

**BY ORDER OF THE COMMANDER  
ROBINS AIR FORCE BASE**

**ROBINS AIR FORCE BASE INSTRUCTION  
10-3**



**23 DECEMBER 2009**

*Incorporating Change IC-1 , 30 JUNE 2011*

**Operations**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, ability to continue operations in the event of hostile action, natural disaster, or other emergency condition; AFPD 15-1, *Atmosphere and Space Environmental Support*, by providing timely, accurate, and meaningful weather support to US Forces, national programs, and other military and government agencies, as required; AFPD 36-29, *Military Standards*, all Air Force members will be present for duty unless their absence is authorized. It further provides directions to be implemented toward the orderly release and evacuation of personnel from Robins Air Force Base (RAFB) due to an emergent and/or hazardous situation. These situations could be related to weather, peacetime accident or terrorist incident (to include weapons of mass destruction). The instruction addresses actions to support decision-making at the Center, Wing, and Unit Commander levels and provides specific guidance for implementation of leave protocols for civilian personnel. While it is noted that associate unit commanders have the authority to approve administrative leave and release their personnel, execution of this instruction is accomplished to ensure the health and safety of all personnel on the installation. Therefore, the instruction applies to all personnel assigned to Robins AFB, including associate units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. 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 Records Information Management

System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. See Attachment 1 for a glossary of references and supporting information.

## ***SUMMARY OF CHANGES***

This interim change implements new guidelines for the notification of base senior leadership with instructions regarding base total closure, partial closure, or modified duty hours secondary to hazardous weather or emergency condition at Robins Air Force Base (AFB). It further identifies a change in the communications program utilized to make the necessary advisory and supersedes the present notification matrix at Attachment 2.

**1. Purpose.** This instruction is directed toward the orderly release and evacuation of personnel under emergency conditions at Robins Air Force Base (AFB) or in the surrounding communities. For the purpose of this document, emergency conditions are those which may prevent employees from reporting for work, or may necessitate the closing of Robins AFB activities totally or in part. These conditions may be the result of a natural disaster or of an impending disaster.

1.1. **Execution.** Release of personnel is predicated upon ensuring the health and safety of all personnel. In the event of an emergent situation occurring or likely to affect Robins AFB, the Commander, Warner Robins Air Logistics Center (WR-ALC/CC) will render a decision to the 78th Air Base Wing Commander (78 ABW/CC) as to any change in duty hours for Robins AFB personnel. The 78 ABW/CC, hereinafter referred to as Installation Commander, will provide direction and oversight to execute the WR-ALC/CC decision, whether it is a time-phased shutdown of the installation or modification of scheduled duty hours. Unit Commanders, in-turn, will comply with the directions provided from the Installation Commander. Personnel assigned to the installation will follow the directions for dismissal and seek direction for return to duty.

1.1.1. This instruction should be briefed to all personnel.

**2. Definitions.** These definitions are applicable to the context of this instruction and are listed to provide standardization among base units.

2.1. **Mission Essential Task.** A task directly supporting a wartime, national emergency or local contingency operation. This task could be a routinely scheduled duty or a scenario-driven function requiring completion.

2.2. **Mission Essential Personnel.** Personnel (military or civilian) assigned by supervisory personnel to complete mission essential tasks as defined above. These personnel should be advised in writing of their designation by their commander.

**3. Responsibilities.**

3.1. **WR-ALC/CC.** In accordance with, AFI 36-815, *Absence and Leave*, WR-ALC/CC is the authority for granting administrative leave for Robins AFB employees. Because of the impact to the mission of this installation and associated delays/financial impacts, WR-ALC/CC will provide direction for application of administrative leave regarding any closure, whether total or partial. The decision to close the installation is made in concert with the Installation Commander and key advisors, as time allows. If the WR-ALC/CC closes the entire installation, associate units' personnel will be released. However, if the installation remains open for mission essential personnel, associate unit commanders will make the

decision on when their personnel will be released and will be the authority for granting administrative leave.

### 3.2. Installation Commander:

3.2.1. Has the responsibility to execute the decision fully or partially to close the base.

3.2.2. Monitor daily events such as intelligence, weather, force protection issues, etc., that could escalate and create a situation necessitating implementation of this instruction.

3.2.3. Upon implementation of this instruction, ensure that direction is disseminated to all affected organizations.

3.2.4. Direct Public Affairs (78 ABW/PA) to provide subsequent reporting instructions to base employees via local radio and television networks.

3.2.5. Initiate coordination with/inquiries to local mayors, civil authorities, and community leaders in a timely manner to assure effective liason and understanding with related civil actions/ announcements.

### 3.3. Unit Commanders.

3.3.1. Identify mission essential tasks within their organization, which will be required to be performed even in the event of a base closure. Ensure sufficient mission essential personnel remain to provide completion of the tasks required. The following guidance may be utilized by management if it becomes necessary to require civilian personnel to remain on duty and/or report for duty when the rest of the base is partially or totally closed:

3.3.1.1. Discretion should be taken to not assign an entire office or shop as mission essential, rather, designate a number that may be needed.

3.3.1.2. If a partial release is authorized and/or a situation requires fewer personnel than assigned as mission essential personnel, the following methods may be invoked by management to determine which personnel remain.

3.3.1.2.1. Volunteers.

3.3.1.2.2. Assignment to duty by Service Computation Date.

3.3.2. Accomplish the following upon official notification of base closure:

3.3.2.1. Implement instructions from the Installation Commander.

3.3.2.2. Activate Unit Control Centers (UCCs) to receive and up-channel pertinent information to Installation Control Center (ICC) as required.

3.3.2.3. Assess requirements for personnel to accomplish mission essential tasks and notify personnel assigned these responsibilities.

3.3.2.4. Upon receipt of direction from the Installation Commander via Crisis Action Team (CAT) directive or the AtHoc automated notification system, release 25% of assigned non-mission essential personnel immediately and another 25% each 20 minutes thereafter to minimize traffic congestion. Follow other/differentiating guidance as directed. Supervisors will depart in the last increment.

### 3.4. 78th Security Forces Squadron Commander (78 SFS/CC):

3.4.1. Designates the Base Defense Operations Center (BDOC) to oversee emergency release.

3.4.2. Determine if release of personnel will impede or block normal traffic flow from Robins AFB onto State Road 247.

3.4.3. Notify the Warner Robins Police Department, Houston County and Bibb County Sheriffs' offices when the decision is made to release personnel from duty. **Relay any request(s) for additional resources listed in mutual aid agreements at this time.**

3.4.4. Evaluate the need to establish traffic control points prior to the announced release time or within 20 minutes following notification that personnel are to be released. Have mobile patrols monitor major intersections to watch for and eliminate possible congested conditions.

### 3.5. Directorate of Personnel (WR-ALC/DP):

3.5.1. Advise WR-ALC/CC regarding effect of administrative leave authorization.

3.5.2. Provide guidance to senior staff personnel regarding governing instructions/directives allowing/disallowing the pay status of personnel affected by the closure. The following is provided for baseline determinations.

#### 3.5.2.1. Early Dismissal.

3.5.2.1.1. Only employees covered by the dismissal order and who are in a duty status (not on leave nor expected to return from leave during the tour of duty) at the time the early dismissal takes effect are excused without charge to leave.

3.5.2.1.2. Employees who take leave prior to the dismissal order and not expected to return to duty that day will be charged leave as appropriate.

3.5.2.1.3. If an employee was on duty and departed after official word was received, but prior to the time set for dismissal, leave is charged until the time set for dismissal.

3.5.2.1.4. If the employee is absent on approved leave for the entire work shift, the entire absence is charged to the appropriate leave.

#### 3.5.2.2. Late Reporting.

3.5.2.2.1. Dependent upon hazardous weather conditions, tardiness not in excess of 2 hours is approved if the employee states that the tardiness resulted from the hazardous weather condition.

3.5.2.2.2. The WR-ALC/CC may also excuse tardiness in excess of 2 hours because of unavoidable delay resulting from adverse weather or from disruption of public or private transportation in individual cases after review and reasonable confirmation of circumstances warranting excusal.

3.5.2.2.3. Employees who do not report for duty are charged leave for absence unless WR-ALC/CC has issued a group dismissal announcement or has determined that the condition is so severe as to warrant excusal of employees who are unable to report for duty.

3.5.2.3. Dismissals due to excessive heat in most work places should be rare to non-existent. The only exceptions should be where working conditions in hot weather become unusually bad. Group dismissal for extreme heat stress will be made by WR-ALC/CC only when health hazardous conditions cannot be controlled by a work-rest regimen. The 78th Medical Group Commander (78 MDG/CC) will advise WR-ALC/CC and Installation Commander when such hazardous conditions exist according to currently accepted medical standards and criteria.

3.5.2.4. When conditions arise outside of normal duty hours resulting in base closure, excused absences are authorized for all employees except those in a non-pay status on the day immediately before closure and the day after reopening and those identified as mission essential personnel.

3.5.3. Advise the American Federation of Government Employees (AFGE) Local #987 president of WR-ALC/CC's decision to release personnel and the time of implementation.

3.6. All Base Employees. In the event of a partial or total closure of the installation, employees will actively seek out return to duty instructions from local television and radio networks.

**4. Communications.** The standard method of notification to base personnel will be in the following order.

4.1. **AtHoc.** The AtHoc automated notification system is the primary notification system.

4.2.1. If activated, the Crisis Action Team (CAT) will follow current notification procedures to relay instructions provided by the WR-ALC/CC or designated representative.

4.2.2. When the Crisis Action Team (CAT) has not been activated, the Robins Command Post (78 ABW/CP) will relay instructions provided by the WR-ALC/CC or designated representative using the appropriate recall or notification Controller Checklist.

4.3. **Communications-Out (COMM-OUT) Process.** Use in the event that the AENS/telephone service is inoperable. The 78 ABW/CP may use any available method for emergency notification, i.e., cable television, message system, Mass Notification System (MNS), Postmaster email, runners, etc.

**5. Prescribed and Adopted Forms.**

5.1. **Prescribed Forms:** No forms prescribed.

5.2. **Adopted Forms:**

AF Form 847, *Recommendation for Change of Publication*

CARL A. BUHLER, Colonel, USAF  
Commander

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

AFPD 10-2, *Readiness*, 30 October 2006

AFPD 15-1, *Atmosphere and Space Environmental Support*, 8 January 2001

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

AFMAN 33-363, *Management of Records*, 1 March 2008

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

***Abbreviations and Acronyms***

**AF**— Air Force

**AFB**— Air Force Base

**AFGE**— American Federation of Government Employees

**AFI**— Air Force Instruction

**AFPD**— Air Force Publishing Directive

**AFRIMS**— Air Force Records Information Management System

**AFMAN**— Air Force Manual

**AtHoc**— Automated Notification System

**BDOC**— Base Defense Operations Center

**COOM**—OUT - Communications-Out

**ICC**— Instalation Control Center

**MNS**— Mass Notification System

**OPR**— Office of Primary Responsibility

**RAFB**— Robins Air Force Base

**RDS**— Records Disposition Schedule

**UCC**— Unit Control Center

Attachment 2

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