

DEPARTMENT OF DEFENSE
DEFENSE FINANCE AND ACCOUNTING SERVICE
DENVER CENTRALIZED SITE
DENVER, COLORADO 80279-8000

DFAS-DE SOP 1400.1

January 2001

INCLEMENT WEATHER POLICY

Reference: Title 6, Code of Federal Regulations, Subpart C, Administrative Dismissals of Daily, Hourly, and Piecework Employees, current edition.

1. PURPOSE. This Standard Operating Procedure (SOP) outlines policy and procedures that apply when severe weather conditions necessitate closing of, or delayed reporting for, the Defense Finance and Accounting Service Denver Site and the Air Reserve Personnel Center (ARPC), and includes guidance for leave administration in those areas.

2. CANCELLATION. This SOP replaces DFAS-DE 1400.1-R, Inclement Weather Policy, March 1999.

3. APPLICABILITY. The policies and procedures herein apply to the Denver Site, ARPC and all other tenant organizations within the Denver Site.

4. POLICY. The DFAS-N/DE Director for Administrative Services declares condition red; and after coordinating with the Denver Site Director, determines whether personnel, except those designated "mission essential," should be dismissed. Condition red is determined to be weather conditions so severe that early dismissal or delayed reporting of personnel or Denver Site closure is warranted.

5. PROCEDURES. If snow/blowing snow, ice, or current and/or forecasted conditions create a situation where the streets in the Denver/Aurora metro area are not passable or conditions in the parking areas make them impracticable for use, the following procedures will be used to determine whether or not personnel will report to work or be authorized a delay in reporting:

5.1. At 3:30 a.m., the Denver Site contract guard on-duty will (using the Emergency Recall Roster) contact the individuals in the order listed below until contact is made:

5.1.1. DFAS-N/DE Director for Administrative Services

December 2000
DFAS-DE SOP 1400.1

5.1.2. DFAS-NC/DE Chief of Center Support Division

5.1.3. DFAS-NM/DE Chief of Support Services Division

5.1.4. DFAS-A/DE Executive Assistant (A/DE)

5.1.5. DFAS-A/DE Director (A/DE)

5.1.6. DFAS-A/DE Deputy Director (A/DE)

5.2. The individual contacted will contact the weather service at (303) 639-7234 and obtain the following information:

5.2.1. Current road conditions

5.2.2. Current condition of the parking areas

5.2.3. Forecasted weather for the next 6 and 12 hours

5.2.4. Any known statements issued by the police

5.3. The individual will then decide if delayed reporting is necessary. A decision to close the Denver Site should be made only if current and forecasted conditions warrant keeping vehicles off metro streets. NOTE: Every attempt should be made to have employees report for work; however, if a decision must be made, it is better to err on the side of personnel safety.

5.4. If a decision is made to delay reporting or to close the Denver Site, the following actions should be taken:

5.4.1. Coordinate with the Denver Site Director or Deputy Director.

5.4.2. Advise the DFAS-DNB/IN Director for Administrative Services.

5.4.3. Initiate the Living Disaster Recovery Planning System (LDRPS) Emergency Recall Roster.

5.4.4. Notify DFAS-DDC/DE Communications. They will take appropriate action to notify predetermined media.

5.4.5. Using the LDRPS Emergency Recall Roster, notify the Denver Federal Executive Board Executive Director.

5.4.6. Notify the following activities, from the LDRPS Emergency Recall Roster, in the order listed:

5.4.6.1. ARPC Commander (CC) or predetermined designee

5.4.6.2. Defense Enterprise Computing Center (DECC) - Detachment Denver Director or predetermined designee.

5.5. During duty hours, the following procedure applies:

5.5.1. DFAS-N/DE:

5.5.1.1. Coordinates with the ARPC Directorate of Mission Support (MS) on condition red, including departure times; and notifies the Denver Site Director and the DFAS-DNB/IN Director for Administrative Services to coordinate a recommended plan of action.

5.5.1.2. Notifies Denver directors, credit union, the Department of Defense Inspector General, and other building tenants of departure times and building closure times. These individuals will, in turn, notify their personnel, including those working night shifts or other alternate work schedules.

5.5.1.3. Notifies cafeteria manager of departure times.

5.5.1.4. Calls Regional Transportation District (RTD) to schedule buses for early departure times.

5.6. ARPC/MS notifies the ARPC Commander.

5.7. Public address announcements are made as appropriate.

5.8. Leave Administration. Group dismissal of personnel (without charge to leave) because of severe weather conditions occurring outside regular duty hours is authorized in the Code of Federal Regulations.

5.8.1. Early Dismissal. Personnel who are in a duty status at the time of early dismissal are excused without charge to leave. Personnel who are absent on that day are charged leave (as previously approved), or remain off if it is a scheduled day off (compressed work schedule or irregular shift).

5.8.2. Late Reporting.

5.8.2.1. Tardiness not in excess of 2 hours may be excused when emergency conditions develop during non-working hours. The decision is based on conditions developing during non-working hours, which make it difficult for personnel to arrive at work on time. This situation might arise, for example, as a result of snowstorms, which have made roads treacherous and have delayed transportation. In such a situation, the supervisor may excuse short periods of tardiness (usually up to 2 hours) without charge

to leave. Tardiness of longer periods may also be excused without charge to leave in cases, which are personally reviewed and authorized, by higher levels of management. Annual leave or leave without pay should be charged for absences in excess of the authorized tardiness unless management determines, after review of the facts in each case that the absence may be excused without charge to leave. Determining factors in this decision include distance between residence and place of work; mode of transportation normally used; efforts made to get to work; and success of other personnel similarly situated. Since the flextime system allows for sign-in between 6:00 a.m. and 8:30 a.m. personnel should work their normal complement of hours, if possible.

5.8.2.2. Denver Site personnel only. Requests to be excused in excess of 2 hours require a written request to the supervisor. The supervisor sends the employee's written explanation, with appropriate comment, to the applicable director for approval. If the director determines, after a review of the case, that every reasonable effort was made to get to work, the absence may be excused without charge to leave. If the director determines that an employee has not made a reasonable effort to report for work, that employee may be charged leave.

5.8.2.3. Early Departure. Personnel are dismissed in groups depending on their hours of work. For example, if early dismissal is declared at 1:00 p.m., which is 1 1/2 hours prior to the end of the shift, all personnel are allowed to depart 1 1/2 hours prior to the end of the shift they are working at the time the declaration is made. One and one-half hours are charged as administrative leave. Personnel wishing to depart prior to that are charged annual leave or leave without pay for the total period of absence.

6. EFFECTIVE DATE. This regulation is effective immediately.

//Signed//
Lawrence D. Grandison, Jr.
Director for Administrative Services