



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
OFFICE OF THE ADJUTANT GENERAL
1776 MILITIA WAY
P.O. BOX 14350
SALEM, OREGON 97309-5047

NGOR-HR

5 December 2013

MEMORANDUM FOR SEE DISTRIBUTION

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

1. This policy supersedes Command Policy Memorandum #119 (Joint) dated 14 February 2012.
2. The mission of the National Guard includes the responsibility to be available to serve the community, particularly during emergencies. As such, the policy of the Oregon Military Department is to curtail operations or close facilities only under the most adverse conditions and only with plans in place to recall personnel no matter what the conditions. The conditions required to recommend facility closure are defined as those that would expose the majority of full-time members to imminent danger during travel to, or working at, the facility. Flooding, earthquake, or heavy snow and ice, with associated downed power lines, impassible road conditions, etc, could affect traveling to the workplace. In addition, functioning at the workplace could be impossible because of power outage, damaged buildings, etc. Again, closure of a facility is the last option that should be considered by facility managers and a recall plan must be in place so personnel can respond to provide emergency public assistance.
3. Local Determining Officials are responsible for making a final recommendation for facility delayed opening or closure through the Chief of Staff (CoS) or Director of Staff (DoS Air) to The Adjutant General. Local Determining Officials are:
 - State Employees Located at Camp Rilea, Kingsley Air National Guard Base and Portland Air National Guard Base: Local Determining Officials' listed below
 - All other State Employees: Deputy Director of State Affairs
 - For Federal Employees (AGR, Technician and Title 5):
 - Salem Area: Chief of the Joint Staff
 - Portland ANG Base (ANG/ARNG Tenants): 142 FW/CC, in concurrence with DOS - Air
 - Kingsley Field (ANG/ARNG Tenants): 173 F/CC, in concurrence with DOS - Air
 - 82 Brigade: Unit Senior Full-Time Officer
 - 41 IBCT: Unit Senior Full-Time Officer
 - Camp Withycombe (All Units): OSMS General Foreman
 - Camp Rilea (ARNG/ANG): Facility Manager

Pendleton AASF: Senior Aviation Officer in concurrence with State Aviation Officer
Bend Armory, COUTES, and Biak Training Center: 1-82 CAV Senior Full-Time Officer

Note: Federal personnel located away from their parent unit fall under the jurisdiction of the determining official at their actual physical work location.

4. Recommendation for Closure: Local Determining Officials may use data provided by the National Weather Service, government transportation services, local and State police agencies to assist their decision to recommend a delay in facility opening or closure. Local Determining Officials who wish to recommend closure will obtain separate concurrence for Federal and State employees.

a. Army National Guard officials must receive approval to announce the closure for Federal employees from the Joint Chief of Staff, or his designated alternate who will obtain TAG concurrence.

Army Points of Contact:

Joint Chief of Staff	(503) 584-3989
Deputy Chief of Staff Operations	(503) 584-3903
Joint Operations Center	(503) 584-2800 (Non Duty Hours)

b. Air National Guard officials must receive approval to announce the closure for Federal employees from the Director of Staff-Air or his designated alternate who will obtain TAG concurrence.

Air Points of Contact:

Director of Staff -Air	(503) 584-3645
Joint Operations Center	(503) 584-2800 (Non Duty Hours)

c. For State employees located at Camp Rilea, Kingsley Field and the Portland Air National Guard Base the local determining officials will be the primary determining factor on facility closure. Local Determining Officials' must receive approval to announce the closure from Joint Chief of Staff, Director of Staff-Air or their designated alternate, who will obtain TAG concurrence.

d. State Managers not located at Camp Rilea, Kingsley Field or the Portland Air National Guard Base must receive approval to announce the closure for State employees from the Deputy Director of State Affairs or his designated alternate who will obtain TAG concurrence.

State Points of Contact:

Deputy Director of State Affairs	(503) 584-3884
Director of State Personnel	(503) 584-3865

e. JCoS and DoS-Air will coordinate approval for locations and areas with both Army and Air facilities.

f. Local Determining Officials will provide follow-up written justification outlining the circumstances for the closure to the Joint Chief of Staff, Director of Staff (Air) or the Deputy Director of State Affairs (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 judgement, in view of their particular circumstances, and not expose themselves to excessive risk in attempting to get to work under unusually 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, or LWOP).

6. Leave Policy During Facility Closure: When the official announcement is made to delay opening a Military/Guard facility, close the facility early, or close the facility for an extended period, the following leave policy will apply;

a. Federal Technician Employees: 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: Personnel will be placed on pass for all periods of excused absence from the work place.

c. State Employees: In accordance with Department of Administrative Services (DAS) State Personnel Policy 60.015.01, Temporary Interruption of Employment dated 29 October 2012, a state employee will be placed on administrative leave with pay only when a closure occurs after the employee reports to work and then is directed to go home. This pay status will only be applicable for the remaining hours of the same duty day.

d. For subsequent days of closure, a pre-announced closure or delayed opening, when the state employee is relieved from work duties, the use of leave is determined by both Fair Labor Standards Act status (exempt or non exempt) and bargaining unit status (represented or unrepresented). For additional information relative to individual situations please review the full policy at: <http://www.oregon.gov/DAS/CHRO/docs/advice/p6001501.pdf> . Temporary employees will only receive pay for time worked.

7. Closure Announcements:

a. The Joint Chief of Staff, the Director of Staff-Air and Deputy Director of State Affairs will ensure that Local Determining Officials publish annually an inclement weather plan to include policy/procedures for temporary interruptions of work and a list of local radio and television stations that will be asked to make the public announcement of any facility closures.

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Local Determining Officials will ensure all employees are informed of this information and any other facility unique notification procedures. The Agency Head shall provide notice to the State Public Affairs Officer who will post closure notices to FlashAlert Newswire.

b. At a minimum, the following regional media outlets will be contacted when operations are curtailed or closed:

FlashAlert:	Subscribe at http://flashalert.net			Statewide
Call Letters	FM Frequency	AM Frequency	TV Channel	Location
KATU			2	Portland +
KGW			8	Portland +
KOIN			6	Portland +
KPTV			12	Portland +
KEX		1190		Portland
KXL		750		Portland
KUPL	98.7	970		Portland
KYCH	97.1			Portland
KOPB	91.5			Portland
KYKN		1430		Salem
KBZY		1490		Salem
KSND	95.1			Salem
KUGN		590		Eugene
KLOO	106.3	1340		Corvallis

8. Oregon Military Department CPM #119 point of contact (POC) for Federal employees is the Deputy Director of Human Resources at DSN 355-3853 or commercial (503) 584-3853. The POC for State employees is the State Personnel Director, State Personnel Office (AGP) at DSN 355-3865 or commercial (503) 584-3865.



DANIEL R. HOKANSON
Major General
The Adjutant General

DISTRIBUTION:

- A (Army)
- B (Air)