

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

**TINKER AIR FORCE BASE
INSTRUCTION 10-229**



9 FEBRUARY 2024

Operations

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Eberhard Bauer)

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This instruction establishes the responsibilities and procedures for use in determining the most desirable course of action when hazardous weather conditions such as forecasted tornadic activity, heavy snow/ice, or an emergency situation which requires a change in normal operations. This instruction is applicable to all Air Force Sustainment Center (AFSC) organizations located at Tinker AFB, OK. This instruction implements DAFPD 10-2, *Readiness*, DODI1400.25V630_AFI 36-815, *Leave*, TAFB Supplement to AFI 36-815, AFMCI 36-2636, *Center DP Roles and Responsibilities*, DoD 1400.25-M, *DoD Civilian Personnel Manual* (CPM), (subchapters 610, Hours of Duty, and 630, Leave), AFMC Telework Guide, and TINKERAFBI 15-101, *Weather Support Document*. This instruction does not apply to the Air Force Reserve Command (AFRC) and the Air National Guard (ANG) units. Associate organizations will be advised of actions being taken by the 72d Air Base Wing Commander (72 ABW/CC). However, associate organization commanders will make their own decision concerning release of their personnel. Failure to comply with this publication is punishable under Article 92 of the UCMJ. The terms “must,” “shall” and “will” denote mandatory actions in this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-332, *Records Management and Information Governance Program*, 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), 72 ABW Wartime/Contingency Plans Office (72 ABW/XP), using the AF Form 847, *Recommendation for Change of Publication*. This publication may not be supplemented or further implemented/extended, nor will it be waived.

SUMMARY OF CHANGES

Administrative changes made include updating References; changes LWOP to LWOP-US (**paragraph 3.4.1.4.**); clarifies use of weather and safety leave (**paragraph 3**); adds telework guidance in conjunction with base closure and weather/safety leave (**paragraph 3.**);.

1. Background and Policy. The 72d Air Base Wing Commander (72 ABW/CC), 72d Air Base Wing Deputy Commander (72 ABW/CD) or 72d Mission Support Group Commander (72 MSG/CC), in the 72 ABW/CC's absence, is the sole authority for implementing the provisions of this instruction. This sole authority role will hereafter be referred to as "Commander." The AFSC Commander (AFSC/CC) and Oklahoma City Air Logistic Complex Commander (OC-ALC/CC) will be informed of actions being taken. In arriving at a decision to close all or part of an activity, the Commander may consider:

- 1.1. Liberal use of annual leave.
- 1.2. Group dismissals of employees and/or installation closure, in connection with extreme weather conditions, are authorized only in the exceptional instances where working or commuting conditions are unusually severe and the health of employees are endangered.
- 1.3. Following an emergency event, the time required to repair/restore the impacted facility and the priority of the missions or functions impacted.
- 1.4. Organizations do not have the discretionary authority to implement any of the options or any procedures under the provisions of this instruction which excuse personnel from duty without charge to leave unless approved by the Commander.

1.4.1. Supervisors may approve individual requests for leave on a case-by-case basis.

2. The Commander's Hazardous Weather or Emergency Event Support Team. To assist in making the decision to release personnel, when circumstances permit, the Hazardous Weather/Emergency Event Support Team, hereafter referred to as "Support Team," may be asked to review and assess the current and forecasted weather conditions or the emergency event and recommend an appropriate course of action to the Commander. At the direction of the Commander, the Command Post (CP) will notify the Support Team members of a meeting or convene a teleconference with all Support Team members plus additional personnel, as requested. The meeting of the Commander and Support Team members will be either by formal meeting or by telephone conference, depending on the existing situation. In making this decision, the Commander recognizes certain persons or activities must continue to operate regardless of weather conditions, emergency events, or public announcement of employee dismissal. The Support Team for the Commander will keep their organization's staff informed of actions taken. The following personnel comprise the Hazardous Weather/Emergency Event Support Team:

- 2.1. Commander, 72d Mission Support Group (72 MSG/CC)
- 2.2. Director, 72d Civil Engineering Directorate (72 ABW/CE)
- 2.3. Commander, 72d Operations Support Squadron (72 OSS/CC)
 - 2.3.1. 72 OSS Weather Representative (72 OSS/OSW)
- 2.4. Chief of Public Affairs (72 ABW/PA)
- 2.5. Civilian Personnel Representative (72 FSS/FSMC)
- 2.6. For an emergency event: The director/commander of organization(s) impacted by the event.

3. Available Options for Hazardous Weather. Four courses of action are available to the Commander when considering administrative release from duty due to actual or potentially hazardous weather conditions:

- 3.1. Do not administratively release personnel.
- 3.2. If mission permits, approve liberal leave when requested for weather considerations.
- 3.3. Approve late reporting for day, swing and/or mid shifts based on current weather conditions.
- 3.4. Approve excused absences for nonessential functions (a combination of the above options may be used to accommodate changing weather conditions during the shift and impacting the following shift or shifts). Base closure and personnel evacuation may be considered for extreme weather conditions.

3.4.1. Terms relating to administrative dismissal are defined as:

3.4.1.1. Excused Absence. An absence from duty when employees are released from duty without charge to leave because all or part of the activity is closed.

3.4.1.2. Early Dismissal. Only employees who are in a duty status or who are expected to return from leave to duty status at the time of the early dismissal takes effect are excused without charge of leave. Employees who leave before the scheduled dismissal time or are already on leave that day continue to be charged leave. Employees who are in a telework status are not entitled to the excused absence and are expected to complete their normal tour of duty or request leave.

3.4.1.3. Late Reporting. Depending on hazardous weather conditions, tardiness not in excess of two (2) hours may be excused as designated by the Commander. Tardiness in excess of two (2) hours may also be excused because of unavoidable delays resulting from adverse weather or from disruption of public or private transportation. These individual cases will be personally reviewed by the employees' supervisors. In the case of employees who do not report for duty during hazardous weather, employee must request unscheduled leave and will be charged for the full day.

3.4.1.3.1. **NOTE:** The employee must make every reasonable effort to get to work, but was unable to do so as a result of weather conditions (AFI 36-815_TINKERAFBSUP_I).

3.4.1.4. Base Closure. Workdays in which federal activities are closed for hazardous weather conditions or disasters are considered non-workdays for leave purposes. All regular employees, except those required to perform weather essential or other mission essential duties, are excused without charge to leave. This includes those on scheduled annual or sick leave, but does not include those in a non-pay/LWOP-US status on the days immediately before and after the day(s) the activity was closed. Closure may be for less than an eight (8) hour period. For example, "Base closed until 10:00 a.m., employees should report by 10:00 a.m. or request leave." If extremely severe weather conditions are predicted during work shifts, an installation evacuation may be considered.

3.4.1.4.1. Telework. IAW DoDI 1400.25-V610 *DoD Civilian Personnel Management System* and AFMC Telework Guide, employees covered by approved telework agreements who are not prevented from working safely at an approved telework site are ineligible for weather and safety leave. All AFMC telework employees who are telework-ready are required to telework during base closures, unless they are on approved leave. Organizations are not permitted to approve weather and safety leave for a telework program participant who is not prevented from working safely at an alternate worksite during severe weather or other emergency situations. In the case of a weather or emergency event which could have reasonably been anticipated and where telework participants have the opportunity to either bring home materials and equipment necessary to telework or already have such materials and equipment available at their alternate worksites, those employees will not receive weather and safety leave since they would not have been prevented from performing work at their alternate worksites. This includes employees who are situational teleworkers, as well. (Reference AFMC Telework Guide).

3.4.1.4.1.1. **Exception:** If telework employee is unable to work from home because his/her utilities are down due to severe weather, weather leave may be considered by the supervisor on a case-to-case basis. For example: The base closes due to ice/snow storm. The telework employee's electric at home is out. The employee's first-line supervisor may consider granting weather leave to the telework employee. It will be at the supervisor's discretion on a case-to-case basis.

3.4.1.4.1.2. IAW Governmentwide Dismissal and Closure Procedures a supervisor may provide weather and safety leave to a telework-ready employee who could not have reasonably anticipated the severe weather or other emergency condition, and who, therefore, did not take home needed equipment or work. (For example, an area weather forecast that changes dramatically during a weekend such that an employee could not reasonably have expected the need to telework on Monday.) A supervisor may also provide weather and safety leave to a telework-ready employee who is prevented from safely working at the alternate worksite as a result an emergency at that site (such as a flood or roof collapse).

3.4.1.4.2. Weather Essential. In cases of snow, ice or other natural emergencies, employees on designated positions will remain on-duty or report for duty (Reference Para. **4.7.1, 4.7.2, and 8**). **NOTE:** Employees who are in a telework status in all the above situations are not entitled to the excused absence and are expected to complete their normal tour of duty or request leave.

4. Responsibilities. When hazardous weather conditions or emergency situations occur during normal duty hours, the following procedures will be implemented:

4.1. The Commander will:

4.1.1. Evaluate weather data received from Base Weather and convene the Hazardous Weather/Emergency Event Support Team, if required.

- 4.1.2. Continue to evaluate weather data to ensure internal procedures are implemented to meet existing or potential weather conditions. For example, snow removal, sanding, etc.
- 4.1.3. For an emergency event, evaluate the event with the advice of 72 ABW/CE on the impact of the event on facilities and expected time required before area can be reoccupied. Details on mission impact will be provided by the director/commander of organizations impacted.
- 4.1.4. Perform other administrative details as may be necessary to carry out this program.
- 4.1.5. Inform the AFSC and OC-ALC Commanders of actions being taken.
- 4.1.6. Notify associate organizations and ensure Civilian Personnel Office notifies local union of weather related decisions and actions being taken.
- 4.1.7. Disseminate announcements via:
 - 4.1.7.1. Public Affairs Office (72 ABW/PA) (See **Para 4.5.**).
 - 4.1.7.2. "All Tinker Personnel" email during duty hours.
 - 4.1.7.3. CP utilizing quick reaction checklist to disseminate via the Tinker Installation Notification and Warning System (INWS), which includes AtHoc and Giant Voice.

4.2. **CP will:**

- 4.2.1. Maintain weather surveillance through the Joint Environmental Toolkit (JET), via information passed by the 72d Operations Support Squadron over the secondary crash phone or via a phone call directly from the 72 OSS Weather Flight (72 OSS/OSW).
- 4.2.2. Notify key personnel of hazardous weather IAW TINKERAFBI 15-101, *Weather Support Document*. At direction of the Commander, notify the Support Team of a formal meeting or convene a teleconference. Disseminate the Commander's directed actions to all units and installation personnel via the Tinker INWS (includes AtHoc and Giant Voice).
- 4.2.3. Complete any higher headquarters reporting IAW AFMAN 10-206, *Operating Reporting*.

4.3. 72 MSG/CC will: Consult with other Support Team members, as required. Advise the Commander on appropriate course of action.

4.4. 72 FSS/FSMC will: Be prepared to advise the Commander on the courses of action reflected in Section 3 and administrative procedures required for implementation including leave, late reporting and excused absence implications as outlined in appropriate personnel regulations, instructions and manuals.

4.5. **72 ABW/PA will:**

- 4.5.1. Provide PA advice to Commander regarding potential internal and external impacts of proposed actions.
- 4.5.2. Prepare and distribute Commander's approved announcements on installation commander directed changes to the base operating status. (Ensure announcements include work shift (day, swing, mid) impacted).
- 4.5.3. Update all media outlets using the automated "closing" tool maintained by KFOR-TV.

- 4.5.3.1. PA will maintain a contact listing of area radio and television outlets to ensure rapid and accurate dissemination of non-weather related emergency announcements.
- 4.5.4. Update the Straight Talk Line at 405-734-TALK (8255) and all other designated methods of information delivery, including Tinker social media sites.
- 4.5.5. Prepare Commander and/or appropriate Tinker leadership to conduct press conferences, when needed.
- 4.6. **72 OSS/CC will:**
 - 4.6.1. Direct 72 OSS/OSW to provide weather briefings to the Commander, as required.
- 4.7. **Commanders, directors and staff agency heads will:**
 - 4.7.1. Designate in advance “weather essential” positions and activities that will be manned and operated under all weather conditions for reasons of health, safety or national security.
 - 4.7.2. Notify in writing (post to AF Form 971, *Supervisor’s Employee Brief*) those “weather essential” personnel whose services are required regardless of weather conditions or the dismissal of other employees. This will be included in the employee’s performance plan and should be covered in their annual review.
 - 4.7.3. Assume responsibility for further dissemination of information regarding base operations down through the lowest level of their organization. TAFB Plan 10-205, *Installation Alert Recall/Notification Accountability Plan*, procedures can be used.
- 4.8. **Hazardous Weather/Emergency Event Support Team members will:**
 - 4.8.1. Keep their directors/commanders informed of decisions.

5. When a hazardous weather situation occurs on other than day shift, the following procedures will be implemented:

- 5.1. The Commander will evaluate weather data received from Base Weather and from other sources to determine the appropriate action to take. The Hazardous Weather Support Team may also be contacted for input.
- 5.2. The CP, upon notification from the Commander, will notify Tinker commanders/directors of all decisions that result in personnel being excused from work.
- 5.3. 72 ABW/PA will, upon notification from the Commander on the course of action to be taken, prepare and release the appropriate announcement. If reporting times are affected, the announcement will specifically include the phrase “except for weather essential personnel as appropriate.”

6. Installation Evacuation Procedures.

- 6.1. If the Commander authorizes an installation evacuation, 72 SFS will open Eaker Gate (Gate 2) outbound lanes only, as directed or required. **NOTE:** Additional gates may be opened if directed by the Commander or CD (manpower permitting).
- 6.2. All other gates will operate normally with 72 SFS facilitating egress.
- 6.3. As required or directed, 72 SFS will be posted at strategic intersections to facilitate traffic flow.

6.4. A minimum of three (3) hours' notice is recommended to safely evacuate the installation. If less than three (3) hours' notice, recommend personnel move to designated tornado shelters, if and when necessary.

6.5. CP utilizes quick reaction checklist to notify installation personnel of gate changes after Commander's decision to implement evacuation plan. This will be done via the Tinker INWS which includes AtHoc and Giant Voice.

6.6. If the Tornado Warning affects TAFB and installation sirens sound, 72 SFS will immediately close gates and move to available tornado shelters. Personnel in vehicles stopped at the gate will be directed by 72 SFS to immediately move to available tornado shelters and remain there until warning is cancelled. **NOTE:** These procedures can be used for other situations that may require installation evacuation.

7. Isolated Emergency Events.

7.1. The procedures in this section are applicable to events of short duration, typically 24 to 48 hours. In situations where the event is expected to last longer, the organizations' Continuity of Operations Plan (COOP) will be considered for implementation IAW AFSC and TAFB Plan 10-208, *COOP*. When a specific isolated emergency occurs (fire, building flooding, explosion, loss of power, etc.), the supervisor of the affected area must immediately notify their facility manager, director/commander, division, staff office, unit chief, and/or chain of command.

7.2. The organization's director/commander and/or two-letter chief will contact the CP who will, in turn, notify the Commander. The Commander will evaluate data related to the event and convene the required Hazardous Weather/Emergency Event Support Team, if appropriate (72 MSG/CC, 72 ABW/CE, 72 ABW/PA, 72 FSS/FSMC, and impacted commander/director).

7.3. Organizations impacted by the event will make maximum use of workforce relocations, alternate work sites or offices, including telework, to maintain operations prior to requesting administrative dismissal. Organizations should ensure internal processes are in place to execute these types of actions, if necessary.

7.4. In the event the use of relocations and/or alternate work sites are unable to prevent personnel from remaining in the affected area, the Commander may authorize one of the following options:

7.4.1. Approve liberal leave, when requested, for personnel impacted by the event.

7.4.2. Early/Administrative Dismissal. Only employees who are in a duty status or who are expected to return from leave to duty status at the time the early dismissal (i.e. prearranged medical appointment) takes effect are excused without charge of leave. Employees who leave before the scheduled dismissal time or are absent on leave that day continue to be charged leave. Employees who are in a telework status are not entitled to the excused absence and are expected to complete their normal tour of duty or request leave. **NOTE:** Organizations do not have the discretionary authority to implement any of the above options or any procedure which excuses personnel from duty without charge to leave unless approved by the Commander under the provisions of this section. Supervisors may approve individual requests for leave on a case-by-case basis.

7.5. The notification process related to administrative dismissal under this section will adhere to the procedures outlined in this instruction.

8. Annual Notification. Annually, the Personnel Section (72 FSS/FSMC) will publicize to all base personnel, written procedures that indicate the means of employee notification and reiterate early release and late arrival practices, including policies for approving absences. Additionally, 72 FSS/FSMC will notify the local union when the annual notification is accomplished. Each organization (as appropriate) will also establish a program for identification and notification of “weather essential” personnel IAW applicable personnel regulations and labor agreements. 72 FSS/FSMC will provide additional guidance in the establishment of such programs.

9. Coordination. The Commander will communicate the decision regarding release of employees due to hazardous weather or emergency events to the Executive Director, Federal Executive Board Office: 405-231-4167, FAX: 405-231-4165, e-mail: www.oklahoma.feb.gov.

ABIGAIL L.W. RUSCETTA, Colonel, USAF
Commander

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

DAFPD 10-2, *Readiness*, 19 May 2021

DoDI 1400.25V630_AFI 36-815, *Leave*, 14 November 2019

AFI 36-815_Tinker Supplement, *Absence and Leave*, 6 January 2020

AFMCI 36-2636, *Center DP Roles and Responsibilities*, 22 May 2023

AFMC *Telework Guide*, 3 March 2021

DoDI 1400.25 Volume 610, *DoD Civilian Personnel Management System: Hours of Duty*, 25 November 2019

DoD 1400.25M, *DoD Civilian Personnel Manual*, 25 November 1996

AFI 33-332, *Records Management and Information Governance Program*, 27 July 2021

TINKERAFBI15-101, *Weather Support Document*, 14 January 2021

AFMAN 10-206, *Operational Reporting*, 31 August 2020

TAFB Plan 10-205, *Installation Recall/Notification Plan*, 29 April 2023

AFSC Plan 10-208, *Continuity of Operations Plans*, 6 June 2023

TAFB Plan 10-208, *Continuity of Operations plans*, 10 June 2023

US OPM, *Governmentwide Dismissal and Closure Procedures*, November 2018

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 971, *Supervisor's Employee Brief*

Abbreviations and Acronyms

72 ABW—72d Air Base Wing

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Sustainment Center

AFMAN—Air Force Manual

ANG—Air National Guard

COOP—Continuity of Operations

CP—Command Post

IAW—In Accordance With

INWS—Installation Notification and Warning System

JET—Joint Environmental Toolkit

KFOR-TV—Television Station Identification for local National Broadcasting Company (NBC)

OI—Operating Instruction

OC-ALC—Oklahoma City Air Logistics Complex

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SFS—Security Forces Squadron

TAFB—Tinker Air Force Base

UCMJ—Uniform Code of Military Justice

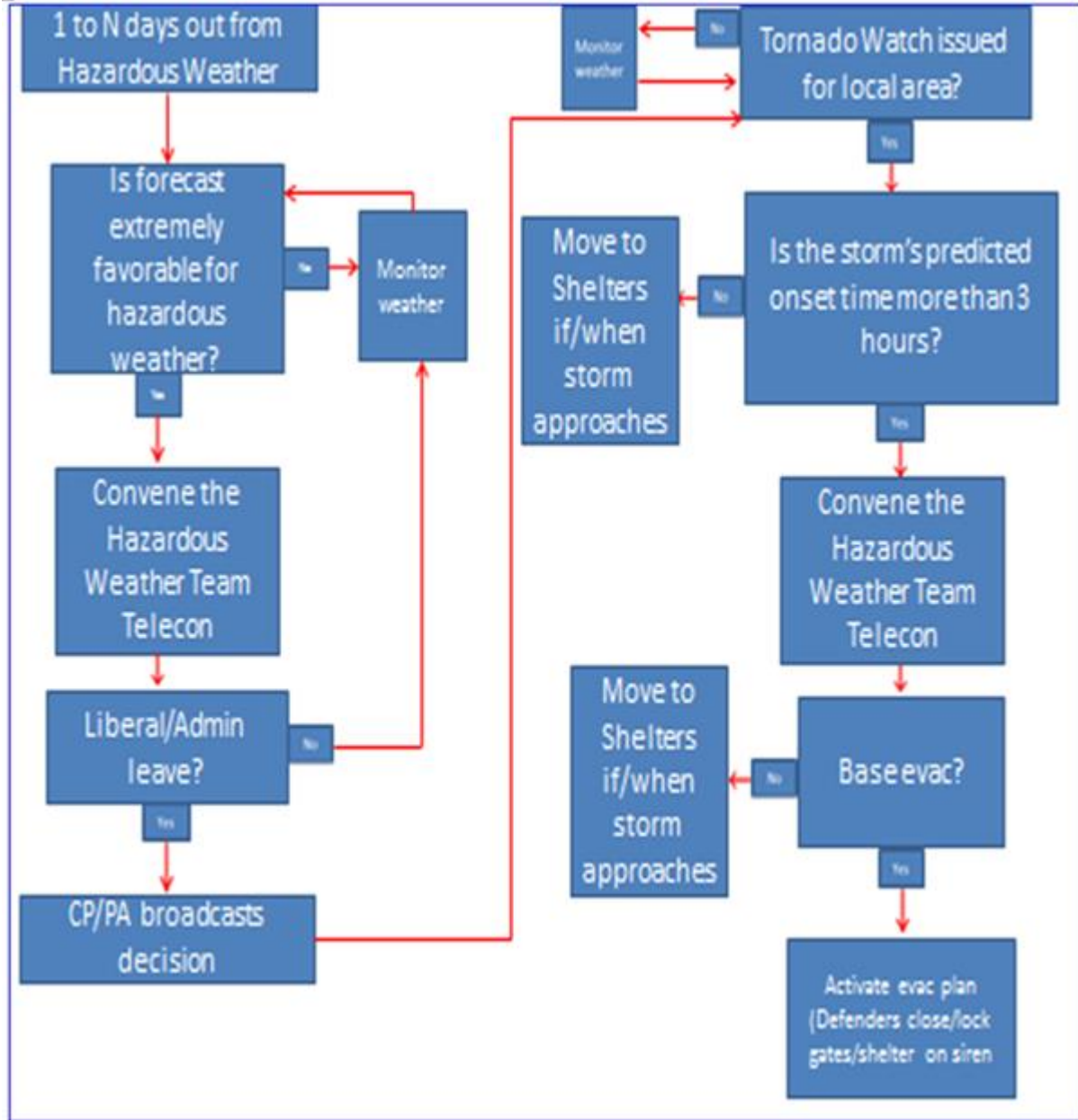
Terms

AtHoc—Automated notification system which sends “pop-up” notices to all computers on TAFB, plus e-mails and telephone alerts (AtHoc system replaced AtHoc/Alert! system).

Attachment 2

HAZARDOUS WEATHER DECISION TREE MATRIX

Figure A2.1. Hazardous Weather Decision Tree Matrix.



Note: Use of liberal or administrative leave must be authorized by the Installation Commander.