



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 19TH AIRLIFT WING (AMC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS

02 February 2022

MEMORANDUM FOR ALL LITTLE ROCK AFB PERSONNEL

FROM: 19 AW/CC

SUBJECT: Inclement Weather Procedures at Little Rock AFB

1. Special report/release procedures have been created to ensure the safety of personnel and mission during periods of inclement weather. The following conditions may be authorized based upon assessment of existing and/or forecast conditions:

a. **EARLY RELEASE:** Unit commanders and supervisors will release personnel who are non-mission essential in accordance with paragraph 3. Civilian employees under an approved telework agreement will be required to complete their work day in a telework status. All non-essential personnel will need to pick up their children from the Child Development Center (CDCs) and Youth Center.

b. **DELAYED REPORTING:** Delayed reporting applies to military and civilian personnel; personal leave will not be charged. Members are not expected to be at work until the delayed reporting time. The purpose of delayed reporting during hazardous weather conditions is to allow time for the roads and parking areas to be cleared and permit base personnel additional time for safe travel to their work center.

c. **MISSION-ESSENTIAL REPORTING:** Personnel identified by their commanders as mission essential or as identified in Civilian Position Descriptions are to report for duty (commanders are responsible to make this designation in advance). Civilian personnel identified as mission essential by their Position Description for Appropriated Fund employees, and the FSS Commander for Non-Appropriated Fund employees, are to report for duty. Service members not required to report will be placed on telephone standby until further notice. Civilian personnel not required to report, and not under an approved telework agreement, will be placed on administrative leave as granted by the installation commander. Only those children of mission essential personnel are allowed to be dropped off at the CDCs and Youth Center. Mission Essential Personnel must submit a signed designation letter in advance to the CDC or Youth Center.

2. Information about base reporting postures will be distributed through multiple channels, including:

- a. Base-wide email or Commander's Call (during normal duty hours)
- b. Notification from supervisors (to include a unit recall, as directed)
- c. Official Social media (Facebook/AFConnect App) and littlerock.af.mil
- d. On-base alerts: Marquee and Giant Voice
- e. HERKLINE: 987-HERC or 987-HERK
- f. AtHoc Installation Warning System Alerts
- g. Local Media

3. To reduce congestion at the gates and permit additional travel time for members with long commutes, supervisors will release non-mission essential members IAW the following (see Figure 1, Base Departure Procedures):

- a. Personnel living outside of the blue ring: released immediately after the early release order is issued.
- b. Personnel living outside the green ring: released 30 minutes after the order is issued.
- c. Personnel living inside the green ring: released one hour after the order is issued.

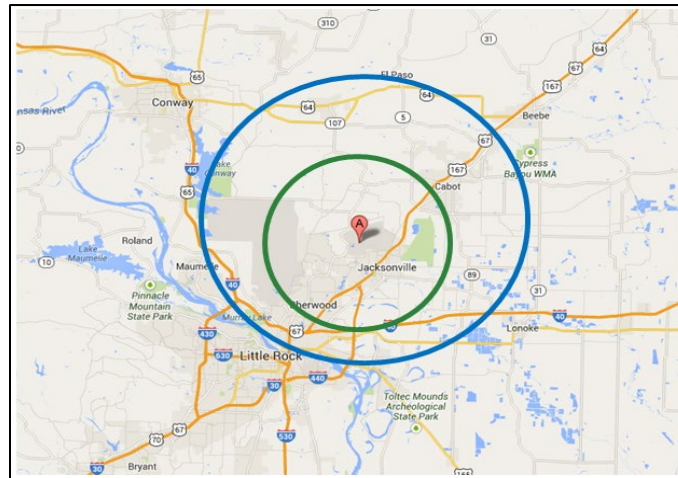


Figure 1, Base Departure Procedures

4. The Lighthouse Academy is in the Jacksonville/North Pulaski School District. If Jacksonville/North Pulaski schools are closed, the Lighthouse Academy will also be closed, even if the base is open. If the base is closed, but Jacksonville/North Pulaski schools are open, the Lighthouse Academy will follow the base and be closed.

5. When off-base: report all emergencies via 911, including all vehicle accidents, medical emergencies, off-road entrapments, or other weather-related incidents. For on-base reporting call the following: fire or medical emergencies 911; power outages 987-6553; vehicle accidents 987-3221; building damage 987-6554. When poor driving conditions are suspected, call the Arkansas Road Condition Hotline (501-569-2374 or 1-800-245-1672) or go online to (www.idrivearkansas.com) to receive up-to-the-minute updates on area road conditions.

6. If LRAFB is on normal or delayed reporting and **you assess that conditions in your area are unsafe for travel, do NOT put yourself into an unsafe situation to report to duty.** Please notify your chain of command for further guidance. We will make every effort to announce implementation of inclement weather procedures at the earliest possible time. Use risk management principals to develop a safe plan: assess the situation, take action to mitigate/eliminate risk, communicate with your leadership, family, or a Wingman, and decide to continue or “knock it off.” Any safety or risk management questions can be directed to 19th Airlift Wing Occupational Safety Section at 501-533-9347.

ANGELA F. OCHOA, Colonel, USAF
Commander