



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 88TH AIR BASE WING (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO**

MEMORANDUM FOR ALL WPAFB PERSONNEL

FROM: 88 ABW/CC

SUBJECT: Hazardous Weather Delays/Closings

1. As winter approaches, we must again prepare for the season's hazardous weather and the potential effects to the operating hours of the base. This memorandum describes the Wright-Patterson AFB reporting procedures during adverse winter weather including snow and freezing rain. The procedures are based on my principle of fostering a safe, secure, and operational environment for conducting the mission, which is vital to defending our nation. Please review this guidance carefully.

2. If a decision for early release is made during normal duty hours, it is transmitted to all base organizations via phone calls, e-mail, text messaging, and pop-up messages. Notifications may also be made by using either telephone backup systems or runners as described in WPAFBI 36-802, *Release of Personnel Due to Hazardous Weather or Emergency Conditions*. Decisions regarding delayed arrival or base closure will be transmitted via the WPAFB AtHoc Emergency Mass Notification System, website announcement, radio, and television. The most accurate weather delay information will always be located on the Wright-Patterson website and snowline. Please check these systems first at www.wpaafb.af.mil and (937) 656-SNOW (7669).

3. The standard public news release will state one of the following messages:

a. Wright-Patterson AFB is closed. Telework employees continue to work or take appropriate leave. Personnel who are designated mission-essential or mission-essential for current mission efforts as assigned by their commander or supervisor will continue to work. All other employees will be granted weather and safety leave for the hours they were scheduled to work. Mission-essential employees must use Gate(s) __, __, and __ (as provided by 88 ABW/CC or designated representative). Only emergency medical services are available at the Wright-Patterson Medical Center during an installation closure.

b. Wright-Patterson AFB employees are on a __ (i.e., 1, 2, 3 or 4) hour delay from normal reporting time this morning on XXX XX, 2024. Telework employees continue to work or take appropriate leave. Personnel who are designated mission-essential or mission-essential for current mission efforts as assigned by their commander or supervisor will continue to work. All other employees will be granted weather and safety leave for the hours of delayed reporting time. Mission-essential employees must use Gate(s) __, __, and __ (as provided by 88 ABW/CC or designated representative). All other gates will be delayed in opening by __ (i.e., 1, 2, 3 or 4) hours. Only emergency services are available at the Wright-Patterson Medical Center until staff are able to safely report within delayed reporting guidance.

c. Wright-Patterson AFB employees are authorized an early departure beginning at _____ local today. Telework employees continue to work or take appropriate leave. Personnel who are designated mission-essential or mission-essential for current mission efforts as assigned by their commander or supervisor will continue to work. All other employees will be granted weather and safety leave for the hours of early departure time. Commanders will use a disciplined staggered release to reduce congestion. Please use all outbound traffic lanes when exiting the gates. Wright-Patterson Medical Center may curtail non-emergency services in order to allow for the safe departure of staff.

4. Under OPM's weather and safety leave regulations, all telework program participants will be ineligible for weather and safety leave when a closure is announced except in rare circumstances. Employees participating in a telework program must telework, take other leave (paid or unpaid) or paid time off (as approved by the agency), or a combination of both, unless an exception applies. Please see number 8 in the Questions and Answers attached to this memo.

5. Supervisors and employees are reminded to review applicable Telework Agreements to ensure expectations are clearly defined and communicated regarding their employees' telework status during periods of inclement weather resulting in base closure, late arrival, and/or early dismissal. Some employees may be required to work at their alternate work sites in accordance with their Telework Agreements. For example, if the installation closes due to snow or icy conditions, teleworking employees should know they are expected to telework from their alternate duty location. Additional relevant telework guidance is contained in the attached questions and answers.

6. Military and/or civilian mission-essential personnel are defined as "*personnel required to maintain the minimum base operating functions.*" Some examples include, but are not limited to, designated Medical Group personnel, firefighters, Security Forces, dining facility, and snow removal teams. Organizational commanders/directors must determine and assign mission-essential status to only those personnel critical to performing the mission during periods of hazardous weather conditions. Those individuals should be notified in advance of their designation as mission essential. Commanders, directors, and supervisors must emphasize the importance of strict adherence to reporting instructions and times. While safety of all individuals is my number one concern, my secondary focus for establishing these guidelines is to permit proper snow and ice removal from the streets and parking lots.

7. The primary purpose for granting administrative leave during adverse weather conditions is to allow additional time for civilian employees to come to work or travel home from work safely. Granting administrative leave during inclement weather allows the workforce to take needed precautions when dangerous driving conditions prevail. When early release is authorized, employees will be dismissed as provided in the release announcement.

8. The attached list of questions and answers may be of help in administering the program. If you have additional questions regarding administrative leave due to inclement weather for civilian employees, please contact your servicing Human Resources Specialist (Employee Relations), 88 FSS/FSCA, (937) 904-3326 or DSN 674-3326.

DUSTIN C. RICHARDS, Colonel, USAF
Commander

Attachment:
Questions and Answers