

**BY ORDER OF THE COMMANDER
OFFUTT AIR FORCE BASE (ACC)**

**OFFUTT AIR FORCE BASE INSTRUCTION
36-01**



3 JANUARY 2011

Personnel

**EXCUSED ABSENCE FROM DUTY DUE TO
SEVERE WEATHER**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures to be used in excusing Offutt AFB personnel from duty due to severe weather emergency conditions. It applies to all military members and civilian employees (whether paid from appropriated or non-appropriated funds) assigned to or employed at Offutt AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Contact supporting records managers as required. Send suggested comments, questions, and improvements to the publication on an AF Form 847, *Recommendation for Change of Publication*, through 55 CS/SCXKP, 201 Lincoln Highway, Suite 206, Bldg 41, Offutt Air Force Base, Nebraska, 68113.

SUMMARY OF CHANGES

Changes MSS to FSS. Consistently uses term Weather-Essential rather than occasional use of the term weather-emergency. Adds/deletes FSS activities such as deletion of Rod and Gun Club; addition of Lodging and second Child Development Center. Minor grammatical and administrative changes have been made throughout the instruction.

1. Responsibilities.

1.1. 55 WG/CC, CV and 55 MSG/CC. The 55 WG/CC or 55 WG/CV, and the 55 MSG/CC jointly determine an emergency weather situation exists and takes necessary actions to excuse personnel from duty, using early dismissal, late reporting, or base closure during periods of severe weather. The decision on the ending date/time of the emergency weather

situation is made as soon as possible, to allow supervisors and managers to notify personnel on other shifts. No other commander, manager, or supervisor is authorized to decide to close the base or release personnel from duty during emergency weather situations.

1.2. 55th Wing Command Post. Upon notification by 55 WG/CC, CV, and/or 55 MSG/CC that an emergency weather situation exists, advises all organizations of the decision to close the base or dismiss personnel utilizing the pyramid alert systems. The 55 WG/CP, using the pyramid recall, will notify the Groups of the ending date/time of the emergency, and the Groups run the pyramid recall, so personnel on other shifts know whether to report for duty. 55 WG/CP will also issue the warning via ACC's ATHOC system.

1.3. Commanders, Chiefs of Special Staff Agencies, or Associate Units. Identify the minimum number of critical positions necessary to accomplish the mission or to continue the operations of essential functions and activities during severe weather. Commanders and organizational chiefs may excuse absences and authorize civilian dismissals from duty only if an emergency weather situation has been declared by the 55 WG/CC, CV, or 55 MSG/CC.

1.4. Managers and Supervisors. Ensure incumbents of critical positions are aware they must remain on, or report for duty as scheduled during severe weather emergency situations. In some cases, all personnel may be designated weather-essential, but not all will be required to work during a particular emergency. To prevent misunderstandings, it is important supervisors communicate expectations clearly to all personnel. In other cases, supervisors can use any standard rotational system among qualified individuals, so long as it is applied as equitably as possible.

1.5. Military Members and Civilian Employees. Be aware whether they are, or are not assigned to critical positions and whether they are required to report for, or remain on duty in an emergency weather situation. All other personnel dismissed from duty because of a severe weather emergency will leave the base according to the staggered schedule at Attachment 2. They should travel directly to their residences and not stop at other base facilities. If the emergency weather situation is declared prior to the beginning of the work day, nonessential personnel will follow instructions received via the pyramid alert, ATHOC, posted on Offutt's Facebook page, or the Offutt Snow and Information Line (232-2653). 55WG/PA will also send the delayed reporting and base closure statements to local radio and television stations as a secondary means of notification (non-official). If unsure of reporting instructions, individuals not previously designated, are responsible for contacting their supervisors directly. In the absence of instructions to the contrary, all personnel will report for duty. Finally, when the pyramid alert system is used, all personnel will ensure the chain of contact is not broken.

2. Designating Individuals as Weather-Essential Personnel.

2.1. Commanders and organization chiefs identify critical positions requiring weather-essential designation, ensure incumbents of these positions are informed they are "weather essential" in writing, are aware of their weather-essential responsibilities, and are reminded of this designation, in writing, on an annual basis.

2.2. The number of personnel designated as Weather-Essential Personnel will vary according to mission needs of each organization. However, managers and supervisors will designate only the minimum number needed to accomplish the mission and maintain essential services

during an emergency. When possible the requirement may be rotated among qualified individuals. Supervisors of employees covered by a collective bargaining agreement (Wage Grade/Wage Leader, and GS Firefighters) must follow union contract requirements when determining which positions are critical and how to rotate the weather-essential assignment.

2.3. If the services of Weather-Essential Personnel are not needed in a specific emergency weather situation, supervisors may release these individuals from duty or excuse their absence under the same authority as for nonessential personnel discussed in this instruction.

3. Procedures for Excusing and Dismissing Personnel During Emergency Weather Situations

3.1. Emergency Weather Situations Occurring Before the Start of Normal Day-Time Duty Hours

3.1.1. Once the determination of an Emergency Weather Situation is made by the command authorities listed in paragraph 1.1, above, the 55 WG/CP will begin notifications utilizing the pyramid alert system and ATHOC.

3.1.2. 55 WG/PA will update the Offutt Facebook page and the Snow and Information Line as follows:

3.1.2.1. Offutt AFB is open; all employees are expected to attempt to report for work at their normal start time. Supervisors are authorized to excuse up to (specified number) hours for nonessential personnel unable to get to work on time if severe weather conditions cause commuting delays.

3.1.2.2. Due to severe weather conditions, only Weather-Essential Personnel will report at the normal time. All others observe __ hours delayed reporting.

3.1.2.3. Due to severe weather conditions, Offutt AFB is closed today; only Weather-Essential Personnel will report for duty.

3.1.3. When an Emergency Weather Situation is declared before the beginning of the normal day shift, supervisors are responsible for notifying personnel assigned to other shifts whether to report for duty at their scheduled times. In many cases, this information may not be available until later in the day, depending on weather conditions.

3.2. Emergency Weather Situations Occurring During the Workday. When an Emergency Weather Situation is declared during the workday, triggering employees to be released early, all Offutt AFB organizations will be notified through command channels.

3.2.1. The 55 WG/CP initiates standard emergency notification procedures to all 55th Wing units and on-base associate units.

3.2.2. Commanders of units having official or operational relationships with other organizations and associate units on and off base will ensure these activities are notified of any decision under this instruction. These activities include the American Red Cross, on-base contractors, Great Western Bank, the SAC Federal Credit Union, Burger King, and others.

3.2.3. Supervisors and managers will release personnel from duty according to the schedule in Attachment 2. They will order Weather-Essential Personnel to remain on duty unless their services will not be needed. Supervisors must also notify all personnel

assigned to other shifts whether they will be required to report for duty at the scheduled time.

4. Closing On-Base Facilities During an Emergency Situation. All nonessential facilities at Offutt AFB will close during emergency weather situations. The schedule for closure of these activities can be found at Attachment 2.

5. Administrative Orders. 55 CPTS advises timekeepers for civilian employees on correct timekeeping entries. When civilian employees are properly excused from duty due to an emergency weather situation, there is no charge to leave. Attachment 3 lists situations when it is appropriate to excuse absences or charge annual leave, sick leave, or leave without pay for civilian employees. Unauthorized absences from duty by civilian employees may be charged as absence without leave as provided by AFI 36-815, Absence and Leave.

6. Prescribed and Adopted Forms.

6.1. Prescribed Forms. None

6.2. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

JOHN N.T. SHANAHAN, Brig Gen, USAF
Commander

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

Air Force Manual 33-363, *Management of Records*, 1 Mar 08

AFI 36-815, *Absence and Leave*, 5 Sep 02

DoD 1400.25-M, *Department of Defense Personnel Manual*, 28 April 2006

DoD 7000.14-R Vol 8, *Department of Defense Financial Management Regulation*, May 2009

5 USC, Chapter 63, *Leave*, 1 January 2010

5 CFR, Part 630, *Absence and Leave*, 1 Jan 2010

Agreement Between Offutt Air Force Base, NE and the Int'l Assoc. of Fire Fighters (AFL-CIO), Local F-191, 2 Sep 1986

Agreement Between Offutt Air Force Base and The American Federation of Gov't Employees, Local 1486 AFL-CIO, 20 December 2001

Abbreviations and Acronyms

AAFES— Army Air Force Exchange Service

AFB— Air Force Base

AFI— Air Force Instruction

AFMAN— Air Force Manual

AWOL— Absent Without Leave

CC— Commander

CP— Command Post

CPTS— Comptroller Squadron

CV— Vice Wing Commander

FSS— Force Support Squadron

GS— General Schedule

LWOP— Leave Without Pay

MSG— Mission Support Group

PA— Public Affairs

WG/CC— Wing Commander

WL/WG— Wage Leader/Wage Grade

Terms

ACC's ATHOC System— is a web browser that uses secure login credentials and an existing IP network to notify personnel through a multiple of channels including personal computers, land and mobile phones pagers, BlackBerries, Giant Voice, text message, voice mail or desktop pop-up alerts.

Emergency Weather Situation— Severe weather conditions often, but not always associated with severe winter storm warnings. These often include freezing rain and cold temperatures, and can be expected to result in large numbers of employees being prevented from reporting for duty safely, on time, or may require personnel be dismissed early to return to their residences safely.

Critical Positions— Positions considered vital to mission accomplishment or to the continued operation of essential functions or activities during periods of severe weather.

Weather-Essential Personnel— Individuals assigned to critical positions. During Emergency Weather Situations, Weather-Essential Personnel report for duty at the scheduled time or remain at work until released by their supervisors. Some organizations may rotate assignment of Weather-Essential Personnel. Weather-Essential Personnel will not be required to work during a specific severe weather situation, if their services are not needed to accomplish the mission or to continue essential functions.

Nonessential Personnel— Individuals not assigned to critical positions, as defined in paragraph above.

Late Reporting— An emergency weather situation developing prior to the beginning of the normal daytime shift and the 55th Wing Commander (55 WG/CC), 55th Vice Wing Commander (55 WG/CV) and/or 55th Mission Support Group Commander (55 MSG/CC) authorize supervisors to excuse a specified number of hours for nonessential employees, who are prevented from reporting for duty at the normal time due to the weather emergency. The 55 WG/CC, CV, or 55 MSG/CC notify the 55th Wing Command Post (55 WG/CP); the 55 WG/CP disseminates the information and 55 WG/PA ensures the information is announced to the media prior to 0600 hours, whenever possible.

Early Dismissal— An emergency weather situation developing during the normal daytime work shift and the 55 WG/CC, CV, or 55 MSG/CC determine the situation serious enough to warrant dismissing nonessential personnel from duty before the end of the normal duty day.

Base Closed— An emergency weather situation developing prior to the beginning of the normal daytime work shift and the 55 WG/CC, CV, or 55 MSG/CC determine the weather emergency severe enough to close the base for the entire workday or longer. The 55 WG/CC, CV, or 55 MSG/CC notifies 55 WG/CP of the base closure decision; the 55 WG/CP disseminates the information and 55 WG/PA ensures the information is announced to the media prior to 0600 hours, whenever possible. Nonessential personnel will not report for duty. For civilian employees, it is considered a non-workday, and is excused without charge to leave, even for employees already on scheduled leave.

Attachment 2

WEATHER EMERGENCY RELEASE SCHEDULE

Table A2.1. Weather Emergency Release Schedule (Normal Duty Hours)

| ZONE | DISMISSAL TIME (See Notes 1 and 2) | AREA OF RESIDENCE |
|------|---------------------------------------|--|
| E | “H” Hour | <ol style="list-style-type: none"> 1. North of Blondo St in Omaha 2. West of 108th St in Omaha 3. East of the Missouri River, including Carter Lake, IA 4. South of Platte River |
| D | “H” Hour + 20 Min | <ol style="list-style-type: none"> 1. North of Interstate 80 in Omaha 2. West of 72d St. 3. South of Platteview Rd in Sarpy County, NE |
| C | H’ Hour + 40 Min | <ol style="list-style-type: none"> 1. North of Harrison St in Sarpy County, NE 2. West of 36th St in Sarpy County, NE 3. All areas in Sarpy County, NE south of Capehart Rd including Capehart Housing units south of Capehart Rd. |
| B | H’ Hour + 60 Min | <ol style="list-style-type: none"> 1. North of NE Highway 370 (Mission St in Bellevue, NE) 2. West of 25th St in Sarpy County, NE |
| A | “H” Hour + 80 Min | <ol style="list-style-type: none"> 1. Remaining areas of Capehart Housing 2. Coffman Heights Housing 3. Dormitory residents 4. All other areas |

NOTE 1: Individuals may have children in day care facilities including the Offutt Child Development Center. Some are also responsible for the care of elderly or disabled persons. Supervisors should release these persons as soon as possible after “H” Hour, so that they can transport these people safely to their residences.

NOTE 2: If local schools close early, supervisors will try to accommodate personnel who must arrange transportation for students.

Table A2.2. Weather Emergency Termination Schedule (Nonessential Base Activities)

| CLOSING TIME | ACTIVITY | |
|--------------------------|--|--|
| - | ----- | |
| “H” Hour | FSS Activities: Skills Development Center Wood Skills Center Outdoor Recreation Fitness Center Community Center Library Peacekeeper Lanes Auto Skills Center Aero Club Equipment Rental Vet Clinic Willow Lakes/Warrior Nine Golf Courses | Base Activities: Chapel Base Education Center Military Retiree Activities Center Civilian Retiree Service Center |
| - | ----- | |
| “H” Hour + 60 Minutes | FSS Activities: Youth Program & Child Development Centers (Will close when all children have been picked up (See Note 5) Family Child Care Offutt Club | Base Activities: Base Exchange Capehart Theater All AAFES retail, food and concession facilities |
| | ----- | |

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|-------------|--|
| - | |
| WILL REMAIN | Commissary (Purchases will be limited to necessities after “H” Hour) |
| OPEN AS | Gas Stations |
| SCHEDULED | Dining Halls |
| | Lodging |

NOTE 3: Based on weather conditions and in the interest of providing necessary support and services, 55 MSG/CC may determine facilities, including the Commissary or the Base Exchange should remain open for business when scheduled to close during an emergency weather situation.

NOTE 4: Activities, except gas stations, will close their doors at “H” Hour and will not allow new customers to enter. All customers currently in the facility will be served and advised that an emergency weather situation has been declared.

NOTE 5: When an emergency weather situation exists and personnel are released from duty early, the Child Development Center will close when all children have been picked up. The Child Development Center will open normally if the emergency situation in para 3.1.2.1 or 3.1.2.2 (open or delayed reporting) is announced before the duty day.

Attachment 3

WEATHER EMERGENCY SITUATIONS(EFFECT ON CIVILIAN EMPLOYEES)

Table A3.1. Weather Emergency Situations

| SITUATION | EFFECT ON CIVILIAN EMPLOYEES |
|---|--|
| A. Before the start of the normal daytime work shift, the 55 WG/CC, CV, or 55 MSG/CC authorize closure of the base for the entire day, and the determination has been announced | All nonessential personnel on a regular daytime work shift are excused from duty with no charge to leave for their full tour of duty. |
| | If previously scheduled leave for the day, either annual or sick, nonessential personnel are also excused with no charge to leave. |
| | Weather-essential personnel who had approved leave scheduled for the day are not required to report for duty unless their supervisor contacts them and cancels their leave. If not called in to work during a severe weather emergency, weather-essential personnel are treated just as nonessential personnel—the absence is excused with no charge to leave. |
| | Weather-essential personnel not on approved leave who do not report for duty may initially be charged Absence Without Leave (AWOL) and may be subject to disciplinary action. After discussing the matter with the employee, the supervisor may later change the AWOL timecard entry to Leave Without Pay (LWOP), annual leave, or sick leave, as circumstances warrant. |
| | Employees not already at work on an evening or night shift when the closing is announced are treated as described in Situation D below. |
| B. Before the start of the normal daytime work shift, the 55 WG/CC, CV, or 55 MSG/CC authorize late reporting, and the determination has been announced, supervisors are authorized to excuse without charge to leave, up to two (2) hours of tardiness for nonessential personnel. | All personnel are expected to attempt to get to work at their normal time. |
| | Tardiness in excess of two (2) hours may be |

| | |
|---|--|
| | excused in individual cases, personally reviewed by the supervisor, as discussed in this instruction. |
| C. Before the start of the normal daytime work shift, the 55 WG/CC, CV, or 55 MSG/CC authorize delayed reporting, with nonessential personnel reporting either at a specified length of time after their normal duty start time (“report two (2) hours late”) or at a later specified time (“report at 1000” or ‘report at 1200”) and the determination has been announced. | Nonessential personnel are excused without charge to leave for either: |
| | -A fixed amount of time for all employees, even though employees may be arriving at different times (if the authorization is to report a specified number of hours after the usual reporting time), or |
| | -A varying amount of time for different employees even though all employees arrive at the same time (if the authorization is to report to work at a specific time). For example, if personnel are to report at 1000, an employee whose duty hours are 0800-1700 would have two (2) hours of excused absence. An employee whose duty hours are 0730-1630, would have two and a half (2 ½) hours of excused absence. |
| | Nonessential personnel who do not wish to attempt to report for duty at all, who call their supervisor to request annual leave, and annual leave is granted must be charged annual leave for the full duty day. |
| | If the announced reporting time is 1200, employees are expected to report for duty at 1200, and have already had lunch, unless the announcement specifies otherwise. |
| | Weather-essential personnel report for duty at their regular time. |

| | |
|---|---|
| | Supervisors may excuse personnel for up to one (1) hour after the announced reporting time if the employee has report (albeit late) and the supervisor verifies an unavoidable delay caused by the severe weather condition. |
| | Nonessential personnel and not reporting at all for the day's shift are charged annual leave for the full duty day, unless the supervisor determines, after personal review, the employee made every reasonable effort to get to work, but was unable to do so, because of the severe weather conditions. After consulting with the Civilian Personnel |
| D. During the course of the normal daytime work shift, the 55 WG/CC, CV, or 55 MSG/CC authorizes early dismissal of nonessential personnel. | Nonessential personnel are released from duty with no charge to leave according to the release schedule outlined in Attachment 1; individual employees will have different amounts of time excused. |
| | Employees on scheduled leave are charged for the leave (sick or annual) for as much of the duty day as they had scheduled for leave. This includes the personnel who start leave before the early release is announced. |
| | Employees who start leave after the early release has been announced, but before the actual release time are charged leave only for the time between when they departed and the early dismissal time. Those scheduled to start leave after the early dismissal time are not charged leave for their absence. |
| | Employees who were on scheduled leave until the time of early dismissal, but were scheduled to report back to duty at the early dismissal time, are charged leave for their scheduled leave and are excused without charge to leave for the remainder of the time. For example, an employee with four (4) hours of annual leave scheduled from 0800 until 1200, would be charged four (4) hours of annual leave, and have four (4) hours excused absence if the dismissal time is 1200 hours. |

| | |
|---|--|
| <p>E. Stormy weather—heavy snow, ice, but NO base closure, late reporting, or early dismissal has been authorized</p> | <p>Employees are expected to report for duty at their regularly scheduled duty start time. Supervisors are authorized to excuse unavoidable absences of less than one (1) hour, as provided in AFI 36-815. Supervisors should exercise discretion in such cases to excuse brief tardiness related to the weather. However, neither the supervisor, nor an organizational commander has the authority to excuse more than one (1) hour for weather-related reasons when there has been no official base closing, late reporting, or early dismissal authorized.</p> |
| <p>F. Under any of the above situations, the 55 WG/CC, CV, or 55 MSG/CC could also announce that a liberal leave policy is in effect.</p> | <p>Employees would still have to comply with their organization's policies on requesting annual leave, but organizations would be urged to grant all possible requests, without the normal criteria of a certain manning level being maintained within the organization.</p> |
| | <p>In emergency situations, employees would request approval of leave as soon as possible. Supervisors are advised to approve such requests when the commander has announced that a liberal leave policy is in effect.</p> |