

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE
BASE**



**WRIGHT-PATTERSON AIR FORCE
BASE INSTRUCTION 36-802**

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Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Ms. Elizabeth S. Spangler)

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This instruction implements AFPD 10-2, *Readiness*, by providing for continuation of operations in the event of hostile action, natural disaster, or other emergency condition; AFPD 15-1, *Air Force Weather Operations*, by providing timely, accurate, and meaningful weather support to the United States (US) Air Force, US Army, their Reserve and National Guard agencies, national programs, and other military and government agencies, as required; and AFPD 36-29, *Military Standards*, by providing that all Air Force members will be present for duty unless their absence is authorized. This instruction applies to all organizations or tenants, as well as all branches of the Armed Forces located on Wright-Patterson Air Force Base (WPAFB). This publication does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) Units. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (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).

SUMMARY OF CHANGES

This revision updates personnel changes.

1. Policy. Release of personnel is predicated upon ensuring the health and safety of all personnel. The Air Base Wing Commander (88 ABW/CC) makes the final decision for base-wide administrative release of personnel, except for contractors (who follow their respective contracts). Administrative release may include early departure, a 1, 2, 3 or 4 hour delay, or base closure. When the determination has been made by the 88 ABW/CC to release personnel, the AFMC Command Center will enact notification procedures in accordance with the WPAFB Recall and Notification Plan, (for the most current version of the plan, please refer to the WPAFB Plans Library: <https://cs4.eis.afmc.af.mil/sites/1704/default.aspx>). Notifications may include; computer pop-ups, radio stations, TV stations, the WPAFB Home Page (<https://www.wpafb.af.mil>), or the snow line (656-SNOW/7669). Documentation of absence is accomplished through the appropriate timekeeping system(s). In the event of a delay or base closure, base essential employees reporting for duty must use gates 1A, 12A or 19B.

2. Responsibilities and Procedures.

2.1. General Emergency Situations:

2.1.1. The 88 ABW/CC will decide whether to dismiss personnel because of hazardous weather conditions or other emergency conditions. As stated above, when the determination has been made by the 88 ABW/CC to release personnel, the AFMC Command Center will enact notification procedures in accordance with the WPAFB Recall and Notification Plan. Additional notifications may include phone calls, e-mail, or text messaging. Normally, personnel are dismissed on a staggered basis to avoid traffic congestion. Actual time of early dismissal is expressed as a window of time during which personnel are expected to depart in a pre-coordinated, staggered sequence. Individual organizations must have a staggered departure plan. To facilitate traffic flow off the base, and when directed by the 88 ABW/CC, the 88 Security Forces Squadron will open additional gates for outbound traffic only. The 88 ABW/CC will convey the details of this traffic plan with the notification of early dismissal.

2.1.2. All activities so advised will be responsible for further dissemination of the information down through the lowest level of the organization.

2.1.3. The release of first shift personnel due to emergency situations such as hazardous weather conditions, may or may not affect second and third shift employees. Determination and notification from the 88 ABW/CC regarding delayed reporting, early release, or base closure on the first shift will also include the status of second and third shift employees. Personnel, who are expected to report for, and remain at work, even when others are excused, are called base-essential personnel. These individuals will be officially notified by the appropriate organizational commanders and/or supervisors of their requirement for continued performance. The decision for hazardous weather dismissal for non base-essential employees who work outside normal duty hours or duty days will be made by the 88 ABW/CC. The 88 ABW/CC will notify the AFMC Command Center of the decision. Upon notification, organizational focal points which have employees regularly working outside of normal duty hours/days will ensure their employees are notified of the decision.

2.2. Weather Conditions During Non-duty Hours:

2.2.1. When hazardous weather conditions occur during non-duty hours which could be expected to seriously affect the safe and timely arrival of the normal day shift workforce, the 88 ABW/CC determines the appropriate modification and/or cancellation of work shifts, and makes notification to:

2.2.1.1. The Public Affairs duty officer, who will advise the news media (radio, TV, newspapers, as appropriate) as to the modification and/or cancellation of work schedules.

2.2.1.2. The AFMC Command Center may make additional announcements and broadcast the appropriate text messages IAW the WPAFB Recall and Notification Plan.

2.2.2. Assigned personnel will be periodically advised when storms or other hazardous weather conditions develop during non-duty hours. They should listen to radio or TV news or log onto <http://www.wpafb.af.mil/> and follow specific instructions pertaining to the base as related to the situation described.

2.3. Isolated Emergency Situations:

2.3.1. When a specific isolated emergency occurs (fire, building flooding, explosion, etc.), the supervisor of the affected area must immediately notify the building manager, director, division, staff office chief, commander and/or unit chief, or chain of command.

2.3.2. The commander and/or two-letter chief will contact their servicing Human Resources Specialist (Employee Relations) in the Civilian Personnel Office if administrative dismissal is warranted. The Human Resources Specialist will contact the 88 ABW/CC for a final determination/approval on the administrative dismissal. The 88 ABW/CC renders the final decision.

2.3.3. The Human Resources Specialist will advise the appropriate officials of the ordered time of early dismissal.

2.3.4. Any group dismissals due to temperature extremes must be established by reasonable standards of judgment that conditions are such as to actually prevent working and that there are no alternative work sites or offices in which employees may work or be utilized. Matters such as physical requirements of positions as well as the temperature of the work areas must be considered. The same coordination efforts that are used for emergency situations are used for group dismissals due to temperature extremes.

3. Accounting for Time Absent from Duty. Absence of civilian employees due to early dismissal administratively ordered by the 88 ABW/CC will be excused under the conditions specified in AFI36-815, *Absence and Leave*. When ordered by the 88 ABW/CC, time is annotated as administrative leave on the timecard. Absence of civilian employees due to late reporting because of hazardous weather conditions may be excused under the conditions

specified in AFI 36-815. The appropriate section of the timecards with the applicable information should be annotated weather related, when an absence is excused because of hazardous weather conditions. Documentation of absence is accomplished through the appropriate timekeeping system(s).

RENATA K. SPANTON-JONES
Director, 88th Force Support Squadron

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 10-2, *Readiness*, 6 November 2012

AFPD 15-1, *Air Force Weather Operations*, 19 February 2010

AFPD 36-29, *Military Standards*, 24 September 2014

WPAFB Recall and Notification Plan, October 2015

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*