

Procedures for Weather Delay/Cancellation at Concord Military Reservation

In accordance with NHNG Technician Personnel Regulation 610-630, Section 3 (dated 2 January 1996) the Command Administrative Officer (CAO) has the authority to dismiss “**Federal**” non-critical ARNG personnel on the State Military Reservation in Concord.

History: Notification of employees of the delayed opening or the closing of facilities in Concord was accomplished with the “group message” feature of the statewide telecommunication voicemail system. This method of notification will be used this winter.

Responsibilities are as follows:

Human Resource Officer – will insure the voicemail message group is built and maintained with all federal employees working on the State Military Reservation. The HRO will work with the CAO on procedures to access and leave messages as appropriate due to weather conditions.

CAO or his designated representative – when severe weather conditions are forecast and/or exist, the CAO will leave a message in the message group. A message should be left as early as in the morning as possible (0500 to 0600). **For positive notification, a message should be recorded early morning regardless.** Suggested messages are:

1. “The Concord Reservation has no delay in the normal scheduled report time for **Federal** employees on _____(date). Employees are urged to be safe. Supervisors are encouraged to approve annual leave, earned timeoff, earned comp. time, etc. as requested by technicians and regular leave by AGRs.” Employees not reporting to work should change their voicemail message reflecting the same. Supervisors are reminded to inform any employees without individual voicemail boxes of this work schedule decision.”
2. “Due to severe weather, there will be a __ hour delay in scheduled report time today, _____(date) for **Federal** employees working on the Concord Military Reservation. . Supervisors are reminded to inform any employees without individual voicemail boxes of this work schedule decision.””
3. “Due to severe weather, Federal employees assigned to the Concord Military Reservation are excused from reporting to work on _____(date). Technicians will be granted administrative leave and AGRs granted a pass. Employees should change their voicemail messages to reflect not being at work for the day. Supervisors are reminded to inform any employees without individual voicemail boxes of this work schedule decision.”

Directors/Supervisors – Shall insure their assigned fulltime Federal employees understand how to access their voicemail, hear recorded messages, leave messages, record new messages, switch messages, etc. If employees do not have an assigned voicemail extension, full-time supervisors shall ensure a process is in place in their work section for these employees to be notified of the weather message.