



Department of the Air Force  
South Carolina Air National Guard  
169<sup>th</sup> Fighter Wing, McEntire JNGB  
1325 South Carolina Road Eastover South Carolina 29044



21 March 2014

MEMORANDUM FOR All 169 FW Employees at McEntire JNGB, SC

FROM: 169<sup>th</sup> FW/CC (Base Commander)

SUBJECT: Local Severe Weather and Special Notification Policy

1. The following procedures are in addition to the SCNG H14-705-P, Severe Weather Policy.
2. McEntire JNGB closures and delays are at the discretion of the Base Commander. In the absence of specific guidance from the McEntire JNGB Commander, personnel will observe the same work hours as announced by the Governor's office for State employees working in Richland county as posted on the SC Emergency Management Division website, [www.scemd.org/closings](http://www.scemd.org/closings). The Base Commander may direct Mission Essential Personnel to report for duty. This direction overrides the SCEMD posting. If the weather allows, it is the responsibility of each employee to make every effort to report to work safely as the mission dictates.
3. The following are always considered mission essential personnel – Security Forces as determined by the SFS/CC, Fire Department as determined by the CES/CC, ACA, Command Post and Base Operations as determined by the OG/CC. The Base Commander may designate other personnel as mission essential. Unit commanders and supervisors have the authority to require employees to report to work as needed to meet specific mission requirements.
4. If necessary, the Base Commander will communicate intentions contrary to SCEMD postings in one of several ways. In the absence of direction, follow SCEMD postings.
  - a. Upon direction from the base commander, the Command Post will activate the Desktop Alert system to mass distribute notifications via text messages, email and automated phone messages. When necessary, base recall procedures may be initiated to identify mission essential personnel.
  - b. 169<sup>th</sup> FW Public Affairs, upon notification by the Command Post, will post closure/delay and mission essential personnel information to our official extranet web site ([www.169fw.ang.af.mil](http://www.169fw.ang.af.mil)), Facebook ([www.facebook.com/scang.swampfox](http://www.facebook.com/scang.swampfox)), and Twitter ([www.twitter.com/theSCANG](http://www.twitter.com/theSCANG)).
  - c. The Command Post will be the backup to perform these postings when Public Affairs personnel are not available.

3/21/2014

**X** //SIGNED//

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MICHAEL E. MANNING, Col, SCANG  
Commander  
Signed by: MANNING.MICHAEL.E.1009125490

2 Attchs:  
SCNG H14-705-P, Severe Weather Policy  
169<sup>th</sup> FW Desktop Alert Settings Guidance

# 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-CS

11 February 2014

MEMORANDUM FOR All National Guard Federal Employees

SUBJECT: (SCNG H14-705-P) Severe Weather Policy



1. 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 insure the health and public safety of civilians.
2. South Carolina National Guard employees will presume their duty location will be operational each regular workday regardless of weather or other emergency conditions. However, when severe weather affects the state of South Carolina, SCNG supervisors and employees will follow the severe weather hazard guidelines and work schedules implemented by government officials in the county where their respective work facility is located. All SCNG personnel shall monitor the South Carolina Emergency Management Division website, [www.scemd.org/closings](http://www.scemd.org/closings), for the most current information. Employees will make verbal contact with the supervisor to verify work schedules, or notify them of any reason why they cannot safely make it to work.
3. The decision to alter work schedules or to implement facility closures will be the responsibility of the appropriate Major Subordinate Command (MSC) Administrative Officer (AO). If a change to the work schedule or closure of a facility is deemed appropriate, MSC AOs will submit closure request for approval to the Chief of Staff, the Wing Commander or their designated representative. All closures will be reported to the JOC Operations NCO at 803-299-4044 or [ng.sc.scarnng.mbx.scjocops@mail.mil](mailto: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.
4. Supervisors have the authority to require employees to report to work as needed to meet specific mission requirements. Employees required to perform operational continuity will continue their critical assigned functions. All others will be placed in an appropriate leave status.
5. When employees are prevented from coming to work or the SCNG authorizes the closure of work facilities due to weather conditions, emergencies or other reasons beyond their control, employees must contact their supervisor.
6. If an employee is called to State Active Duty, please refer to "SCNG H14-718-P Technician Leave Status During State Active Duty." This policy states that during State Active Duty, a technician may submit annual leave, compensatory leave, awarded leave or leave without pay (LWOP).
7. 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.
8. Questions concerning this policy should be addressed to LTC Peeples, the Deputy Human Resources Officer, at 299-4361 or [larry.m.peeples@mail.mil](mailto:larry.m.peeples@mail.mil).

DARLENE M. GOFF  
BG, LG, SCARNG  
Director of the Joint Staff

# Adding A Phone Number to the 169 FW Desktop Alerts

To enable Text Message Alerts from the 169 FW Command Post, each individual needs to log into a computer on the McEntire Network and update their preferences in Desktop Alert.

Specific step-by-step instructions:

1. Click on the  in the desktop lower right corner (icon tray)
2. Double-click on the Desktop Alert icon 
3. Click on "Preferences"
4. Click on the "Devices" Tab
5. Click on the "SMS" Tab
6. Enter Mobile Phone # and Carrier and click on "Add SMS Device"
7. Verify data is saved
8. You may enter multiple phone numbers and e-mails—the Voice Phone number is for voice messages

