



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS OGDEN AIR LOGISTICS CENTER (AFMC)
HILL AIR FORCE BASE, UTAH

10 January 2002

MEMORANDUM FOR OO-ALC MAJOR STAFF OFFICES, 75 ABW STAFF OFFICES,
UNIT COMMANDERS, AND TENANT ORGANIZATIONS

FROM: OO-ALC/CC

SUBJECT: Hazardous Weather Notification and Release Procedures

1. The purpose of this letter is to provide overall guidance and notification procedures for group dismissals of base employees during hazardous weather situations. Employees are to presume, unless otherwise informed, that their place of work will be open each workday regardless of weather conditions.
2. In situations involving severe weather, the 75th ABW Commander, based on forecast data from the Operations Support Squadron, information of traffic/security situations from Security Forces, and information from any other offices deemed necessary as dictated by events (e.g., Utah Transit Authority, Utah Highway Patrol), will coordinate with major tenant commanders (388 FW/CC, 419 FW/CC, DISA/CC) and recommend the best option to the OO-ALC Commander for a decision.
3. These options include closing the base (employee not expected to report for duty), early release (employees are excused early from current shift), or delayed reporting (late arrival for shift may be excused). Of the three options listed, early release is the most difficult to implement because of the varying work schedules at Hill. Therefore, we need each of you to develop an early release contingency plan that allows for an orderly shutdown of normal operations and safe exit of the installation.
4. In the event that the normal work schedule is altered based on hazardous weather conditions, the following actions will be taken:
 - a. The Command Post will notify directors and commanders in accordance with HAFB Recall/Notification Pyramid located in HAFB Plan 17. Additionally, the Command Post will notify the Utah Transit Authority.
 - b. Directors and commanders will continue notifications according to HAFB Plan 17 and each organization will attempt to notify on-base contractors associated with their organization. Each organization will implement established procedures to ensure that release/closure/delayed reporting information is disseminated and all employees receive prompt, clear information regarding the effect the situation has on their work or leave status. This includes notification of subsequent shift workers when day shift is released early.
 - c. Public Affairs will release appropriate announcements to news media.
 - d. Civilian Personnel will disseminate guidance on employee work status or leave charges.
5. Regulatory guidance stresses group dismissals or closures should be rare and authorized only when conditions are unusually severe and health or safety of employees is affected.

A handwritten signature in black ink, reading "Scott C. Bergren".

SCOTT C. BERGREN, Major General, USAF
Commander