

**BY ORDER OF THE COMMANDER  
SPANGDAHLEM AB (USAFE)**

**SPANGDAHLEM AIR BASE  
INSTRUCTION**



**31-102**

**8 JANUARY 2024**

**Security**

**DELAY, CANCELLATION, OR EARLY  
TERMINATION OF DUTY OR SCHOOL  
DAY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It establishes procedures and outlines guidelines for the delay, cancellation, or early termination of duty or school due to adverse weather or road conditions (ROADCON). This publication applies to all 52d Fighter Wing (52 FW) personnel. The terms “will not,” “shall not,” and “must not” denote mandatory prohibitions in this supplement. Failure to observe the prohibitions and mandatory provisions in this publication is a violation of Article 92, Uniformed Code of Military Justice (UCMJ) and similar instructions and agreements for all other personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force (AF) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847s from the field through the appropriate functional’s chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 90-160, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers

through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

### ***SUMMARY OF CHANGES***

This document has undergone a major revision and has been rewritten. This SABI now outlines Commander Intent during various Road Conditions, defines procedures and approval authorities to increase or decrease Road Conditions, and redefines agency and individual responsibilities for complying with Road Condition guidance. All agencies are encouraged to thoroughly review this local instruction to ensure compliance.

#### **1. Road Conditions and Color Code Definition.**

**1.1. Throughout the year, the Eifel region often experiences severe weather; however, regardless of weather conditions, commanders, supervisors and individuals still have a responsibility to execute mission critical tasks.** The Spangdahlem Air Base (AB) Road Condition (ROADCON) status provides a methodical approach to executing Commander Intent while minimizing risk to personnel and Air Force resources.

**1.2. The following ROADCON status will be used for Spangdahlem AB.** These statuses apply to all personnel and tenant organizations assigned to or transitioning through the installation.

**1.3. See Attachment 5 for quick reference matrix.**

#### **2. ROADCONs defined:**

##### **2.1. ROADCON GREEN:**

2.1.1. Road conditions are clear and free from hazard.

2.1.2. 52 FW base agencies and tenants are expected to operate as normal.

##### **2.2. ROADCON AMBER:**

2.2.1. Road conditions are moderately hazardous, and drivers must exercise caution.

2.2.2. 52 FW base agencies and tenants are expected to operate as normal; however, organizational capabilities may be temporarily reduced due to road conditions. Personnel reporting to work late or desiring early release are required to coordinate these actions/requests with their supervisors.

##### **2.3. ROADCON RED:**

2.3.1. Road conditions are very hazardous. Drivers must exercise extreme caution and limit driving to essential trips only. Personnel on-duty should consider remaining on-base until conditions improve. Base actions to mitigate travel hazards and expedite recovery operations may include delayed reporting, early release, or base closure for non-mission essential personnel. Customers should verify availability of services prior to reporting for appointments.

2.3.2. 52 FW base agencies and tenants will reduce services and minimize on-duty personnel. Installation priorities will be: 1) Maintain lifesaving and first-responder services; 2) Prepare or execute mission critical flying, runway and/or deployment

operations; 3) Recover the base to enable operations; and 4) Provide base support functions that enable lifesaving and mission critical operations. Personnel who perform these functions will be considered “mission essential” and will report to (or remain on) duty regardless of base delays, early releases or closures. Commanders will communicate with their personnel to clarify mission critical operations.

#### 2.4. ROADCON BLACK:

2.4.1. Road conditions are excessively dangerous. Privately-owned vehicles should not operate. Personnel on duty should remain on their shift or on-base until the road condition level improves. Only personnel involved in lifesaving or life-sustaining operations/direct support functions will report for duty.

2.4.2. The installation’s priorities will be to provide lifesaving and life-sustaining functions: These include but are not limited to providing lifesaving/first-responder services; maintaining emergency access routes for first responders; maintaining the power grid, water supplies and critical communications nodes; and render safe life-threatening infrastructure hazards.

### 3. Procedures to Elevate or Reduce ROADCON Status for Spangdahlem AB

3.1. **The 52d Security Forces Squadron (52 SFS) is the primary agency to recommend and/or implement changes to the ROADCON status based on firsthand assessment of on/off-base conditions.** The 52d Operational Support Squadron/Weather flight (52 OSS/OSW) is the primary agency to recommend changes to ROADCON status based on weather projections. The 52d Civil Engineering Squadron/Snow Control (52 CES/CEO) is the primary agency to recommend changes to ROADCON status based on installation snow equipment/snow clearing capabilities. The 52 FW/Command Post (CP), 52 FW/Public Affairs (PA), and Armed Forces Network (AFN) Det 9 are the primary agencies to disseminate base status information via their respective communication venues.

3.2. **ROADCON telecons will be utilized to maximize communication between the Base Defense Operations Center (BDOC), 52 FW/CP, 52 OSS/OSW, and 52 CES/CEO, and the base decisions makers (Mission Support Group/Commander (MSG/CC), Fighter Wing/Commander (FW/CC)).** These telecons are normally initiated by BDOC or 52 OSS/OSW via the 52 FW/CP but may come at the request of any key or relevant agency; additional organizations include, but are not limited to, the 726th Air Mobility Control Center (726 AMCC), Buechel CP, the School Liaison Officer (SLO), the Department of Defense Education Activity (DoDEA) Bus Transportation Office, essential commanders or others as required.

3.3. **BDOC will initiate a telecon anytime a recommended change to the ROADCON status will affect morning reporting or early release of base personnel.** Morning reporting telecons should occur no later than (NLT) 0345L – if conditions deteriorate after 0345L, initiate a telecon as soon as possible. Telecons affecting the early release of base personnel should occur as early as possible. DoDEA and 52d Force Support Squadron (52 FSS) Child and Youth Programs request early release notification NLT 1200L in order to advise parents of early return of students and to adjust student bus transportation. Notification of early release impacting only the DoDEA after school activity bus, must occur NLT 1530L.

**3.4. 52 OSS/OSW will initiate an end-of-day telecon with the MSG/CC between 1530L and 1600L if the weather forecast for the following morning projects snow accumulations over 2 inches, excessive winds, sleet and/or ice. This telecon will be used as a “posturing” discussion and the MSG/CC may expand the audience as required.**

**3.5. 52 OSS/OSW will contact the MSG/CC anytime during the duty day if weather conditions are projected to rapidly deteriorate, potentially requiring an early release of non-mission essential personnel.**

**3.6. The ROADCON telecon battle-rhythm is as follows:**

3.6.1. Morning Operation: During periods of degraded or deteriorating weather conditions, a ROADCON telecon will occur NLT 0345L and will include BDOC, 52 OSS/OSW, 52 CES/CEO and the 52 FW/CP. This morning telecon will focus on the current or projected weather and its impact on the base’s morning operations. If warranted, BDOC will elevate or reduce the ROADCON status. The 52 FW/CP will conference in the MSG/CC and FW/CC as required. If any previously listed parties detect deteriorating conditions after 0345L they should initiate another telecon with 52 FW/CP as soon as possible.

3.6.2. Afternoon Operations: ROADCON telecons will be initiated as soon as possible if the status change will result in the early release of base personnel. DoDEA and 52 FSS Child and Youth Programs request release notification NLT 1200L in order to advise parents of early return of students and to adjust student bus transportation. DoDEA requests notification NLT 1530L in order to adjust scheduling for the after-school activity bus.

3.6.3. Reductions of ROADCON out of BLACK: 52 SFS or 52 CES/CEO will initiate a telecon prior to ROADCON status change from BLACK to RED. This telecon will focus on the change to conditions that warrants the downgrade and any conditional delayed reporting, early release or continue base closure instructions if the base will remain in a RED status.

#### **4. Authorities**

**4.1. The FW/CC is the primary authority to change ROADCONs for Spangdahlem AB.**

**4.2. The 52 SFS is delegated the authority to elevate ROADCONs from GREEN to AMBER and to reduce ROADCONs from RED to lower levels. ROADCON changes from AMBER to RED, from RED to BLACK, or from BLACK back to RED require MSG/CC coordination and FW/CC approval, unless otherwise delegated.**

**4.3. The installation commander may approve group dismissal guidance for the use of non-chargeable leave as prescribed in Department of Defense Instruction (DODI) 1400.25V630\_AFI36-815, Leave, and Collective Tariff Agreement (CTA II), as well as United States Air Forces Europe Instruction (USAFEI) 36-723, Article 26 for Local Nation Employees, during periods of severe weather resulting in reporting delays, early release or base closure actions. Base messaging for delays, early release or base closure status will include guidance for civilian time keeping.**

**4.4. In cases of employees who do not report for duty during hazardous weather when group dismissal was not authorized, annual leave may be charged for the full duty**

**day.** Supervisors will determine if the employee made every reasonable effort to get to work but was unable to do so because of the weather conditions. For local national employees, the provisions of the CTA II, paragraph 26 and USAFEI 36-273, article 26 apply. Supervisors should consult with the Civilian Personnel Office (CPO) prior to approving administrative leave under these circumstances.

## **5. Agency Roles/Responsibilities**

### **5.1. Installation Commander will:**

- 5.1.1. Make final determination of base closure, delayed reporting or early release approval.
- 5.1.2. Provide additional guidance on mission critical operations that affect mission-essential employees, as needed.

### **5.2. Mission Support Group Commander will:**

- 5.2.1. Maintain program oversight and execution of this instruction.
- 5.2.2. Coordinate with Installation Commander to authorize ROADCONs RED and BLACK.

### **5.3. Group Commanders will:**

- 5.3.1. Ensure actions denoted in this instruction are followed.
- 5.3.2. Use Attachments **2** and **3** to identify mission essential organizations and operations required to maintain critical base functions.

### **5.4. BDOC will:**

- 5.4.1. Brief the Defense Force Commander (DFC) and 52 FW/CP on all changes to ROADCONs. Notify the MSG/CC if the recommendation is to change the ROADCON to RED or BLACK.
- 5.4.2. Post ROADCON signs at inbound and outbound lanes at all base entry points. Signs will display the current ROADCON color for both on-base and off-base conditions as defined above.
- 5.4.3. Update 452-COPS (2677) with the declared ROADCON, what the actual ROADCONs consist of and any approved delays, cancellations or changed reporting instructions.
- 5.4.4. Ensure Law Enforcement Patrols are monitoring and reporting weather condition statuses for the base's major traffic routes both on- and off-base IAW **Attachment 3**. Patrols will routinely report their observations to BDOC during periods of declining or degraded weather conditions, but NLT 0330L if a ROADCON morning telecon is required.
- 5.4.5. During periods of declining or degraded weather conditions, initiate ROADCON telecon with 52 FW/CP, 52 OSS/OSW, and 52 CES/CEO NLT 0345L to discuss impacts of current or projected weather on the status of the base's morning operation. If a ROADCON change will result in RED or BLACK status, initiate contact with the MSG/CC.

5.4.6. Contact local Polizei for amplifying road status or hazards information, as necessary.

5.4.7. For ROADCON status changes to either RED or BLACK, or from BLACK to RED, initiate contact with the MSG/CC; final approval for these ROADCON changes resides with the FW/CC unless delegated.

5.4.8. During ROADCONs RED and BLACK, off base patrols may be curtailed or suspended based on the road conditions.

#### 5.5. 52 FW/CP will:

5.5.1. Upon request, facilitate weather telecon between BDOC, 52 OSS/OSW, and 52 CES/CEO. Be prepared to patch-in relevant parties, to include, but not limited to: FW/CC; MSG/CC; SLO and/or DoDEA Bus Transportation Office; 726 AMCC; essential commanders or others as required.

5.5.2. When the ROADCON changes to RED, to BLACK or from BLACK to RED, and the installation is placed into a delayed, early release, or cancellation status, notify the following agencies or personnel: the 52 FW Vice Commander; 52 FW Command Chief; Group Commanders; Director of Staff; 52 CES/Fire Department; Maintenance Operations Center; 726 AMCC; Wing Safety Officer; Army & Air Force Exchange Service (AAFES) manager; Defense Exchange Commissary Agency (DeCA) manager; SLO; 52 FSS Commander; 52d Logistics Readiness Squadron Vehicle Operations, and when present, the National Airborne Operational Center (NAOC) personnel, will be contacted for informational purposes. Include information on declared ROADCON and any approved delay, cancellation, or early release instructions. It is recommended that group commanders and agencies initiate an informational recall so all personnel receive notification.

5.5.3. If the SLO cannot be contacted, inform the 52 MSG Deputy Commander, who will contact DoDEA principals and bus transportation office.

5.5.4. Contact Det 9, AFN Eifel, and inform them of the declared ROADCON, reason for updated ROADCON, and any delays, cancellations, or reporting instructions to be announced on FM/AM bands and television NLT 0500L.

5.5.5. Contact 52 FW/PA and inform them of the declared ROADCON, reason for updated ROADCON, and any delays, cancellations, or reporting instructions that will be posted on the Spangdahlem Community Facebook page.

5.5.6. Notify Buechel, Vokel & Kleine Brogel CPs of ROADCON change to Spangdahlem AB and base operating status changes due to base delay, closure or early release. The Munitions Support Commanders will then make all appropriate notifications to their units.

5.5.7. Distribute ROADCON changes via AtHoc message. Include the current ROADCON and any delay, early release or cancellation decision approved by the FW/CC.

5.5.8. Post information on ROADCONs, delays or cancellations and Uniform of the Day on the Spangdahlem website under the weather conditions tab: <http://www.spangdahlem.af.mil/>.

5.5.9. Notify snow removal teams to coordinate snow removal.

**5.6. 52 OSS/OSW will:**

5.6.1. Monitor weather conditions affecting base operations.

5.6.2. Participate in ROADCON telecons as identified in this instruction.

5.6.3. Proactively notify MSG/CC during normal duty days, but NLT 1600L, when weather forecasts may result in early release for the current day or delays (or closures) for the following morning. Normally, these conditions would include snow over 2 inches, excessive winds, and/or ice or freezing rain.

**5.7. 52 CES/CEO will:**

5.7.1. Execute snow removal priorities as coordinated with Airfield Management and as outlined in the Spangdahlem Snow and Ice Removal Plan.

5.7.2. Participate in ROADCON telecons by providing an operational assessment of snow removal capabilities and manpower resources and elevate concerns, as required.

**5.8. Det 9, AFN will:** Broadcast the declared ROADCON, and any approved delays, cancellations, or change in reporting instructions over the radio at least every hour for Green or Amber and every 15 minutes for Red or Black.

**5.9. The 702d Munitions Support Squadron Commander (Buechel) will:**

5.9.1. Notify the 52 FW/CP and the SLO (via 52 FW/CP) when inclement weather will affect base operations at Buechel and conditions will result in delays, early release or closures of the Geographically Separated Unit (GSU).

5.9.2. To minimize travel hazards to students utilizing DoDEA transportation resources and residing in the Buechel area, ensure the SLO receives updates as soon as possible for GSU early release, delay or closure notifications. For morning reporting, provide status changes NLT 0430L (when possible). For early release, provide status updates NLT 1130L (when possible), so that DoDEA may assess early release opportunities for Buechel students. As the Buechel school bus is bed down on Spangdahlem AB, changes to bus scheduling requires longer lead times.

**5.10. Base Tenants residing on or operating from Spangdahlem AB will:**

5.10.1. Adhere to the guidance outlined in this instruction.

5.10.2. Unless otherwise clarified in this instruction, use public forums to monitor the status of the installation's operating status.

5.10.3. Identify personnel who are mission essential during increased ROADCONs. Develop internal, or use pre-existing installation notification mechanisms to disseminate information relevant to reporting

5.10.4. Tenants who require immediate notification of ROADCON changes, may make a request to the 52 FW/CP Officer in Charge or Superintendent for inclusion in the notification chain. The 52 FW/CP has limited capacity for initial notifications, ensure there is strong justification when making this request.

5.10.5. Identify actions or processes to respond to ROADCON changes. Ensure subordinate personnel are notified of ROADCON status. Ensure subordinate personnel are aware if they are considered mission essential.

**5.11. The SLO will:**

5.11.1. Notify DoDEA principals and bus transportation office of base delays, early release, or closure statuses. DoDEA is responsible for internal dissemination and notifications to remaining school employees and functions.

5.11.2. Record the latest information on school bus delays at 452-9BUS. Update School Liaison Facebook page.

**5.12. DoDEA will:**

5.12.1. Adhere to installation ROADCON statuses for school delays and cancellations.

5.12.2. Comply with “Tenant” requirements outlined in [para 5.10](#).

5.12.3. Notify 52 FW/CP if school activities will be delayed or cancelled outside of the installation’s currently posted ROADCON guidance.

**5.13. Supervisors/Commanders will:**

5.13.1. Clarify unit contact mechanisms and practices to ensure all personnel are aware of base status changes during severe weather conditions.

5.13.2. Ensure personnel working in mission-essential organizations are aware of their reporting requirements during severe weather conditions. Supervisors must be clear on who is considered mission-essential and how this information is disseminated to ensure mission-essential services are provided while avoiding the unnecessary reporting of non-mission essential personnel.

**5.14. Individuals will:**

5.14.1. Ensure work center recall rosters or contact lists contain current and accurate personal contact information.

5.14.2. Use public forums such as AFN, the Spangdahlem AB home page, and/or base hotlines (e.g., 452-COPS) to verify ROADCONS and installation delay status prior to travel.

5.14.3. Register personal information in the AtHoc system to receive automated updates via phone and/or personal e-mail. AtHoc registration is optional but recommended.

5.14.4. Maintain personal safety: contact supervisor and/or chain-of-command if there are questions about reporting requirements.

6.1. **Summary:** Commanders, organizational leaders, supervisors and individuals are expected to adhere to this instruction. Operational risk management is paramount to both individual and mission safety.

KEVIN M. CROFTON  
Commander, 52d Fighter Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFPD 31-1, *Integrated Defense*, 21 June 2018

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DODI1400.25V630\_AFI36-815, *Leave*, 14 November 2019

***Adopted Forms***

DAF Form 847, Recommendation for Change of Publication

***Prescribed Forms***

None

***Abbreviations and Acronyms***

**AAFES**—Army & Air Force Exchange Service

**AB**—Air Base

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFN**—Armed Forces Network

**AFPD**—Air Force Policy Directive

**AMCC**—Air Mobility Control Center

**BDOC**—Base Defense Operations Center

**CC**—Commander

**CEO**—Snow Control

**CES**—Civil Engineer Squadron

**CP**—Command Post

**CPO**—Civilian Personnel Office

**DAFI**—Department of the Air force Instruction

**DeCA**—Defense Exchange Commissary Agency

**DFC**—Defense Force Commander

**DoDEA**—Department of Defense Dependent schools

**DoDI**—Department of Defense Instruction

**FSS**—Force Support Squadron

**FW**—Fighter Wing

**GSU**—Geographically Separated Unit

**IAW**—In Accordance With

**MSG**—Mission Support Group

**NAOC**—National Airborne Operational Center

**NLT**—No Later Than

**OPR**—Office of Primary Responsibility

**OSS/OSW**—Operational Support Squadron/Weather Flight

**PA**—Public Affairs

**RDS**—Records Disposition Schedule

**ROADCON**—Road Condition

**SFS**—Security Forces Squadron

**SLO**—School Liaison Officer

**UCMJ**—Uniformed Code of Military Justice

## Attachment 2

**ORGANIZATIONAL RESPONSIBILITIES DURING ROADCONS RED AND BLACK**

**A2.1. The following table identifies those functions that will normally be considered mission-essential for reporting during ROADCON RED or BLACK status.** These agencies enable base recovery; provide lifesaving or life-sustaining operations; or prepare for or execute mission critical flying, runway and/or deployment operations.

**A2.2. Commanders remain the primary authority to define mission requirements and may direct the reporting of personnel or agencies not included below to meet operational demands, mitigate mission risk, or enhance personal and unit safety.** During the periodic reviews of this instruction, Commanders should ensure this table reflects their intent.

**Table A2.1. Organizational Responsibilities Wing Staff.**

WING STAFF	RED*	BLACK	NOTES
52 FW (Key Staff)	Y*	Y*	
52 FW/CP	Y	Y	
52 FW/PA	Y*	Y*	

**Table A2.2. Organizational Responsibilities Operations Group.**

OPERATIONS GROUP	RED*	BLACK	NOTES
52 OG (key staff)	Y*	Y*	
52 OG/OSW (Weather)	Y		
52 OSS/OSW			
52 OSS/OSAR			
52 OSS/OSL			
52 OSS/OSO			
52 OSS/OSAT			
52 OSS/OSAM			

**Table A2.3. Organizational Responsibilities Mission Support Group.**

MISSION SUPPORT GROUP	RED*	BLACK	NOTES
52 MSG (key staff)	Y*	Y*	
52 CES/CEF	Y	Y	

52 CES (insert office symbols)	Y	Y	Service Call Desk & Snow Removal Personnel
52 SFS BDOC	Y	Y	Law Enforcement and Security Posts/Patrols
<b>ORGANIZATION</b>	<b>RED*</b>	<b>BLACK</b>	<b>NOTES</b>
<b>52 FSS – Base Services</b>	--	--	<b>See Attachment 2</b>
52 FSS/FSP	Y*	N	Military Personnel Flight personnel will be available to issue ID cards and process out bound personnel (to include deployers) on an emergency basis. Out-processing personnel will be contacted directly by the MPF to coordinate final out appointments; additional emergencies should be communicated to the FSS/CC to coordinate recalling appropriate personnel.
52 LRS/VO Dispatch	Y	Y*	
52 LRS/POL	Y	Y*	
52 LRS/LGRDDO			Vehicle Ops/Dispatch
52 LRS/LGRV			Mobile Maintenance and 463L/Deicer Maintenance
52 LRS/LGRM	Y*	N	RED: MICAPS will continue.
52 CS/CFP	Y	Y*	Comm Focal Point
52 CS/Postal	Y (See Notes)	Y (See Notes)	RED: On time Opening/Minimum manning to on base or nearest off base personnel for parcel pick-up  BLACK: Minimum manning to on base personnel or closest off base personnel required to sign on mail truck

**Table A2.4. Organizational Responsibilities Maintenance Group.**

<b>MAINTENANCE GROUP</b>	<b>RED*</b>	<b>BLACK</b>	<b>NOTES</b>
52 MXG (Key Staff)	Y*	Y*	
52 MOS	Y	Y*	
52 AMXS	Y	Y*	
52 MXS	Y	Y*	
<b>MEDICAL GROUP</b>	<b>RED*</b>	<b>BLACK</b>	<b>NOTES</b>
52 MDG (Key Staff)	Y*	Y*	
Ambulance Services	Y	Y	
OMRS, HCOS	Y (See note)	N	Note: The Medical Clinic will have limited services and personnel are requested to call 452-8333 to check status of availability until the ROADCON changes.

**Table A2.5. Organizational Responsibilities Munitions Maintenance Group.**

<b>MUNITIONS MAINTENANCE GROUP</b>	<b>RED*</b>	<b>BLACK</b>	<b>NOTES</b>
52 MMG (Key Staff)	Y*	Y*	

**Table A2.6. Organizational Responsibilities Tenant Organizations.**

TENANT ORGANIZATIONS			
AAFES – Exchange	Y**	N	Note: Remain open at least one hour after Installation’s early release notification.
AAFES – Express	Y**	N	
DeCA	Y**	N	Note: Remain open at least one hour after Installation’s early release notification.
726 AMS	Y	N	As determined by the AMS/CC to meet AMC mission requirements
Det 9, AFN	Y*	Y*	AFN must be able to update local broadcasts to reflect key/critical weather advisories and/or other key base information.

**A2.3. Notes: ( ) Stand-by acceptable, ( ) May have delayed opening during ROADCON RED.**

## Attachment 3

## ROADCONS

**A3.1. During elevated ROADCONS, 52 FSS service availability may be reduced or cancelled.** Individuals or Base Agencies requiring the support of the 52 FSS during increased ROADCONS should verify services available through the use of this Table and by calling ahead. Emergency services may be available.

**Table A3.1. [52. FSS] Base Services Availability During Elevated ROADCONS, Part 1.**

ACTIVITIES	ROADCON AMBER Indicate opening status: On time, delayed, closed reporting with caution	ROADCON RED Indicate opening status: On time, delayed, closed reporting with caution	ROADCON BLACK Indicate opening status: On time, delayed, closed reporting with caution
Eifel Grind	On time	Delayed or Closed (NOTES 1 & 2)	Closed
Fitness Center	On time	Delayed or Closed (NOTES 1 & 2)	Closed
Combat Fitness	On time	Delayed or Closed (NOTES 1 & 2)	Closed
Fitness Assessment Cell	On time	Delayed or Closed (NOTES 1 & 2)	Closed
Library, Education Services and WAPS Testing	On time	Delayed or Closed (NOTES 1 & 2)	Closed
Airman Leadership School (ALS)	On time	Delayed or Closed (NOTES 1 & 2)	Closed
Youth Sports	Open	Closed	Closed
CDC/SAP/Youth Programs	On time	Delayed (NOTE 3)	Closed
AFRC & Saber Newcomers Briefing	On time	Cancelled	Cancelled
Bowling Center	Possible Delays	Delayed or Closed (NOTES 1 & 2)	Closed
Music Video Express	Possible Delays	Delayed or Closed (NOTES 1 & 2)	Closed

Outdoor Recreation	Possible Delays	Delayed or Closed (NOTES 1 & 2)	Closed
Community Center	Possible Delays	Delayed or Closed (NOTES 1 & 2)	Closed
Pet Spa	Possible Delays	Delayed or Closed (NOTES 1 & 2)	Closed
ITT	Possible Delays	Delayed or Closed (NOTES 1 & 2)	Closed

**Table A3.2. [52 FSS] Base Services Availability During Elevated ROADCONS, Part 2.**

ACTIVITIES	ROADCON AMBER Indicate opening status: On time, delayed, closed reporting with caution	ROADCON RED Indicate opening status: On time, delayed, closed reporting with caution	ROADCON BLACK Indicate opening status: On time, delayed, closed reporting with caution
Lodging (Mission Essential)	On time	On time	On time, Housekeeping and linen service will be suspended; on-site laundry facilities exist for patrons until service resumes
DFAC (Mission Essential)	On time	On time/Minimum manning	On time/Minimum manning/Grab & Go Only
JR Rockers	On time	Delayed or Closed (NOTE 1)	Closed
Flight Kitchen	On time	On time/Minimum manning	Closed/on Phone Standby
Cashiers Cage	On time	Delayed or Closed (NOTES 1 & 2)	Closed
Fireside	On time	Delayed or Closed (NOTES 1 & 2)	Closed
Pizza Hut	On time	Delayed or Closed (NOTES 1 & 2)	Closed
Saber Sports Lounge	On time	Delayed or Closed (NOTES 1 & 2)	Closed

**A3.2. NOTE:** ROADCON RED Delayed IAW 52 FW/CC’s decision (2-hour delay).

**A3.3. NOTE:** ROADCON RED Closed IAW 52 FW/CC decision to work mission essential personnel only or directing an early release.

**A3.4. NOTE:** During ROADCON RED, the CDC, School Age Programs, and Youth Programs may experience a one (1) hour delay in opening status and will close within two (2) hours of an early release order. The CDC and the Spangdahlem Afterschool Program will remain open until the last child is picked up. Youth Sports and Instructional programs will be cancelled or released immediately. Parents deemed Mission Essential will be referred to the Family Child Care Extended Duty Program for care prior to facility openings and/or after facility closures.

**Attachment 4**

**SECURITY FORCES ROAD CHECK SUMMARY**

**A4.1. Road Assessment.** 52 SFS will conduct patrols to assess ROADCONs along the following roadways during inclement weather, reduced visibility, or freezing temperatures.

A4.1.1. All main roads on Spangdahlem AB (Perimeter Road, Memorial Road Arnold Blvd, Revere Avenue & Independence Road) to include Bitburg Annex (Brishetto loop, Barnwell Street & McAree Circle).

A4.1.2. The following off-base roads will be monitored or assessed:

A4.1.2.1. B-50 between Spangdahlem AB, Bitburg Annex and Binsfeld.

A4.1.2.2. B-51 between Bitburg and A-60.

A4.1.2.3. L34 from the B-257 Kyllburg Exit to Groschlittgen, back to A-60 to Spangdahlem via L60.

A4.1.2.4. L-36 between Dudeldorf and Oberkail.

A4.1.2.5. L-39 from the Herforst traffic light to Speicher.

A4.1.2.6. L-46 from the A-60 Spangdahlem exit to the Zemmer exit.

A4.1.2.7. A-60 between Spangdahlem AB and Bitburg/Staffelstein exit.

A4.1.3. See Map 1 for overview of off-base roads.

**A4.2. During ROADCONs RED and BLACK, off-base patrols may be curtailed or suspended.**

**A4.3. Patrols.** Patrols will use the matrix below as a guide in recommending ROADCON assessments. Other factors not mentioned may be present which may increase the ROADCON level. When one or more of the ROADCONs marked with an asterisk are noted, the corresponding ROADCON status will be declared. However, in certain situations, the 52 MSG/CC or 52 FW/CC may elect to change the ROADCON either up or down based on other factors.

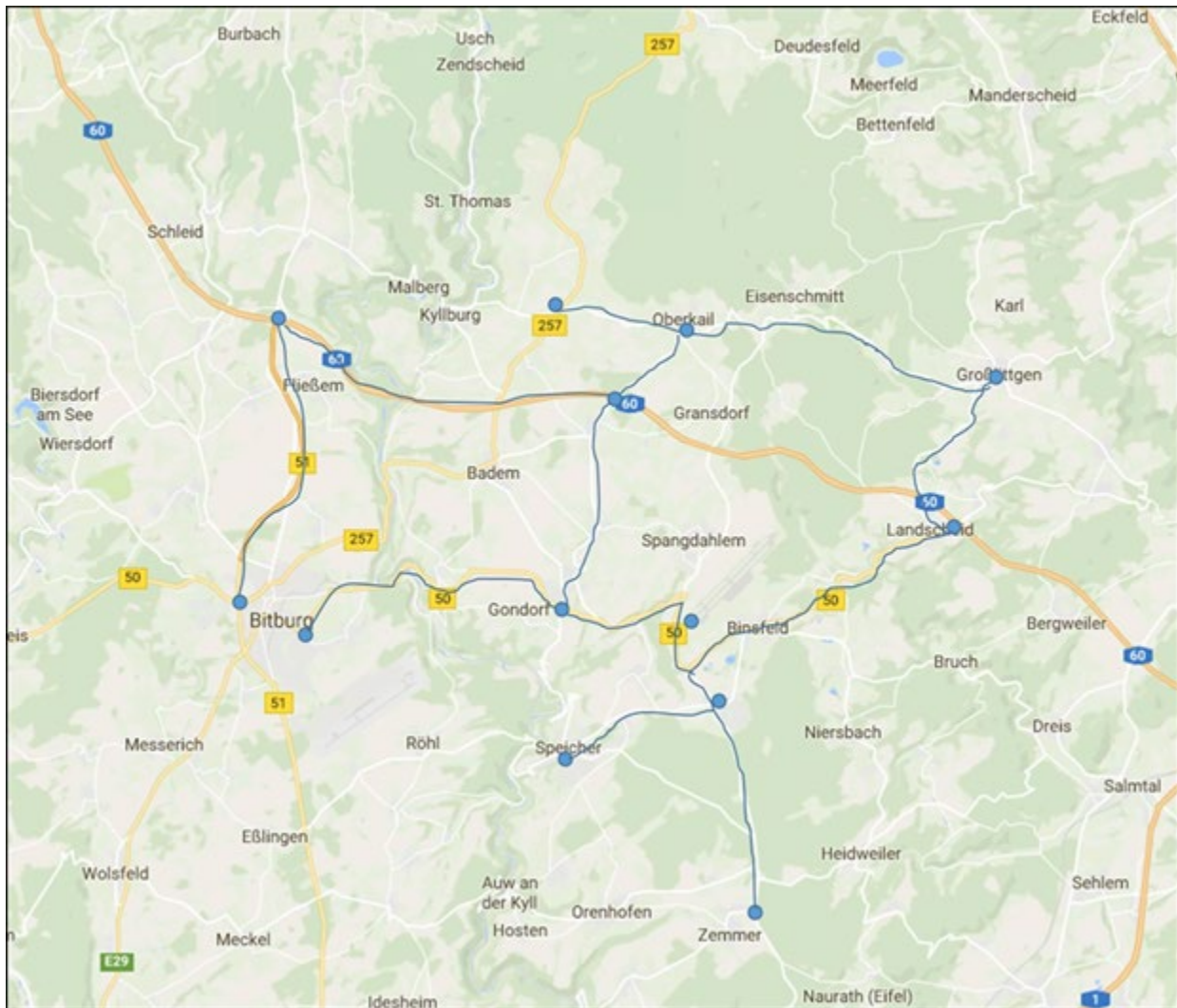
**A4.4. To get a total picture of the condition the off-base Department of Traffic agencies responsible for clearing snow and ice off roads located in Wittlich and Bitburg County have agreed to inform the BDOC every time they start operations.**

**Table A4.1. Road Condition Guidance Chart.**

ROADCON	Ice	Snow	Visibility	52 OSW Weather Forecast
<b>GREEN</b>	None	None to Blowing Powder	More than 50 meters	N/A
<b>AMBER</b>	Patchy Black Ice up to 30% surface	Up to 2.0 inches	20 to 50 meters	Accumulation up to 2.0 inches snow/freezing

	coverage	Drifting Snow		precipitation
<b>RED</b>	30-50% of surface covered by ice	2-4 inches	Less than 20 meters	Accumulation greater than 2.0 inches
<b>BLACK</b>	Over 50% of surface coverage	Over 4 inches or heavy drifting		

**Figure A4.1. Map SAB Surrounding Area.**



Attachment 5

INCLEMENT WEATHER RULES OF ENGAGEMENT

A5.1. The following Table provides a quick reference summary of Road Conditions, Commander’s Intent, and a key services availability. It is not all inclusive.

Table A5.1. INCLEMENT WEATHER RULES OF ENGAGEMENT.

ROAD-CON	Driving On/off Base	Base Ops & Services	Reporting Instructions	Base Medical Support	DoDEA (base schools)
<b>GREEN</b>	Normal Driving for all vehicles.	Open	Normal	Normal	Normal
<b>AMBER</b> (Note 1 applies)	Roads are <u>moderately hazardous</u> : exercise caution.	Base support and ops <u>should not be affected</u> , but delays are possible.	- Normal - Delayed reporting or early release may be exercised as a proactive safety measure.	- Normal - Services may be suspended if base initiates an early release. Call 452-8333 to verify operating status.	Normal, but delay, cancellation or early release is <u>possible</u>  (See Note 3)
<b>RED</b> (Notes 1 and 2 apply)	Roads are <u>very hazardous</u> : exercise extreme caution. Limit driving to essential trips to and from base.	Phone first. Base support <u>reduced or closed</u> . Mission essential ops and services will continue.	Those identified by Unit/CC as mission essential will report.	Medical services may be delayed or cancelled. Call 452-8333 to verify operating status.	Delay, cancellation or early release is <u>likely</u> .  (See Note 3)
<b>BLACK</b> (Note 2 applies)	Roads are <b>extremely dangerous</b> : Privately owned vehicles should not be on the roads.	Base is <b>closed</b> , with exception to life saving, life sustain, and snow removal ops.	Lifesaving (First Responders), life sustaining, and snow removal ops will report.	Closed (Note: Base Ambulatory Services open.)	Cancelled

A5.2. **Note:** If the base does not issue a blanket delay or early release, personnel should be vigilant in their driving to avoid accidents or incident. Coordinate with supervisors if arrival will be delayed. Supervisors may be able to authorize up to two (2) hours of admin leave for civilian personnel; however, new supervisors should first discuss with the civilian personnel office to ensure the circumstances of delay complies with regulations.

**A5.3. Note:** Personnel on duty should remain on their shift and consider remaining on base after their shift concludes. Consult supervision before departing the base.

**A5.4. Note:** Early release for DoDEA must be coordinated two hours prior to anticipated release time to ensure buses are in place. School activity bus may be affected if early release occurs after 1430L. DoDEA maintains the purgative to cancel after school programs independent of Base Operating status. Monitor Spangdahlem Home Page or dial DSN 452-9BUS for operating status.

## Attachment 6

## STANDARDIZED TEMPLATES

**A6.1. The following standardized templates will be used for relaying base closure, delay or early release information.** These templates may be adjusted to reflect current conditions or the passing of pertinent information.

**Figure A6.1. Standardized Advisory for Delayed Base Opening or Closure:**

1. This is a winter weather advisory for the Eifel Community. ROADCONs are:
  - (A) \_\_\_\_\_ Green \_\_\_\_\_ Amber \_\_\_\_\_ Red \_\_\_\_\_ Black for On-base
  - (B) \_\_\_\_\_ Green \_\_\_\_\_ Amber \_\_\_\_\_ Red \_\_\_\_\_ Black for Off-base
2. Delayed reporting is/is not authorized; individuals should take whatever time is necessary to arrive at work safely. Coordinate delays with your supervisor. **Reference Attachment 3-ROADCON RED.**
3. [Insert CPO verbiage for Host Nation and US civilian personnel – timecard related]
4. DoDEA and buses will:
  - (A) Run as scheduled.
  - (B) Be delayed two (2) hours and utilize contingency bus routes.
  - (C) Be cancelled for the day.
5. Additional instructions from 52 FW/CC: For ROADCON RED, 52 FW/CC may designate only mission essential personnel report to work. Unit commanders determine mission essential personnel.
6. The CDC may experience a one (1) hour delay in opening. Parents who are deemed mission essential will be referred to the Family Childcare Extended Duty Program during periods of CDC closure.
7. Additional instructions (fill in here):

**Figure A6.2. Standardized Advisory for Early Release.**

1. This is winter weather advisory for the Eifel Community. ROADCONs are (fill in here):
2. The commander has authorized the following staggered release of personnel:
  - (A) Stagger 1 is for personnel living in off-base locations (greater than 10 kilometers from Spangdahlem AB) and parents with children enrolled in the CDC, School Age Program, and Youth Programs will begin at \_\_\_\_\_ hours.
  - (B) Stagger 2 is for personnel living in remaining off-base locations (within 10 kilometers). Stagger 2 will begin at \_\_\_\_\_ hours.
3. [Insert CPO verbiage for Host Nation and US civilian personnel – timecard related]
4. DoDEA will:
  - (A) Maintain their normal schedule.
  - (B) Implement “Early Dismissal” effective at \_\_\_\_\_ hours; bus schedules will adjust accordingly and will use contingency bus routes. Must notify DoDEA two hours prior to early release time.
  - (C) Cancel afterschool activities.
5. The CDC may experience a one (1) hour delay in opening. In the event of an early release the CDC, School Age Programs, and Youth Programs will close within two (2) hours of the order. Parents who are deemed mission essential will be referred to the Family Childcare Extended Duty Program for care after facility closures.
- Additional instructions (fill in here):

**Attachment 7****STAGGER RELEASE PROCEDURES**

**A7.1. When conditions warrant early release for non-essential base personnel, the 52 FW/CC may consider a staggered release option to reduce outbound traffic congestion. The following release increments are recommended:**

A7.1.1. Stagger 1: Personnel living in off-base locations greater than 10 kilometers from Spangdahlem Air Base and parents with children enrolled in the CDC, School Age Program, and Youth Programs who are not deemed mission essential will be released by 52 FW/CC.

A7.1.2. Stagger 2: For personnel living in remaining off-base locations within 10 kilometers from Spangdahlem AB. Stagger 2 will normally begin 30 minutes after stagger 1.

**A7.2. Squadron commanders should use discretion for staggering the release of their personnel based on mission accomplishment and the distance their personnel live from base.**