

**BY ORDER OF THE COMMANDER
MOUNTAIN HOME AIR FORCE BASE**

**MOUNTAIN HOME AIR FORCE BASE
INSTRUCTION 36-101**



21 JULY 2017

Personnel

**PERSONNEL REPORTING/
DISMISSAL PROCEDURES DURING
ADVERSE WEATHER CONDITIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication establishes procedures for Air Force Policy Directive 36-1, General Civilian Personnel Provisions and Authorities. Mountain Home AFB (MHAFB) is open 24 hours a day, 365 days of the year. In case of adverse weather, the base will remain open to provide mission essential services; however, when directed by the 366th Fighter Wing Commander (366 FW/CC) and publicly announced, late reporting or administrative dismissal may be authorized. This publication establishes procedures by which personnel may be excused from work due to hazardous weather conditions and applies to all military and civilian personnel assigned, attached to or employed at MHAFB. Refer recommended changes and questions regarding this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through the base publications and forms manager. 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 IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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.

SUMMARY OF CHANGES

Deleted paragraphs 2.1.1., 2.1.2., 2.3., 2.3.1., 2.3.2., 2.4., and 2.5. due to changed procedures.
Added paragraph 4 describing announcements for base status.

1. Mission Essential Services.

- 1.1. Activities engaged in providing direct fire protection services.
- 1.2. Activities engaged in providing direct utilities services (water, heat, and electricity).
- 1.3. Activities engaged in providing direct medical care to patients.
- 1.4. Activities engaged in direct police and base physical security activities.
- 1.5. Activities engaged in providing direct aircraft maintenance in support of the wing mission.
- 1.6. Activities engaged in direct runway clearing maintenance and repair (snow removal, barrier maintenance, lighting, etc.).
- 1.7. Activities engaged in support of the dining facility, lodging, child development center, and youth center before and after school program.
- 1.8. Activities engaged in providing severe weather information to MHAFB.

2. Roles and Responsibilities.

- 2.1. The 366 FW/CC, or designated representative, will determine the course of action, delayed arrival, early departure etc. as soon as possible.
- 2.2. The 366th Operations Support Squadron, Weather Flight (366 OSS/OSW), from here on known as "Weather", will provide weather advisory e-mails to senior leadership in accordance with 366 FW Plan 3204-16, *Snow and Ice Control Plan*.
- 2.3. The 366th Public Affairs Office (366 FW/PA) will:
 - 2.3.1. Upon notification by the 366 FW/CC, or designated representative, the 366 FW/PA on-call representative will issue a public service announcement regarding travel restrictions resulting from snow and ice to the media, social networking (Facebook, Twitter/Gunfighter Snow), the base operator, as well as all agencies listed below.
 - 2.3.1.1. KBOI Ch-2 (CBS), 472-2224/2207
 - 2.3.1.2. KTVB Channel 7, 321-5614
 - 2.3.1.3. KIVI Channel 6, 381-6660/0500
 - 2.3.1.4. Mountain Home News, 587-3331
 - 2.3.1.5. Journal Broadcast Group (RADIO), 381-6660/336-3670
 - 2.3.1.6. Cumulus Communications (RADIO), 336-1821/3670
 - 2.3.1.7. Town Square Media (RADIO), 344-6363
 - 2.3.1.8. Idaho Statesman, 377-6482
 - 2.3.2. Publish/release public service announcements which may read as follows depending on the nature of the weather/driving conditions:
 - 2.3.2.1. MHAFB Announcement: **OPEN**. Mountain Home AFB is OPEN. All personnel are expected to report to duty or begin telework on time. Normal operating procedures are in effect.

2.3.2.2. MHAFFB Announcement: **OPEN – XX HOUR(S) DELAYED ARRIVAL – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.** Mountain Home AFB is OPEN under XX HOUR(S) DELAYED ARRIVAL. Due to weather conditions, non-mission essential personnel have the OPTION FOR UNSCHEDULED LEAVE or UNSCHEDULED TELEWORK (if there is an approved telework agreement). Non-mission essential personnel should plan their commute so the arrival for work is no more than XX hour(s) later than their normal arrival times. For example, if MHAFFB announces a 2-hour delayed arrival policy, personnel who normally would arrive at 8:00 a.m. should arrive for work no later than 10:00 a.m. Personnel will be granted excused absence for up to the designated number of hours past their normal arrival times. This does not mean personnel should depart home for work later than usual; personnel should depart home for the commute to work at or before their normal departure time, but slow down and drive at speeds appropriate for the road conditions. Mission essential personnel (see paragraph 1) are expected to report for duty on time unless otherwise directed by their military organization. Any personnel unsure of whether they are or are not mission essential based on today's mission requirements should contact their supervisor for clarification.

2.3.2.3. MHAFFB Announcement: **OPEN – XX HOUR(S) STAGGERED EARLY DEPARTURE.** Mountain Home AFB is OPEN. Non-mission essential personnel who live within 20 miles of MHAFFB should depart XX HOUR(S) earlier than their normal departure times from their duty location and may request UNSCHEDULED LEAVE to depart prior to their staggered departure times. Non-mission essential personnel who live beyond 20 miles from MHAFFB should depart XX HOUR(S) PLUS 30 MINUTES earlier than their normal departure times from their duty location and may request UNSCHEDULED LEAVE to depart prior to their staggered departure times. All non-mission essential personnel will be granted excused absence for the number of hours remaining in their workday. For example, if a 2-hour staggered early departure is announced, non-mission essential personnel who normally work 7:30 a.m. until 4:30 p.m. and live within 20 miles would be expected to depart at 2:30 p.m.; non-mission essential personnel who normally work 7:30 a.m. until 4:30 p.m. and live beyond 20 miles would be expected to depart at 2:00 p.m. Mission essential personnel will remain at their duty locations as specified by their military organization. Any personnel unsure of whether they are or are not mission essential based on today's mission requirements should contact their supervisor for clarification.

2.3.2.4. MHAFFB Announcement: **IMMEDIATE DEPARTURE-MOUNTAIN HOME AFB IS CLOSED.**

2.3.2.5. Clarifying Remarks.

2.3.2.5.1. When Mountain Home AFB is announced as CLOSED, that announcement applies only to that calendar day or until another OPEN or CLOSED decision for the following day is announced. If Mountain Home AFB is CLOSED, and the following morning there is no OPEN or CLOSED status announcement, the base is OPEN.

2.3.2.5.2. When Mountain Home AFB is announced as OPEN with XX Hour(s) delayed arrival. Potentially hazardous road conditions may add XX Hour(s) to a person's normal commute time, and therefore this additional time is being allowed for so that personnel do not feel pressured to drive too fast for road conditions based off their normal departure time.

2.3.3. The on-call 366 FW/PA representative will update the Gunfighter Information Line, Facebook, and base website.

3. Installation Notification . If a decision is made during normal duty hours, notification to the installation is accomplished as follows:

3.1. Wing/group executive officers will ensure each squadron or staff function subordinate to the wing or group is notified. Notify organizations and activities (e.g., scheduled programs by the squadron that normally functions as the OPR for that particular activity).

3.2. Table 1. identifies responsible organizations for tenant unit notification (during duty and nonduty hours):

Table 1. Tenant Unit Notification.

Organization	Tenants
366th Force Support Squadron	Air Force Audit Agency Office Area Defense Counsel Pioneer Federal Credit Union Base School Army Air Force Exchange Service Defense Commissary Agency Vet Clinic
366th Civil Engineer Squadron	US Army Corps of Engineers COCESS Contractor
366th Communications Squadron	Documentation Automation and Production Services U.S. Post Office Hughes Group LLC
366th Logistics Readiness Squadron	Envision Store
366th Maintenance Group	Boeing 372d TRS, Detachment 7
366th Operations Group	266th Range Squadron 726th Air Control Squadron Republic of Singapore Air Force The Marine Corps and Navy The German Air Force
366th Medical Group	United Healthcare

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Commander

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

AFI 36-815, *Absence and Leave*

AFMAN 33-363, *Management of Records*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

CC—Commander

CP—Command Post

FW—Fighter Wing

MHAFB—Mountain Home Air Force Base

MSG—Mission Support Group

OPR—Office of Primary Responsibility

PA—Public Affairs