



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 100TH FORCE SUPPORT SQUADRON (USAF)**  
**ROYAL AIR FORCE MILDENHALL, ENGLAND**

November 14, 2022

MEMORANDUM FOR TEAM MILDENHALL CIVILIAN PERSONNEL

FROM: 100 FSS/FSCA

SUBJECT: Inclement Weather Guidance for Calendar Year 2022-2023

References: (a) DODI1400.25V630\_AFI36-815, 14 Nov 2019, *Leave*.

(b) DODI1035.01\_AFI36-816\_DAFGM2021-01, 11 Mar 2022, *Telework Program*.

(c) DODI1400.25V610\_AFI36-807, 19 Apr 2019, *Hours of Work and Holiday Observances*.

1. As we begin the 2022-2023 winter season, the Civilian Personnel Section (CPS) wants to take this opportunity to remind our serviced Federal employees in the Area of Responsibility (AOR) of inclement weather procedures and guidance. This guidance reflects the principle that the Federal Government's vital business must continue without compromising the safety of our employees and the general public. Although procedures will be announced as necessary, this memorandum is intended to serve as a reminder of potential courses of action if weather causes a disruption in the AOR.

2. Although local weather conditions rarely result in a change of work schedule, it is important to know in advance how adverse weather procedures may affect an employee. When weather conditions become hazardous, the Installation Commander makes a decision based on information and input from his appropriate advisors. If warranted, the Commander may make one of several decisions related primarily to when the conditions occur:

a. **Delayed Reporting:** Weather conditions such as snow, ice, or severe fog can certainly increase the danger of an employee's normal drive to and from work. When warranted, the Commander may order delayed reporting for employees. Under the delayed reporting concept, the base is open and employees proceed to work using due caution. Those delayed by difficult driving conditions or traffic disruptions may be excused for short periods of tardiness (usually up to 2 hours) without charge to leave. Those employees required to perform mission essential duties are expected to report for duty as scheduled. Telework-ready employees who are scheduled to perform telework on the effective day of the announcement or who are required to perform telework on a day when offices are closed must telework the entire workday or request leave, or a combination of both, in accordance with local policies and procedures.

b. **Telework:** Civilian employees approved for regular and situational telework who are not able to report to their assigned office location due to installation closure or dismissal from a natural or manmade emergency event (e.g., hurricane, earthquake, wildfire, flooding, act of terrorism) or when the Installation Commander announces the option for unscheduled telework when weather conditions or other circumstances disrupt commuting and compromise employee safety, shall telework each regularly scheduled work day during the emergency situation, when the capability to telework is available at the approved alternative worksite. Employees (and their supervisor) must complete the required telework training and telework agreement, DD Form 2946, along with Squadron Commander endorsement.

c. **Liberal Leave:** Sometimes conditions allow opening of base facilities but are severe enough to create personal hardships for some employees. When that occurs, a liberal leave policy may be placed in effect as an alternative to late reporting. Liberal leave allows non-essential personnel, and employees who were not previously scheduled to be in a leave status, to be granted appropriate leave. Employees must still request and have their absence approved by their supervisor. Mission essential employees are expected to report to work on time.

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d. Base Closure: In rare instances, weather conditions may be severe enough to cause the Commander to order base closure. When that occurs, all non-essential personnel who are not telework eligible are excused without charge to leave. Weather and safety leave does not apply to employees who are on pre-approved annual leave or other paid time off to include sick leave. Those employees required to perform mission essential duties are expected to report for duty as scheduled. Telework-ready employees who were scheduled to perform telework on the effective day of the announcement or who are required to perform telework on a day when offices are closed must telework the entire workday or request leave, or a combination of both, in accordance with local policies and procedures.

e. Early Release: Not all weather hazards occur prior to the beginning of the workday. The Commander can order early dismissal of employees when weather conditions become hazardous during the course of the duty day. The purpose of early dismissal is to allow employees to depart the base in a safe and orderly manner. Typically, non-essential personnel who live furthest from the base are released first to minimize traffic congestion on area roadways. Information related to the early release of employees is communicated through the normal chain-of-command. If a Wing or Installation Commander issues an early release for non-mission essential personnel, civilian employees should be dismissed accordingly and carried in an administrative leave status for the duration of the day. Employees who were absent on leave that day continue to be charged leave unless the employee is expected to return to work from leave. Employees who were teleworking that day continue to telework or request leave. Employees eligible to telework who were released early must telework for the remainder of the workday after being allowed a reasonable time to return home or request leave, or a combination of both, in accordance with local policies and procedures.

3. Individual organizations will issue necessary notifications to account for their employees. As such, it is important to ensure that unit recall rosters are current and up to date. If in doubt about work reporting status, employees are responsible for contacting their supervisor or an official in their chain of command. To stay abreast with installation weather reporting plans, contact the Base Inclement Weather Phone Line at 01638-541799.

4. For more information about weather reporting, please discuss with your local chain of command or contact the Civilian Personnel Section at 01638-543540.

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