



Joint Base Reporting Procedures

(Approved November 2020)

OFFICIAL SOURCES FOR UPDATES:

Each of the official sources will relay information on delayed reporting, early release or base closure.

Social Media: The official Joint Base Facebook page is the first platform to be updated and is accessible by anyone with internet (no user account required):

<https://www.facebook.com/JointBaseMcGuireDixLakehurst/>

Base Mobile App: Download the Joint Base Mobile App “JBMDL” from your app store. You can sign up for push notifications from the app for immediate changes to the base status.

Base Info Lines: JB MDL has two information hotlines for updated reporting instructions:

1. (609) 754-BASE (2273) - McGuire/Dix
2. (732) 323-SNOW (7669) - Lakehurst

All posts on these platforms are official base notifications. Also, additional unit procedures or Command Post ATHOC notifications may be used to pass information.

ROAD CONDITION CATEGORIES:

Road Condition Green: Roads are clear and drivers will comply with normal vehicle operating procedures and posted speed limits.

Road Condition Yellow: The roads are wet and may be slippery due to ice, snow, or reduced visibility. All drivers should exercise caution and must reduce speeds to 5 miles per hour below the posted speed limit.

Road Condition Red: The roads are hazardous due to ice, snow, high winds, heavy precipitation or reduced visibility. All drivers should use extreme caution and reduce speeds to 15 miles per hour throughout the joint base and 5 miles per hour in all housing areas and parking lots.

Road Condition Black: Only those required by their commander or director to report for duty are authorized to drive on base. The roads are extremely hazardous due to ice, snow, high winds, heavy precipitation or reduced visibility.

PERSONNEL REPORTING CATEGORIES:

Mission Essential Employees:

Base Closure: Individuals designated in advance who are required to maintain essential base services, activities, and schedules; and those needed to restore the base to limited operations, regardless of any dismissal authorization due to weather. (Examples: Emergency responders, those with snow removal missions, Command Post, etc.).

Non-Mission Essential Employees: All other employees

NOTE: Mission Commanders maintain the responsibility of identifying mission and non-mission essential personnel based on their individual mission sets.

Reporting Instruction Determinations - A Snow Conference Call led by installation leadership, to include Air Force, Army, Navy, Marine Corps, Coast Guard, civilian advisors, and off-base advisors, determine installation status. These calls normally occur in the afternoon/evening prior to a snow storm's arrival, or at 4:00 a.m. if the forecast is too unpredictable.

OPTION 1: Base Closure:

JB MDL is **CLOSED**. Mission essential employees will report as required/directed by your unit or agency. Telework-ready employees will continue to work based on their agency's policies, including written telework agreements.

Non-mission essential employees will be granted excused absence (DOD civilians - administrative leave) for the number of hours they were scheduled to work unless they are:

- required to telework,
- on official travel outside of the JB MDL area,
- on pre-approved leave (including leave without pay), or
- on an alternative work schedule day off.

NOTE: Telework-Ready Employees who are scheduled to perform telework on the effective day of the announcement or who are required to perform telework on a day when Federal offices are closed must telework the entire workday or request leave, or a combination of both, in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements (as consistent with law). Mission Essential employees are expected to report to their worksite unless otherwise directed by their unit or agency.

OPTION 2: Delayed Reporting:

OPTION 2A: JB MDL is **OPEN** with up to **XX HOUR(S) DELAYED ARRIVAL** and non-mission essential employees have the **OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK**.

OPTION 2B: JB MDL is **OPEN** under a **DELAYED ARRIVAL** where employees must **REPORT TO THEIR OFFICE NO LATER THAN XX:XX** and have the **OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK**.

Mission essential employees are expected to report to their worksite on time unless otherwise directed by their agencies.

Non-Mission essential employees who report to the office will be granted excused absence (civilians - administrative leave) for up to XX hour(s) past their regularly scheduled arrival time. In accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements (as consistent with law), non-mission essential employees may notify their supervisor to request approval to use:

- (1) earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate;
- (2) leave without pay;
- (3) their alternative work schedule day off or rearrange their work hours under flexible work schedules; or
- (4) unscheduled telework (if telework-ready). (Employees who request unscheduled leave should be charged leave for the entire workday.)

Telework-Ready Employees who are regularly scheduled to perform telework or who request to perform unscheduled telework must be prepared to telework for the entire workday, or take unscheduled leave, or a combination of both, for the entire workday in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements (as consistent with law).

Pre-approved Leave. Civilian employees on pre-approved leave for the entire workday or employees who requested unscheduled leave for the entire workday should be charged leave for the entire day.

OPTION 3: Early Departure (Closure):

JB MDL will **CLOSE** at **XXXXhrs**. Commanders/directors should conduct an orderly, **STAGGERED** dismissal of all non-mission essential employees so that all have departed by the scheduled closure time.

Mission essential employees are expected to remain at their worksite unless otherwise directed by their agencies, or request leave.

Non-mission essential employees will be allowed to leave early, at the direction of their unit commander/director, from their office prior to scheduled base closure time and will be granted excused absence (administrative leave) for the number of hours remaining in their workday. Unit commanders/directors may determine how early to release personnel based on mission and travel condition considerations, but generally no earlier than two (2) hours prior to announced base closure.

Departure Prior to Early Departure Time. Non-mission essential employees who depart prior to their unit directed early departure times may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not be granted excused absence.

Telework-Ready Employees performing telework must continue to telework or take unscheduled leave, or a combination of both for the entire workday or the remainder of the workday, as applicable, in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements (as consistent with law).

Pre-approved leave. An employee on pre-approved leave for the entire workday or an employee who has requested unscheduled leave before an early departure policy is announced should continue to be charged leave for the remainder of the workday.

OPTION 4: Base is OPEN, with option for Unscheduled Leave or unscheduled Telework:

JB MDL is **OPEN** and non-mission essential employees have the **OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.**

Non-mission essential employees must contact their supervisor to request unscheduled leave or unscheduled telework (if telework-ready/authorized). In accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements (as consistent with law), non-mission essential employees have the option request approval to use (1) earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate; (2) leave without pay; (3) their alternative work schedule day off or rearrange their work hours under flexible work schedules; or (4) unscheduled telework (if telework-ready/authorized).

Telework-Ready Employees. Telework-ready employees who are regularly scheduled to perform telework or request approval to perform unscheduled telework must be prepared to telework for the entire workday, or take unscheduled leave, or a combination of both, for the entire workday, in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements (as consistent with law).

OPTION 5: Base is OPEN

JB MDL is **OPEN**.

Employees are expected to report to their worksites or begin telework on time. Normal operating procedures are in effect.

Telework

Supervisors and employees should be familiar with the section of the telework agreement concerning adverse weather conditions and expectations concerning telework.

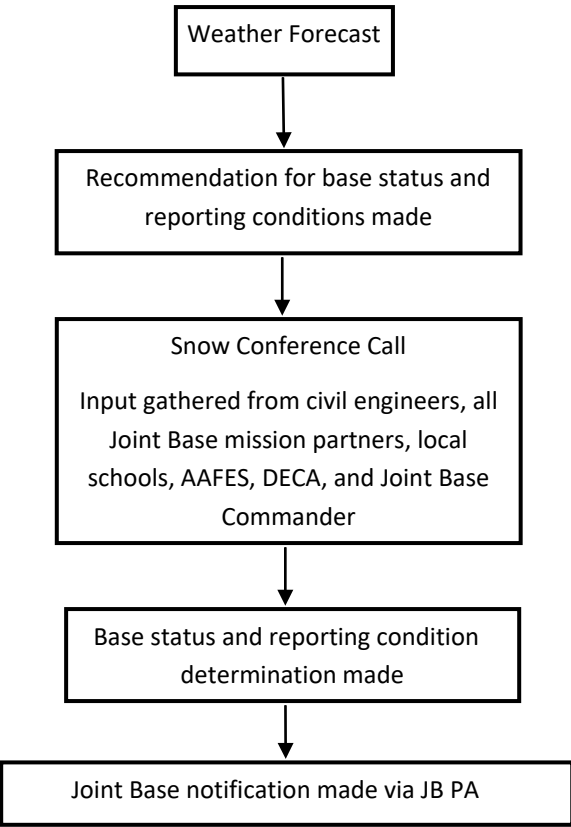
In accordance with DODI 1035.01 AFI 36-816, *Civilian Telework Program*, Air Force telework-ready civilian employees (i.e., those on a signed telework agreement) are expected to work from their approved alternate worksites in the event JB MDL is closed. This means that telework-ready employees who are permitted to use unscheduled telework are required to telework on closure days in accordance with the telework agreement. This includes employees who are regularly scheduled to telework on the day of a closure and those who were not scheduled in advance to telework but are required to do so by virtue of their telework agreement (i.e., employees who will telework only on an occasional, situational basis). Employees should anticipate weather conditions and prepare accordingly by bringing necessary computer equipment home with them.

Supervisors are responsible for ensuring employees are aware of the requirements set forth in the telework agreement concerning telework during hazardous weather conditions and be proactive in ensuring employees are prepared for teleworking from home when weather forecasts dictate adverse weather conditions are probable.

Direct any questions concerning reporting during hazardous weather to the Civilian Personnel Employee Relations Office at (609)754-2554/2557 or (609)754-5696.

Inclement Weather Decision Timeline and Matrix

- Planning begins 24-48 hours prior to bad weather
- Pre-event meeting held with mission partners to:
 - Prioritize missions and recommend mission cancellations
 - Consolidate aircraft parking
- CE Snow Watch initiated prior to expected weather
 - Snow Control Center is stood-up
 - Snow removal teams placed on standby
 - Contractors at Dix and Lakehurst placed on standby



Public Affairs Communication Tools

Official Joint Base Information Sources: Note: Any announcement on these platforms is an official notification. Any questions should be directed to your chain of command.

Base Facebook Page:
www.facebook.com/jointbasemcguiredixlakehurst

Note: You do not need a Facebook account to access this page.

Base Info Lines:
 (609) 754-BASE (2273) – McGuire/Dix
 (732) 323-SNOW (7669) - Lakehurst

Base Mobile App – JBMDL App (You can also sign up for push notices.)

Detailed Reporting Reference Guide is located here:
<https://www.jointbasemdl.af.mil/Home/Inclement-Weather-Information/>



Joint Base Key Phone Numbers

- **Joint Base Command Post:** (609) 754-3935
- **Joint Base Public Affairs:** (609) 754-2104
- **Joint Base Civil Engineer Damage Control Center:**
 - *McGuire:* (609) 754-2388
 - *Dix:* (609) 562-6021
 - *Lakehurst:* (732) 323-2255
- **Joint Base Fire Department:** (609) 754-2451
- **Joint Base Law Enforcement Desk:** (609) 562-6001
- **87 CES Self Help:**
 - *McGuire/Dix:* (609) 754-5471
 - *Lakehurst:* (732) 323-2465

Joint Base Inclement Weather Procedures Quick Reference



Joint Base Reporting Options

BASE CLOSURE: JB MDL is closed to all operations except emergency launches, recoveries, and mobilization training. Only designated Mission Essential Employees who are required to maintain essential base services and activities will report to duty.

DELAYED REPORTING: Designated Mission Essential Employees should report to work as scheduled and exercise extreme caution when reporting. Non-Mission Essential Employees will report to work at the time designated. Additional delays may be directed by mission partner commanders/directors due to road hazards and/or safety concerns.

EARLY DEPARTURE: Designated Mission Essential Employees will remain at work pending unit/agency guidance. Non-Mission Essential Employees will be notified of specific departure times. Mission partners are responsible for managing early release for all personnel within their organization. The goal is to stagger departure times to alleviate congestion.

PERSONNEL REPORTING CATEGORIES:

Mission Essential Employees: Base Closure: Individuals designated in advance who are required to maintain essential base services, activities, and schedules; and those needed to restore the base to limited operations, regardless of any dismissal authorization due to weather. (Examples: Emergency responders, those with snow removal missions, Command Post, etc.).

Non-Mission Essential Employees: All other employees

NOTE: Mission Commanders maintain the responsibility of identifying mission and non-mission essential personnel based on their individual mission sets.

Unit Responsibilities

- 1) Provide snow plow access to parking lots, move cars and equipment if needed
- 2) Clear snow and ice 50 feet from facility, to include sidewalks, stairs and entries from parking areas to the work center (NAWCAD and ASA excluded).
- 3) Ensure sidewalks, stairs, main entries and any trafficked areas are salted. Salt or NAAC (Airfield facilities only) can be acquired at 87th Civil Engineer Self Help (Bldg. 3104 at McGuire or Bldg. 191 at Lakehurst).
- 4) Notify personnel as deemed necessary via telephone recalls for delay or closure notifications.

Joint Base Snow Clearing Priorities

Priority 1	Primary roads that serve as emergency access, traffic arteries, and command and control routes. Primary range roads on Dix will also be cleared.
Priority 2	All JB MDL roads required to support minimal base operations, to include critical parking areas (i.e. CDCs, Main Dining Facilities, ASA HQ, NAWCAD Test Sites, and C5ISR).
Priority 3	All secondary roads and secondary parking areas for McGuire and Dix that are required to support full base operating capability
Priority 4	All secondary roads and parking areas for Lakehurst that are required to support full base operating capability

***Note: NAWCAD parking lots and sidewalks are cleared by a contractor.*

JB MDL Road Conditions



Green: Roads are clear and dry. Drivers will comply with normal vehicle operating procedures and posted speed limits.

Yellow: The roads are wet and may be slippery due to ice, snow, or reduced visibility. All drivers should exercise caution and must reduce speeds to 5 mph below the posted speed limit.

Red: The road conditions are hazardous due to ice, snow, high winds, heavy precipitation, or reduced visibility. All drivers who must be on the road should use extreme caution and reduce speeds to 15 mph throughout the joint base and 5 mph in all housing areas and parking lots.

Black: The road conditions are extremely hazardous due to ice, snow, high winds, heavy precipitation or reduced visibility. Only those required by their commander and/or director to report for duty are authorized to drive on base. Drivers must exercise extreme caution when reporting for duty.