

**BY ORDER OF THE COMMANDER
36TH WING**

36TH WING INSTRUCTION 36-501

15 MAY 2014



Personnel

**RELEASE OF APPROPRIATED AND
NONAPPROPRIATED FUNDS EMPLOYEES
DUE TO TROPICAL CYCLONE
CONDITIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-5, *Civilian Personnel Resource Management*, and DoD 1400.25-M, Subchapter 610, *Department of Defense Civilian Personnel Manual (CPM) (Attendance and Leave (Leave))*. It establishes procedures for the orderly and timely release of civilian employees during tropical cyclone conditions. This instruction applies to all Air Force and Navy civilian employees on Andersen AFB. This directive does not apply to the Air National Guard and Air Force Reserve Command civilians. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Web-RIMS *Records Disposition Schedule (RDS)*. Public Law 104-13, *The Paperwork Reduction Act of 1995* and AFI 33-360, *Publications and Forms Management*, affect this publication. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate chain of command.

1. Responsibilities:

1.1. All employees are expected to cope with difficult driving conditions caused by weather and report for work unless otherwise notified. There is potential on Guam to have split weather decisions because destructive winds on DoD bases are defined as sustained winds of

50kts while GovGuam uses 35kt winds based on local construction techniques. Employees who do not report for duty during hazardous weather are charged annual leave for the full day unless the supervisor determines that the employee made every reasonable effort to get to work, but was unable to do so because of the weather or road conditions.

1.2. Group commanders, squadron commanders, staff agency chiefs, separate operating agencies and associate units are responsible for identifying their cyclone-essential employees in-writing and informing them in-advance of when those services are required. Cyclone-essential employees remain at work or report for duty regardless of weather conditions. Decisions to release non-essential employees administratively (i.e. without charge to leave) do not apply to Cyclone-essential employees.

2. Procedures:

2.1. During Tropical Cyclone Condition of Readiness (TCCOR) 3 – Destructive winds are possible within 48 hours.

2.1.1. Cyclone-essential employees (if on duty) may be administratively released from duty to secure their quarters, after which they must return to their essential duties.

2.1.2. Non-essential employees will continue to work their normal duty schedule. Any excused absence from work is at the employee's request, subject to supervisory approval, and charged to personal leave.

2.2. During TCCOR 2 - Destructive winds are possible within 24 hours.

2.2.1. Group/squadron commanders, staff agency chiefs, separate operating agencies and associate units may request an administrative release order. If granted, all areas and offices will be secured before release is affected. Management officials must document on the time and attendance records the date and hour that civilian employees were released on administrative leave.

2.3. During TCCOR 1 (Emergency) - Destructive winds are possible within 12 hours.

2.3.1. An administrative release order will be given for all non-essential civilian employees still in a duty status. Management officials must document on the time and attendance records the date and hour that civilian employees were released on administrative leave.

2.4. Employees in Leave Status. In the event of an early dismissal, only employees who are in a duty status (not on leave) are excused without charge to leave. Employees who are absent on personal leave that day continue to be charged leave, unless they return from leave to duty status before the early dismissal takes effect. Workdays on which the installation is closed due to adverse weather conditions, e.g., declaration of TCCOR 1 (Emergency), are considered non-workdays for leave purposes. All regular employees, except those required to perform cyclone-essential duties are excused without charge to leave. This includes those on scheduled annual or sick leave, but does not include those in a non-pay status on the days immediately before and after the days the installation was closed.

2.5. Return to Duty. All employees are expected to return to work on their first scheduled workday after the ALL CLEAR has been given. If hazardous weather or driving conditions still exist then tardiness, not in excess of two hours, may be excused by the immediate supervisor. Determining factors for consideration in the decision include distance to work, employee's routing options, and mode of transportation. After personal review, group

commanders may excuse individual cases of tardiness in excess of two hours due to unavoidable delays resulting from adverse weather, road conditions or from disruption of public transportation.

STEVEN D. GARLAND, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-815, *Absence and Leave*, 5 September 2002

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

CPM—Civilian Personnel Manual

AFMAN—Air Force Manual

RDS—Records Disposition Schedule

CMP—IMT - Content Management Program-Information Management Tool

OPR—Office of Primary Responsibility

TCCOR—Tropical Cyclone Condition of Readiness

Terms

Administrative Release Order— Is an order by the 36 WG/CC to release non-essential employees from work without charging them leave, consistent with applicable directives.

Cyclone-Essential Employees— These are employees whose services are required and must continue to work regardless of weather conditions. They are also subject to being recalled to duty if conditions change while they are in a non-duty status.