MEMORANDUM FOR ALL SUBORDINATE COMMANDS AND TENANT UNITS

FROM: Peterson-Schriever Garrison
  775 Loring Avenue, Suite 205
  Peterson AFB CO 80914-1290

SUBJECT: Hazardous Weather Procedures 2020-2021

1. Safety of all personnel is paramount. Regardless of the conditions on base and the commander's weather call, employees must assess their own situations and driving conditions for safety, using Risk Management processes. When in doubt, consult your chain of command. Our goal is zero accidents or injuries for our commuting personnel. Coordinate with your supervisor if your situation requires special consideration.

2. This memorandum documents the procedures for delayed reporting, early release, and base closures due to hazardous weather for the following Peterson-Schriever Garrison (P-S GAR) locations: Peterson Air Force Base (PAFB), Schriever Air Force Base (SAFB), and Cheyenne Mountain Air Force Station (CMAFS). These procedures apply to all military and civilian personnel assigned to or performing duty at PAFB, SAFB, and CMAFS, including tenant units. The leave procedures included in Attachment 2 of this memorandum only apply to civilian employees and provide relevant guidance for administering civilian Weather and Safety Leave (WSL).

3. When a hazardous weather determination is made by the P-S GAR Commander, the P-S GAR Public Affairs (PA) office notifies PAFB, SAFB and/or CMAFS base personnel through civilian media, notifications via FlashAlert, installation Facebook pages, AF Connect App, Twitter feeds, and the Snow Call telephone line: 556-SNOW (7669). PA will update these means of communication by 0530, or within 30 minutes of notification. Personnel stationed at PAFB, SAFB, and CMAFS may be notified through the recall system using the scripts in Attachment 3, as directed by the P-S GAR Commander. Other PAFB, SAFB and CMAFS organizations are encouraged to use this or a similar recall-style notification process. Additionally, the USAF Connect app is the official app of the United States Air Force and provides alert push notifications.

4. Commanders and supervisors must ensure their personnel have no doubt about when to report or remain on duty at their work center. For purposes of reporting or remaining on duty at their work center during hazardous weather, commanders will designate personnel as either Mission Essential or Non-Mission Essential based on position and mission requirements. This Mission Essential designation will determine who will be released.

   a. Mission Essential personnel are the minimum number required to keep critical activities functioning until additional support arrives. These personnel include, but are not limited to Firefighters, Security Forces, command and control, snow removal, medical, dining facility, designated child care, and designated shift personnel. Commanders must identify positions they determine to be essential for mission-critical operations, depending on the type and duration of activity requiring support, and ensure the appropriate personnel are notified to report for duty.

Mission Essential personnel should anticipate travel and parking in Road Condition Yellow and/or Red and exercise extreme caution when operating a motor vehicle.
b. Non-Mission Essential personnel are those that could be delayed for short periods of time (hours to days) without serious mission impact. Commanders and supervisors must identify non-emergency positions and ensure the appropriate personnel are notified.

5. Road Conditions are paramount for personnel to understand and adhere to. Road conditions are defined as follows:

a. Road Condition GREEN: Roads are clear. No unusual conditions for vehicle operations exist.

b. Road Condition YELLOW: Indicates conditions of limited visibility (LESS THAN 300 FT) or slick, snow-covered roads. Conditions require increased awareness by vehicle operators. Vehicle headlights will be turned on and all patrols must take necessary driving precautions.

c. Road Condition RED: Indicates conditions of extremely limited visibility or icy roads with deep snow. Vehicle movement will be limited to mission-essential only. Vehicle speeds will be no faster than absolutely necessary. All vehicle operators must use headlights and extreme caution. Security Forces is not to enforce traffic stops.

d. Road Condition BLACK: Indicates condition of extreme hazard on roadways. Only emergency vehicles responding to an emergency and Civil Engineering snow clearing equipment will operate on base roads.

6. In addition to special reporting procedures, the following procedures specifically apply to winter storm situations:

a. 21 CES and 50 CES are responsible for executing a base specific Snow and Ice Control Plan in accordance with AFI 32-1001.

b. Facility managers are responsible for ensuring snow and ice are removed from their building entryways, steps, emergency exits, and sidewalks within 100 feet of the building or midway to adjacent facilities as soon as possible to prevent safety hazards from occurring due to accumulation of snow and ice. Civilian employees will not be tasked to accomplish this additional duty. The base grounds contractor will remove snow and ice from sidewalks that are more than 100 feet from buildings on PAFB, 25 feet from buildings on CMAFS, and a 3-foot wide path on sidewalks, steps, landings, entrance ramps, and plaza areas on SAFB.

c. Tierra Vista Corporation is responsible for removing snow and ice from the roads and sidewalks for all PAFB and SAFB family housing based on location and accumulation. Removal will begin when 1/2 inch or more of snow/ice accumulates.

7. The commander or other designated authority will initiate base closures delayed reporting, or early release when deemed necessary. These actions will be initiated when necessary, including weekends, holidays, and family days. Please ensure these procedures and the following definitions are provided to and understood by all base personnel.

a. Base Closure means only Emergency/Mission Essential personnel must report for duty, or remain on duty, if weather is serious enough to prevent replacements from safely reporting.

b. Delayed Reporting authorizes Non-Mission Essential personnel additional time to safely report to duty. Non-Mission Essential personnel should depart their homes at 0930, or at the time
will stagger the gate arrival times and reduce traffic. Regardless of travel times, Non-Mission Essential personnel are to arrive to the base no earlier than 0930 or the time specified by the commander. It is mandatory for Non-Mission Essential personnel to comply.

(1) Delayed Reporting is also intended to give on-base snow removal teams time to prepare the base for normal activity following a major winter storm (clearing roads, parking lots, etc.). Do not arrive at your place of duty earlier than the delayed reporting time to minimize interference with snow removal operations. Personnel residing on base should consider walking to work to minimize traffic on the streets and in parking lots.

(2) Military personnel scheduled for gate augmentation duty will report 45 minutes prior to the delayed reporting time to their assigned location, as outlined in Attachment 6. All FSS Non-Mission Essential FSS facilities (Club, ODR, Skills Development, ITT, Aquatics Center, Aero Club, Golf, Bowling Center and Fitness Center) will follow delayed reporting procedures. The Club events will be reviewed on a case by case basis for mission degradation impacts.

(3) The CDC and School Age Care will be open to accept children for Mission Essential personnel from 0630-1800, and for Non-Mission Essential personnel at 0930, or the directed Delayed Reporting time specified by P-S GAR/CC. Supervisors should allow appropriate time for child drop off.

d. Early Release means that Non-Mission Essential personnel may depart their duty location at a specified time before the end of the duty day. When an Early Release is implemented, it means the base is only open for Mission Essential personnel and applies to all Non-Mission Essential personnel to include shift workers who are scheduled to report after the Early Release takes effect.

(1) All FSS Non-Mission Essential FSS facilities (Club, ODR, Skills Development, ITT, Aquatics Center, Aero Club, Golf, Bowling Center and Fitness Center) will follow Early Release directed time.

(2) The CDC and School Age Care will operate and support care for children of Mission Essential personnel from 0630-1800. Non-Mission Essential personnel must pick up their children from installation child development and school age programs within 30 minutes upon the directed Early Release.

(3) For continuity of operations, Non-Mission Essential personnel who are telework-ready are expected to travel home and telework the remainder of their duty day when an early release is authorized. Telework-ready employees working in the office when an early release is announced generally may receive weather/safety leave (WSL) only for the amount to time required to commute home (excluding the period of time for an unpaid lunch break, if applicable). This means that telework-ready employees must complete the remaining time (if any) in their workday by either teleworking or taking approved leave (paid or unpaid), or a combination of both, once they arrive home unless one of the exceptions under 5 CFR 630.1605(a)(2) applies. Employees already performing telework when an early release is announced must continue to telework, request unscheduled leave, or a combination, for the remainder of their tour of duty and will not receive WSL unless one of the exceptions applies. Non-Essential personnel whose duties may not be performed at home or who are not telework-ready are granted WSL for the reminder of their duty day.
c. Normal Reporting means a weather call was made and conditions were determined to be appropriate for normal base operations to continue. Normal reporting will be updated on the installation Facebook pages, AF Connect App, Twitter feeds, and snow call line. Media will not be notified as they report only when there are changes in reporting hours. NOTE: AtHoc text will not be sent to subscribers for normal reporting.

8. To meet mission requirements and take the best possible care of our people, commanders and supervisors must ensure all personnel have been briefed and understand these procedures. I also want to emphasize the need for all personnel to use good judgement and to coordinate with their supervisor when specific situations and driving conditions dictate to ensure everyone’s safety.

JAMES E. SMITH, Colonel, USAF
Commander

6 Attachments:
1. Snow Call Procedures
2. Civilian Weather and Safety Leave Guidance
3. Peterson Schriever Garrison Public Affairs Messaging
4. AtHoc Announcements
5. Gate Hours and Gate Augmentee Hours for Delayed Reporting
6. Inclement Weather Procedures for Childcare
Attachment 1

SNOW CALL PROCEDURES

A1.1. Event Notification Roles and Responsibilities

A1.1.1. 21 LRS/OSW monitors weather conditions/forecast and sends an e-mail to P-S GAR leadership when threatening weather is imminent.

A1.1.2. 21 MSG and/or 50 MSG determines necessity of a Snow Call to evaluate if (a) phased early release, (b) delayed reporting or base closure will be directed. Determining CC will notify Colorado Spring Regional Command Post (CSRCP) of a Snow Call time.
   (a) Snow Call time for phased early release is determined by conditions
   (b) Snow Call time for delayed reporting/base closure is typically at 0415L

A1.1.3. CSRCP notifies the Snow Call participants (the day prior to an event or as conditions change), receives reports of road conditions from Base Defense Operations Center (BDOC), participates in the Snow Call, and pushes Snow Call determination notifications utilizing AtHoc as required. The CSRCP is also responsible for establishing the teleconference bridge and dialing in participants.

A1.1.4. 21 SFS and 50 SFS directs BDOC to initiate and report road condition assessments to CSRCP to include on-base roads, nearby off-base road assessment of GREEN / YELLOW / RED / BLACK road condition and advises respective MSG on road condition reports from BDOC, CSPD, EPSCO, CO State Police, USAFA SF, Ft Carson MP desk, and local news websites.

A1.1.5. 21 CES and 50 CES provides current on-base road conditions, mitigation status, snow removal equipment and personnel status and capabilities.

A1.1.6. Public Affairs provides relevant Flash News information, attends the Snow Call, and updates Base Snow Call line, Twitter, Facebook, Text Alert.
A1.2. Event Notification Timeline for typical delayed reporting Snow Call. Participants are unit commanders unless specific offices are listed.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400</td>
<td>21 LRS/OSW monitors weather for possible event and notifies senior leaders, CSRCP, P-S GAR/PA. 21 MSG/50 MSG consults with P-S GAR. 21 MSG/50 MSG informs CSRCP of a planned conference call. CSRCP notifies participants of a planned snow call. 21 CES/50 CES snow teams placed on warm-status.</td>
</tr>
<tr>
<td>1500</td>
<td>21 MSG and 50 MSG notify P-S GAR/CC.</td>
</tr>
<tr>
<td>1530</td>
<td>P-S GAR notified P-S GAR/PA to conduct pre-event messaging on social media and AdHoc.</td>
</tr>
<tr>
<td>NLT 1600</td>
<td>21 LRS/OSW will send out significant weather update to P-S GAR leadership.</td>
</tr>
</tbody>
</table>

Day of the event

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NLT 0230</td>
<td>21 LRS/OSW will send a weather update to senior leaders.</td>
</tr>
<tr>
<td>0320</td>
<td>21 SFS/50 SFS initiates road condition assessment. CMAFS Snow Control coordinates with PAFB Snow Control.</td>
</tr>
<tr>
<td>0330</td>
<td>BDOCs calls Colorado Department of Transportation (CDOT) and local bases to check road conditions.</td>
</tr>
<tr>
<td>0345</td>
<td>Conference call 21 MSG, 21 CES, 21 SFS, 21 LRS (flight schedule consideration), 21 LRS/OSW, 50 MSG, 50 CES, 50 SFS, 50 LRF, P-S GAR/PA.</td>
</tr>
<tr>
<td>0400</td>
<td>Conference call P-S GAR, 21 MSG, 50 MSG, CSRCP, 21 LRS/OSW, P-S GAR/PA.</td>
</tr>
<tr>
<td>0400-0415</td>
<td>P-S GAR decides on delayed reporting/base closure.</td>
</tr>
<tr>
<td>0415</td>
<td>50 MSG calls Ellicott District Superintendent.</td>
</tr>
<tr>
<td>NLT 0500</td>
<td>CSRCP updates AtHoc. P-S GAR/PA updates Snow Call script, websites, and local radio/television stations.</td>
</tr>
</tbody>
</table>

A1.3. Snow Call Visual Reference

[Diagram of Snow Call visualization]
A1.4. Snow Call Dial-In Information

A1.4.1. CSRCP will dial into the teleconference bridge as the chairperson NLT 0335. CSRCP will only dial in the P-S GAR/CC for the 0400 meeting.

A1.4.2. Participants will to dial in with the below conference call information independently.

A1.4.3. The conference call phone number, access code, and chair person PIN are strictly controlled. The dial in information will only be distributed to the participants.

A1.4.4. Conference Call Information:
The Administrative Leave Act of 2016 created the new Weather and Safety Leave (WSL) codified in 5 U.S.C. § 6329c, which applies to all civilian employees, except for intermittent employees who, by definition, do not have an established regular tour of duty during the administrative workweek, and employees exempt from 5 U.S.C. Chapter 63 by another statute. The following references should be used in conjunction with the Peterson-Schriever Garrison Hazardous Weather Procedures 2020-2021 memorandum and Schriever AFB Inclement Weather Bulletin:

- 5 CFR 630 Subpart P – Weather and Safety Leave
- OPM Government-wide Dismissal and Closure Procedures, dated November 2018
- AF/A1CP Weather and Safety Leave Fact Sheet, dated 6 Apr 2020
- AF/A1CP Telework Fact Sheet, dated March 2020

**a. Authorization.** Employees may be granted WSL only if they are prevented from safely traveling to or safely performing work at a location approved by the agency due to:

- An act of God;
- A terrorist attack; or
- Another condition that prevents an employee or group of employees from safely traveling to or safely performing work at an approved location.

WSL is not an entitlement and will only be provided at the Agency's discretion.

**b. Definitions.**

i. Act of God. An act of nature, including hurricanes, tornadoes, floods, wildfires, earthquakes, landslides, snowstorms, and avalanches.

ii. Telework. A work flexibility arrangement under which an employee performs the duties and responsibilities of his or her position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. The work arrangement should be formalized by a document, called a Telework Agreement (DD Form 2906). Once the Telework Agreement is finalized and fully executed, employees are considered telework-ready.

iii. Telework Site. A location where an employee is authorized to perform telework, as described in 5 U.S.C. Chapter 65, such as the employee's home.


**c. Teleworkers.** Employees with an approved telework agreement (i.e., “telework-ready employees”) who are able to safely travel to and work at an approved telework site cannot be granted WSL. When a hazardous weather event is forecasted (e.g., major snowstorm, etc.),
telework-ready employees must prepare to telework by bringing home any necessary equipment and work files.

Special Considerations:

*Reasonably anticipated conditions.*

- **Employee fails to prepare to telework.** If the first-level supervisor determines that an employee is unable to perform work at a telework site because he or she failed to make necessary preparations for reasonably anticipated conditions, WSL cannot be provided. In this circumstance, the employee must use other appropriate leave, paid time off, or leave without pay.

*Unexpected weather.*

- **Employee unable to prepare to telework.** If the first-level supervisor determines that the emergency conditions could not reasonably be anticipated (e.g. earthquake) and the employee was not able to prepare for telework and is unable to perform productive work at the approved telework site, the employee may receive WSL, as long as other conditions of the OPM guidance are met.

*Unsafe telework site.*

- **Employee prevented from working at the telework site AND cannot safely travel to regular worksite.** If an employee is prevented from safely working at the approved telework site (e.g. weather-related damage that makes occupying the home unsafe, loss of power at home, etc.), a first-level supervisor may provide WSL to the employee, as long as other conditions of the OPM guidance are met.

- **Employee prevented from working at the telework site BUT can safely travel to regular worksite.** If conditions do not prevent the employee from safely traveling to or safely performing work at a regular approved worksite, even if the affected day is a scheduled telework day, the first-level supervisor cannot grant WSL.

*Delayed reporting is announced.*

- **Employee chooses to telework.** When delayed reporting is announced, employees who choose to telework instead of reporting to the regular worksite will not receive WSL for the delayed arrival period. The purpose of the delayed arrival is to facilitate safely commuting to the regular worksite.

- **Employee chooses to travel to regular worksite.** An employee who reports to the regular worksite is granted WSL. To determine the amount of leave to grant, a supervisor should consider the hours between the employee’s typical start time and the actual reporting time.
Early release.

• **Employee chooses to telework.** Telework program participants working at the regular worksite when an early release is announced may receive WSL only for the amount of time required to commute home. Telework participants will then be expected to telework for the remaining time in their workday.

• **Employee chooses NOT to telework.** Telework program participants working at the regular worksite when an early release is announced may receive WSL only for the amount of time required to commute home (excluding the period of time for an unpaid lunch break, if applicable). Telework participants who choose not to telework for the remaining time in their workday are required to take leave once they arrive home, unless the employee is prevented from safely working at the approved telework site.

Dependent care.

• DODI1035.01_AFI36-816, Civilian Telework Program (Enclosure 3, paragraph 3.j.(2)), states that employees cannot personally care for a dependent while teleworking. However, Air Force granted a limited exception to this policy through December 31, 2020. The SAF/MR memo, SUBJECT: Telework Guidance for Civilian Personnel in Responding to COVID-19, signed 13 Mar 2020, states, “Effective immediately, Department of the Air Force civilian personnel performing telework during an emergency (e.g., continuity of operations event, office closure due to adverse or inclement weather, or pandemic health crisis) are authorized to do so with a child or other persons requiring care or supervision present at home. Employees must still account for work and non-work hours during their tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent).” NOTE: In the event this exception is not extended, the following guidance will apply: Employees will be responsible for securing appropriate arrangements for any dependents who are unable to care for themselves independently. When teleworkers cannot arrange for appropriate dependent care, then WSL may be granted to the employee.

e. **Emergency Personnel.** Commanders may designate emergency employees who are critical to operations. WSL may not be applicable to emergency employees. First-level supervisors should inform employees of their designation as emergency employees well in advance in anticipation of possible emergency events. If emergency employees can work from an approved telework site in lieu of traveling to the regular worksite, the first-level supervisor should encourage the employee to enter into a telework agreement providing for that contingency. Emergency employees must report to work at their regular worksite or another approved location as directed by their first-level supervisor, unless the supervisor determines that travel to or performing work at the approved worksite is unsafe. In such circumstances, when traveling to or performing work at an approved worksite is unsafe, the employee may be required to work at an alternate location, or may be granted WSL if circumstances justify doing so. NOTE: The OPM term Emergency Employee is synonymous with the Air Force Mission Essential designation, and
the OPM term Non-Emergency Employee is synonymous with the Air Force Non-Mission Essential designation.

f. Pre-Approved Leave (Paid or Unpaid) or Other Paid Time Off. Employees on other pre-approved leave (paid or unpaid) or paid time off may not receive WSL for these hours. WSL cannot be granted for these hours even in cases where the employee cancels the pre-approved leave or paid time off, or changes a regular day off in a flexible or compressed work schedule for the purpose of obtaining WSL. This restriction does not apply to employees who cancel their pre-approved leave because their leave plans are disrupted by the weather/safety event (e.g., an employee, who is not otherwise ill, requests sick leave to attend a doctor’s appointment that is cancelled because of the same weather/safety event). For these employees, WSL may be provided given they are not designated emergency personnel and/or do not have the capability to telework from home.

g. Employees who Depart Prior to an Early Release. Employees who depart prior to the early release time may request to use unscheduled leave (paid or unpaid) or other paid time off and will not be granted WSL. A telework program participant may complete the remainder of his or her workday via telework, upon supervisory/management approval. An employee will be in an unscheduled leave (non-work) status during the commute time home when he or she chooses to leave prior to the scheduled departure time.

h. Weather and Safety Leave Administration. Employees may be granted WSL for hours within the employee's normal tour of duty established for purposes of charging annual and sick leave when absent. For full-time employees, that tour is the 40-hour basic workweek as defined in 5 CFR § 610.102. Employees on Alternative Work Schedule (AWS), which includes flexible work schedules (FWS) or compressed work schedules (CWS), are not entitled to an “in-lieu-of” AWS day off when a closure occurs on the scheduled AWS day off.

i. Time and Attendance Recording. If WSL is authorized, employees must record those approved hours using the code “LN” and then clicking on the “NtDiff/Haz/Oth” button, selecting add on the “Hz/Oth” line, and then selecting reason code “PS” for WSL.
Facebook:

DELAYED REPORTING
For Peterson AFB, delayed reporting is in effect for [day/date] for all non-mission essential personnel at PAFB.
For Schriever AFB, delayed reporting is in effect for [day/date] for all non-mission essential personnel at SAFB.
For Cheyenne Mountain AFS, delayed reporting is in effect for [day/date] for all non-mission essential personnel at CMAFS.
Regardless of duty hours, personnel shall depart their residence no earlier than 9:30 a.m. to ensure staggered reporting at the installation. It is important for non-mission essential personnel to comply with delayed reporting. This allows snow removal crews time to safely clear roads and parking lots with minimal obstructions for maximum safety. Weather safety conditions vary widely across the Pikes Peak area, so individuals with commuting concerns should contact their leadership for risk management issues. If duty status is changed, information will be updated on installation Facebook pages, snow call line (719) 556-SNOW, local radio and television stations.

EARLY RELEASE
An early release has been announced for [PAFB/SAFB/CMAFS] on [day/date] for [non-mission essential] personnel. Those personnel should be released from their duty stations at [time]. Supervisors have discretion to the staggered dismissal of their employees. Weather safety conditions vary widely across the Pikes Peak area, so individuals with commuting concerns should contact their leadership for risk management issues. If duty status is changed, information will be updated on installation Facebook pages, snow call line (719) 556-SNOW, local radio and television stations.

BASE CLOSURE (MISSION ESSENTIAL ONLY)
The garrison commander has directed base closure for [PAFB/SAFB/CMAFS], to non-mission essential personnel. Non-mission essential personnel do not report to work [day/date]. Mission essential personnel will still report for duty. This message will be updated as conditions change. Weather safety conditions vary widely across the Pikes Peak area, so individuals with commuting concerns should contact their leadership for risk management issues. If duty status is changed, information will be updated on installation Facebook pages, snow call line (719) 556-SNOW, local radio and television stations.

BASE CLOSURE (ALL)
The garrison commander has directed base closure for [PAFB/SAFB/CMAFS], to all personnel. Personnel do not report to work [day/date]. Mission essential personnel are to remain on duty.
until relieved. This message will be updated as conditions change. If duty status is changed, information will be updated on installation Facebook pages, snow call line (719) 556-SNOW, local radio and television stations.

NORMAL REPORTING
Normal Reporting is in effect for [PAFB/SAFB/CMAFS] - After an assessment of current weather conditions and forecasts, leadership has determined [PAFB/SAFB/CMAFS] will be open and all personnel can report on time. Weather safety conditions vary widely across the Pikes Peak area, so individuals with commuting concerns should contact their leadership for risk management issues. If duty status is changed, information will be updated on installation Facebook pages, snow call line (719) 556-SNOW, local radio and television stations.

Twitter:
2. Early release message – [PAFB/SAFB/CMAFS] EARLY RELEASE: at [time]; supervisors designate staggered release as appropriate

Air Force Connect app
1. Delayed reporting – Title: [PAFB/SAFB/CMAFS] Delayed Reporting Message: Depart residence at [time] on [day / date].
4. Base Closure (ALL) – Title: [PAFB/SAFB/CMAFS] Closed to all personnel Message: Personnel do not report on [day / date]. Mission essential personnel remain in place/on duty.

Snow Call Telephone Line
NORMAL OPERATIONS REPORTING WITH DATE
This is the Peterson-Schriever Garrison snow call line updated for [day / date]. After an assessment of current weather conditions and forecasts, leadership has determined [PAFB/SAFB/CMAFS] will be open and all personnel can report on time. Weather safety conditions vary widely across the Pikes Peak area, so individuals with commuting concerns should contact their leadership for risk management issues. If duty status is changed, information will be updated on installation Facebook pages, snow call line, local radio and television stations. Thank you.

DELAYED REPORTING
The Peterson-Schriever Garrison commander has declared delayed reporting is in effect [day / date] for all non-mission essential personnel at [PAFB/SAFB/CMAFS]. Regardless of duty hours, personnel should depart for their duty station no earlier than 9:30 a.m. It is important for non-mission essential personnel to comply with delayed reporting. This allows snow removal crews to safely clear base roads and parking lots with minimal obstructions for maximum safety. Weather safety conditions vary widely across the Pikes Peak area, so individuals with commuting concerns should contact their leadership for risk management issues. If duty status is changed, information will be updated on installation Facebook pages, snow call line, local radio and television stations. Thank you.

BASE CLOSURE (MISSION ESSENTIAL ONLY)
The Peterson-Schriever Garrison commander has declared base closure at [PAFB/SAFB/CMAFS] for non-mission essential personnel. Non-mission essential personnel do not report on [day/date]. Mission essential personnel will still report for duty. If duty status is changed, information will be updated on installation Facebook pages, snow call line, local radio and television stations. Thank you.

BASE CLOSURE (ALL)
The Peterson-Schriever Garrison commander has declared base closure at [PAFB/SAFB/CMAFS] for all personnel. Personnel do not report on [day/date]. Mission essential personnel are to remain on duty until relieved. If duty status is changed, information will be updated on installation Facebook pages, snow call line, local radio and television stations. Thank you.

EARLY RELEASE
An early release is authorized for [PAFB/SAFB/CMAFS] for [day / date] at [time] for non-mission essential personnel. This message will be updated as conditions change. If duty status is changed, information will be updated on installation Facebook pages, snow call line, local radio and television stations. Thank you.
STANDARD REPORTING
This is the Peterson-Schriever Garrison snow call line. Base status is updated by 5:30 a.m. if the conditions warrant. A weather call is used to determine the base’s capacity for clearing installation roads and parking lots while maintaining safe road conditions on the installation. Weather safety conditions vary widely across the Pikes Peak area, so individuals with commuting concerns should contact their leadership for risk management issues. If duty status is changed, information will be updated on installation Facebook pages, snow call line, local radio and television stations. Thank you.
EARLY RELEASE NON-MISSION ESSENTIAL PERSONNEL

FOR [INSTALLATION NAME]: LEADERSHIP HAS DIRECTED AN EARLY RELEASE FOR NON-MISSION ESSENTIAL PERSONNEL STARTING AT [TIME / DAY / DATE].

CURRENT ROAD CONDITIONS ON AND OFF [INSTALLATION NAME] ARE [GREEN / YELLOW / RED / BLACK]. ALL PERSONNEL ARE REMINDED TO PRACTICE SOUND RISK MANAGEMENT. CONSIDER YOUR DRIVING SKILLS, THE VEHICLE'S CAPABILITIES AND ROAD CONDITIONS. COORDINATE YOUR RELEASE TIME WITH YOUR SUPERVISOR.

TIME SPECIFIC DELAYED REPORTING [NON-MISSION ESSENTIAL / ALL PERSONNEL]


CURRENT ROAD CONDITIONS ON AND OFF [INSTALLATION NAME OR ‘BASE’] ARE [GREEN / YELLOW / RED / BLACK]. ALL PERSONNEL ARE REMINDED TO PRACTICE SOUND RISK MANAGEMENT. CONSIDER YOUR DRIVING SKILLS, THE VEHICLE’S CAPABILITIES AND ROAD CONDITIONS. IF POSSIBLE, COORDINATE FURTHER DELAYS WITH SUPERVISOR.
X-HOUR DELAYED REPORTING [NON-MISSION ESSENTIAL / ALL PERSONNEL]


BASE CLOSURE [NON-MISSION ESSENTIAL / ALL PERSONNEL]


CURRENT ROAD CONDITIONS ON AND OFF [INSTALLATION NAME] ARE [GREEN / YELLOW / RED / BLACK]. ALL PERSONNEL ARE REMINDED TO PRACTICE SOUND RISK MANAGEMENT. CONSIDER YOUR DRIVING SKILLS, THE VEHICLE’S CAPABILITIES AND ROAD CONDITIONS. IF POSSIBLE, COORDINATE FURTHER DELAYS WITH SUPERVISOR.
Attachment 5

GATE HOURS AND GATE AUGMENTEE HOURS FOR DELAYED REPORTING

A6.1. During delayed reporting, the gate hours and gate augmentee hours change.

A6.1.1. Gate augmentees will arrive to their appropriate gate 45 minutes prior to the base's non-mission essential report time. Augmentees will exercise extreme caution while commuting to base.

A6.1.2. Gate hours are listed below. Below non-mission essential report times are for a standard 2 hour delay unless otherwise specified.

A6.1.2.1. CMAFS

<table>
<thead>
<tr>
<th>Gate Title</th>
<th>Non-Mission Essential (NME) Report</th>
<th>Gate Open</th>
<th>Gate Close</th>
<th>Augmentee Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Gate</td>
<td>0930 (unless otherwise specified)</td>
<td>N/A – Open 24/7</td>
<td>N/A – Open 24/7</td>
<td>N/A – no augmentees</td>
</tr>
</tbody>
</table>

A6.1.2.2. PAFB

<table>
<thead>
<tr>
<th>Gate Title</th>
<th>Non-Mission Essential (NME) Report</th>
<th>Gate Open</th>
<th>Gate Close</th>
<th>Augmentee Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Gate (main)</td>
<td>0930 (unless otherwise specified)</td>
<td>N/A – Open 24/7</td>
<td>N/A – Open 24/7</td>
<td>0845 (45 min before NME report time)</td>
</tr>
<tr>
<td>North Gate</td>
<td>0930 (unless otherwise specified)</td>
<td>0900 (30 min before NME report time)</td>
<td>1100 (90 min after base open time)</td>
<td>0845 (45 min before NME report time)</td>
</tr>
<tr>
<td>East Gate</td>
<td>0930 (unless otherwise specified)</td>
<td>0900 (30 min before NME report time)</td>
<td>Normal hours</td>
<td>0845 (45 min before NME report time)</td>
</tr>
</tbody>
</table>

A6.1.2.3. SAFB

<table>
<thead>
<tr>
<th>Gate Title</th>
<th>Non-Mission Essential (NME) Report</th>
<th>Gate Open</th>
<th>Gate Close</th>
<th>Augmentee Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Gate (main)</td>
<td>0930 (unless otherwise specified)</td>
<td>N/A – Open 24/7</td>
<td>N/A – Open 24/7</td>
<td>N/A – no augmentees</td>
</tr>
<tr>
<td>West Gate</td>
<td>0930 (unless otherwise specified)</td>
<td>0900 (30 min before NME report time)</td>
<td>Normal hours</td>
<td>N/A – no augmentees</td>
</tr>
</tbody>
</table>
A7.1. Inclement Weather Procedures are designed to ensure the safety of children and staff, provide the best possible childcare in contingency situations, allow CYP managers to staff programs appropriately and ensure program ratios are met. This season, COVID-19 mitigation are added to keep groups of children separated in classrooms and in most circumstances remain in their respective programs during delayed reporting or closures. However, if inclement weather causes severe impacts to CYP staff reporting to work, care may be consolidated at Main CDC.

A7.2. On days when the Peterson-Schriever Garrison Commander (P-S GAR/CC) issues closure notice to Non-Mission Essential personnel, each program will open at 0630 for pre-designated Mission Essential Child Development Center (CDC) and School Age Care (SAC) children. Programs will open for Non-Mission Essential care 30 minutes prior to the P-S GAR/CC directed report time. Members who are on telework status are requested to keep children at home on inclement weather days.

A7.3. If the P-S GAR/CC issues an early release to close the base for Non-Mission Essential, all CYP facilities will close and children will need to be picked up within 30 minutes of Garrison notification.

A7.4. Mission Essential parents: please inquire at the front desk for a "Commander's Mission Memo" template. If a Mission Essential letter is not on file, care for your child may be denied until the program opens for non-Mission Essential personnel. Be advised that if you or your spouse are on leave, off duty, or released early your Mission Essential status does not apply.

A7.5. Mission Essential status guidelines:

A7.5.1. Each parent (military or DoD civilian) must have a Mission Essential letter on file signed by their Military Commander

A7.5.2. Military members or DoD civilians with a spouse that works off the installation must provide Mission Essential documentation from the spouse’s employer.

A7.5.3. Military members or DoD civilians with a spouse that is not working or is a student do not qualify for Mission Essential childcare.

A7.6. Our priority is to ensure that all of our families and staff arrive to and from work safely. If you are unsure whether there is a delay or cancellation, please call the P-S GAR Snow Line at 556-SNOW (7669) or visit www.peterson.af.mil. Please contact your Program Managers or Child and Youth Services at 719-556-4882 for any questions or concerns.