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Personnel

**DESIGNATION OF BASE-ESSENTIAL
PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and complies with DoD 1400.25-M, Subchapter 610, *Hours of Duty*. It also implements and complies with AFI 36-815, *Absence and Leave*. It contains information needed by supervisors and organizational commanders of civilian employees designated as base-essential. It explains the identification and notification of base-essential employees. This instruction defines requirements of base-essential employees during late arrivals, early dismissals, and base closures. It also details how a base-essential employee will be charged leave in those situations. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 38-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://afrims.amc.af.mil>.

1. Identification of Base-Essential Employees.

- 1.1. Base-essential employees are individuals required to maintain minimum base operating functions. These functions may include, but are not limited to, force protection, fire protection, medical response, emergency room, command center, AFMC/ASC/88 ABW Battle Staffs, civil engineering, hospital patient care, key intelligence personnel (NASIC), dining facility, and flightline support. Select employees with these job responsibilities may be designated as base-essential; all employees need not be designated.
- 1.2. Base-essential employees are designated by their organizational commanders based on recommendations made by the supervisory structure.
- 1.3. The organizational commanders will keep a list of all base-essential employees within their organization.

2. Notification of Base-Essential Employees.

- 2.1. It is the responsibility of the first level supervisor to inform an employee, in writing, that they are designated as base-essential when the employee is first assigned to the position.

2.2. Employees will be reminded annually, in writing, that they encumber a base-essential position by the organizational commander. This notification will take place by 31 October of each year.

3. Reporting to Duty During Late Arrivals, Early Dismissals and Base Closures Due to Hazardous Weather.

3.1. If a delayed reporting time is announced for base personnel, base-essential employees are still expected to report to duty at their regularly scheduled time unless otherwise instructed by their supervisor.

3.2. If Wright-Patterson Air Force Base is initially open but subsequently closes due to hazardous weather, base-essential personnel are not released early by being granted administrative leave. Employees who are already in a leave status and/or are scheduled to be in a leave status during the period of early dismissal that day continue to be charged leave.

3.3. In the event that the base is closed due to hazardous weather, base-essential employees should report at the times of their regularly scheduled shifts unless otherwise instructed by their supervisor.

3.3.1. Base-essential employees who are in an approved leave status for their entire shift are excused without charge to leave when the base is closed due to hazardous weather, providing they were in a pay status either the scheduled duty day preceding or the scheduled duty day following the day of excused absence and their supervisor does not require them to report for duty.

3.3.2. Base-essential employees who are scheduled to be in a leave status for part of their shift are expected to report for that period of duty time for which leave was not approved. These employees will be charged leave for the time they spend in a leave status during a base closure due to hazardous weather.

ERIC L. DILWORTH
Chief, Civilian Personnel Flight

Attachment 1

SAMPLE ANNUAL EMPLOYEE NOTIFICATION

MEMORANDUM FOR BASE-ESSENTIAL EMPLOYEE

FROM: ORGANIZATIONAL COMMANDER

SUBJECT: Base-Essential Designation

1. This memorandum is to notify you that you encumber a base-essential position. As such, the performance of your duties is required to maintain minimum base operating functions. Therefore, in instances when a delayed reporting time is announced for base personnel, you are still expected to report for duty at your regularly scheduled time unless otherwise instructed by your supervisor. If the base is initially open but subsequently closes due to hazardous weather, you will not be released early by being granted administrative leave. If you are already in a leave status and/or are scheduled to be in a leave status during the period of early dismissal that day, you will continue to be charged leave. In the event that the base is closed due to hazardous weather, you should report at the time of your regularly scheduled shift unless otherwise instructed by your supervisor. If you are in an approved leave status for your entire shift, you are excused without charge to leave when the base is closed due to hazardous weather, providing you were in a pay status either the day preceding or the day following the day of excused absence and your supervisor does not require you to report for duty. If you are scheduled to be in a leave status for part of your shift, you are expected to report for that period of duty time for which leave was not approved. You will be charged leave for the time you spend in a leave status during a base closure due to hazardous weather.

2. If you have any questions regarding this designation, please contact your supervisor. It is recommended that you retain a copy of this memorandum in your vehicle for proof of your base-essential status in the event you are required to drive to the base during a snow emergency. However, this memorandum is valid for one year from the date of issuance and only while on official travel from your residence to your work center and from your work center to your residence. If you are on other than official travel, you are subject to local laws governing road closures.

SIGNATURE BLOCK