



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 3000.1T

Admin

10 Apr 12

### NAVCRUITDIST PORTLAND INSTRUCTION 3000.1T

Subj: POLICY AND PROCEDURES CONCERNING HAZARDOUS WEATHER

1. Purpose. To establish procedures and delineate authority for coordination of operations at Navy Recruiting District (NRD) Portland during hazardous weather or emergency conditions.

2. Cancellation. NAVCRUITDISTPORTLANDINST 3000.1S.

3. Background. Extreme weather conditions or unforeseen emergency conditions may make it prudent to reduce operations in order to minimize risk and increase the safety of command personnel. With the vast geography of NRD Portland and the varied weather patterns of some areas of the district, it is nearly impossible for the Headquarters to adequately manage and react to rapidly changing weather conditions. Local supervisors must closely monitor the weather conditions in their assigned territory and establish procedures and guidelines to manage the risks associated. It is essential that personnel are not encouraged in the name of recruiting to accept any unnecessary risks during hazardous weather.

4. Action

a. All hands. Before winter driving conditions set in for the season (and no later than 15 October), complete and document safe winter driving training. Training must include a review of the latest winter driving presentation available on the Navy Safety Center web site (<http://www.safetycenter.navy.mil>). Conduct additional training with immediate supervisor, as necessary, to ensure an appropriate level of experience is obtained for each individual. For example, a person who has never driven in the snow or ice should do so on a limited basis, on low-traffic roads, with supervision until proficiency is attained. Everyone is encouraged to seek out additional training available through the Navy as well any other resources available (state Department of Transportation (DOT, etc.)). During periods of inclement weather all travelers will verify road conditions on their projected travel route using the appropriate DOT website (e.g. [www.wsdot.wa.gov](http://www.wsdot.wa.gov)) and conduct

a trip check. If there is a traffic/weather advisory in effect, contact your chain of command with your ORM determination.

b. Department Heads (DHs), Enlisted Processing Division Supervisors (EPDS), and Division Leading Chief Petty Officers (DIV LCPOs) shall regularly monitor the weather forecasts and conditions for their respective geographic areas. Based upon the guidance outlined herein and using prudent judgment, all supervisors shall establish local procedures for protecting their personnel. Additionally, supervisors shall ensure they have adequate procedures in place to rapidly warn and ascertain the whereabouts of all assigned personnel. Local supervisors shall ensure the chain of command is notified when extremely hazardous weather is forecast.

c. Preparation is essential for protecting command personnel. DIV LCPOs are charged with ensuring that all assigned personnel have adequate cold weather gear. Additionally, the DIV LCPO shall coordinate with the Supply Officer (SUPPO) to ensure that all government vehicles have adequate equipment (i.e., tire chains, snow removal equipment, extra weight, blankets, water, non-perishable food items, etc.) as required. DIV LCPOs shall ensure that the appropriate equipment is on hand to eliminate hazardous conditions in the immediate area in and around NRD facilities (i.e., shovels, salt, etc.).

d. Upon the onset of poor weather conditions or development of other conditions likely to cause extremely hazardous driving or disrupt public transportation, supervisors shall review planned operations and act to minimize risk. The decision to reduce or suspend operations shall be based upon information from newscasts, police or other emergency service bulletins, or government public service bulletins. Nothing in this instruction should be interpreted to alleviate the responsibility of all command personnel to take actions during hazardous weather to minimize risk. Once a decision is made to reduce or suspend operations, this shall be communicated to the Commanding Officer (CO) via the chain of command.

e. Determining authority. The responsibility for evaluating weather conditions and making recommendations to curtail or suspend operations are as follows:

(1) Headquarters/EPDS MEPS Portland/Divisions 1, 2 and 7: The CO will have the final authorization based on reports from the Command Duty Officer (CDO), Command Master Chief (CMC), and Executive Officer (XO). In the event of inclement weather the following procedures shall be followed:

(a) The CDO shall make a recommendation to the XO NLT 0530 based on weather reports. If warranted, the CDO shall notify all DHs (Operations Officer (OPSO), Assistant Operations Officer (A-OPS), Administrative Officer (AO), Leads Processing Team Supervisor (LPTS), SUPPO, Public Affairs Officer, Educational Specialist (EDSPEC) as to the work day decision from the CO.

(b) The DHs (OPSO, A-OPS, AO, LPTS, and SUPPO) shall initiate the recall bill and make the appropriate notifications. The OPSO shall notify the appropriate DIV LCPOs and the EPDS MEPS Portland.

(2) EPDS Boise, Division 3, 4, 5, and 6: The CO will have the final authorization based on reports from the local DIV LCPO, CMC, and XO. In the event of inclement weather the following procedures shall be followed:

(a) The EPDS Boise, DIV LCPOs for 3, 4, 5, or 6 shall make a recommendation to the Department Head (OPSO) based on weather reports. If warranted the OPSO shall pass the work day decision from the CO back to the EPDS Boise, and the appropriate DIV LCPOs for divisions 3, 4, 5, or 6.

(b) The EPDS Boise, DIV LCPOs for Divisions 3, 4, 5, or 6 shall initiate the recall bill and make the appropriate notifications.

(3) In any case, regardless of the recommendation, if a member feels conditions are unsafe to drive in, then they need to stay home.

5. Applicants/Shippers in Process. When reduced operations make it necessary to hold over an applicant who may be scheduled or billeted at Navy expense, the EPDS shall make the necessary arrangements for rescheduling and billeting as required. \*Recruiters will ensure applicants/shippers use the government cell phone to contact their family.

6. Applicants/Shippers in Transit. In the event that weather conditions deteriorate while a recruiter is in transit with an applicant, the recruiter shall not proceed to the assigned destination if doing so in the current weather conditions presents abnormal hazards. Recruiters should pull off of the road in a safe area until the conditions improve. Depending upon the weather and time of day the appropriate course of action may be to seek out temporary lodging. Prior to making temporary lodging, the recruiter shall contact the chain of command immediately to obtain verbal authorization. Recruiters shall obtain separate rooms for each applicant and a separate room for themselves. Under no circumstances will recruiters be berthed in the same room as applicants. The recruiter shall pay for the temporary lodging of all concerned and submit documents to the SUPPO for appropriate reimbursement. All attempts should be made to keep lodging costs at a minimum. \*Recruiters will ensure applicants/shippers use the government cell phone to contact their family.

7. Government Vehicles and use of Four Wheel Drive Vehicles. In the event of extreme inclement weather, government vehicles will not be used. Four wheel drive vehicles are provided in some locations to improve safety. It is essential that personnel not misinterpret the presence of these vehicles as authorization to drive in conditions not otherwise considered safe for transit. Under no circumstances shall personnel intentionally transit through an area known in advance to be experiencing extremely hazardous weather.



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