



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

30 October 2024

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 2024-2025

1. This memorandum documents the procedures for delayed reporting, 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). 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 at PSFB, SSFB, and CMSFS, 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 delegated authority to the SBD 1 Deputy Commanders and Mission Directors. After a determination is made, SBD 1 Public Affairs (PA) office notifies installation personnel through civilian media, notifications via Flash News, the base public websites, and the Snow Call telephone line (719) 556-SNOW or (719) 556-7669. The Colorado Springs Regional Command Post (CSRCP) will utilize the Installation Notification and Warning System (INWS) via AtHoc to send text messages to registered cellphones as well as email and pop-up notifications to network computers on AFNet. SBD 1/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.

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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:

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.

a. 21 CES/50 CES are 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 will remove snow and ice from sidewalks that are more than 100 feet from buildings on PSFB (except for Priority 1 facilities) and from sidewalks more than 25 feet from buildings on CMSFS. PSFB facility occupants will remove snow and ice within 100 feet of their buildings (except for Priority 1 facilities). CMSFS facility occupants will remove snow and ice within 25 feet of their buildings. With limited exceptions, the base grounds contractor for SSFB removes snow and ice from sidewalks up to the door for SSFB facilities. Facility managers and occupants for the SSFB exceptions are aware of their responsibility to remove snow and ice for their facilities.

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 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

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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 (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 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 have 1 hour from their zone release time to pick up their children from on-base childcare.

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 and Snow Call phone line.

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

f. All Non-Mission Essential facilities/activities on PSFB and 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.

9. Please direct questions to Mr. Roger Smith at roger.smith.31@spaceforce.mil, 719-556-5323 or Ms. Lenora Gallegos at lenora.gallegos.1@spaceforce.mil, 719-556-4555. This memorandum supersedes all previous.

KENNETH F. L. KLOCK, Colonel, USSF
Commander

3 Attachments:

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

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