

**DEPARTMENT OF VETERANS AFFAIRS
ACQUISITION ACADEMY
Frederick, Maryland**

October 21, 2014

MEMORANDUM: 003A5-14-07

INCLEMENT WEATHER AND EMERGENCY PROCEDURES

1. **PURPOSE:** The purpose of this memorandum is to outline policy and procedure for reporting to duty during inclement weather and emergency situations.

2. **SCOPE:** This policy applies to all government and contract employees of the VA Acquisition Academy (VAAA).

3. **POLICY:** It is the policy of the VAAA that employees are expected to report for their regular Tour of Duty during inclement weather and/or emergency situations, except when leave has been previously scheduled and approved by their supervisor, when unscheduled leave is authorized, when an employee's telework agreement reflects that it is their regular telework day, or when an employee's supervisor authorizes ad hoc telework.

4. **RESPONSIBILITIES:**

- a. The Chancellor of the VAAA is responsible for the issuance of this policy.
- b. Employees are responsible for making every reasonable effort to arrive on duty as scheduled. Reasonable efforts should include leaving for work earlier than normal and establishing alternate methods for getting to work.
- c. Contracting Officer's Representatives (CORs) are responsible for making a determination whether contractor work lends itself to telework or work at an alternative worksite, and coordinate with contractor management accordingly.

5. **PROCEDURES:**

- a. Snowfall and/or ice during normal working hours:

If snow and/or ice occur during normal working hours and employees have reported for duty, the Chancellor or designee will follow directives for an early dismissal based on Ft. Detrick's operating status. The VAAA Registrar should ensure that course instructors and students are informed of an early closure. Employees with a telework agreement in place should abide by the language in Section V of VA 0740 Telework Agreement/Request Form, which states:

The employee is expected to telework for the duration of an emergency pursuant to a pandemic and/or when the traditional worksite/official duty station is closed due to emergency situations (e.g., snow emergencies, floods, hurricanes, act of terrorism, etc.). If the employee is unable to work due to illness, dependent care responsibilities, or other personal needs, the employee will take appropriate leave (e.g., annual or sick leave). The employee may be granted excused absence on a case-by-case basis when other circumstances (e.g., power failure) prevent the employee from working at the telework site. To the extent practicable, management will include a description of emergency duties with this agreement if the emergency duties differ from the employee's normal duties.

b. Snowfall and/or ice during non-work hours:

When there is a possible threat of an approaching severe winter storm (snow and/or ice) based on information via available weather forecasters, the following plan is activated:

VAAA and its employees fall under the jurisdiction of Ft. Detrick regarding weather conditions and operating status. Decisions on delayed openings or closings are usually made by 0400 (4 a.m.). VAAA employees should call Ft. Detrick's Recorded Weather line at 301-619-7611 or 1-800-256-7621, or visit the Fort Detrick website at: <http://www.detrick.army.mil>. The VAAA will follow any announcements indicating:

- the closure of Ft. Detrick
- unscheduled (liberal) leave
- delayed arrival
- early dismissal

Employees who are unable to report to work must contact the appropriate supervisor and request leave for their absence. Employees with a telework agreement in place should abide by the language in Section V of VA 0740 Telework Agreement/Request Form as stated above, and either telework or take unscheduled leave, as appropriate.

Doors will remain locked if the VAAA is closed due to inclement weather.

Additional information regarding Ft. Detrick operating status is listed on Attachment 1.

6. REFERENCES:

- [VA Handbook 5011/3 Part III Chapter 2 Weather and Emergency Situations](#)
- [VA Handbook 5011 Part II Chapter 4 Telework Criteria](#)

- [VA Form 0740 Telework Request/Agreement](#)
- [Ft. Detrick Inclement Weather Internet page](#)

7. **RESCISSION:** Policy 001AL-AA-11-02 dated March 25, 2011.

/s/
Melissa Starinsky
Chancellor

Attachment 1.

Fort Detrick has an alert radio system that broadcasts 24 hours a day on AM 1610. In the event of an emergency, please tune to this radio station to hear important information and instructions.

The alert radio system is another source of information and, in an emergency, may be your best option.

The following radio/television stations will be notified if Fort Detrick changes its operating hours.

Baltimore, MD	Greencastle, PA	Washington, D.C.
WCAO AM 600	WWMD FM 101.5	WTWP AM 1500
WBAL AM 1090	WAYZ FM 104.7	WMZQ FM 98.7
WPOC FM 93.1		WTOP FM 103.5
WIYY FM 97.9	Hagerstown, MD	WGMS FM 104.1
	WARK AM 1490	WRXQ FM 107.3
Chambersburg, PA	WJEJ AM 1240	WTWP FM 107.7
WHGT AM 1590	WQCM FM 96.7	WUSA NBC 9 (TV)
	WWEG FM 106.9	
Charles Town, WV	WHAG NBC 25 (TV)	Waynesboro, PA
WMRE AM 1050		WCBG AM 1380
	Martinsburg, WV	WFYN FM 101.5
Frederick, MD	WEPM AM 1340	
WTOP AM 820	WICL FM 95.9	Williamsport, MD
WFMD AM 930	WLTF FM 97.5	WCRH FM 90.5
WFRE FM 99.9		
WAFY FM 103.1	Mercersburg, PA	
	WSRT FM 92.1	
Gettysburg, PA		
WGET AM 1320	Thurmont, MD	
WGTY FM 107.7	WTHU AM 1450	