



DEFENSE SECURITY COOPERATION AGENCY
DEFENSE INSTITUTE OF SECURITY COOPERATION STUDIES
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WRIGHT-PATTERSON AFB, OH 45433-7641

8 December 2016

MEMORANDUM FOR DISCS STUDENTS AND STAFF

SUBJECT: DISCS Inclement Weather Policy

1. This letter outlines the implementation of DISCS policy as it pertains to our response to inclement weather conditions. The letter cannot cover all of the variables that may materialize in response to weather but provides the basic information to function when such conditions impact normal operations.
2. If a decision such as an early release is made during normal duty hours, it is transmitted to all base organizations via phone calls, emails, text messaging and pop-up messages. Notification will be as described in WPAFBI 36-802, Release of Personnel Due to Hazardous Weather or Emergency Conditions. During normal off-duty time, decisions such as delayed arrival or base closure will be transmitted via radio television or website announcements. A list of radio and television stations is listed in paragraph 3 below.

You may also find them at: <https://www.my.af.mil/gcss-af/USAF/ep/content/View.do?contentType=EDITORIAL&contentId=c6925EC1926D70FB5E044080020E329A9&channelPageId=s6925EC1355760FB5E044080020E329A9&programId=t6925EC303DFF0FB5E044080020E329A9/>

<https://www.my.af.mil/gcss-afbvpcp/USAF/AFP40/d/s6925EC1355760FB5E044080020E329A9/Files/editorial/Hazardous%20Weather%20Letter%20-%202013.pdf>

3. The standard public news release will state:

“Wright-Patterson Air Force Base”: (plus the portions in quotations in a, b, and c below)

a. Wright-Patterson AFB is closed. Employees are excused from duty today, except those personnel who are designated base essential. Base essential employees must use Gates 1A, 12A, and 19B.

In this case there will be no classes. Students, faculty, and staff should not report to DISCS.

b. Wright-Patterson AFB employees are on a _____ (i.e., 1, 2, 3, or 4) hour delay from normal reporting time this morning, except those personnel who are designated base essential. Base essential personnel who are still required to report for duty must use Gate 1A, 12A, or 19B. All other gates will be delayed in opening by _____ (i.e., 1, 2, 3, or 4) hours. Wright-Patterson Medical Center will remain on normal operating hours.

- **In this case, if DISCS has no resident classes in session, faculty and staff will comply with Wright-Patterson AFB guidance for reporting delay.**
- **Otherwise, if DISCS has resident classes in session:**
 - ◊ **Buses will pick up as scheduled.**
 - ◊ **Students should report as scheduled.**
 - ◊ **Classes will start as scheduled.**

Faculty scheduled for class will report as scheduled, if they can safely do so. If not, the faculty member will contact a qualified instructor on the recall roster that can safely arrive in time to teach the designated course. All other employees who can safely report to DISCS at their normal time, or shortly thereafter, are expected to do so. Employees are expected to depart their residence at their normal time; however, they may arrive up to the number of hours in the base notice after their normal start time with no change to leave in order to safely arrive at DISCS.

c. "employees are authorized an early departure beginning at _____ local today, except for personnel designated base essential."

DISCS management will notify the class manager of the time that class will dismiss. Classes will end at the hour designated by DISCS management. All students, faculty, and staff are released from duty at that time.

3. WPAFB closings and delays will normally be reported on the following radio and television stations:

a. FM Radio Stations: WHIO (95.7), WHKO (99.1), WBNS (97.1)

b. AM Radio Stations: WHIO (1290), WBNS (1460), WTVN (610)

c. Television Stations: WHIO-TV Channel 7 (CBS Dayton), WDTN-TV Channel 2 (NBC Dayton), WKEF-TV Channel 22 (ABC Dayton), Channel 12 (CBS Cincinnati), WBNS Channel 10 (CBS Columbus).

d. Base status information is posted online at the following public, off-base website: <http://www.wpafb.af.mil/>. Additionally, base status information can be obtained by calling (937) 656-SNOW (7669).

WPAFB Alerts & Notices (Self-Subscription Service) are posted online at the following website <https://lava.wpafb.af.mil/installation-messages/ManageSubscriptions.asp>. Additionally, 88ABW Personnel will post updates when possible on the installation Facebook page (<http://www.facebook.com/WPAFB>).



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