

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE (AMC)**

**SCOTT AIR FORCE BASE INSTRUCTION
36-3801**



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Operations

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SEVERE WEATHER OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-38, *Personnel Readiness, Reporting and Accountability*, and AFI 36-815, *Absence and Leave*. This instruction establishes procedures for curtailing certain base activities and the release of personnel during periods of severe weather conditions. The provisions of this instruction apply to all units to include tenant units located on Scott AFB. This instruction applies to the 932d Airlift Wing (AFRES) and the 126th Air Refueling Wing (ANG). 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 Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Personnel who fail to adhere to this guidance may be punished under the Uniform Code of Military Justice (UCMJ) Article 92(1) or civil equivalent.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Replaced Airlift Wing with Air Mobility Wing and included civilians in the reporting procedures.

1. General.

1.1. The intent of this instruction is to enhance the safety of all Scott AFB-related personnel during severe weather conditions.

2. Responsibilities.

2.1. In conjunction with the 375th Operations Group, the 375th Mission Support Group Commander (375 MSG/CC) monitors the weather for potential severe situations. When conditions warrant, the 375 MSG/CC advises the 375th Air Mobility Wing Commander (AMW/CC) to reduce, limit, or cancel base activities.

2.2. The 375 AMW/CC makes the final determination to modify base activities due to severe weather situations and advises other senior leaders on Scott AFB of the intent to modify base activities. The 375 AMW/CC also notifies the 375 AMW Command Post (CP) and 375 AMW Public Affairs (PA) of changes to base activities.

2.3. Tenant unit command sections modify activities as operations allow.

2.4. The 375 AMW/CP implements the appropriate checklist when directed to make the required notifications. Upon notification of severe weather, the 375 AMW/CP will initiate a conference with all the 375 AMW Group Commanders and 375 AMW/PA to inform them to take appropriate action.

2.5. During non-duty hours and when instructed by the 375 AMW/CC or MSG/CC, the 375 AMW/PA makes public notifications through the following venues: previously designated radio and television stations, the base's public web and social media websites, and the Straight Talk Line at (618-256-SAFB(7232)/DSN 576-SAFB). The 375 AMW/CP will also send mass notifications via AtHoc. During duty hours, early release instructions will be announced through e-mail and chain of command channels. Prior to the inclement weather season, the 375 AMW/PA will announce the snow/inclement weather reporting instructions through the base newspaper, web sites, and via e-mail.

2.6. All units who will be notified via the checklist (paragraph 2.4) are to ensure the 375 AMW/CP has current points of contact (POC) and phone numbers for contacts. Additionally, commanders will ensure their personnel have updated their off-duty contact information in AtHoc. The POCs will establish procedures for quickly relaying required information to all their personnel and identify those personnel considered "mission-essential." This may be done by an established policy, such as operating instructions, squadron directives, or other suitable means. During duty hours, they will immediately notify unit personnel when advised of changes to base activities caused by severe weather. During non-duty hours, they will inform unit personnel of applicable changes to base activities and advise those whose services are required when to report for duty.

3. Procedures.

3.1. Normal duty hours (generally Monday-Friday, 0700-1630). Upon official notification of a change to base activities, unit commanders and supervisors will notify employees of the specific guidance and provide adequate explanation as to how it affects their particular situation. For example, if an early dismissal of employees is directed, the commander and supervisor will release those personnel whose services are not considered "mission-essential", according to the schedule provided in the notification. Only employees who are

in a duty status at the time the early dismissal takes effect may be excused without being charged leave.

3.2. Non-duty hours. The following messages will be distributed over the base notification system as directed in paragraphs 2.4., 2.5., and 2.6 of this situation.

3.2.1. Delayed Reporting.

3.2.1.1. “Due to inclement weather, a (xx-hour) delay has been authorized for all Scott AFB employees. Mission essential report as normal. See www.scott.af.mil or call the Straight Talk Line at 618-256-SAFB-(7232)/DSN 576-SAFB.”

3.2.1.2. The purpose of this is to allow additional time for safe travel to the base, within a 2-hour allotted time, but employees should make their way to the base as safely as they can. The base is ready to receive the employees.

3.2.1.3. Additional wording from the 375 AMW/PA will include:

3.2.1.3.1. Mission essential personnel should report as normal. Please stagger your arrival based on your personal situation and work center requirement to minimize entry delays. The 375 AMW/PA will work with the MSG/CC, and the 375th Medical Group Commander (MDG/CC) to notify the base about:

3.2.1.3.1.1. Medical appointments.

3.2.1.3.1.2. Child Development Center (CDC).

3.2.1.3.1.3. Commissary and Exchange hours.

3.2.1.3.1.4. Chapel (on Sundays).

3.2.1.3.1.5. Other items of note.

3.2.2. Delayed Reporting—Specific Time Alert.

3.2.2.1. “Due to inclement weather, Scott AFB employees should not report to work before (1000/1100/noon/etc.) on (date). Mission-essential personnel report as normal. See www.scott.af.mil or call the Straight Talk Line at 618-256-SAFB (7232)/DSN 576-SAFB.”

3.2.2.2. The purpose for delayed reporting during hazardous weather conditions is to allow base personnel additional time for safe travel to the base. It is **not** automatic authorization to report 2 hours late for duty. Additionally, this provision will allow extra time for snow control personnel to clear base streets and parking lots before people arrive at work. For reporting purposes, the start time of the duty day is 0730. Delayed reporting applies to airmen and civilians, and leave will not be charged.

3.2.2.3. For civilians, tardiness in excess of 2 hours may also be excused as administrative leave due to unavoidable delay resulting from adverse weather or disruption of public or private transportation in individual cases that are personally reviewed by appropriate supervisors. If a civilian employee does not report for duty during hazardous weather, annual leave is charged, unless the supervisor determines the employee made every reasonable effort to get to work.

3.2.2.4. In the event delayed reporting is granted, morning gate volunteers need to report 30 minutes prior to the newly established reporting time.

3.2.2.5. On weekends, AtHoc messages will not go out to the entire employee population, but will be posted online and on Straight Talk for those reporting to duty, primarily the guard/reserve/shift workers. All employees should work directly with their supervisors for any specific instructions outside of this guidance.

3.2.3. Mission-Essential Only.

3.2.3.1. “Due to inclement weather only mission-essential personnel are to report to work at Scott AFB for (date).”

3.2.3.2. This could include mission-essential only until (specific time).

3.2.3.3. Only those workers who are identified by their commander as “mission-essential” will report to work. In this situation, civilian employees not directed to report will be placed on administrative leave as granted by the installation commander.

3.2.3.4. During mission essential only reporting, only those children of designated mission essential personnel are allowed to be dropped off at the CDC and Youth Center.

3.2.4. Early Release—During Duty Hours.

3.2.4.1. “The installation commander has authorized early release for non-mission essential personnel on (date) beginning at (time). Mission-essential personnel should consult their supervisors for additional instructions. Please stagger your departure based on work center guidance to avoid traffic congestion exiting the base.”

3.2.4.1.1. Unit commanders will define a tiered release of personnel to facilitate non-mission essential egress. Suggested procedure is as follows:

3.2.4.1.1.1. Tiers 1-3 will be predetermined by unit commanders. Tiers will be determined by the distance of the personnel’s residence to their workplace. Tier 1 = 0-9 miles to include on-base residents, Tier 2 = 10-19 miles and Tier 3= 20+ miles.

3.2.4.1.1.2. The standard interval between Tiers will be 30 minutes unless specified otherwise by the installation commander or by the release authority. The interval can be changed based on the current factors, such as weather condition and the reason for the release (i.e., snowstorm vs. flooding).

3.2.4.2. Additionally, the 375 MSG/CC will notify the commissary and base exchange. Both will follow the guidance in this instruction and both may elect to keep their services available for a period of time after the installation’s release time. Information will be channeled to the 375 AMW/PA for notifying the base populace.

3.2.4.3. During early release, all non-mission essential personnel need to pick up their children from the (CDC) and youth center immediately. **Note:** If non-duty hour procedures are initiated school buses will not operate. School delay, or closing, does not constitute a Scott AFB delay.

LAURA L. LENDERMAN, Colonel, USAF
Commander

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

AFPD 36-38, Personnel Readiness, Reporting and Accountability, 23 May 2011

AFI 36-815, Absence and Leave, 8 July 2015

Abbreviations and Acronyms

AMW—Air Mobility Wing

CC—Commander

CDC—Child Development Center

CP—Command Post

MDG—Medical Group

MSG—Mission Support Group

OPR—Office of Primary Responsibility

PA—Public Affairs

POC—Point of Contact

RDS—Records Disposition Schedule