

Standard Operating Procedures for USACE Offices in Vicksburg, MS, During Adverse Weather Updated December 20, 2012

1. It is important for the Federal Government to remain in operation even if offices are closed to the public. Employees are expected to plan for coping with some amount of adverse weather and to report to work unless a decision has been made by the Commander, MVD, to dismiss or close all or part of the three USACE installations in the Vicksburg area (MVD, MVK, ERDC).

Unless notified otherwise, all USACE employees in the Vicksburg area should assume that offices will be open for business each regular workday. Employees should report for duty at their assigned station for the day and account for their hours of work by **WATS**:

- Working at a worksite (typically the office) in the Vicksburg area,
- Alternate work schedules (AWS) day off,
- Teleworking (at home or approved telework center), or
- Scheduled leave or other paid time off.

2. Information regarding the status of operations for USACE offices in the Vicksburg area shall be publicized as follows:

A. Television. Station WLBT, Jackson or Vicksburg Cable Channel 03.

B. Radio.

- (1) WBBV FM – Station 101.3, Vicksburg
- (2) KLFM FM – Station 104.5, Vicksburg
- (3) WMSI FM – Station 102.9, Jackson
- (4) WJDX FM – Station 105.1, Jackson
- (5) WSLI AM – Station 930, Jackson
- (6) WJKK FM – Station 98.7, Jackson
- (7) WHJT FM – Station 93.5, Jackson

C. Telephone.

- (1) MVD/MVK Employees: 601-631-SNOW (7669)
- (2) ERDC Employees: 601-634-3111, Dial 4
- (3) Toll Free: 1-800-522-5672 extension 17669

D. Web Sites.

- (1) Twitter (<http://www.twitter.com/Vicksburgdist>)
- (2) Facebook (<http://www.facebook.com/vicksburgusace>)

4. When a site is open but some adverse weather conditions may be encountered, employees should carefully check driving conditions before attempting to travel and use caution in getting to and from work. Once at the duty station, employees are not excused from duty without first obtaining prior approval from management.

5. For questions or concerns regarding charging of leave, contact your servicing CPAC specialist.

6. Specific dismissal/closure times and leave policies associated with adverse weather conditions shall be issued separately for each incident.