



Commanding Officer
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 Personnel Services and Support Unit

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PSSUCLEVEINST 5100.1
 JAN 20 2010

PERSONNEL SERVICES AND SUPPORT UNIT CLEVELAND INSTRUCTION 5100.1

Subj: NOTIFICATION PROCEDURES FOR EMERGENCY DISMISSAL, AUTHORIZED LIBERAL LEAVE OR CLOSURE OF THE ANTHONY J. CELEBREZZE FEDERAL BUILDING

Ref: (a) Notification Procedures for Emergency Dismissal, Authorized Liberal Leave or Closure of the Anthony J. Celebrezze Federal Building, D9STAFFINST 5100.2B

1. **PURPOSE.** This instruction advises PSSU Cleveland employees of the proper procedures to follow if the Commanding Officer authorizes an emergency dismissal or a liberal leave policy and/or if the Anthony J. Celebrezze Federal Building has a delayed opening or will be closed.
2. **ACTION.** PSSU Cleveland staff shall familiarize themselves and comply with the provisions of this instruction. Internet Release is authorized.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.** Per the guidelines in reference (a) the Emergency Dismissal Committee of the Cleveland Federal Executive Board will make a recommendation to heads of federal agencies if an emergency situation occurs. The Ninth Coast Guard District Commander will then notify the District Command Center whether to apply a liberal leave or emergency dismissal policy. The Ninth District Commander's decision is only a recommendation and the PSSU Commanding Officer will make the final determination.
5. **PROCEDURE.** Branch Chiefs shall adhere to the following:
 - a. During working hours:
 1. Following the Cleveland Federal Executive Board's decision. The District Command Center shall initiate the notification procedures outlined in enclosure (2) of reference (a).

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NON-STANDARD DISTRIBUTION: All PSSU Cleveland Staff Components and Branches, PSC (BOPS)

2. Individuals looking for information regarding the status of an Emergency Dismissal or Liberal Leave policy should call the Emergency Hotline number at (216) 902-6185, which is updated after a decision from the Cleveland Federal Executive Board. Detailed explanations as to what these policies mean are available on pages 8-10 of enclosure (1) of reference (a).
3. Individuals should not call the District Commander's office or the District Command Center for information about Emergency Dismissal or Liberal Leave.

b. Other times:

1. Following the Cleveland Federal Executive Board's decision. The District Command Center will notify key Ninth District staff elements, local Coast Guard commands, local radio and television stations per enclosure (3) of reference (a).
2. Branch Chiefs are to make notifications as per the PSSU Cleveland Cascade Calling Chart maintained in the PSSU Cleveland command public folder.
3. If a delayed arrival and/or unscheduled leave are offered, each employee (military or civilian) is expected to call and speak directly with their supervisor either on their cell phone or work phone indicating their intentions/status i.e. "This is _____. I will be taking a day of unscheduled leave." Or "This is _____. I will be in at _____ on a delayed arrival."

6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.

7. **FORMS/REPORTS.** None.


JEAN A. PASCHAL