



DEFENSE LOGISTICS AGENCY  
LAND AND MARITIME  
P.O. BOX 3990  
COLUMBUS, OHIO 43218-3990

MEMORANDUM FOR DISTRIBUTION A & I

DEC 18 2012

SUBJECT: Weather Emergencies

The season is quickly approaching which could produce severe weather conditions that may affect our ability to safely continue normal operations. In preparation for such an event, I am providing the following guidance and information.

In support of our world-wide mission, the Center will normally remain open and operational during severe weather conditions. We all must cope with difficult driving conditions and disruptions of transportation. However, the safety of our associates is always of utmost concern. Unscheduled annual leave, AWS, and credit hours are permitted during periods of heavy snow, ice, flooding, etc., when travel is dangerous or even impossible.

On rare occasions, the Center may be subject to a weather delay or closure. Delay and closure information will be posted on the DSCC Homepage (<http://www.landandmaritime.dla.mil/motd/weather/showstatus.asp>) and will be announced on the radio and TV stations designated in the attachment to this memorandum. Associates may also call the number for Center wide information at 614-692-1800. DLA Land and Maritime has updated the TTD/TTY capability on center and now hearing or speech impaired associates are asked to use VP or TTY and call relay service to call voice number 614-692-1800 to receive weather information. Organizations may also use a wide area notification system that could contact employees (DLA Land and Maritime – WARN, DFAS – Everbridge, etc.).

Only emergency vehicles are permitted on the roads when a Level III weather emergency is declared. Individuals can review their local area road conditions by visiting the Ohio Department of Transportation website (<http://www.buckeyetraffic.org>)

The attachment to this memorandum identifies the standard tour of duty for the Center and serviced organizations and addresses the most common time and attendance issues related to weather emergencies.

Other questions regarding weather emergencies should be directed to your servicing Employee Relations Specialist in the DLA Human Resources Services-Columbus (DHRS-C) at 614-692-2224.

This policy letter has been staffed through the command staff, DHRS-C/union, legal, and the DLA Land and Maritime Public Affairs office. Point of contact for policy letter updates is the DS-FC Security and Emergency Services Office at 692-9556.



TIMOTHY A. HARRIS

Site Director

DLA Installation Support at Columbus

Attachments:

1. Severe Weather Procedures
2. Radio and Television Listing

cc:

AFGE Local 1148

IFPTE Local 7

## STANDARD TOURS OF DUTY

The standard tour of duty for all organizations is 0730 to 1600. Exceptions to the standard tour of duty include mission essential personnel who should confirm their tour of duty with their supervisor or chain of command.

## SEVERE WEATHER PROCEDURES

Unless otherwise notified, associates are expected to report for duty by the beginning of core hours (0900) as usual. In the unusual circumstance when heavy snow, ice, flooding, etc., makes travel dangerous, unscheduled annual leave and AWS time are permitted. However, associates must contact their supervisors to request time away from duty.

**EARLY DISMISSAL:** If severe weather conditions develop which make it necessary for Command to dismiss associates from duty, administrative leave will be granted from the time of dismissal to the end of the associate's workday. In this situation, administrative leave may not be "counted" toward the accrual of AWS time. Only associates who are in a duty status at the time the early dismissal is announced will be granted administrative leave from the time of dismissal. Associates who are not on duty at the time the early dismissal is announced or who are absent for the entire workday in a leave or non-pay status will continue in that status.

**WEATHER DELAY:** In the unusual event that severe weather delays the opening of the Center, associates will be granted administrative leave from the start of their standard tour of duty until they report for duty or until the designated start time, whichever is earlier. Associates who do not report for duty due to weather conditions must take annual leave, leave without pay (LWOP), or AWS time for 8 hours, except in Level III emergencies as described below.

**LEVEL III EMERGENCY:** In the event of a day-long Level III emergency in a county of residence or of travel to work, associates who are unable to report for duty are eligible for administrative leave for the full day. If a Level III emergency is downgraded to Level II by 1100 hours, associates are eligible for administrative leave from the start of their standard tour of duty until the time the emergency is downgraded. Associates may then report for duty and work the balance of the workday, or use annual leave, LWOP, or AWS time for the remaining balance. Associates adversely affected by a Level III weather emergency must submit a written request for administrative leave to their supervisor following their return to duty. The request will then be coordinated through the appropriate supervisory chain to DLA Human Resources Center-Columbus, and will be forwarded to the appropriate Command office i.e., DLA Land and Maritime, DFAS and other tenants, for approval.

**CENTER CLOSURE:** Only in an extreme situation will the Center be closed. If such a situation occurs, associates not required for essential services will be excused from duty without charge to leave or loss of pay. Associates in a non-pay status before and after the Center closure will continue in that status.

## RADIO AND TELEVISION STATIONS

CITY	RADIO STATIONS	TELEVISION STATIONS
COLUMBUS	WTVN - AM 610 WZNW - AM 1230 WCOL - FM 92.3 WNCI - FM 97.9 WBNR - FM 105.7 WSNY - FM 94.7 WVMX - FM 107.9 WJZA - FM 103.5 WODB - FM 104.3 WLZT - FM 93.3	WCMH - TV 4 WSYX - TV 6 WBNS - TV 10 WTTE - TV 28
DAYTON	WHIO - AM 1290 WONE - AM 980 WDPT - FM 95.7 WHKO - FM 99.1 WTUE - FM 104.7 WGTZ - FM 92.9 WDHT - FM 102.9 WRNB - FM 92.1	WDTN - TV 2 WHIO - TV 7 WKEF - TV 22 WRGT - TV 45
NEWARK	WTHH - AM 790 WNKO - FM 101.7	Same as Columbus