



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
OFFICE OF THE ADJUTANT GENERAL  
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SALEM, OREGON 97309-5047

NGOR-TAG

11 December 2015

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Command Policy Memorandum #119 (Joint and State) - Facility Closures Due to Inclement Weather or Other Conditions**

1. This policy supersedes Command Policy Memorandum #119 (Joint) dated 30 January 2015.
2. The Oregon Military Department has the responsibility to be available to serve the community, particularly during emergencies. The policy of the Oregon Military Department (OMD) is to reduce operations or close facilities only under the most adverse conditions. Under such conditions, only essential personnel<sup>1</sup> report to work, however, all organizations are required to have contingency plans established to recall personnel regardless of environmental conditions. Because our personnel are often needed to provide emergency public assistance, closure of a facility is a last option and only recommended when environmental conditions expose the majority of employees to imminent danger during travel to, or working at, an OMD facility. Examples include flooding, earthquake, or heavy snow or ice, with associated downed power lines, impassible road conditions, power outage and damaged buildings.
3. A Regional Determining Official (RDO) is assigned to a specific geographic region and is responsible for making the final recommendation to delay opening or closing a facility for all Army and Air units and state employees located in their region (see ENCL Para 1). The RDO communicates/coordinates with the senior Army and Air representatives as well as state employees located in their region to get local environment information. The RDOs may also use data provided by the National Weather Service, government transportation services, local and State police agencies to assist in their decision to recommend a facility delayed opening or closure.
4. Recommendation for closure: The RDO will submit a recommendation to the Chief of Staff (Army) or the Director of Staff (Air) identifying the facilities requesting to be closed along with the status of affected employees (federal and/or state). The Chief of Staff (Army) or the Director of Staff (Air) will notify the Chief of Joint Staff who will further coordinate with the Interagency Director, if state personnel are affected, before requesting final approval by The Adjutant General<sup>2</sup> (see ENCL Para 2).

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<sup>1</sup> Essential personnel are determined in advance or may be situationally dependent on the conditions.

<sup>2</sup> The Director of the Oregon Youth Challenge Program is the determining official for YCP, in concurrence with the Interagency Director.

a. Army and Air National Guard officials must receive confirmation from The Adjutant General prior to announcing the closure for Federal employees and the Interagency Director, or designated alternate prior to announcing the closure for state employees.

b. RDOs will provide follow-up written justification outlining the circumstances for closures to the Chief of Staff (Army) or Director of Staff (Air), as applicable, with an information copy to the Human Resources Office, the State Personnel Office (AGP) and respective payroll offices.

5. Leave policy during inclement weather without facility closure: As a general policy, during inclement weather or other emergency conditions, employees are expected to make a reasonable attempt to arrive at work on time unless a delayed opening or closure announcement is made. Employees should exercise individual judgment, in view of their particular circumstances, and not expose themselves to excessive risk in attempting to get to work under hazardous conditions. If an employee decides to stay home despite their facility being open, he/she should advise their supervisor to place him or herself in an appropriate leave status (i.e., annual, compensatory time, vacation, or leave without pay).

6. Pay and leave policy during facility closure: When the official announcement is made to delay opening a facility, close the facility early, or close the facility for an extended period, the following leave policy will apply:

a. Federal technician employees will be placed in paid administrative leave status during duty hours when they are not actually at the work place.

b. Active Guard and Reserve (AGR) Personnel will be placed on pass for all periods of excused absence from the work place.

c. State employees: Pay and use of leave for management and unrepresented service is in accordance with Department of Administrative Services (DAS) State Human Resource Policy 60.015.01 Temporary Interruption of Employment, dated 29 October 2012. Pay and use of leave for represented employees is in accordance with a relevant collective bargaining agreement.

7. Announcement process: Once a request is approved, the RDO, or designee will notify the JOC (503-584-2800). The JOC will then send an email to the full time ORNG distro list, the Interagency Director and the Director of State Personnel (AGP) notifying them of the closure or delayed opening. Each RDO is responsible for updating their regions inclement weather message system when an opening delay or closure of the facility is approved. See ENCL Para 3 for Regional voicemail box numbers and call procedures.

8. All employees are responsible for calling their regional messaging number where they work to find out if there are any opening delays or facility closures. See ENCL Para 1 for each region message number.

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9. The points of contact for this policy memo are: Deputy Director of Human Resources (federal employees) at DSN 355-3853 or commercial (503) 584-3853; and State Personnel Director (state employees) at DSN 355-3865 or commercial (503) 584-3865.

Encl



MICHAEL E. STENCEL

Major General

The Adjutant General

DISTRIBUTION:

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State

ENCL

1. RDO and Region assignments: Message numbers for Federal and State employees to obtain information about closures, or delayed openings.

Region 0: Yamhill, Marion and Polk Counties

RDO: Director Joint Staff

Closure information: 503-584-2980 option 0

Region I: Multnomah County

RDO: 142 FW/CC

Closure information: 503-335-4000 option 4

Region II: Clackamas, Washington, Columbia

RDO: 82 BDE Senior Full-Time Officer

Closure information: 503-584-2980 option 2

Region III: Clatsop County

RDO: Camp Rilea Installation Director

Closure information: 503-584-2980 option 3

Region IV: Lane, Linn, Benton, and Lincoln Counties

RDO: 2-162 IN BN Senior Full-Time Officer

Closure information: 503-584-2980 option 4

Region V: Jackson, Josephine, Douglas, and Coos Counties

RDO: 1-186 IN BN Senior Full-Time Officer

Closure information: 503-584-2980 option 5

Region VI: Klamath and Lake Counties

RDO: 173 FW/CC

Closure information: 541-885-6350 option 5

Region VII: Deschutes, Crook, and Harney Counties

RDO: 1-82 CAV Senior Full-Time Officer

Closure information: 503-584-2980 option 7

Employees of the Youth Challenge Program will be contacted if they will not be required to report to work.

Region VIII: Union, Baker, Malheur, Umatilla, Wasco, and Hood River Counties

RDO: AASF #2 Commander

Closure information: 503-584-2980 option 8

2. RDOs Senior staff Points of Contact numbers for requests:

- a. Oregon National Guard Point of Contact

Chief of Joint Staff

Joint Operations Center

O: (503) 584-3639 BB: (503) 278-9462

(503) 584-2800 (Non Duty Hours)

- b. Army Guard Points of Contact:

Chief of Staff (Army)

Joint Operations Center

O: (503) 584-3605 BB: (503) 990-0090

(503) 584-2800 (Non Duty Hours)

- c. Air Guard Points of Contact:
    - Director of Staff (Air) O: (503) 584-3645 BB: (971) 404-7728
    - Joint Operations Center (503) 584-2800 (Non Duty Hours)
  
  - d. State employee approval contact numbers.
    - Interagency Director (Primary) O: (503) 584-3884
    - BB: (503) 383-6334
    - DSN 355-3884
  
    - AGP Director (Alternate) O: (503) 584-3865
    - Cell: (503) 428-3549
    - DSN: 355-3865
3. RDO regional voice message system assignment and update procedures.
- a. RDO dial 503-584-2500 and press \* followed by the extension for your mailbox followed by # and enter default password 13579#. RDOs in Regions 1 and 6 will not use this system as they have independent numbers.

b. Region voicemail box assignments:

Region 0:	5669
Region I:	none
Region II:	9980
Region III:	9981
Region IV:	9982
Region V:	9983
Region VI:	none
Region VII:	9984
Region VIII:	9985