



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

19 November 2025

**MEMORANDUM FOR ALL PETERSON SPACE FORCE BASE AND CHEYENNE
MOUNTAIN SPACE FORCE STATION PERSONNEL**

FROM: SBD 1/CC

SUBJECT: Hazardous Weather Procedures 2025-2026

References: (a) DODI 1400.25V610, *DAFI 36-152 Hours of Work and Holiday Observances*
(b) DAFI 32-1001, *Civil Engineer Operations*
(c) Peterson Snow and Ice Control Plan 402-25
(d) SBD 1 Civilian Weather and Safety Leave Guidance

1. This memorandum documents the procedures for delayed reporting, early release, and mission essential personnel only statuses due to hazardous weather and applies to all military and civilian personnel assigned to or performing duty at Peterson Space Force Base (PSFB) and Cheyenne Mountain Space Force Station (CMSFS).
2. The safety of all personnel is paramount. As such, 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. Guidance for administering civilian Weather and Safety Leave (WSL) is attached and only applies to civilian government employees. Contractor personnel shall follow the direction of their employer in accordance with their performance work statement.
3. The SBD 1 Installation Commander will determine when delayed reporting, phased early release, or mission essential personnel only statuses are deemed necessary. In the event of their absence, the Installation Commander has delegated authority, in order of precedence, to: the SBD 1 Deputy Commander, PSFB Mission Director, CMSFS Mission Director, the 21st Medical Group Commander. After a determination is made, SBD 1 Public Affairs (PA) office notifies installation personnel through civilian media, notifications via Flash News, and 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 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. The Snow Call line has been discontinued, and personnel should follow/sign up for one of the above methods for notifications.
4. Commanders will designate their personnel as either Mission Essential or Non-Mission Essential and ensure their personnel are notified of the designation. During periods with forecasted inclement weather, commanders and supervisors will ensure their personnel are aware

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of the forecast and the expected actions for each employee whether to report, situational telework, or be on authorized leave. 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 whose presence can be delayed or suspended for short periods of time without serious mission impact. Recommended reporting options include telework on an approved telework agreement, be delayed with an excused absence, or be in an approved leave status.

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 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.
- 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 is responsible for executing a base specific Snow and Ice Control Program in accordance with DAFI 32-1001, Civil Engineer Operations.
- b. The base grounds contractor will remove snow and ice from sidewalks up to the door for the following Peterson Priority 1 facilities: 1, 2, 3, 350, 845, 910, 1334, 1350, 1470, 1840, 1844, 2004. The base grounds contractor will remove snow and ice from sidewalks that are more than 100 feet from buildings on PSFB and from sidewalks more than 25 feet from buildings on CMSFS. PSFB facility occupants will remove snow and ice on sidewalks within 100 feet of their buildings for facilities not listed above. CMSFS facility occupants will remove snow and ice on sidewalks within 25 feet of their buildings.

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

a. **MISSION ESSENTIAL PERSONNEL ONLY:** Mission Essential Personnel Only means 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 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.). Personnel will plan to depart their residence with the time delay provided by the Installation Commander via official messaging and on social media. (For example, during a two-hour delay, a person that normally leaves their house @ 0630 would leave at 0830.)

c. **EARLY RELEASE:** An Early Release will be accomplished in phases across three 30-minute intervals. Commanders/Directors are responsible for staggering their personnel by phase. This procedure is designed to reduce traffic congestion on and off base and help ensure everyone makes it home safely. In Phase 1, leaders will release personnel living more than 15 miles from the installation and personnel with children in the CDC or area schools needing pick up. Non-mission essential members with children in on base childcare facilities must go directly upon release to pick up their children, before/no later than 1 hour after Phase 1 release. In Phase Two, leaders will release personnel living over 7 miles from the installation. In Phase 3, leaders will release all remaining personnel.

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 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 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 again want to emphasize the need for all personnel to use good judgement and consult their chain of command if their situation requires special consideration.

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KENNETH F. L. KLOCK, Colonel, USSF
Commander

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SBD 1 Civilian Weather and Safety Leave Guidance