



DEPARTMENT OF THE AIR FORCE
UNITED STATES SPACE FORCE
PETERSON-SCHRIEVER GARRISON

MEMORANDUM FOR ALL PETERSON-SCHRIEVER GARRISON PERSONNEL

FROM: P-S GAR/CC

775 Loring Avenue, Suite 205
Peterson SFB CO 80914-1290

SUBJECT: Hazardous Weather Procedures 2021-2022

1. Safety of all personnel is paramount. Regardless of the conditions on base and the Garrison Commander's weather call, employees must assess their own situation 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, phased early release, and base closures due to hazardous weather for the Peterson-Schriever Garrison (P-S GAR) including the installations of Peterson Space Force Base (PSFB), Schriever Space Force Base (SSFB), and Cheyenne Mountain Space Force Station (CMSFS). These procedures apply to all military and civilian personnel assigned to or performing duty at PSFB, SSFB, and CMSFS, including mission partners. The leave procedures included in Attachment 1 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 installation personnel through civilian media, FlashNews, base public websites, text notification systems, and the Snow Call telephone line (556-SNOW). PA will update these means of communication by 0530, or within 30 minutes of notification. Furthermore, P-S GAR personnel may be notified through a notification system using the scripts in Attachment 1, as directed by the P-S GAR Commander. Other installation organizations are encouraged to use this or a similar recall-style notification process.
4. Commanders and supervisors must ensure their personnel have no doubt about when to report or remain on duty. For purposes of reporting during hazardous weather, commanders will designate personnel as either Mission Essential or Non-Essential:
 - 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 and supervisors 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-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 important 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 personnel 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 are 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/50 CES are responsible for executing a base-specific Snow and Ice Control Plan in accordance with AFI 32-1001.

b. The base grounds contractor will remove snow and ice from sidewalks more than 100 feet from buildings on PSFB, 25 feet from buildings on CMSFS, and IAW with the SSFB Snow and Ice Control Plan on SSFB.

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

7. Please ensure these procedures and the following definitions are provided to and understood by all base personnel.

a. Base Closure means only emergency/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-essential personnel additional time to safely report to duty. The commander or other designated authority will initiate delayed reporting when deemed necessary. Delayed Reporting is 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.). Plan to arrive at your place of duty no 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. Delayed reporting is generally based on reporting for duty two hours later than normally scheduled. However, regardless of normal duty hours, non-essential personnel are to arrive no earlier than 0930.

c. PSFB military personnel scheduled for gate augmentation duty will report 45 minutes prior to the delayed reporting time to their assigned location. All non-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. The CDC and School Age Care will be open to accept children at 0930 (or time specified by P-S GAR/CC). Supervisors should allow appropriate time for child drop-off.

d. Normally, an early release will be accomplished in phases (three 30-minute intervals according to the release zone where you live), as shown in Attachment 2. This orderly procedure is designed to reduce traffic congestion on both bases and help ensure everyone makes it home safely. Supervisors may use their judgment in deviating from Attachment 2, considering the unique individual circumstances of their employees and the specific characteristics of the weather event. Naturally, mission requirements will dictate which personnel can be released, and at what times.

e. Normal Reporting means a weather call was made and conditions determined to be appropriate for normal base operations to continue. Normal reporting will be updated on the public website and Snow Call phone line. Media will not be notified as they report only when there are changes in reporting hours. NOTE: Base-Alert 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 judgment and coordinate with their supervisor when specific situations and driving conditions dictate to ensure everyone's safety during the 2021-2022 winter season.

ZACHARY S. WARAKOMSKI, Colonel, USSF
Commander

2 Attachments:

1. Hazardous Weather Procedures 2021-2022
2. Phased Early Departure Zones

Attachment 1

SNOW CALL PROCEDURES

A1.1. Event Notification Roles and Responsibilities

A1.1.1. Weather Flight monitors weather conditions/forecast and sends an e-mail to Peterson-Schriever Garrison (P-S GAR/CC) leadership when threatening weather is imminent.

A1.1.2. P-S GAR/CV-P and/or P-S GAR/CV-S determines necessity of a Snow Call to evaluate if (a) phased early release, (b) delayed reporting or base closure will be directed. Determining CV will notify Colorado Springs 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. Colorado Springs Regional Command Post notifies the Snow Call participants, receives reports of road conditions from the Base Defense Operations Center (BDOC), participates in the Snow Call, and makes Snow Call determination notifications utilizing AtHoc as required.

A1.1.4. 21 SFS/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 Road Condition. Advises P-S GAR/CV-P/S on road condition reports from BDOC, CSPD, EPSCO, CO State Police, USAFA SFS, Ft Carson MP desk, and local news websites.

A1.1.5. 21 CES/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, updates Base Snow Call line, Twitter, Facebook, Text Alert.

A1.2. Event Notification Timeline for typical delayed reporting Snow Call

Day Prior of Event	Weather flight monitors weather for possible event/CE Snow teams placed on warm-status
0320	21 SFS/50 SFS initiates road condition assessment CMSFS Snow Control coordinates with PSFB Snow Control
0330	BDOCs calls Colorado Department of Transportation (CDOT) and local bases to check road conditions
0340	Conference call PS GAR/CV-P, 21 CES, 21 SFS, 21 LRS (when flight schedule requires consideration) Conference call PS GAR/CV-S, 50 CES, 50 SFS
0350	Conference call P-S GAR/CV-P, P-S GAR/CV-S, 21 LRS/OSW, P-S GAR/PA
0400	Conference call P-S GAR, CSRCP, P-S GAR/CV-P, P-S GAR/CV-S, 21 LRS/OSW, P-S GAR/PA

0400-0415	P-S GAR decides on delayed reporting/base closure
0415	P-S GAR/CV-S calls Ellicott District Superintendent
NLT 0530	CSRCP updates Snowline, AtHOC; P-S GAR/PA updates websites, local radio/television stations

Attachment 2

CIVILIAN WEATHER AND SAFETY LEAVE GUIDANCE

The Administrative Leave Act of 2016 created the 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 P-S GAR Hazardous Weather Procedures 2021-2022 memorandum, OPM guidance, and the Government-wide Dismissal and Closure Procedures:

- 5 CFR 630 Subpart P – WSL
- OPM Government-wide Dismissal and Closure Procedures, dated November 2018
- AF/A1CP WSL Fact Sheet, dated 6 April 2020
- AF/A1CP Telework Fact Sheet, dated March 2020
- AF/A1 Department of the Air Force (DAF) Telework and Remote Work Guide, dated 14 May 2021
- SAF/MR Memo, SUBJECT: Telework Guidance for Civilian Personnel in responding to COVID-19, dated 2 July 2021

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
- 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.

Definitions.

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

- Weather and Safety Leave. Paid leave provided under the authority of 5 U.S.C. § 6329c.

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 weather and safety leave. 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 with supervisory approval, 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 with supervisory approval 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.

- Department of Defense Instruction 1035.01, "Telework Policy" (Enclosure 3, paragraph 3.j.(2)), states that employees cannot personally care for a dependent while teleworking. However, the DAF has extended the limited exception to this policy through 1 March 2022. The SAF/MR memo, SUBJECT: Telework Guidance for Civilian Personnel in Responding to COVID-19, signed 2 July 2021, states, "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)."

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.

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.

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.

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.

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.

Attachment 3

SNOW LINE RECORDINGS

SNOW LINE: NORMAL OPERATIONS REPORTING WITH DATE

This is the [**Installation Name**] Snow Line updated for [**day / date**]. After an assessment of current weather conditions, leadership has determined that the base is open and all personnel will report on time. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. Thank you.

SNOW LINE: TIME SPECIFIC DELAY

This is the [**Installation Name**] Snow Line. After an assessment of current weather conditions, leadership has directed delayed reporting until [**specify the time / day / date**] for [**non-essential / all**] personnel. Regardless of duty hours, personnel will report to their duty stations no earlier than [**specify the time during conference call**] a.m. It is mandatory for non-essential personnel to comply with delayed reporting. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for risk management assessment. Thank you.

SNOW LINE: X-HOUR DELAYED REPORTING

This is the [**Installation Name**] Snow Line. After an assessment of current weather conditions leadership has directed [**X**]-hour delayed reporting, effective [**time / day / date**] for [**non-essential / all**] personnel. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. Thank you.

SNOW LINE: BASE CLOSURE

This is the [**Installation Name**] Snow Line updated for [**day / date**]. After an assessment of current weather conditions, leadership has determined that the base is closed. Only mission essential personnel are to report to work. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. Thank you.

SNOW LINE: EARLY RELEASE

This is the [**Installation Name**] Snow Line. After an assessment of current weather conditions, leadership has directed an early release for [**day / date**] for non-essential personnel. Those personnel should be released from their duty stations starting at [**time**]. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. Thank you.

Attachment 4

SFB ALERT ANNOUNCEMENTS

PUBLIC AFFAIRS ANNOUNCEMENT: TIME SPECIFIC DELAY

Due to inclement weather conditions, leadership has directed **[Installation Name]** to delay reporting until **[specify the time / day / date]** for **[non-mission essential / all]** personnel. Members should plan to arrive within 30 minutes of the specified time, but no earlier. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. Please continue to monitor **[Installation Name]**'s Facebook page, local radio and TV stations, and the Snow Line at (719) **[(PSFB/CMSFS) 556-SNOW or (SSFB) 567-SNOW]** for further updates.

PUBLIC AFFAIRS ANNOUNCEMENT: X-HOUR DELAYED REPORTING

Due to inclement weather conditions, leadership has directed **[Installation Name]** to delay reporting for **[X]-hour(s)** on **[day / date]** for **[non-mission essential / all]** personnel. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. Please continue to monitor **[Installation Name]**'s Facebook page, local radio and TV stations, and the Snow Line at (719) **[(PSFB/CMSFS) 556-SNOW or (SSFB) 567-SNOW]** for further updates.

PUBLIC AFFAIRS ANNOUNCEMENT: BASE CLOSURE

Due to inclement weather conditions, leadership has directed **[Installation Name]** to close for **[day / date]**. Only mission essential personnel are to report to work. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. Please continue to monitor **[Installation Name]**'s Facebook page, local radio and TV stations, and the Snow Line at (719) **[(PSFB/CMSFS) 556-SNOW or (SSFB) 567-SNOW]** for further updates.

PUBLIC AFFAIRS ANNOUNCEMENT: EARLY RELEASE

Due to inclement weather conditions, leadership has directed an early release for **[day / date]** for non-mission essential personnel starting at **[time]**. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. Please continue to monitor **[Installation Name]**'s Facebook page, local radio and TV stations, and the Snow Line at (719) **[(PSFB/CMSFS) 556-SNOW or (SSFB) 567-SNOW]** for further updates.

Attachment 5
PUBLIC AFFAIRS ANNOUNCEMENTS

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]**. COMMANDERS WILL MANAGE EARLY RELEASE WITHIN THEIR UNITS BASED ON MISSION REQUIREMENTS.

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, YOUR VEHICLE'S CAPABILITIES AND ROAD CONDITIONS. COORDINATE YOUR RELEASE TIME WITH YOUR SUPERVISOR.

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

FOR **[INSTALLATION NAME]**: AS OF **[TIME / DAY / DATE]**, LEADERSHIP HAS DIRECTED DELAYED REPORTING UNTIL **[SPECIFY TIME]** FOR **[NON- MISSION ESSENTIAL / ALL]** PERSONNEL. MEMBERS SHOULD PLAN TO ARRIVE WITHIN 30 MINUTES OF THE SPECIFIED TIME, BUT NOT EARLIER.

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, YOUR VEHICLE'S CAPABILITIES AND ROAD CONDITIONS. IF NECESSARY, COORDINATE FURTHER DELAYS WITH SUPERVISOR.

X-HOUR DELAYED REPORTING **[NON-MISSION ESSENTIAL / ALL PERSONNEL]**

FOR **[INSTALLATION NAME]**: AS OF **[TIME / DAY / DATE]**, LEADERSHIP HAS IMPLEMENTED AN **[X]**-HOUR DELAYED REPORTING PROCEDURES FOR **[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 NECESSARY, COORDINATE FURTHER DELAYS WITH SUPERVISOR.

BASE CLOSURE [NON-MISSION ESSENTIAL / ALL PERSONNEL]

FOR [INSTALLATION NAME] SPACE FORCE BASE/SPACE FORCE STATION: AS OF [TIME / DAY / DATE], LEADERSHIP HAS CLOSED [INSTALLATION NAME] FOR [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, YOUR VEHICLE'S CAPABILITIES AND ROAD CONDITIONS. IF NECESSARY, COORDINATE FURTHER DELAYS WITH YOUR SUPERVISOR.

Attachment 6
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 two-hour delay unless otherwise specified.

A6.1.2.1. CMSFS

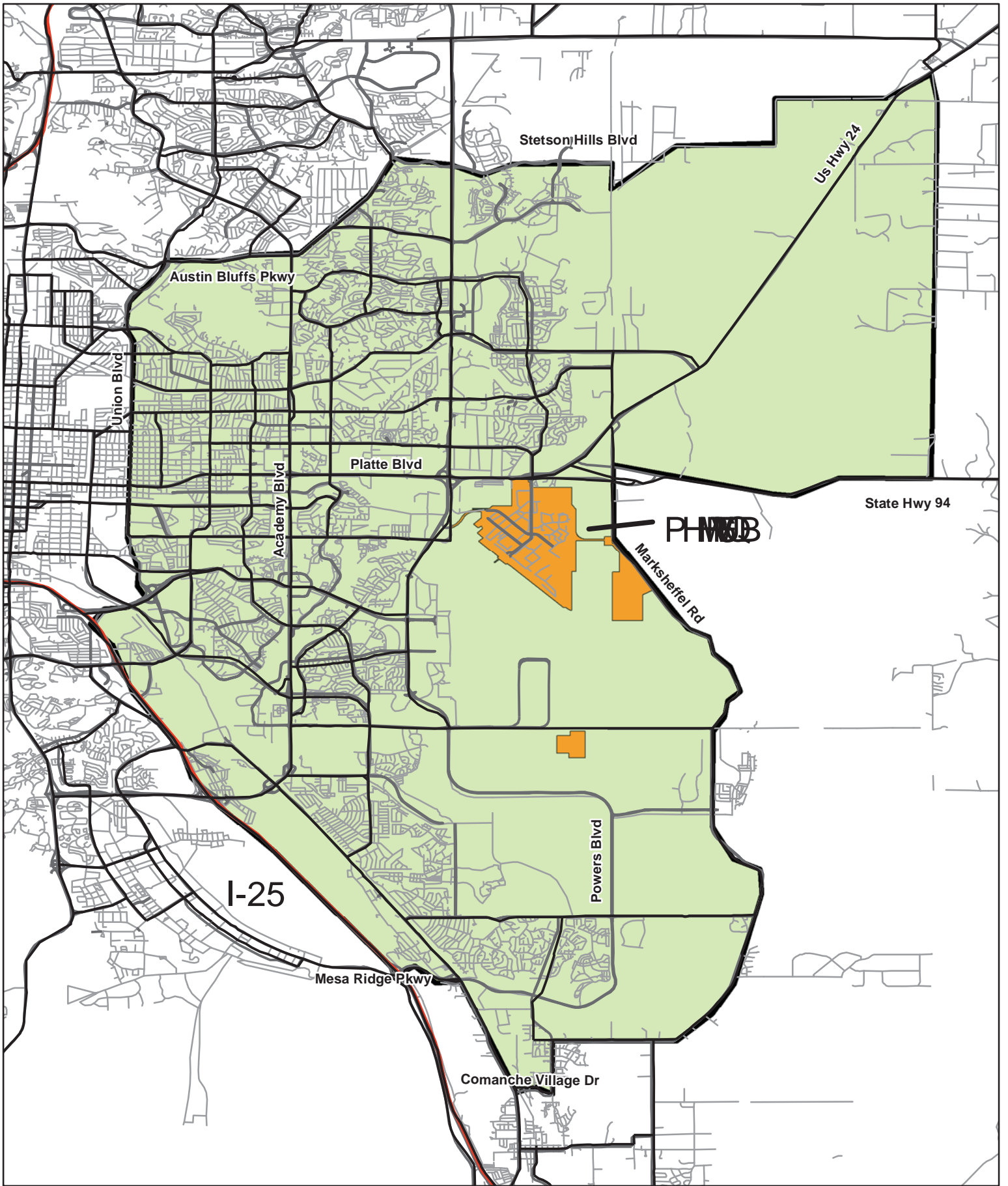
Gate Title	Non-Mission Essential (NME) Report	Gate Open	Gate Close	Augmentee Arrival
Main Gate	0930 (unless otherwise directed)	N/A – Open 24/7	N/A – Open 24/7	N/A – no augmentees

A6.1.2.2. PSFB








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

A6.1.2.3. SSFB

Gate Title	Non-Mission Essential (NME) Report	Gate Open	Gate Close	Augmentee Arrival
North Gate (main)	0930 (unless otherwise directed)	N/A – Open 24/7	N/A – Open 24/7	N/A No augmentees
West Gate (alternate)	0930 (unless otherwise directed)	0900 (30 min before NME report time)	Normal hours	N/A No augmentees



Legend

-  Highways
-  Interstate 25
-  Major Roads
-  Streets
-  Zone 3
-  Zone 2
-  Zone 1

1 inch = 2 miles

