

2014 - 2015 NSWC Dahlgren Site Operating Status Notification Procedures

1. **Notification Methods.** In the event of inclement weather or other emergency situations, employees have several options for obtaining NSWC Dahlgren Site operating status.

a. NSWCDD Text/Email Alert System

Employees may choose to receive e-mail and mobile device text messages generated by NSWCDD officials. Your carrier's standard text messaging rates will apply.

To register for text and/or email alerts:

From your NMCI computer, go to <https://wwwdd.nmci.navy.mil/>

Click "My Stuff" and then click "Notifications."

Follow the instructions on the registration page, including reading and agreeing to the terms and conditions.

b. Telephone

Employees may call the status notification phone line at **540-653-3224** (on station you must dial **9-653-3224**) to hear the latest NSWC Dahlgren Site status. It is important to check the NSWC telephone line and NOT the Naval Support Activity South Potomac (NSASP) telephone line because the Command statuses may differ.

c. World Wide Web

Employees may access the NSWCDD Public Web site at

<http://www.navsea.navy.mil/nswc/dahlgren/default.aspx>

d. Warfare Center Information Tool ("WWWDD")

If inclement weather or other emergency events occur **during business hours**, a status notification will be posted on the WWWWDD home page.

<https://wwwdd.nmci.navy.mil/>

WWWDD will not generally be updated outside of normal business hours.

PLEASE NOTE: Inclement weather can affect NMCI and/or website functionality. If you primarily rely on text messages or website, please use the phone line as a back-up for situations where you have not received a text message or are otherwise uncertain about operating status.

2. **Announcements.** In the event of inclement weather, employees may hear one of several announcements. Those announcements and the corresponding leave implications follow.

a. Naval Surface Warfare Center, Dahlgren site is fully open today. Unscheduled leave and unscheduled telework are authorized. Emergency employees* report as scheduled.

When unscheduled leave and unscheduled telework are authorized, employees may use annual leave, credit hours, compensatory time, or travel compensatory time without obtaining advance approval or providing detailed justification. Employees who are telework-ready may telework in lieu of reporting to the office or taking leave. *(For detailed information about unscheduled telework, see the NSWCCD Telework Manual, Appendix: Unscheduled Telework FAQs, available on the [WWWDD Forms & Directives Module](#).)* Employees are expected to notify their supervisor of their leave or telework status. Employees designated annually in writing as emergency employees are expected to report to work on time if scheduled or called in.

b. Naval Surface Warfare Center, Dahlgren site is closed today. Emergency employees report as scheduled.

Employees designated annually in writing as emergency employees are expected to report to work and generally only these individuals will be granted access to the base by NSASP. As part of their commitment to the telework program, telework-ready employees are expected to work when NSWCCD is closed. *(For detailed information about unscheduled telework, see the NSWCCD Telework Manual, Appendix A: Unscheduled Telework FAQs, available on the [WWWDD Forms & Directives Module](#).)* Employees who are not able to access their workspace due to the closure, and are not telework-ready, may be granted paid administrative leave for the number of hours they were scheduled to work.

c. Naval Surface Warfare Center, Dahlgren site will open at (time) today. Emergency employees report as scheduled.

NSWC Dahlgren site will be open at the time stated in the announcement. Non-emergency personnel **who report to work** will be granted administrative leave for the excused period. Later arrival will require use of employee's leave or flexi-tour adjustments. Telework may be authorized with supervisory approval. Employees designated annually in writing as emergency employees are expected to report on time to work as scheduled or if called in.

d. Naval Surface Warfare Center, Dahlgren site will operate on a (number of hours) delayed arrival today. Emergency employees report as scheduled.

Employees are to report the specified number of hours later than their normal reporting time. Non-emergency personnel **who report to work** will be granted administrative leave for the excused period. Later arrival will require use of employee's leave or flexi-tour adjustments. Telework may be authorized with supervisory approval. Employees designated annually in writing as emergency employees are expected to report on time to work as scheduled or if called in.

- e. **Naval Surface Warfare Center, Dahlgren site will close at (time) today. Emergency employees remain at work as scheduled.**

NSWC Dahlgren site will close at the time stated in the announcement. Employees who are present at work will be excused at the specified time without charge to leave or other schedule adjustment. The excused period is from the announced closing time to the end of the normally scheduled on-duty time, according to the employee's flexi-tour schedule for that day. Administrative leave will be granted for the excused period. Telework may be authorized with supervisory approval. Employees designated annually in writing as emergency employees are expected to remain at work. Employees in a telework status are expected to complete their scheduled workday.

- 3. **Frequently Asked Questions.** Employees should check with their supervisor if there are additional questions.
 - a. ***If I am on previously scheduled leave a day that the base is closed due to inclement weather, will I be granted administrative leave?*** No. Employees who are already on scheduled leave on a day that the base is closed will not be granted administrative leave.
 - b. ***If I am on previously scheduled leave or unscheduled leave due to inclement weather, and then employees are dismissed early during the day, will I be granted administrative leave?*** No. Employees must be present at work at the time of the early dismissal in order to be granted administrative leave for the early closure.
 - c. ***If I report to work and decide to leave because of storm conditions, but employees are dismissed later during the day, will I be granted administrative leave?*** No. Employees who leave the base before the scheduled early dismissal time will not be granted administrative leave. Employees must be present at work at the time of the early dismissal in order to be granted administrative leave.
 - d. ***If I am scheduled to take a partial day's pre-approved leave and employees are dismissed early before my pre-approved leave begins, will I be granted administrative leave?*** Yes. Employees already scheduled to take pre-approved leave **after** their early dismissal time (e.g., for a doctor's appointment) and are therefore still present at work at the time of the early dismissal, will not be charged leave for that period and instead will be granted administrative leave for the remainder of the workday following the early dismissal time.
 - e. ***If I am on official travel outside the Dahlgren area, and NSWC Dahlgren site is closed, there is a late opening, or employees are dismissed early, will I receive administrative leave?*** No. Employees who are on travel outside the Dahlgren area are expected to continue working in the event of a late opening, closure or early dismissal. However, if the closure of Dahlgren site (or the closure of the location where the employee is located while on travel) makes it impossible for the employee to continue work, administrative leave will be authorized. Employees should check with their supervisors for individual cases.

- f. *If I am on leave without pay, leave without pay for military duty, workers' compensation, or in another non-pay status will I receive administrative leave in the event of a late opening, closure or early dismissal?* No. Employees who are in a non-pay status are not entitled to administrative leave in the event of a late opening, closure or early dismissal.
- g. *If I am on telework will I receive administrative leave in the event of a late opening, closure or early dismissal?* No. Employees who are teleworking are expected to continue working in the event of a late opening, closure or early dismissal. However, if the closure of the agency makes it impossible for the employee to continue work-i.e., their assignment requires frequent contact with the agency at Dahlgren, administrative leave will be authorized. Employees should check with their supervisors for individual cases. (*For detailed information about unscheduled telework, see the NSWCDT Telework Manual, Appendix A: Unscheduled Telework FAQs, available on the [WWWDD Forms & Directives Module](#).*)

*** Not all Mission Essential Personnel (MEP) are considered Emergency Employees. If you have any questions regarding your classification as either MEP or Emergency Employees, please consult your supervisor.**