DOCID: 3978565

NATIONAL SECURITY AGENCY
Washington 25, D. C.

NSA REGULATION
NUMBER 30-2

17 June 1954

EFFECTIVE UNTIL 1 JULY 1955 UNLESS SOONER
RESCINDED OR SUPERSEDED

HOT WEATHER POLICY

SECTION

SUPERSESSION I
STATEMENT OF POLICY II
PROCEDURES III
SUPERVISION IV

SECTION I - SUPERSESSION

This Regulation supersedes NSA Regulation Number 30-2, dated 30 December 1953.

SECTION II - STATEMENT OF POLICY

1. Weather conditions prevailing in the Washington, D. C., area are not likely to endanger persons of normal health during the course of ordinary working activity; however, exposure to extreme conditions of heat may endanger the health of workers who suffer from a variety of temporary or chronic health defects. Some normal and healthy workers may develop a critical condition due to heat because of the nature of their work, and every effort should be made by supervisors to safeguard those particularly affected. Supervisors should be instructed to be observant of individuals who might be affected by the heat, and should suggest consultation with medical and nursing services where indicated.

2. Administrative attention should be given to making the work areas as comfortable as possible during the hot weather through provisions for:

a. Opening of windows and operation of fans and other ventilating devices in the early morning and prior to the beginning of the night shifts, when required. In such cases, a skeleton force should be assigned to monitor the areas involved.

b. Utilization of available air-conditioning equipment in the areas which become exceptionally hot.

3. Some areas become extremely hot during certain hours; when such is the case, consideration should be given to adjusting the hours

Approved for Release by NSA on 06-12-2012 pursuant to E.O. 13526

of the shift (by establishing earlier or later working schedules) instead of authorizing excessive use of administrative leave. If such an adjustment requires changes in administrative procedures to assure necessary and efficient production, the advantages of such action should be considered in relation to the disadvantages of lost productive hours and the need for additional overtime to maintain essential operations.

4. The NSA Headquarters Commandant will furnish to the Deputy Directors PROD, R/D and COMSEC and Chiefs of staff and other operating elements (hereinafter referred to as Chiefs of staff and operating elements), psychrometers for their use in determining the temperature and humidity percentage prevailing in the work areas, as well as instructions on their use.

SECTION III - PROCEDURES

1. Applicability. The Comptroller General has ruled that, under certain conditions, Classification Act employees may be administratively excused because of excessively hot weather; however, Wage Board employees may not be excused for such absence without charge to leave or loss of pay. The provisions of paragraph 2c of this Section do not, therefore apply to Wage Board employees.

2. Granting of Leave.

a. Annual Leave. If an employee feels that it is too hot for him to work, and the workload permits, his supervisor may grant him annual leave (or leave without pay, if the employee has no annual leave credit).

b. Sick Leave. If during normal duty hours an employee feels that the weather conditions are making him ill, he will be given emergency treatment by the Station medical authority and, if such medical authority concurs, the employee will be granted sick leave. During other than normal hours of duty, the supervisor will refer ill employees to the station dispensary for treatment, in accordance with the provisions of Chapter I2, NSA CPM, and will grant sick leave if the employee is incapacitated for duty.

c. Administrative Leave.

(1) Basis for Excusing Employees.

(a) The minimum psychrometer temperature and humidity readings justifying dismissal are as follows:

TEMPERATURE (Degrees)	RELATIVE HUMIDITY (Percent)
95	55
96	52
97	49
98	45
99	42
100	38

(b) Chiefs of staff and operating elements will examine the work areas under their control and will make psychrometer readings of the specific areas where dismissal on account of heat might be warranted. If these readings are within or closely approach the limits warranting dismissal, the NSA Headquarters Commandant will be requested to check the readings. The Chief of a staff or operating element is authorized to dismiss employees on an individual or group basis after he has received notification from the NSA Headquarters Commandant, or his designated representative(s) that the temperature and humidity in a specific area have reached one of the required equivalents listed in paragraph 2c(1)(a), this Section.

(c) When operations are suspended in a specific work area during the day because of such an emergency condition, night shift personnel may also be excused from working until such time as the temperature falls below the dismissal level. However, these employees must either report to their work areas for instructions concerning the period of excused absence or contact their supervisors prior to the beginning of their tour of duty for instructions on reporting for work. If the provisions of paragraphs 2 and 3 in Section II are followed, such cases of excused absence should be rare, and will require full justification, together with a listing of the official psychrometer readings taken every hour, or more often if desired, during the period of excused absence.

(2) Reporting.

(a) Each case of individual or group dismissal on administrative leave will be reported to the

DOCID: 3978565

Chief, Payroll Section and the Chief, Civilian Personnel Branch, in accordance with the procedure outlined in CPM Chapter L1, paragraph 9.9g(3). In preparing the notification of action covering dismissal of employees, an additional copy will be included for the NSA Headquarters Commandant. The temperature-humidity readings of each specific work area involved will be listed on the notification of action.

(b) The NSA Headquarters Commandant will make an independent report to the Comptroller on all psychrometer readings made by him where early dismissal has been justified; these reports will be maintained in file by the Comptroller for audit purposes.

3. Arrangements for Transportation. The NSA Headquarters Commandant will coordinate closely with the Chiefs of staff and operating elements when temperature and humidity conditions approach the dismissal point in order to anticipate special commercial and military bus transportation requirements which will be arranged for by the Headquarters Commandant.

SECTION IV - SUPERVISION

Supervision for the implementation of the policy established herein is the responsibility of the Chief, Personnel Division.

BY COMMAND OF LIEUTENANT GENERAL CANINE:

L. H. FROST
Captain, US Navy
Chief of Staff

OFFICIAL:

E. M. Gibson

E. M. GIBSON
Lt. Colonel, AGC
Acting Adjutant General

DISTRIBUTION IV