

The State of South Carolina

Military Department

ROBERT E. LIVINGSTON, JR.
MAJOR GENERAL
THE ADJUTANT GENERAL



OFFICE OF THE ADJUTANT GENERAL
1 NATIONAL GUARD ROAD
COLUMBIA, S. C. 29201-4766

NGSC-HRM-ZA

9 September 2018

MEMORANDUM FOR All South Carolina National Guard Federal Employees and Active Guard & Reserve (AGR) Personnel

SUBJECT: (SCNG H18-705-P) Severe Weather Policy

1. Reference: Collective Bargaining Agreement between the South Carolina National Guard and the Laborers International Union of North America (CBA), 29 November 2017, Section 9.7.
2. At the direction of the Governor, the South Carolina National Guard (SCNG) may be required to continue assigned federal missions as well as to conduct National Guard Civil Support operations during periods of severe weather. The South Carolina National Guard will deploy forces as directed to save lives, protect key assets and ensure the health and public safety of civilians.
3. South Carolina National Guard Military Technicians, Civilian employees and AGR personnel (here after referred to as employees) will presume their duty location will be operational each regular workday regardless of weather or other emergency conditions. It is the responsibility of each employee to make every effort to safely report for duty. If the employee finds that after exerting every effort, he/she cannot report for duty safely, the employee shall notify his/her immediate supervisor of the situation. The supervisor shall place the employee in an appropriate leave status. The approved leave statuses for Military Technicians and Civilian employees are: annual leave, compensatory leave, award leave (time-off awards) or leave without pay (LWOP). AGR members will be placed in a chargeable leave status.
4. If it is determined that a duty location should be closed or work schedules altered due to severe weather, the decision will be the responsibility of the Chief of Staff or The Deputy Adjutant General. In the case of McEntire Joint National Guard Base, the Wing Commander shall make the determination regarding base closure. All closures will be reported to the JOC Operations NCO at 803-299-4044 or

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ng.sc.scarnng.mbx.scjocops@mail.mil, and will be given the widest distribution possible (i.e., via telephone, email, text message and social media) to ensure personnel are aware of any approved closures. Supervisors are responsible for making positive contact with each employee to notify them of facility closures or work schedule changes which affect them. The decision to place employees of closed facilities in an excused leave status will remain with The Adjutant General.

5. If an employee is called to State Active Duty, please refer to "SCNG H18-718-P Employee Leave Status during State Active Duty." This policy states that during State Active Duty, an employee may submit annual leave, compensatory leave, award leave (time-off awards) or leave without pay (LWOP).

6. Contractors working with the South Carolina National Guard will contact their contracted employer for guidance in the event of a severe weather facility closure. If a contractor is determined mission essential for a specific event, the South Carolina National Guard will contact the contracting office for further guidance and necessary communication with the contracting company.

7. Questions concerning this policy should be addressed to LTC Jason Turner, Deputy Human Resources Officer, at 299-4361, or the undersigned.

FOR THE ADJUTANT GENERAL:



RICHARD J. ZEIGLER III
LTC, GS
Director, Human Resources