as essential may include early dismissal from duty, delay in the start of duty time, or excuse from duty for the entire workday. Continuation of services by essential employees in critical positions may be implemented upon proper determination and official notification by the commander.

(4) The Director of Plans, Training and Mobilization and Security (DPTMS), in coordination with the Provost Marshal (PM), Director of Logistics/Director of Public Works (DOL/DPW), and the Safety Officer, will inform the Garrison Commander when adverse weather conditions in the Fort Lee and surrounding areas may impact upon the operating hours of the post.

(5) During duty and non-duty hours, the DPTMS, DOL/DPW, PM and Safety Officer will coordinate a recommendation telephonically.

(a) The PM will coordinate with the surrounding local law enforcement authorities and Other federal agencies (e.g., Defense Supply Center Richmond (DSCR)) to determine road conditions and changes in the work hours.

(b) The DPTMS will consult with the 15th Weather Squadron, United States Air Force (USAF), Scott Air Force Base, IL and/or the National Weather Service, Wakefield, VA and respond to any severe weather warnings.

(c) The DPTMS will provide this information to the Garrison Commander with a recommendation regarding post closure.

(d) Based on the severity of the situation, upon notification from DPTMS, key agencies (DPTMS, DOL/DPW, Safety, PMO and others as necessary) will place a senior representative in the Post Emergency Operations Center (EOC) to coordinate relief efforts.

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(6) When the decision is made to delay the start of the duty time, a specific hour for reporting will be announced rather than telling personnel to report a number of hours late. Also, the DPTMS will record the status on the Fort Lee Status Hot Line (765-2679).

(7) When the decision is made to release employees not designated as essential, a "not earlier than" release time will be set and employees will be released on a staggered basis within their organizations based on geographical distance of residence from Fort Lee, if possible, to reduce traffic congestion and hazards. Recommended release intervals are fifteen (15) minutes, beginning at forty (40) miles and above; i.e. 40+ miles @ 1300, 39-20 miles @ 1315, 19-10 miles @ 1330, etc. Any decision affecting hours of operation will be disseminated as indicated below and all personnel will refrain from calling the headquarters to inquire about possible dismissals.

g. Notification of Fort Lee personnel.

(1) During Normal Duty Hours:

(a) The DPTMS will telephonically notify the SCoE G-3 and chiefs of tenant activities when severe weather conditions exist and a decision has been made to release employees early. The DPTMS Operations Center will maintain the phone contact roster. DPTMS will provide a "not earlier than" release time and will make the following announcement:

"The Senior Commander has made a decision for early release of personnel except those who are designated as essential employees. You may start releasing your personnel at (hour)."

(b) Commanders, chiefs, and directors of all activities on Fort Lee are responsible for notifying their respective employees regarding early dismissals and for identifying personnel within their organization who are essential. Employees who have been designated as essential will be informed that they will be required to remain on duty during periods of essential staffing. Managers and supervisors with delegated authority have the discretion to relieve certain essential employees from the requirement to report for or remain on duty based on the circumstances surrounding work and/or emergency related needs.

(c) Commanders of tenant activities will conform to the installation procedures for early dismissal to avoid confusion and promote equitable treatment of all employees.

(d) The Civilian Personnel Advisory Center (CPAC) will be responsible for ensuring that the appropriate unions are notified.

(e) The Public Affairs Office (PAO), using the appropriate code word, will contact local radio and TV stations to provide early release information (encl 1, para 4).

(f) Shift workers will check with their activity to verify their work schedule.

(2) During Non-duty Hours:

(a) When a decision is made IAW paragraphs 3f(1)-(6) above, the DPTMS will notify the PAO, CPAC and DPTMS Operations Center Watch Officer. The PAO, using the appropriate code word, will contact local radio and television stations to provide post closure information. The Watch Officer will notify the duty officers/NCOs at SCoE, 49<sup>th</sup> Group, Kenner Army Health Clinic, and other tenant duty officers as applicable. All announcements will be concise and standardized (encl 2). Announcements will also be posted to the Fort Lee Webpage (<http://www.lee.army.mil/postnotice.html>).

(b) Employees are responsible for obtaining post operating schedules by listening to any of the public broadcasting systems which the PAO lists in/on WLOG/Channel 70, and the Traveller; and by checking the Fort Lee Webpage or calling the Ft Lee Status Hotline (804)765-2679.

(c) Shift workers will check with their activity to verify their work schedule.

h. Special Instructions: Employees scheduled to work will normally be excused without loss of basic pay or charge to annual leave when a decision is made to delay the start of the duty day, dismiss employees early, or implement essential staffing because of climatic conditions. However, such early excusal will be based upon the following provisions:

(1) Early Release: When the decision is made during working hours to release the work force early, the employees' status will be determined as follows:

(a) If the employee was on duty when the official notice of dismissal was made, there is no charge to leave for the remaining hours of the work shift following excusal.

(b) If the employee was on duty and departed on leave after official notice of dismissal was made, but before the time was set for dismissal, leave is charged only from the time the employee departed until the time set for dismissal.

(c) If the employee was on duty and departed on leave before official notice of dismissal was made, leave is charged for the period remaining until the end of the regular workday. Early release is authorized only for employees who are on duty with no charge to leave. The following scenario (paragraph 3h(1)(d)) is the exception to this statement.

(d) If the employee was scheduled to report for duty after an initial period of leave and dismissal is given before the employee can report, leave is charged until the time set for dismissal.

(e) If the employee was absent on approved leave for the entire workday, leave will be charged for the work shift.

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(2) Delayed Opening: When the decision is made during non-working hours to delay the start of the duty day, the employees' status will be determined as follows:

(a) Employees will be excused without loss of pay or charge to leave until the duty day is scheduled to start.

(b) During delayed opening, all employees should report to duty at the specified time and work until the end of their duty day.

(c) If the employee is en route or already at the work site when the announcement is made to delay opening, the employee normally will be expected to depart at their regularly scheduled departure time.

(d) Employees will be charged annual leave or leave without pay for absences in excess of the period of authorized excused absence, unless management determines after a review of the facts in each case that the employee made every reasonable effort to get to work by the scheduled opening.

(e) A disabled employee should call in advance to determine if he/she will be able to enter the workplace because parking areas and ramps have been adequately cleared. If not, a reasonable period of administrative leave should be granted, depending on the circumstances of each case. Supervisors of disabled employees are responsible for assisting them into the building.

(f) Employees who report for duty before the post opens at their normal starting hours are not entitled to any additional compensation for those hours.

(g) Employees who are in an approved leave status during the hours of the delayed opening remain in an approved leave status. No adjustment to leave is necessary under these circumstances.

(h) Employees who do not report for duty will be charged annual leave or leave without pay for the entire duty day.

(i) A delayed start of the duty day will not affect the normal closing hours of the post.

(3) Liberal Leave:

(a) When the climatic conditions do not uniformly affect the entire area to the degree that the post is not adversely affected, the post will remain open and a liberal annual leave or leave without pay policy will be in effect upon official announcement.

(b) Liberal leave means that employees may use annual leave or leave without pay without obtaining advance approval or providing detailed justification. Normal requirements for an

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employee to notify his/her supervisor within the prescribed time limits are suspended.

(c) Liberal leave may be placed into effect during times when the post is open or in conjunction with delayed openings. Adverse weather conditions are not limited to ice and snow but may include other weather phenomena; such as, fog and wind.

(4) Post Closed:

(a) Workdays on which the installation is at essential staffing are non-workdays for leave purposes. Nonessential employees scheduled to work on those days will be excused without charge to leave or loss of pay. Employees on previously authorized leave will not be charged for leave on those days.

(b) Employees working alternate work schedules who are on their regular day off (RDO) are not entitled to extra time off.

(5) The above provisions (paragraph 3h(1)-(4)) do not apply to essential personnel.

4. This policy supersedes Fort Lee Policy 20-21, 8 April 2001.

5. The proponent for this policy is DPTMS Operations Center, 734-1584.

Encl



MICHAEL G. MORROW  
COL, LG  
Commanding

DISTRIBUTION:  
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## STANDARD MEDIA ANNOUNCEMENTS

### 1. LATE POST OPENING:

Fort Lee personnel report to work by (hour).  
Liberal leave policy is in effect.

### 2. POST CLOSED:

Fort Lee is closed. Essential personnel report.

### 3. EARLY CLOSURE:

Fort Lee is closing at (hour).

### 4. MEDIA SOURCES

Fort Lee Status Hotline  
804-765-2679

#### Television

WTVR (CBS) Richmond  
WRIC (ABC) Richmond  
WWBT (NBC) Richmond  
WAVY (NBC) Portsmouth  
FOX 43 Tidewater

#### Radio

WRVA 1140 AM  
WRNL 910 AM  
WTVR 98.1FM  
WRXL 102 FM  
WRVQ 94.5 FM  
WKHK 95.3 FM  
WMXB 103.7 FM  
WKLR 96.5 FM  
WBTJ 106.5FM  
WDYL 101FM

#### Media Websites

[www.wtvr.com](http://www.wtvr.com)  
[www.nbc12.com](http://www.nbc12.com)  
[www.wrva.com](http://www.wrva.com)