



JOINT FORCE HEADQUARTERS – COLORADO  
COLORADO NATIONAL GUARD  
6848 SOUTH REVERE PARKWAY  
CENTENNIAL, COLORADO 80112-6709

COTAG

15 October 2008

MEMORANDUM FOR: All Colorado National Guard Technician, AGR and DMVA State Employees

SUBJECT: Severe Weather and Facility Closure Policy

1. Inclement weather may force road closures, cause hazardous driving conditions, or necessitate facility closures. While the health and safety of Colorado National Guard employees is paramount, supervisors will consider mission requirements when deciding whether to close facilities or authorize early dismissal or late reporting.
2. Due to the diverse geographic locations of Department of Military and Veterans Affairs (DMVA) facilities and armories throughout the state, decisions regarding facility closure, late reporting, or early dismissal will reside with the senior person at each facility. Senior leaders at geographically separated units will coordinate/follow-up with the 140<sup>th</sup> Wing Commander (Air), or COARNG Chief of Staff (Army) concerning their decisions relating to closures/delays. If administrative leave is granted, Technician Time and Attendance Cards will be annotated with code "LN" for excused absence, and State employee timesheets will be coded as ADMIN.
3. Those employees assigned to Buckley AFB, Peterson AFB, or Fort Carson will follow the guidance or directives of the installation commander regarding base closure, early dismissal, or delayed arrival. When this occurs, senior ranking officials at these locations must notify TAG as soon as possible. Snow lines are available for the three major installations listed above. They are:

Buckley AFB (720) 847-SNOW (7669)  
Peterson AFB (719) 556-SNOW (7669)  
Fort Carson (719) 526-0096

4. The Colorado National Guard Snow Line for Revere employees only can be reached by dialing (720) 250-1018, to receive current information pertaining to closures and delays for full-time employees. This information will be posted and maintained by the Public Affairs Office.
5. Individuals who have been designated as essential personnel may be expected to report to their work area regardless of the situation. Personnel who have been ordered to State Active Duty shall be considered in an Active Duty status driving an emergency vehicle, upon leaving their residence en-route to the facility.
6. Questions regarding these procedures should be addressed to Capt. Scott D. Lair at (720) 250-1170, or DSN 250-1170.

*H. Michael Edwards*

H. MICHAEL EDWARDS, Maj Gen, COANG  
The Adjutant General