

**BY ORDER OF THE COMMANDER
65TH AIR BASE GROUP (USAFE)**



AIR FORCE INSTRUCTION

36-129

**LAJES FIELD
Supplement**

21 May 2021

Personnel

**CIVILIAN PERSONNEL
MANAGEMENT AND
ADMINISTRATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement is implemented under the authority of Article 1, **Paragraph 3** of the Labor Agreement of the Agreement on Cooperation and Defense between the United States and Portugal as well as Article 3 of the Work Regulation of 1995, Employment Conditions for Portuguese Civilian Personnel employed by USFORAZORES. This supplement complies with OPM instruction *Government wide Dismissal and Closure Procedures*, DoD 1400.25-M, *DoD Civilian Personnel Manual*, Subchapter 610, *Hours of Duty*, AFI 36-129, *Civilian Personnel Management and Administration*, AFI 36-129 *USAFE-AFAFRICA Supplement* and LFI 36-101, *Portuguese Civilian Personnel*. The purpose of this supplement is to establish policies and procedures for staffing Mission Essential Functions during contingency situations. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publications*; route AF Form 847s from the field through the 65 Air Base Group publications/forms manager. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>, or any updated statement provided by the AF Records Management office (SAF/CIO A6P). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013 and E.O. 9397.

1. APPLICABILITY: This supplement is applicable to all personnel within at Lajes Field who are assigned in Mission Essential Civilian Positions.

2. PROCEDURES: During certain contingencies, whether real-world or exercise scenario, the 65th ABG Commander, or other designated official, will order Mission Essential Functions (MEFs) be activated during periods that are normally non-duty hours. On other occasions, leadership may order all non-essential functions be closed and direct all non-essential personnel to depart the work area in an orderly manner.

2.1. Unit commanders are responsible for determining which functions within the organization are mission essential. Personnel working in these MEFs may be required to report to duty during non-duty hours and/or to remain on duty to perform essential duties until relieved by proper authority. Payment for overtime, if applicable, will be in accordance with LFI 36-101.

2.2. In accordance with LFI 36-101, paragraph 12.5.2., unit Commanders may appoint Local National (LN) civilians as Mission Essential (ME) in writing or by including it in the position description. Should base operations be closed or limited due to adverse conditions, only personnel in MEFs will normally be required to remain on duty.

2.3. Employees who are hired to ME position will be informed of this requirement during the hiring process IAW AFI 36-129. Supervisors of personnel appointed to ME positions will inform the employee of the responsibilities of the MEF during the initial and annual feedback sessions.

2.4. The following is a list of contingency situations that may apply (not all-inclusive):

2.4.1. The Commander determines that all personnel be released early because of impending adverse conditions except those assigned to MEFs.

2.4.2. The Commander determines that employees assigned to MEFs need to report for work during adverse conditions, base closures or limited operations.

2.4.3. The Commander determines that employees assigned to MEFs must be recalled and/or required to stay beyond normal duty hours, including weekends, due to a contingency situation.

2.4.4. The Commander requires employees assigned to MEFs to continue operations during elevated Force Protection Conditions (FPCONs) Charlie and Delta and any elevated Health Protection Conditions (HPCONs).

2.5. The list of MEFs in Table 1.1 provides an overview of the functions that were determined to be essential and the response by employees for the most common situations.

Table 1.1. Mission Essential Functions

Squadron or Flight	Mission Essential Function	Stay during early-release for adverse conditions	Report to work during adverse conditions or base closure	Recall or stay for extended duty on weekends & evenings	Duty required during elevated FPCONs or HPCONs
765 ABS	Provide Food Service	Yes, minimum manning (or provide acceptable alternate feeding solution)	Yes, minimum manning (or provide acceptable alternate feeding solution)	No, unless the situation dictates	Yes

Squadron or Flight	Mission Essential Function	Stay during early-release for adverse conditions	Report to work during adverse conditions or base closure	Recall or stay for extended duty on weekends & evenings	Duty required during elevated FPCONs or HPCONs
765 ABS	Lodging - Bed Down	Only Desk Staff	Only Desk Staff and manager	As directed or required	Yes
765 ABS	Mortuary Officer	No	No	As directed or required	Yes
765 ABS	Civilian Personnel Section	Yes, minimum manning	Yes, minimum manning	As directed or required	Yes
65 LRS	All other Squadron functions not listed in table	No	No	As directed or required	As directed or required
65 LRS	Vehicle Maintenance	No, unless a mission critical vehicle requires maintenance to respond during adverse conditions.	No, unless a mission critical vehicle requires maintenance to respond during adverse conditions & cannot wait for base to reopen.	As directed or required	As directed or required
65 LRS	Fuels Management	Yes, minimum manning	Yes, minimum manning	N/A - 24/7 ops	Yes
65 LRS	Ground Transportation	Yes, minimum manning	Yes, minimum manning	N/A - 24/7 ops (0000 to 0800 operating at Fuels flight)	Yes
65 ABS	Air Traffic Control	Yes	Yes, RAPCON and Tower are already scheduled 24/7 operations. Shift change may be delayed but personnel will not exceed a 10 hr duty day without MAJCOM approval.	Yes, RAPCON and Tower are already scheduled 24/7 operations. Shift change may be delayed but personnel will not exceed a 10 hr duty day without MAJCOM approval.	Yes
65 ABS	Airfield Management	Yes	Yes, Airfield Management personnel are already scheduled 24/7 operations. Shift change may be delayed and overtime pay may be a factor.	Yes, desk staff personnel are already scheduled 24/7 operations. Extended duty hours will require overtime pay for LGS employees.	Yes

Squadron or Flight	Mission Essential Function	Stay during early-release for adverse conditions	Report to work during adverse conditions or base closure	Recall or stay for extended duty on weekends & evenings	Duty required during elevated FPCONs or HPCONs
65 ABS	Transient Alert	Yes, however personnel will be subject to recall to enable 24/7 operations.	Yes, however personnel will be subject to recall to enable 24/7 operations.	Yes, however personnel will be subject to recall to enable 24/7 operations.	Yes, for operational missions (recommend suspense of training missions during FPCON C/D).
65 ABS	Aerospace Ground Equipment	Yes, however, personnel will be subject to recall to enable 24/7 operations.	Yes, however personnel will be subject to recall to enable 24/7 operations.	No, unless required to repair ground equipment supporting aircraft operations.	Yes, for operational missions (recommend suspense of training missions during FPCON C/D).
65 ABS	RAWS	No, unless required to respond to navigation equipment outage.	No, unless required to respond to navigation equipment outage.	No, unless required to respond to navigation equipment outage.	No
65 ABS	South Tank Farm Security	Yes	Yes	N/A - guards are already scheduled 24/7	Yes
65 ABS	Main Base/US Resource Security	N/A, flight personnel maintain 24/7 security. Staff personnel as directed	N/A, flight personnel maintain 24/7 security. Staff personnel as directed	N/A - flight personnel maintain 24/7 security. Staff personnel as directed	Yes
65 ABS	BDOC Interpreters	Yes	Yes	N/A, Interpreters are scheduled 24/7	Yes
65 ABS	Commander's Interpreter / BDOC Interpreter's Supervisor	Yes	Yes	N/A. Only if needed	Yes
65 ABS	HFGCS	As directed or required	As directed or required	As directed or required	Yes
65 ABS	Mark IVB	As directed or required	As directed or required	As directed or required	Yes
65 ABS	Base Network and Phones	As directed or required	As directed or required	As directed or required	Yes

Squadron or Flight	Mission Essential Function	Stay during early-release for adverse conditions	Report to work during adverse conditions or base closure	Recall or stay for extended duty on weekends & evenings	Duty required during elevated FPCONs or HPCONs
65 ABS	Cable and Antenna	As directed or required	As directed or required	As directed or required	Yes
65 ABS	LMR	As directed or required	As directed or required	As directed or required	Yes
65 ABS	COMSEC	As directed or required	As directed or required	As directed or required	Yes
765 ABS	Fire Protection	Yes, current staffing for operational firefighting and normal staffing for Emergency Comm. Center (ECC) operations.	Yes, current staffing for operational firefighting and normal staffing for ECC operations.	Yes, current staffing for operational firefighting and normal staffing for ECC operations.	Yes
765 ABS	Operations Flight	Yes, minimum manning. However, personnel will be subject to recall to provide normal 24/7 capabilities.	Yes, minimum manning. However, personnel will be subject to recall to provide normal 24/7 capabilities.	Yes, as directed or required.	Yes

2.6. This supplement does not contradict LFI 36-101, Portuguese Civilian Personnel. More specifically, **Paragraph 9**, Work Schedules, Overtime, Weekly and Complimentary Days Off and Holiday Work Approval, will be followed. While it is possible that overtime will be required, payment of overtime is approved within this supplement. Any personnel who are normally scheduled to work will be compensated for such time, even if they do not work.

2.7. The Civilian Personnel Section is the OPR for this instruction. Please refer all questions and concerns to 765 ABS/FSF/FSCA.

TAMMY S. HINSKTON, Colonel, USAF
Commander

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

DoD 1400.25-M, *DoD Civilian Personnel Manual*, 1 Dec 1996

OPM instruction, *Government wide Dismissal and Closure Procedures*, November 2018

AFI 36-129, *Civilian Personnel Management and Administration*, 17 May 2019

AFI 36-129 USAFE-AFAFRICASUP, *Civilian Personnel Management and Administration*, 28 Jan 2020

LFI 36-101, *Portuguese Civilian Personnel*, 18 Nov 2019

AFMAN 33-363, *Management of Records*, 31 May 2019

Adopted Forms

AF Form 847, *Recommendation for Change of Publications*

Abbreviations and Acronyms

65 ABG—65th Air Base Group

65 ABS—65th Air Base Squadron

65 LRS—65th Logistics Readiness Squadron

765 ABS—765th Air Base Squadron

AFI—Air Force Instruction

AFMAN—Air Force Manual

BDOC—Base Defense Operations Center

COMSEC—Communications Security

DoD—Department of Defense

FPCON—Force Protection Condition

HFGCS—High Frequency Global Communication System

HPCON—Health Protection Conditions

IAW—In Accordance With

LFI—Lajes Field Instruction

LMR—Land Mobile Radio

LN—Local National

Mark IV-B—The Mark IV (Four)-B is a meteorological data station

ME—Mission Essential

MEF—Mission Essential Function

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

POC—Point of Contact

RAWS—Remote Operated Weather Station

USFORAZORES—United States Forces Azores

Terms

Mission Essential Functions (MEF)—the specified or implied tasks required to be performed by, or derived from, statute or Executive order, and those organizational activities that must be performed under all circumstances to achieve DOD Component missions or responsibilities in a continuity threat or event. Failure to perform or sustain these functions would significantly impact DOD ability to provide vital services, or exercise authority, direction, and control.