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SPANGDAHLEM AB (USAFE)**

**SPANGDAHLEM AIR BASE
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Personnel

CIVILIAN MOBILIZATION

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This instruction implements Air Force Policy Directive (AFPD) 36-5, *Civilian Personnel Resource Management* and AFI 36-507, *Mobilization of the Civilian Work Force*. It establishes the responsibilities of the Civilian Personnel Section (CPS), commanders, supervisors, and employees. It is designed to ensure that efficient staffing support is available in the event of war or other national emergencies as declared by Congress or by the President and to ensure that action taken in response to mobilization or wartime situations are appropriate and carried out rapidly and efficiently. This instruction applies to all organizations serviced by the CPS, including geographically separated units (GSUs) and/or tenant activities. It is applicable to United States (US) appropriated fund employee positions. 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_USAFESUP, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This revision updates the designated Emergency Essential (EE) positions, based on the first-level supervisor's inputs. Procedures for civilian mobilization of non-emergency essential positions were also added. Format has been corrected to comply with Air Force regulations.

1. Policies.

1.1. The top priority of the CPS during mobilization will be to fill civilian vacancies on the wartime authorization document, including vacancies created by the call-up of military reservists, military retirees, and draft eligibles.

1.2. Personnel actions before attack or declaration of a national emergency will be taken under peacetime instructions.

1.3. In some circumstances during surges in mobilization recruitment, it may be in the best interest of the installation to authorize the CPS or designated recruiters to make on-the-spot selections for appointment. The Wing Commander will grant this authority.

2. Responsibilities.

2.1. The Wing Commander shall:

2.1.1. Ensure that civilian mobilization staffing plan is adequate to support the wartime mission of the installation.

2.1.2. Establish priorities to ensure that managers and the CPS have the resources needed to carry out their mobilization staffing responsibilities.

2.1.3. Ensure that functions to be eliminated or drastically curtailed during an emergency are identified.

2.1.4. Coordinate with commanders of serviced activities of other major commands and their higher headquarters as necessary to ensure compliance with installation planning guidance and requirements.

2.2. Supervisors/Managers shall:

2.2.1. Ensure that all civilian mobilization staffing plan actions pertaining to managers and supervisors are completed as follows:

2.2.1.1. Notify the CPS when the reserve category or military recall status of employees changes.

2.2.1.2. Integrate the civilian work force preparedness planning into all automated and manual contingency deliberate planning and execution processes.

2.2.1.3. Keep emergency notification information for employees up-to-date and accessible.

2.2.1.4. Conduct annual review and update of wartime manning documents and core documents.

2.2.1.5. Explain wartime and/or exercise roles to civilian employees designated as emergency-essential (E-E).

- 2.2.1.6. Include the E-E statement in the core document and/or position description. Statement should be similar to the following: “This position is emergency-essential (E-E). In the event of a crisis situation, the incumbent, or designated alternate, must continue to perform the E-E duties until relieved by proper authority. The incumbent or the designated alternate may be required to take part in readiness exercises. This position cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the organization to function effectively. This meets the criteria of an E-E position and requires that the incumbent, or the designated alternate, be removed from any military recall status.”
- 2.2.1.7. Include training requirements to meet contingency needs in the base training plan.
- 2.2.1.8. Train and equip E-E employees for their duties.
- 2.3. Manpower Office shall:
- 2.3.1. Define wartime civilian manpower requirements and include them in emergency plans and manpower support systems.
- 2.4. The Civilian Personnel Section shall:
- 2.4.1. Notify selected candidates that the position they are being offered is an E-E position prior to them accepting the position.
- 2.4.2. Advise candidates and selectees for E-E positions that they must sign DD Form 2365, *DoD Civilian Employee Overseas Emergency-Essential Position Agreement*, and be removed from military mobilization obligations as conditions of employment. Advise them of possible anthrax immunizations.
- 2.4.3. Ensure that E-E personnel sign DD Form 2365; keep a copy at the local CPS and forward a copy to the Air Force Personnel Center (AFPC).
- 2.4.4. Explain the required duties of their position in the event of a war or national emergency.
- 2.4.4.1. If requested, E-E personnel will participate in test alerts, practice exercises, and wear chemical warfare defense equipment as required.
- 2.4.4.2. In the event of a national emergency or war, E-E personnel may be required to remain in the overseas area after all other civilian employees have been evacuated to stateside locations.
- 2.5. Employees shall, if designated as an E-E employee, alternate E-E employee, or otherwise designated to perform E-E duties:
- 2.5.1. Sign a DD Form 2365 when selected for a vacant E-E position.
- 2.5.2. Agree to be removed from any military mobilization obligations.
- 2.5.3. Comply with deployment processing procedures as outlined in 52d Fighter Wing installation deployment plans, AFI 10-403, *Deployment Planning*, AFI 36-3802, *Personnel Readiness Operations* and any reporting instructions provided by the Personnel Deployment Function.

- 2.5.4. Participate in test alerts and practice exercises when their supervisor so directs.
- 2.5.5. Inform supervisor who to contact in case of an emergency. When a natural disaster is imminent, provide an emergency contact outside the commuting area.
- 2.5.6. Follow work guidelines for the theater of operation.
- 2.5.7. Report to work at their normal duty station during periods of national emergency, mobilization, war, military crisis, natural disaster, or other contingency, unless they are officially told not to report at all or to report to another location.
- 2.5.8. Deploy to or remain in overseas theaters of operation after other noncombatants evacuate the area.
- 2.5.9. If an E-E employee evacuates his/her permanent duty station in the overseas area, he/she must:
 - 2.5.9.1. Report to his/her designated safe haven. The safe haven information appears on the evacuation orders or may be given to the employee verbally.
 - 2.5.9.2. Contact the Air Force CPS nearest the safe haven as instructed in the official announcements.
 - 2.5.9.3. Provide the safe haven location, address, telephone number, and any changes in the address or telephone number to the CPS.
 - 2.5.9.4. Perform assigned work at the safe haven.

3. Civilian Work Force Mobilization Planning.

3.1. For E-E positions may include:

- 3.1.1. In a wartime situation, E-E civilian employees performing critical support activities overseas will remain in place or deploy to other inter-theater locations.
- 3.1.2. Military resources in the will deploy overseas to perform tasks previously performed by civilians evacuated from positions overseas. E-E designation applies only to those positions for which there will be a lack of sufficiently skilled military members at the onset of the emergency or during its subsequent stages.
- 3.1.3. As circumstances warrant, commanders may increase the civilian administrative workweek to 60 hours during the 180 days immediately following mobilization. All employees are authorized overtime compensation for hours of work beyond 40 hours in a pay period, regardless of their administratively determined workweek of 60 hours.
- 3.1.4. Supervisors will grant annual leave, leave without pay, or compensatory time off only to the extent consistent with the emergency.
- 3.1.5. E-E civilian employees may be expected to perform their duties at locations other than their present duty location if the wartime mission so requires.
- 3.1.6. The requirement to keep E-E civilian employees in place after war commences will be for the duration of the conflict, until the E-E civilian employee can be replaced by a military resource, until the commander determines they no longer need the employee, or the employee can no longer do the job.

3.1.7. Subject to the discretion of functional managers and exercise planners, E-E civilian employees may be called upon to participate in test alerts and practice exercises. Exercise requirements must relate to their assigned civilian job duties.

3.1.8. E-E civilian employees who fail to take part in wartime activities required by their position for reasons within their control are subject to disciplinary action under AFI 36-704, *Discipline and Adverse Actions*. AFI 36-704 provides penalties up to and including removal. Uniform Code of Military Justice does not apply to civilian employees - except in a congressionally declared war.

3.2. For non-E-E Positions may include:

3.2.1. CPS will pull a listing to identify all employees who are reservists, Air National Guard and Army Guard.

3.2.2. Those employees identified as reservists will be grouped according to priority of mobilization.

3.2.2.1. Ready Reserves. The ready reserve is comprised of military members of the Reserve and National Guard, organized in units, or as individuals, ready for recall to active duty to augment the active component in time of war or national emergency (10 U.S.C. 268, 12301, 12302, and 12304). Included in this group are members of the selected reserves, Air National Guard, Army National Guard (Active), Individual Ready Reserve, Army National Guard (Inactive) and Navy Reserve-Merchant Marine.

3.2.2.2. Standby Reserves. Those units and members of the reserve component (other than those in the Ready or Retired Reserve) who are liable for active duty only as provided in 10 U.S.C. 273, 12301, and 12306. Included in this group are the Active Status, Standby Reserve, and the Inactive Status, Standby Reserve.

3.2.2.3. Individual Mobilization Augmentee. An individual reservist attending drills who receives training and is pre-assigned to an active component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization.

3.2.2.4. Retired Reserve. This group is comprised of four sub-components:

3.2.2.4.1. Retired Reserve (retired on points, under age 60)-Non-paid: Reservists who have accumulated 20 or more years of satisfactory service, who have applied for retirement and will begin collecting retired pay at the appropriate age (10 U.S.C. 12301 and 12307).

3.2.2.4.2. Active Duty Regular Retiree (under age 60, not for disability): Retired regular officers who have completed at least 20 years of active duty and are retired with pay and retired regular enlisted who have completed at least 30 years of active and retired service, who retired for other than disability, and who have not yet reached age 60 (10 U.S.C. 688).

3.2.2.4.3. Active Duty Reserve Retiree (20 years plus Active Duty/Fleet Reserve, under 60 not for disability): Reservists who retired from reserve duty for other than disability after performing 20 or more years on active duty and who have not yet reached age 60. Regular enlisted members who retired, other than for

disability, after completing at least 20 years of active duty are included until they have completed a total of 30 years of combined active and retired service, at which time they are placed in the Active Duty Regular Retiree category. Navy and Marine Corps retired reserve enlisted personnel, under age 60, who retired for other than disability, who have total a of 30 years or more of combined active and reserve service and are reassigned from the Fleet Reserve (10 U.S.C. 688, 12301, and 12307).

3.2.2.4.4. Category III (Reserve/Regular retiree, either over age 60 and/or 30 percent or more disabled): individual who retired as a reservist or regular active duty who is over age 60 and/or is 30 percent or more disabled (10 U.S.C. 688).

3.2.2.5. Draft eligible are males in the age group of 18-25 who have not met their active duty/reserve obligation.

3.2.3. The Ready Reserve employees will be contacted by the CPS to validate his/her status and to provide the name and phone number of his/her first-level supervisor. The list will be updated or corrected as appropriate.

3.2.4. CPS will identify Career Program positions and will send a message to the appropriate Career Program office to let them know a reservist occupies their position and the recruitment process may need to be expedited in case of mobilization.

3.2.5. All supervisors will be contacted and asked to review the position description/core document to ensure its accuracy and they will be given information in regards with what to do should their employee be mobilized. 3.2.6. CPS review DCPDS to validate accuracy. A Standard Form 50, *Notification of Personnel Action*, will be sent to each employee to keep for his/her records.

4. General Guidelines applying to civilian E-E employees.

4.1. The E-E program, under the guidelines of AFI 36-507, applies to US appropriated fund employees only. This instruction does not cover wartime requirements for other categories of civilian employees and non-appropriated funds.

4.2. E-E positions relate to wartime requirements. If a position's duties and responsibilities cannot be tied directly to a war plan requirement, the position should not be designated E-E. Other contingency plans are not a basis for E-E designation.

4.3. E-E civilian employees perform their regular jobs in the wartime scenario.

4.4. E-E civilian employees are noncombatants. They may not be expected to carry arms or participate as a combatant. They will not be required to take part in weapons training.

4.5. Physical requirements associated with the wearing of chemical warfare defense equipment should be considered when requesting E-E designation.

5. Staffing Plan for E-E positions.

5.1. In the event the incumbent of an E-E position becomes incapacitated or otherwise unavailable to perform his/her wartime function, the duties will need to be assigned to local military personnel, US civilians residing locally, civilian volunteers, or to military or civilian stateside resources.

5.2. There will be no in-service recruitment source of local civilians to draw from as all non-essential civilians will be evacuated under the base noncombatant evacuation operation plan.

PETER M. BILODEAU, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Reference

AFPD 36-5, *Civilian Personnel Resource Management*, 30 November 1999

AFJQS3S0X1-001, *Personnel Support for Contingency Operations* (PERSCO), 1 June 2005

AFI 10-403_USAFESUP, *Deployment Planning and Execution*, 8 June 2009

AFI 36-507, *Mobilization of the Civilian Work Force*, 21 July 1994

AFI 36-704, *Discipline and Adverse Actions*, 22 July 1994

AFMAN 33-363, *Management of Records*, 1 March 2008, and USAFESUP, 25 November 2008

Adopted Forms

AF 847, Recommendation for Change of Publication

DD Form 2365, DoD Civilian Employee Overseas Emergency-Essential Position Agreement

Standard Form 50, Notification of Personnel Action

AF Form 3598, Civilian Employee Military Reserve/Guard retiree category

Prescribed Forms

None

Acronyms and Abbreviations

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

CPS—Civilian Personnel Section

CWDE—Chemical Warfare Defense Equipment

E-E—Emergency Essential

GSU—geographically separated units

US—United States

Terms

Crisis Situation—Civil insurrection, civil war, terrorism, war, or other hostile condition that threatens physical harm or imminent danger to the health or well-being of E-E civilian employees.

Emergency—A declaration of war or declared national emergency, an attack on the United States, or mobilization order issued by the Secretary of the Air Force or other appropriate authority.

Emergency-Essential Alternate Civilian Employee—A direct hire US citizen civilian employee who is appointed, either temporarily or permanently, to a non-E-E Department of

Defense (DoD) position but who agrees to perform the duties of another E-E civilian during a crisis situation.

Emergency-Essential Civilian Employee—A direct-hire citizen civilian employee who is appointed, either temporarily or permanently, to an E-E DoD position. Such employees must sign DD Form 2365.

Emergency-Essential Civilian Position—A civilian position located overseas or that would be transferred overseas during a crisis situation, or which requires the incumbent to perform temporary duty assignments overseas during a crisis in support of a military operation. The position ensures success of combat operations or supports essential combat systems after a mobilization, evacuation order, or other military crisis. The position cannot be converted to a military position because it requires uninterrupted service in support of combat operations, or because the position maintains and repairs essential combat systems.

National Emergency—A condition declared by the President or Congress authorizing emergency actions in the national interest including partial, full, or total mobilization of national resources.