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MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade- National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter
15 – Dismissal and Closure Procedures

1. REFERENCE: NRMC/WRNMMC Commander's Policy on Dismissal and Closure Procedures.
2. PURPOSE: To establish policy and provide guidance regarding dismissal and closure procedures for the Warrior Transition Brigade-National Capital Region (WTB-NCR). The intent is to maintain continuity of critical command and staff operational functions during these situations.
3. APPLICABILITY: This policy applies to all personnel assigned, attached or personnel on temporary duty (TDY) to include Family members, civilian employees, and contract personnel within the WTB-NCR. This policy extends to Bethesda, Fort Meade and Fort Belvoir WTUs.
4. GENERAL: The following procedures will apply in situations that prevent significant numbers of personnel from reporting for work on time or which require WTB-NCR to close all or a part of its activities. These can include emergency situations, major disasters, adverse weather conditions, natural disasters and other incidents causing disruption of operations.
5. BACKGROUND:
 - a. The Walter Reed National Military Medical Center (WRNMMC) and Fort Belvoir Community Hospital (FBCH) under the National Capital Region-Medical Directorate, Fort Belvoir and Meade Garrisons and Fort Meade Medical Treatment Facility set their dismissal and closure policy with heavy consideration given to the substantial civilian workforce that supports their operation.
 - b. The primary trigger for decisions regarding civilian employees at Naval Support Activity-Bethesda is an announcement published by the Office of Personnel Management (OPM). OPM routinely publishes to local media outlets the status for Federal agencies in the Washington, DC, area (open, closed, operating under an unscheduled leave policy, a delayed arrival policy, or an early dismissal policy). This information can also be checked on the OPM website, www.opm.gov.
 - c. The Fort Meade WTU personnel will follow all Garrison closure/delayed reporting decisions. For personnel located at Fort Meade, call the Fort Meade information hotline at 301-

677-6323 or refer to Fort Meade web-site, which includes installation operating status, <http://www.ftmeade.army.mil/> or <https://www.facebook.com/FtMeade>.

d. The Fort Belvoir WTU personnel will follow all Garrison closure/delayed reporting decisions. For personnel located at Fort Belvoir, call the Fort Belvoir information hotline at (703) 805-3030 or review the Fort Belvoir web-site <https://www.belvoir.army.mil/> for installation closure information.

e. Since WTB-NCR operations depend heavily on appointment availability at WRNMMC, FBCH, and Fort Meade MTF, decisions regarding emergency work status will depend heavily on the their respective operating status.

6. POLICY:

a. WTB-NCR operations will be defined by the following status categories:

(1) Open: all scheduled activities proceed as planned.

(2) Delayed Open: formations for Soldiers In Transition (STs) cancelled; resume normal activities at a report time designated by the commander (or a designated duration of delay).

(3) Minimum Staffing: emergency personnel only report for duty. Formations for STs cancelled. Routine meetings will be postponed until the next duty day.

(4) Early Dismissal: normal activities proceed with an early release of all personnel at a time designated by the commander.

(5) Closed: staff duty NCO (SDNCO), assistant staff duty NCO (ASDNCO), and those specifically named by the commander are on duty.

b. Emergency personnel are defined as follows:

(1) Military Cadre: the Brigade/Battalion Command team and each company command team will have one key leader present for duty (CDR, CSM/1SG, or XO), one senior representative for each staff section and one representative for each platoon designated as emergency personnel. Additionally, all personnel on Family Escort Duty for the date(s) in question are designated as emergency personnel.

(2) Other personnel: Supervisors will designate other military personnel and civilian employees who are critical to our operations during dismissal or closure situations. Supervisors have the discretion to identify and designate those Soldiers and employees who are necessary to continue operations in emergency situations. There are no standard definitions or categories in this regard and supervisors will make this determination based on mission requirements and/or circumstances. The designation of other personnel as emergency personnel may vary according to the particular nature of the emergency situation. These designations will be part of each company's and each staff section's emergency response/continuity of operations plan.

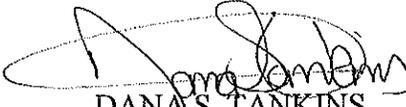
(3) Emergency personnel are expected to report to work/remain at work in dismissal or closure situations unless otherwise directed by their supervisor. Supervisors have the responsibility to determine if circumstances justifying excusing emergency personnel from duty due to individual hardship or other individual circumstance. Supervisors may consider factors such as distance from domicile, availability of alternate means of transportation or available alternatives to childcare/eldercare.

c. In weather situations that may warrant delayed open, minimum staffing or closed status, the WTB-NCR Operations Officer or NCO will check available media outlets for weather information and check for OPM announcements and make a recommendation to the Brigade Commander via telephone NLT 0430 hours. The Brigade Commander will initiate alert procedures as necessary, should conditions warrant.

d. Companies are responsible for identifying personnel to relieve SDNCO, ASDNCO and Family Escort NCOs. When severe weather is predicted with some reaction time, 1SGs will coordinate with Brigade/Battalion S3 the day prior to determine a course of action to get replacements for SDNCO and ASDNCO, which may include having the next day's staff duty stay overnight in the barracks.

7. The point of contact for this policy is the Brigade Operations Officer at (301) 400-2303.

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COL, SC
Commanding