



United States
Department of
Agriculture

Farm
Service
Agency

Rural
Development

Natural
Resources
Conservation
Service

May 3, 2012

KS FAC NOTICE: 2012-04

TO: All Kansas Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and Rural Development (RD) Offices

FROM: State Food and Agriculture Council (FAC)

SUBJECT: Hazardous Weather Conditions

The closing of service centers due to hazardous weather conditions should only occur on rare occasions with sufficient support and justification. The service center managers will be responsible for reaching a joint decision on closing a service center. This decision should be made after consulting with various local city and county officials to determine the magnitude of the hazardous weather conditions.

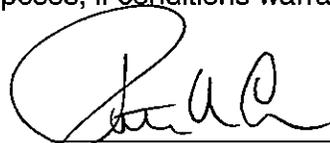
The decision to close a service center should be prudent and maintain a positive public image of the federal office and employees. The closing of a service center may present a less than positive image of federal employees when the service center is closed while city and county government offices and local businesses are open.

The decision to close a service center should not be made in a vacuum. As with all emergency and contingency actions, communication should take place with local officials. In making the decision to close a service center, the following steps should be taken by the service center managers:

- 1) Consult with other local government officials to determine road conditions and their decisions for office closing for "non-essential" personnel. The local contacts may vary by county, but may include emergency preparedness personnel, police department, road department, Kansas Department of Transportation, or other local leaders.
- 2) Document which contacts were made and why it would be prudent to close the service center.
- 3) Each service center manager will be responsible for contacting their respective area leadership to inform them of the decision explaining the justification.
- 4) The justification to close a service center will be submitted, as requested by each agency, to support the charging of administrative leave.

The decision to close a service center should not be made in advance of a work day. In order to make prudent decisions, it may be necessary in some situations to delay the start of the work day by an hour or two. In no case should the decision to close an office be made based on the distance of the employees' personal residences to the service center. It is an employee's personal choice on where to live. An employee can request annual leave for those times that the service center is open, but the employee wishes not to travel during hazardous weather. Supervisors should be liberal in granting annual leave for these purposes, if conditions warrant.


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