



**DEPARTMENT OF THE AIR FORCE  
UNITED STATES SPACE FORCE  
SPACE BASE DELTA 1**

26 October 2022

MEMORANDUM FOR ALL PERSONNEL ON PETERSON SPACE FORCE BASE, SCHRIEVER  
SPACE FORCE BASE AND CHEYENNE MOUNTAIN SPACE FORCE STATION

FROM: SBD 1/CC

SUBJECT: Hazardous Weather Procedures, 2022-2023

1. Safety of all personnel is paramount. Regardless of the conditions on base and the Installation Commander's weather call, personnel 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, phased early release, and base closures due to hazardous weather for Space Base Delta 1 (SBD 1) 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, civilian and contractor personnel assigned to or performing duty at PSFB, SSFB, and CMSFS, including tenant units and mission partners. The leave procedures included in Attachment 1 only apply to civilian government employees and provide relevant guidance for administering civilian Weather and Safety Leave (WSL). The Installation Commander or delegated authority will determine when delayed reporting, phased early release, and base closures are deemed necessary. The Installation Commander has designated/delegated authority to the SBD 1 Vice Commanders (CV-P & CV-S) and Mission Directors (MD-P/S/C) as the alternate authorities by signing this memorandum.
3. When a hazardous weather determination is made by the Installation Commander, the SBD 1 Public Affairs (PA) office notifies installation personnel through civilian media, notifications via Flash News, the base public websites, text notification systems, and the Snow Call telephone line (719) 556-SNOW / (719) 556-7669. PA will update these means of communication NLT 0530, or within 30 minutes of notification. Furthermore, SBD 1 personnel may be alerted through a notification system using the PA announcement scripts in Attachment 6, as directed by the SBD 1/CC. 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 Mission Essential:

**SEMPER SUPRA**

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 childcare, and designated shiftwork 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. The Child Development Center (CDC) and School Age Care (SAC) will open at 0630 for Mission Essential personnel only. Dining Facilities on PSFB and SSFB will remain open for Mission Essential personnel along with Dormitory Airmen/Guardians. All other personnel may be accepted for care at 0930 or a time specified by the SBD 1/CC.

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-Mission Essential 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 feet) 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. Mission Essential Personnel should park in a cluster manner in areas that have already been cleared, if possible, to allow snow removal to continue.

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.

e. The PSFB and SSFB Defense Forces Commanders (DFC) are authorized to change road conditions from green to yellow and yellow to green and direct the release of AtHoc message via Colorado Springs Regional Command Post (CSRCP).

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 Program in accordance with AFI 32-1001, *Civil Engineer Operations*.

b. The base grounds contractor on PSFB and CMSFS will remove snow and ice from sidewalks up to the facility doors for Priority 1 facilities (Buildings 1, 2, 3, 845, 350, 910, 1334, 1840, 1844, 1350, 1470, 2004 on PSFB, 100 & 101 on CMSFS) when accumulation reaches 1" or 1 hour after snow stops, and 100 feet from remaining facilities when accumulation reaches 3" or 2 hours after snow stops. Unit Facility Managers will remove snow from sidewalks within 100 feet of remaining facilities. At SSFB the base grounds contractor will remove snow and ice from all sidewalks. Initial removal operations for accumulated snow and ice for Priority 1 areas will be accomplished prior to 0700 hours every day, including weekends and holidays, and prior to 0600 hours for Building 60, Child Development Center, excluding weekends and holidays. Initial removal operations for all other sidewalks will be accomplished prior to 0900 hours every day including weekends and holidays. The building owners are not responsible for clearing any sidewalks on SSFB.

c. Tierra Vista Corporation 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. Nonpriority 1 housing residents are responsible for their driveways and walkways to their front doors.

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

a. Mission Essential Personnel are members who are identified as critical to their mission by their unit.

b. Non-Mission Essential Personnel are members who are identified as non-mission critical by their unit.

c. Emergency Services are career fields that are critical to life support, e.g., Fire Department, Force Protection.

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

e. Delayed Reporting authorizes Non-Mission Essential personnel additional time to safely report to duty. The Installation Commander or delegated 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. Delayed reporting is generally based on reporting for duty 2 hours later than your normal duty hours, but no earlier than 0900.

f. PSFB military personnel scheduled for gate augmentation duty will report 45 minutes prior to the delayed reporting time to their assigned location.

g. Mission Essential support facilities include both dining facilities (Aragon & Satellite DFACs), both Child Development Centers and School Age Programs on PSFB and SSFB. These facilities are only for pre-identified Mission Essential Personnel.

h. All Non-Mission Essential FSS facilities/activities on PSFB and SSFB will follow delayed reporting procedures and reporting times. e.g., Hub Community Center, Outdoor Recreation, Skills Development Center, Information Ticket & Travel (ITT), Aquatics Center, Aero Club, Bowling Center, Library, Education Center, and Fitness Centers). The Hub Community Center on PSFB will review events on a case-by-case basis for mission degradation impacts.

i. 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 all bases and help ensure everyone makes it home safely. Supervisors may use their judgement 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. During early release, members have 1 hour from their zone release time to pick up their children from on-base childcare.

j. 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 social media sites 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 judgement and coordinate with their supervisor, when specific situations and driving conditions dictate to ensure everyone's safety during the 2022-2023 winter season.

HANSON.DAVID.G.1087455960 Digitally signed by  
HANSON.DAVID.G.1087455960  
Date: 2022.10.26 19:58:04 -06'00'

DAVID G. HANSON, Colonel, USSF  
Commander

3 Attachments:

1. Civilian Weather and Safety Leave Guidance
2. Phased Early Departure Zones (Map)
3. Gate Hours and Gate Augmentee Hours for Delayed Reporting

## 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 SBD 1 Hazardous Weather Procedures 2022-2023 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 Exception to Policy for Civilian Personnel in Response to COVID-19, signed 24 May 2022
- DAF Supplement to the Consolidated DoD Coronavirus Disease 2019 Force Health Protection Guidance, signed 23 August 2022, page 15, section 1.4
- DODI1035.01\_DAF36-816, DAF telework and remote work program
- DAF Supplement to DOD workplace guidance for final reentry of DOD civilian personnel signed 15 May 2022, page 9

**Authorization.** WSL is not an entitlement and will only be provided at the agency's discretion. 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.
- Unable to perform telework due to the nature of their duties.

### 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 2946). Once the Telework Agreement is finalized, fully executed, and position properly coded 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, Air Force has extended the limited exception to this policy through 30 September 2022. The SAF/MR memo, SUBJECT: Telework Exception to Policy for Civilian Personnel in Response to COVID-19, signed 24 May 2022, states, "Consistent with organizational needs and ability, Department of the Air Force civilian personnel may telework while engaging in dependent care activities 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.



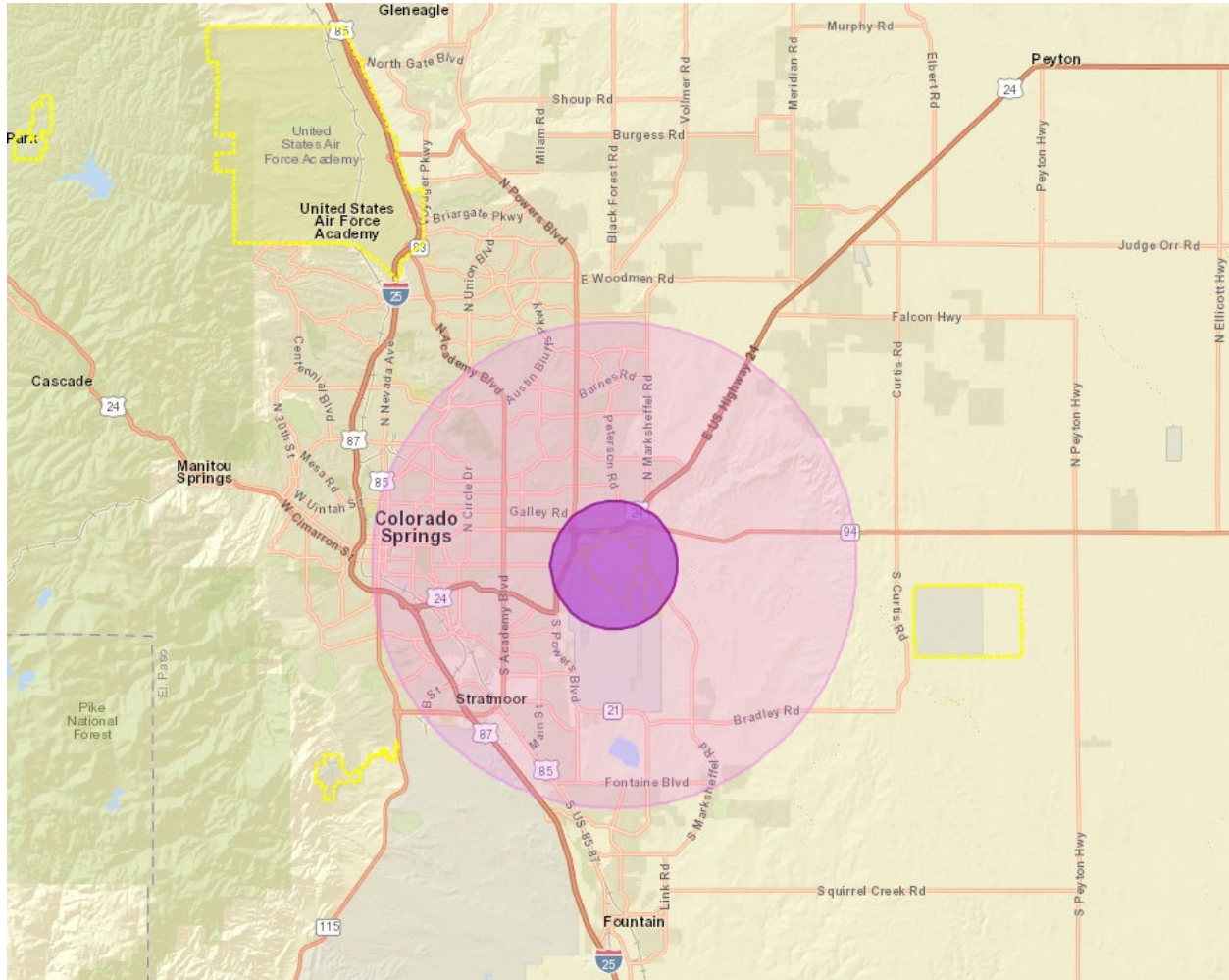
## **Time and Attendance Recording.**

- 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.

## **Additional Telework Guidance.**

- The Department of the Air Force Supplement to the Consolidated Department of Defense Coronavirus Disease 2019 Force Health Protection Guidance, signed 23 August 2022 also discusses this topic briefly on page 15, section 1.4, stating “Even when returning to “reentry” occupancy levels, managers may authorize civilian employees to telework when they may also have dependent care responsibilities, so long as work and non-work hours are appropriately accounted for.
- Managers should refer to DODI1035.01\_DAF36-816 for additional guidance on the DAF telework and remote work program.
- The Department of the Air Force Supplement to DOD workplace guidance for final reentry of DOD civilian personnel signed 15 May 2022 also mentions the same topic on page 9, stating “In accordance with current DAF telework policy, managers may authorize employees to telework even when they may also have dependent care responsibilities, so long as work and non-work hours are appropriately accounted for.”

# PHASED EARLY RELEASE MAP PETERSON SPACE FORCE BASE



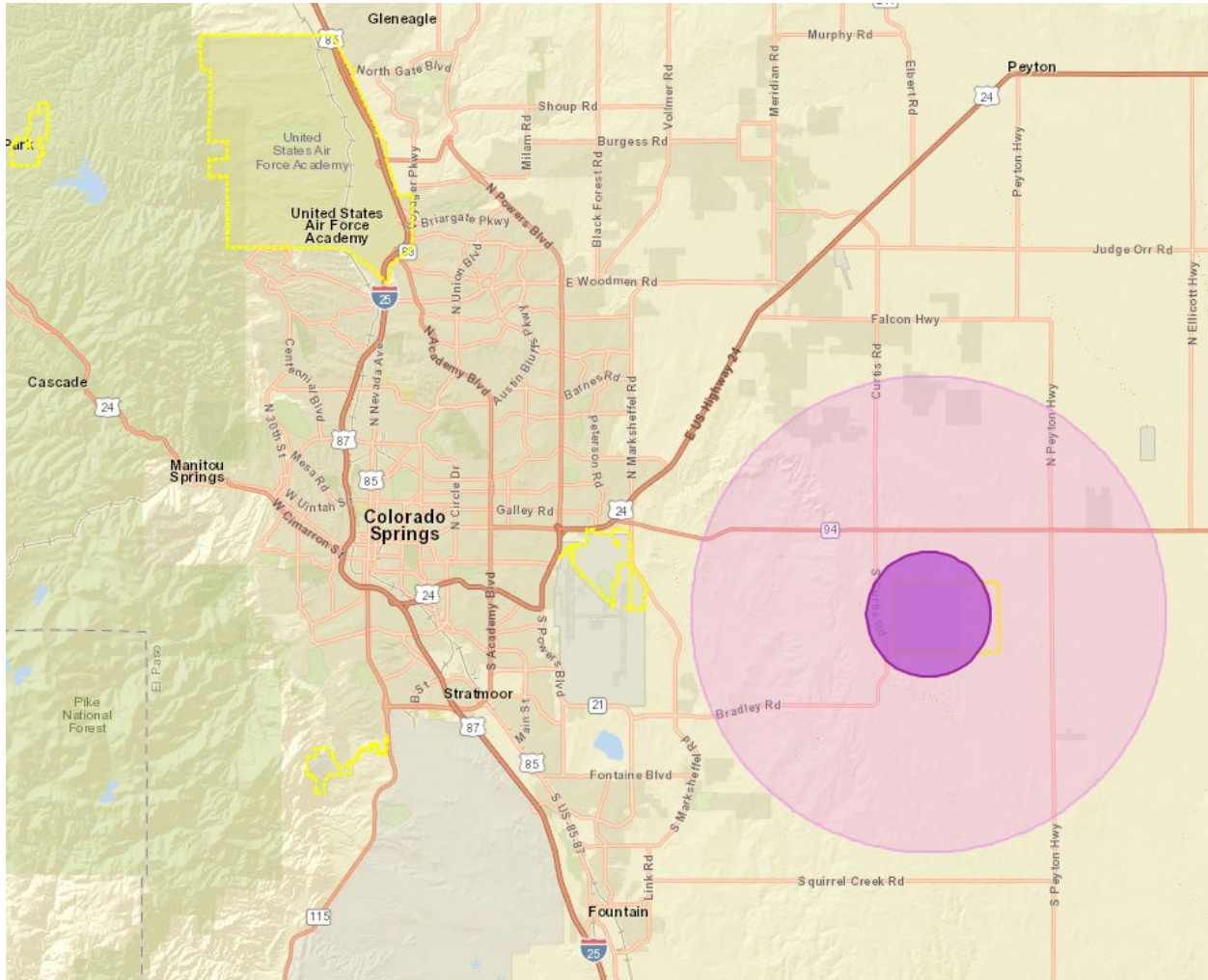
Zones are based off of primary duty location of the member in relation to their place of residence.

Zone 3 - Dark Purple

Zone 2 - Light Purple

Zone 1 - Area outside of the Zone 2 highlight from your installation.

# PHASED EARLY RELEASE MAP SCHRIEVER SPACE FORCE BASE



Zones are based off of primary duty location of the member in relation to their place of residence.

Zone 3 - Dark Purple

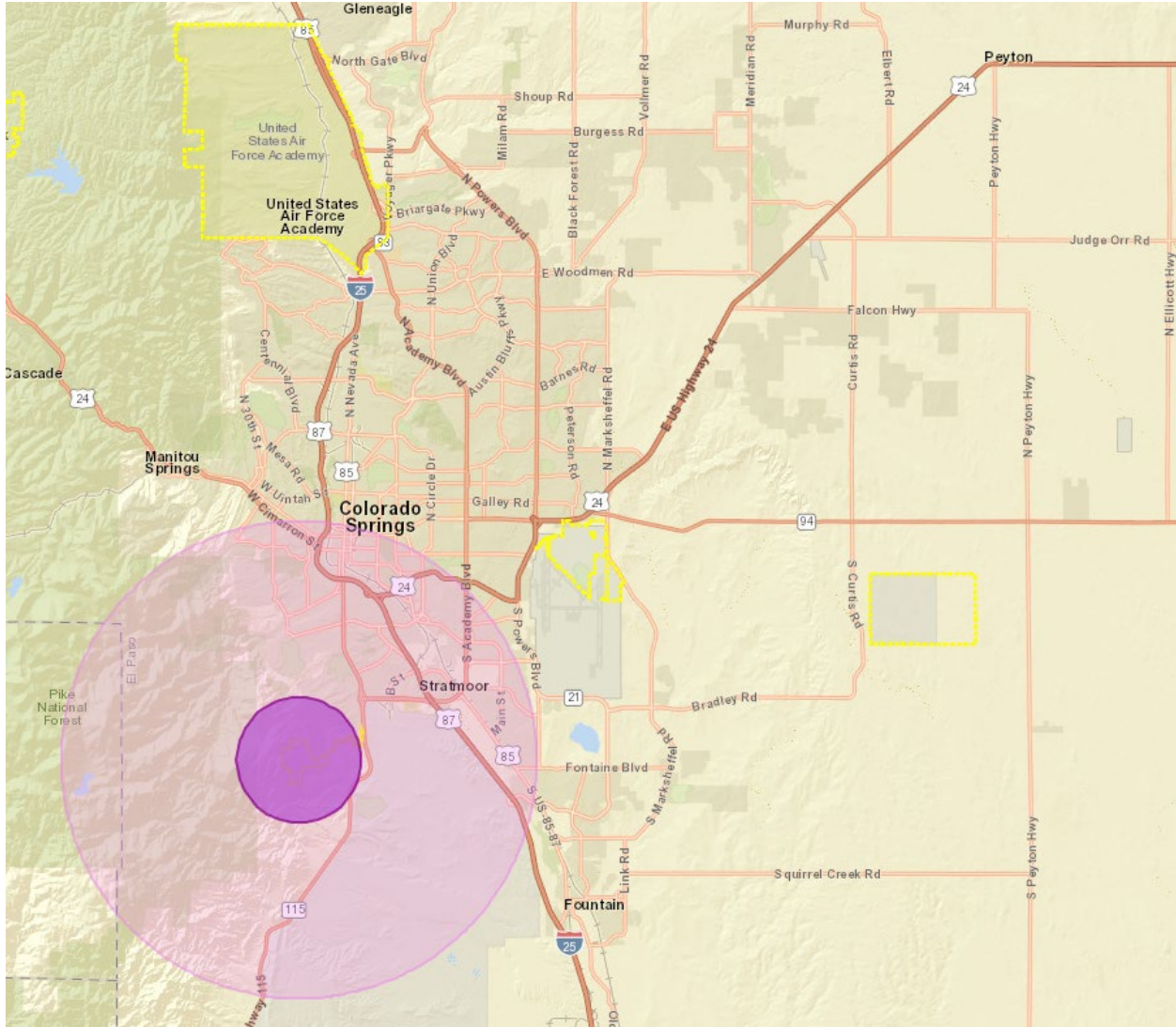
Zone 2 - Light Purple

Zone 1 - Area outside of the Zone 2 highlight from your installation.



# PHASED EARLY RELEASE MAP

## CHEYENNE MOUNTAIN SPACE FORCE STATION



Zones are based off of primary duty location of the member in relation to their place of residence.

Zone 3 - Dark Purple

Zone 2 - Light Purple

Zone 1 - Area outside of the Zone 2 highlight from your installation.

## 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. CMSFS

Gate Title	Non-Mission Essential Report (NME)	Gate Open	Gate Close	Augmentee Arrival
Main Gate	As directed by SBD 1/CC	N/A - Open 24/7	N/A - Open 24/7	N/A No augmentees

### A6.1.2.2. PSFB

Gate Title	Non-Mission Essential Report (NME)	Gate Open	Gate Close	Augmentee Arrival
West Gate (main)	As directed by SBD 1/CC	N/A - Open 24/7	N/A - Open 24/7	0845 (45 min before NME report time)
North Gate	As directed by SBD 1/CC	0900 (30 min before NME report time)	1100 (90 min after base open time)	0845 (45 min before NME report time)
East Gate	As directed by SBD 1/CC	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 Report (NME)	Gate Open	Gate Close	Augmentee Arrival
North Gate (main)	As directed by SBD 1/CC	N/A - Open 24/7	N/A - Open 24/7	N/A No augmentees
West Gate (alternate)	As directed by SBD 1/CC	0900 (30 min before NME report time)	Normal hours	N/A No augmentees