

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

MAXWELL AFB INSTRUCTION 36-502

11 JULY 2014



Personnel

**RELEASE OF PERSONNEL DUE TO
WEATHER OR SEVERE EMERGENCY
CONDITIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-2, *Readiness*, ability to continue operations in the event of hostile action, natural disaster or other emergency condition; AFPD 15-1, *Air Force Weather Operations*, by providing timely, accurate, and meaningful weather support to United States Air Force, and U.S. Army, including their respective Reserve components, and as directed, joint forces, coalition forces, and other agencies as required; DoD 1400.25M, *Civilian Personnel Manual*; AFI 36-815, *Absence and Leave*, administering work absences and leaves for situations that require administrative release of personnel due to severe weather or other emergency conditions such as fire, flood, building or equipment failures; and AFPD 36-29, *Military Standards*, all Air Force members will be present for duty unless their absence is authorized. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. This publication may not be supplemented or further implemented/extended. Waivers to guidance in this publication are not authorized. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction applies to all organizations or tenants, as well as all branches of the Armed Forces located on Maxwell Air Force Base and Gunter Annex.

SUMMARY OF CHANGES

This rewrite updates communication processes, timekeeping system, and office designations as appropriate.

1. Policy. Release of personnel is predicated upon ensuring the health and safety of all personnel. The 42d Air Base Wing Commander (42 ABW/CC) makes the final decision for base-wide administrative release of military and civilian personnel. The 42 ABW/CC may also coordinate the decision to release personnel with other federal agencies in the Montgomery area. All personnel are released except those performing functions that must be staffed under all emergency conditions for reasons of health, safety and national security, or other crucial operations. Personnel involved in critical functions or programs determined by proper authority to be mission essential may be required to remain on duty or report to duty if assigned to subsequent shifts. All organizations must evaluate their mission and, by internal directive, designate specific individuals and functions that must be continued with regard due to the health and safety of their personnel.

2. Responsibilities and Procedures.

2.1. General Emergency Situations:

2.1.1. When severe weather conditions or other emergency conditions exist or appear imminent, the Base Weather Flight collects and analyzes the data relative to the particular situation that might affect the health or safety of personnel and advise the Command Post (CP).

2.1.2. The CP, when notified of deteriorating road conditions, advises the 42 ABW/CC. If a decision is made to dismiss personnel early, the CP may also be tasked to notify designated activities through the Simultaneous Alerting System (SAS).

2.1.3. The 42 ABW/CC decides whether to dismiss personnel because of severe weather conditions or other emergency conditions. When weather conditions dictate, the 42 ABW/CC directs the 42d Force Support Commander (42 FSS/CC) to immediately notify all activities of the decision and the time for the dismissal. Personnel may be dismissed on a staggered basis to avoid traffic congestion.

2.1.4. All activities so advised are responsible for further dissemination of the information down through the lowest level of the organization.

2.1.5. The release of first-shift personnel due to emergency situations such as severe weather conditions may or may not affect second- and third-shift employees. Determination and notification from the 42 ABW/CC regarding delayed reporting, early release, or base closure on the first shift also includes the status of second- and third-shift employees. The request for early dismissal of employees working on second or third shifts when severe weather conditions or other emergency conditions arise is made by the person in charge of the CP, who in turn requests approval from the 42 ABW/CC.

2.1.6. Mission-Essential Personnel. Personnel who are expected to report for, and remain at work, even when others are excused are called mission-essential personnel. These individuals are officially notified by the appropriate organizational commanders or supervisors of their requirement for continued performance.

2.2. Weather Conditions During Non-duty Hours:

2.2.1. When severe weather conditions occur during non-duty hours which could be expected to seriously affect the safe and timely arrival of the normal day shift work force, the 42 ABW/CC determines the appropriate modification or cancellation of work shifts, and makes notification to:

2.2.1.1. The Public Affairs duty officer advises the news media (radio, TV, newspapers, as appropriate) as to the modification or cancellation of work schedules.

2.2.1.2. Additionally, the CP may make a SAS announcement.

2.2.2. Assigned personnel are periodically advised when storms or other severe weather conditions develop during non-duty hours. They should listen to radio or TV news and follow specific instructions pertaining to the base as related to the situation described.

2.3. Isolated Building and Equipment Failures

2.3.1. When a specific isolated emergency occurs (for example, heating or air conditioning failures, flooding, fire, etc.), the supervisor of the affected area immediately notifies the unit commander through the chain of command.

2.3.2. The unit commander contacts the Civilian Personnel Officer, who coordinates with the 42 ABW/CC. If an early dismissal of affected civilian personnel is warranted, the 42 ABW/CC notifies the unit commander.

3. Accounting for Time Absent from Duty. Absence of civilian employees due to early dismissal administratively ordered by the 42 ABW/CC is governed by the conditions specified in AFI 36-815. When ordered by the 42 ABW/CC, the absence is considered administrative leave on the timecard. Individual absences of civilian employees due to severe weather conditions may be excused under the conditions specified in AFI 36-815. The timecards must be annotated reflecting excused absence because of severe weather conditions. Documentation of absence is accomplished according to the Automated Time And Attendance Production System (ATAAPS).

TRENT H. EDWARDS, Col, USAF
Commander, 42d Air Base Wing

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

DoD 1400.25-V1800, *Department of Defense Civilian Personnel Manual*, 1 December 1996

AFPD 10-2, *Readiness*, 6 November 2012

AFPD 15-1, *Air Force Weather Operations*, 19 February 2010

AFPD 36-29, *Military Standards*, 29 October 2009

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

42 ABW/CC—Commander, 42d Air Base Wing

42 FSS/CC—Commander, 42d Force Support Squadron

ATAAPS—Automated Time Attendance and Production System

CP—Command Post

SAS—Simultaneous Alerting System