



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCES HEADQUARTERS – ALASKA  
HUMAN RESOURCES OFFICE  
PO BOX 5800  
JOINT BASE ELMENDORF-RICHARDSON AK 99505-5800

7 Sep 2012

MEMORANDUM FOR ALL ALASKA NATIONAL GUARD PERSONNEL

SUBJECT: Inclement Weather and Base Closure Policy (HRO Policy 12-01) – Updated

**1. Purpose:** This policy identifies authorized personnel actions, options and status in response to the Adjutant General authorizing a change to work schedules due to inclement weather which creates unsafe driving conditions. It is applicable to all members and employees of the Alaska National Guard (AKNG).

**2. Reference:** OPM, AR 600-8-10, AFI 36-3003, TPR 630 (Absence and Leave Program) and 990-2, subchapter 3; PL 90-486, DoD Financial Management Regulation Volume 8 Chapter 5. Please see the Inclement Weather Policy for your installation (JBER, Eielson AFB, Ft Greely, and Clear AFS) or for your unit if not located on a military installation. This supersedes HRO Policy Letter 04-05 dated 15 July 2004.

**3. Discussion:** Alaska is noted for its typically unpredictable weather which may create unsafe driving conditions during the winter months. Through procedures in this policy letter, the Alaska Adjutant General (AKTAG) authorizes Alaska National Guard personnel to follow local base procedures when host base implements a change in reporting procedures or work schedule due to inclement weather causing unsafe road conditions, except as determined below. The host base may impose driving restrictions which must be obeyed for the health and safety of base personnel. Commanders of units not located on a military installation are responsible to determine same. Employees and their families must be aware of local procedures for inclement weather and adverse road conditions; please see your specific installation or unit policies (if not on a military installation). SAFETY IS PARAMOUNT. This policy addresses the types of expected notification, reporting options and personnel status. You can expect these options to be used infrequently. This policy supersedes all previous guidance pertaining to inclement weather schedules.

a. Alaska National Guard personnel may expect to receive notification or find information on **delayed reporting** or **base closure** by any type of electronic, telephone, radio, TV, etc. means. In conjunction with the AKNG JOC, members may check the AKNG's Facebook page: [www.facebook.com/AKNationalGuard](http://www.facebook.com/AKNationalGuard). If one perceives safety risks with responding to work on-time, they must notify their supervisor and be placed in the appropriate status. Members must confirm reporting instructions with his/her supervisor; this serves as verification of orders and that member and member's family are accounted for and safe. When a notification is made electronically, the recall roster should be exercised to aid in notification.

b. When host base initiates **base closures, reporting instructions, early release and road condition changes**, the AKNG JFHQ-JOC will notify senior National Guard leadership to include the directors in the TAG's special staff and the Joint Staff, including Public Affairs. Alaska National Guard Wing Commanders and geographically separated commanders (Ft Greely, Clear AFS, Bethel, Nome, Juneau, etc.) will determine the actions to take when unsafe driving conditions exist. National Guard employees will follow the notification and guidance which comes through the official National Guard Chain of Command and may differ from host base guidance. For Air National Guard, this authority is delegated to the Wing Commander or their designated representative. For the Army National Guard, this authority is delegated to the Chief of Staff or their designated representative. Employees, who request and receive approval for leave, and do not report for duty, are charged appropriate leave for the full duty day. During UTA, drill make-up or a UTA reschedule may be necessary; this is a commander's decision due to the many variables and considerations to military requirements and attendance and pay rules.

c. The Alaska National Guard has four options when winter weather makes driving conditions hazardous.

(1) **Delayed reporting, non-mission essential personnel:** All members report for duty while exercising caution and arriving as soon as conditions permit. Expected reporting time will be specified but is normally up to two hours of delayed reporting.

a. Technicians will be given administrative leave.

b. During Unit Training Assembly (UTA), attendance credit will normally be given if a minimum of two hours of a four-hour UTA has been completed. UTA make-up or a reschedule may be necessary; this is a commander's decision due to the many variables and considerations to military requirements and UTA attendance and pay rules.

c. When conditions are severe enough to warrant changes to normal reporting times and no option has been directed, personnel must coordinate with their supervisors and unit commanders to modify arrival times and work schedules.

(2) **Mission essential personnel reporting:** Only mission-essential personnel are required to report to duty during inclement weather. Essential personnel should be identified in advance and may be identified at the time of the inclement weather for critical mission determination. If you have not been told you are considered mission-essential (for inclement weather purposes only), ask your supervisor.

(a) Mission essential employees must report for work at their regular time or as determined by the supervisor. Employees who are required to work on site (e.g., at the office) or telework during their regular tour of duty on a day when other employees are authorized a delayed arrival or an early departure are not entitled to receive credit or compensatory hours. The day is considered a workday and normal time and attendance rules still apply.

(b) Employees who are not designated as "mission essential" personnel are excused from duty without loss of pay (administrative leave) up to the time announced for reporting.

(c) Members expecting to have a late arrival for any reason must contact their supervisor.

(3) **Early release:** When Host-Base authorizes an early release, this is NOT your authorization to leave work early. National Guard Commanders and directors are responsible for managing the early release process within their organization(s). The installation notification on Facebook or in an official e-mail may look like this: *"Installation commander has authorized staggered early release starting at 1530. Unit commanders have authority over when personnel will leave."* This message does not apply to Alaska National Guard personnel and is NOT your authorization to leave work early. The goal may be to stagger departure times to help alleviate traffic congestion; thus, an early release is at the discretion of the National Guard commander (or their designated representative) as outlined in paragraph 3.b. above. Employees may request unscheduled leave if they wish to depart earlier than the regular duty day or prior to the early release time and are not granted excused/administrative absence. Depending on the severity of conditions, once an early release is approved, the following apply.

(a) Employees who are absent (on leave status that day), will continue to be charged with appropriate leave. These employees are not expected to report or respond for duty and may continue their leave day without concern of being recalled due to inclement weather.

(b) Employees on duty, who are not on leave, will not be charged leave for the remaining hours of their work shift at the time of early dismissal. These employees will be granted administrative leave, are still considered “on-duty” and expected to respond to work requests.

(c) If an employee is on scheduled leave for a portion of the day (scheduled to return to work) and the early dismissal takes effect before the employee’s scheduled return to duty time, their scheduled leave status continues to be charged until the time of dismissal. This ensures member takes leave as planned and is then expected to respond to work requests after dismissal (administrative leave), as if at work, as planned.

(d) If an employee had scheduled leave for the latter portion of the day an early release occurs, will be charged their scheduled leave from the time they were scheduled to depart on leave. This ensures member takes leave as planned as they are not expected to respond to work requests after dismissal.

(e) If an employee requests to depart into any kind of leave status after official word is received but prior to the time set for dismissal, the employee is charged the appropriate leave for the period from when the employee departed until the authorized dismissal time. After time of dismissal, the employee is then expected to respond to work requests (administrative leave), as if at work, as planned.

(f) During Unit Training Assembly (UTA), attendance credit will normally be given if a minimum of two hours of a four-hour UTA has been completed.

**(4) Telework Option:** For those employees who have previously signed the telework agreement, in accordance with the AK HRO Telework Policy, may opt to telework with supervisor’s approval. Telework is a voluntary program. This will be telework situational/ad hoc (which is usually no more than one day per pay period).

d. If an employee is absent on approved leave for the entire work shift, the entire absence is charged to the appropriate leave. Administrative leave is not authorized. These employees are not expected to report for duty and may continue their leave day without concern of being recalled due to inclement weather.

e. Shelter-in-Place: A Shelter-In-Place (SIP) operating status announcement is an additional tool to help protect the Federal workforce during certain severe weather events. This announcement would be issued only in extreme circumstances.

4. In case of a National Guard response to a natural disaster, emergency, severe weather conditions, or other incident (Requests for Assistance for AKNG forces for high risk to AK life/property, EMAC, or international requests, to include CST support), members are expected to respond as able and ordered.

5. Members must pay attention to installation and community road condition advisories and know what actions/restrictions are expected. The following contact information may prove helpful for current road conditions:

(a) **AKNG: JOC**, 24 Hours: 907-428-6365; Facebook: [www.facebook.com/AKNationalGuard](http://www.facebook.com/AKNationalGuard)

(b) **Eielson AFB**: 907-377-4636

(c) **Fort Greely**: 907-873-ROADS for road/weather conditions; or the travel tracker number to assist for those travelling from Fairbanks/Anchorage via the road system: 907-873-2222 (call upon departure/arrival)

(d) **Fort Wainwright**: 907-353-4636

(e) **JBER**: 907-552-4636, JBER road conditions are available via recorded message @ 552-INFO (552-4636), JBER web page ([www.jber.af.mil](http://www.jber.af.mil)), Facebook ([www.facebook.com/JBERAK](http://www.facebook.com/JBERAK)), Twitter, [http://twitter.com/JBER\\_PA](http://twitter.com/JBER_PA) Twitter Feed <<http://NGAKA0-ANCJOC01/desktopalert/Redirector.aspx?guid=499180cf-c351-4697-8ed0-24b2e4f675c3>> to receive Road Condition updates.

6. Actions should be consistent with this guidance and take into account the provisions of applicable agreements, other controlling policies, authorities, telework policies and agreements, and instructions. Questions on reporting procedures should be directed to the chain-of-command. Questions on appropriate leave status may be directed to the HRO, 907-428-6578/6465/6454/6450.

FOR THE ADJUTANT GENERAL:



EDITH M. GRUNWALD, Col, AKANG  
Human Resources Director