



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Command Policy Memorandum #36, Inclement Weather Closure

1. References:

- a. DOD Directive 1400.25-M, December 1996.
- b. AE Reg 40-50-1, Heat Injury Prevention Program, 26 Jul 05.

2. In accordance with the above reference, subchapter 610.2, Administrative Dismissals of Employees, a commander or head of activity may close part or all of an activity and administratively dismiss non-mission essential personnel. This authority rests with the Commander, USAG Baden-Wuerttemberg and the indirect garrison commander for the installation(s) under their command and control.

3. In cases of inclement weather and/or hazardous road conditions, Garrison commanders may authorize early dismissal, delayed arrival, or installation closure. This decision is made in coordination with garrison law enforcement, safety, and human resource professionals and should consider all factors involved including the degree of inclement weather, the conditions of roads, and the availability of alternative transportation. Such approved absences of non-mission essential employees will be charged as an excused absence.

4. In the event of delayed arrival, mission essential employees are expected to report to duty as scheduled. Non-mission essential employees are expected to arrive by the time designated for delayed arrival. Normally, civilian employees assigned to the afternoon and night shifts will report to their designated work place at the prescribed work hours.

5. When severe weather and/or hazardous road conditions develop during duty hours, USAG Baden-Wuerttemberg and the indirect garrison commander may dismiss non-mission essential employees. Whether there is a charge to leave depends on the employee's duty status at the time of dismissal, determined as follows:

- a. If the employee is on duty when the activity closes, there is no charge to leave for the remaining hours of the tour of duty following dismissal. If the employee was on scheduled leave for the entire day (annual leave, sick leave), then the entire absence is charged to the appropriate leave category.

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b. If the employee is on duty and departed on leave after official word was received, but before the time set for dismissal, leave is charged only from the time the employee departed until time set for dismissal.

c. If the employee was scheduled to report for duty after an initial period of leave (e.g., sick leave for a medical appointment) and dismissal is given before the employee can report, leave is charged until the time set for dismissal.

6. Mission essential personnel are employees required to perform necessary services regardless of weather conditions. Directors have overall responsibility for ensuring that each civilian employee is aware of whether he/she has been designated as mission essential. Regardless of the employee's designation, directors have the authority to direct any employee to report for and to remain on duty if the employee's services are necessary to mission accomplishment at any particular time. In such cases, employees will be contacted and provided specific instructions on when to report for duty.

7. Each commander will identify the mission essential personnel required to report to their assigned duty station. In identifying those positions which are mission essential, consideration will be given to factors such as, but not limited to, the following:

- a. Functions that are staffed or on-call for minimal operations such as Sundays or holidays.
- b. Functions supporting safety, physical security, fire, and law enforcement, and those functions supporting emergency medical care and communications.
- c. Functions supporting utilities and road clearing, providing food services, and those supporting limited childcare and commissary operations.

8. In the case of an installation closure, mission essential personnel are expected to report for work, unless their supervisor has approved leave for this period. Non-mission essential employees scheduled to work are granted excused absence.

9. When a liberal leave policy is in effect during inclement weather, non-mission essential employees may request annual leave, compensatory time or leave without pay for the absence.

10. Employees should be advised to listen to road condition or specific installation closure announcements from AFN radio: Heidelberg residents at 104.6 FM, 1143 AM; Mannheim at 107.3 FM, 1143 AM; and Kaiserslautern at 104.9 FM. Information may also be obtained from the Road Condition Hotline: Heidelberg 06221-6782223; Mannheim 0621-7302589; and Kaiserslautern 0631-5362653.

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11. Point of contact for this policy is the Heidelberg Civilian Personnel Advisory Center, DSN 370-7152/8067 (US) and 370-6737/7375 (LN).



BRYAN D. DECOSTER
COL, MI
Commanding

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