



**DEPARTMENT OF THE AIR FORCE  
UNITED STATES SPACE FORCE  
SPACE BASE DELTA 41**



MEMORANDUM FOR ALL PERSONNEL SCHRIEVER SPACE FORCE BASE

FROM: SBD 41/CC

SUBJECT: Hazardous Weather Procedures 2025-2026

1. This memorandum documents the procedures for delayed reporting, early release, and base closures due to hazardous weather for Schriever SFB (SSFB). The 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. When in doubt, consult your chain of command if your situation requires special consideration.
2. These procedures apply to all military and civilian personnel assigned to or performing duty on SSFB, including host and mission partner organizations. Contractor personnel follow the direction of their employer in accordance with their performance work statement. The leave procedures included in Attachment 1 only apply to civilian government employees and provide guidance for administering civilian Weather and Safety Leave (WSL).
3. The Installation Commander or delegated authority will determine when delayed reporting, phased early release, or base closures are deemed necessary. The Installation Commander has only delegated authority to the SBD 41 Deputy Commander. After a determination is made, SBD 41 Public Affairs (PA) office notifies installation personnel through civilian media, notifications via Flash News, the base public websites. The Colorado Springs Regional Command Post (CSRCP) will utilize the Installation Notification and Warning System (INWS) via AtHoc to send text messages and voice calls to registered cellphones as well as email and pop-up notifications to network computers on AFNet. SBD 41/PA and the CSRCP will update these means of communication by 0530, or within 30 minutes of notification.
4. For purposes of reporting during hazardous weather, commanders will designate personnel as either Mission Essential or Non-Mission Essential and ensure their personnel are notified of the designation. Commanders and supervisors must ensure their personnel have no doubt about their reporting status:
  - a. Mission Essential personnel are the minimum personnel required to report in person to keep mission critical functions in host and mission partner organizations functioning.
  - b. Non-Mission Essential personnel are those who can perform their duties via telework on an approved telework agreement or are able to be delayed for short periods of time without serious mission impact.
5. Road Conditions are defined as follows:

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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 necessary. All vehicle operators must use headlights and extreme caution.

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. Personnel should park in areas that have already been cleared to allow snow removal to continue. To allow for safe snow removal do not park on SSFB streets from November through April.

a. 50 CES is responsible for executing a base specific Snow and Ice Control Program in accordance with (IAW) DAFI 32-1001, Civil Engineer Operations.

b. The base grounds contractor or facility managers will remove snow and ice from sidewalks around buildings in the priority identified in the *Schriever SFB Snow and Ice control Plan* dated 22 Oct 24.

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

a. BASE CLOSURE: Base Closure means only Mission Essential personnel must report for duty, or remain on duty, if the weather is serious enough to prevent replacements from safely reporting.

b. DELAYED REPORTING: Delayed Reporting authorizes Non-Mission Essential personnel to delay arrival when reporting to duty. Mission Essential personnel still report in person as scheduled. Delayed Reporting is intended to ensure personnel safety as well as give on-base snow removal teams time to prepare the base for normal activity following a major winter storm (clearing roads, parking lots, etc.). To naturally stagger arrivals at the gates, and regardless of normal duty hours, personnel will plan to depart their residence no earlier than the time provided by the Installation Commander via official messaging and on social media.

c. EARLY RELEASE: An Early Release will be accomplished in phases (four 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 and off base and help ensure everyone makes it home safely. Commanders may use their judgment in deviating from Attachment 2, considering the unique individual circumstances of their employees and the specific

procedure is designed to reduce traffic congestion on and off base and help ensure everyone makes it home safely. Commanders 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. Mission requirements for orderly shutdown will dictate which personnel can be released, and at what times. During Early Release, members with children in school or daycare have Zone 1 priority regardless of where they live in order to pick up their children. All Schriever CDC or CYP children of non-mission essential personnel should be picked up within one hour of notification.

d. **NORMAL REPORTING:** Normal Reporting means conditions were determined to be appropriate for normal base operations to continue. Normal Reporting will be updated on social media sites.

e. Mission Essential personnel support facilities include the Schriever Satellite DFAC as well as Child Development Centers and School Age Programs on Schriever Space Force Bases. These facilities are only for pre-identified Mission Essential Personnel.

f. All Non-Mission Essential facilities/activities on SSFB will follow delayed reporting procedures and reporting times. For operating hours information and impacts please see the Public Affairs Snow Call page: <https://www.petersonschriever.spaceforce.mil/SnowCall/>

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 consult their chain of command if their situation requires special consideration.



ERIC D. BOGUE, Colonel, USSF  
Commander

**2 Attachments:**

1. Civilian Weather and Safety Leave Guidance
2. Phased Early Release Zones (Map)

## CIVILIAN WEATHER AND SAFETY LEAVE GUIDANCE

Current as of 15 September 2025

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 Space Base Delta 41 Hazardous Weather Procedures 2025-2026 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 December 2022
- AF/A1 Department of the Air Force (DAF) Telework and Remote Work Guide, dated 14 May 2021
- DoDI 1035.01\_DAFI 36-143\_DAFGM2023-01, Telework and Remote Work Program, 17 January 2025
- DoDI 1400.25V610\_DAFI 36-152, Hours of Work and Holiday Observances, 6 April 2023
- DoDI 1035.01, Telework and Remote Work, Effective January 8, 2024.

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/103501p.pdf>

**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.

### 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 (WSL). Paid leave provided under the authority of 5 U.S.C. § 6329c.

**Teleworkers.** Employees with an approved telework agreement and completed telework training (i.e., “telework-ready employees”) who are able to safely travel to and work at an approved telework site **cannot** be granted WSL. **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, if 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, if 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.

- **Unscheduled Telework** for those telework ready/eligible employees. Telework participants will begin work at home and commute to the worksite in accordance with the delayed reporting time.

Telework ready/eligible employees may elect to perform unscheduled telework for the day. When delayed reporting is announced, employees who choose to telework, with supervisory approval, instead of reporting to the regular worksite, are not eligible for WSL for the delayed arrival period and are expected to start work at regular time. The purpose of the delayed arrival is to facilitate safe commuting to the regular worksite. Employees who report to the worksite and do not participate in the telework program are granted WSL for hours between typical arrival time and final reporting time, such leave is reduced if employee arrives before final reporting time

- An employee who reports to the regular worksite and does not participate in the telework program, 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, are expected to finish their workday at an approved telework site and are not eligible for WSL. Commuting time is part of their normal tour of duty and will get paid regular time. 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 will not receive WSL. Telework participants who choose with supervisory approval not to telework for the remaining time in their workday are required to take their available leave once they arrive home, unless the employee is prevented from safely working at the approved telework site.

#### Dependent care.

- DODI1035.01\_DAFI36-143\_DAFGM2023-01, Telework Program, (Enclosure 3, paragraph 3.j.(2)), states that telework can facilitate an employee's ability to manage both work and dependent care. However, telework is not a substitute for dependent care, but may be used as part of a more flexible work arrangement. If dependents are present, the telework agreement should clearly outline expectations for work hours, breaks, time, and attendance documentation, etc. 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 employees 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 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 on 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.

- Managers should refer to DODI1035.01\_DAFI36-143\_DAFGM2023-01, Telework and Remote Work Program, 12 February 2024, for additional guidance on the DAF tele/remote work program.

