



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON
810 SCHREIDER STREET
FORT DETRICK, MD 21702-5000

REPLY TO
ATTENTION OF:

IMFD-ZA

26 Oct 12

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum FD 33-13 (Administrative Dismissal Procedures During Inclement Weather)

1. The determination of when it is necessary to dismiss employees at Fort Detrick due to adverse weather conditions will be made by the Commander, US Army Garrison, Fort Detrick, or designated representative, under delegated authority from the Commanding General, US Army Medical Research and Materiel Command and Fort Detrick. The goal of this centralized authority is to avoid confusion and to promote equitable treatment of all employees.
2. All employees are to presume, unless otherwise notified, that their office or activity will be open each regular workday regardless of the weather or other conditions that may develop. However, on occasion, emergency situations arise which are beyond the control of management or employees and prevent the opening of Fort Detrick offices and activities, prevent employees from getting to work, or create the necessity to dismiss employees early. Supervisors may grant requests for unscheduled leave on a more liberal basis but are still responsible for the effective operation of their section. On those occasions, supervisors may excuse a short period of tardiness (up to two hours maximum) without charge to leave; i.e., administrative leave. Before excusing tardiness, consideration should be given to the distance traveled, mode of transportation, efforts of the employee, and the success of other employees in getting to work on time. Supervisors will follow the guidance outlined by the Office of Personnel Management and Department of Defense, DODI 1400.25-Volume 610.
3. When curtailment of operations during normal duty hours is deemed necessary by the Garrison Commander or representative, the Chief of Plans, Training, Mobilization and Security (PTMS) will make installation-wide notification of the designated dismissal time. Employees will not be released prior to the designated dismissal time unless they individually request and are granted annual leave by their supervisor. If operations are curtailed or delayed outside of normal duty hours, the announcement will be provided for broadcast to several area radio stations (see enclosure). This information will also be available by calling the Fort Detrick Hotline at one of the following numbers: 301-619-7611, 301-695-2633 plus 4-digit code 3801, 1-800-256-7621, or TDD at 301-619-2293, and will be available on the Fort Detrick web site, www.detrick.army.mil, under the inclement weather link at <http://www.detrick.army.mil/weather/>
4. This memorandum also establishes a policy whereby the declaration of a Frederick County Snow Emergency will automatically result in activation of an unscheduled leave policy for non-emergency Fort Detrick personnel. This unscheduled leave policy will permit employees to utilize annual leave or leave without pay without obtaining advanced

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approval or providing detailed justification. Non-emergency personnel should make a personal assessment of driving conditions and exercise this leave option by notifying their supervisor within two hours of their start time.

5. It is recognized that some employees reside outside of Frederick County and may be subject to substantially different local weather or traffic conditions. Since it is not feasible to define the point at which Frederick County conditions cease to predominate, the application of the unscheduled leave policy described in the previous paragraph to peripheral locations on a case-by-case basis by activity supervisors is permitted. The application of good judgment based on an employee's concern for their own safety must prevail in granting an employee unscheduled leave.

6. There are certain critical operations that cannot be suspended or interrupted even though it may be necessary generally to excuse employees for all or part of a day. It is each activity's responsibility to identify emergency personnel who perform duties which are vital to the continuity of medical facilities, public safety, national defense, or other crucial operations, and who are required to be at work regardless of emergency situations or any general dismissal authorization. It is each activity's responsibility to ensure that the emergency personnel are aware of the special requirements placed on them for reporting to or remaining at their work site in emergency situations.

7. Decisions on dismissal of employees for reasons not related to weather, such as shortage of funds or a natural disaster, will be made on a case-by-case basis, and will be made only by the Commanding General, the Garrison Commander, or the Deputy Garrison Commander.

8. All supervisors must strictly adhere to this policy to ensure equitable treatment of personnel and effective operation of Fort Detrick. Employees covered by a collective bargaining agreement that may contain administrative dismissal provisions that are different from this policy will continue to adhere to those provisions until the activity's labor obligation has been met. Supervisors seeking technical guidance in the application of this policy or regarding labor relations should be directed to the Fort Detrick Civilian Personnel Advisory Center, 301-619-2247.

Encl

//Signed//
ALLAN J. DARDEN, SR.
Colonel, MS
Commanding

DISTRIBUTION:
Electronic Via the Fort Detrick Extranet