

**UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)
POLICY DIRECTIVE 90-10**

10 Aug 2009

***Incorporates Change 1, 20 Dec 2010**

Command Policy

ADVERSE WEATHER OPERATIONS

REFERENCE(S): (a) USTRANSCOM Policy Directive 90-10, Adverse Weather Operations, 26 November 2002, hereby cancelled.

(b) Air Force Instruction (AFI) 36-815, Absence and Leave, 5 September 2002

(c) Scott Air Force Base Instruction (SAFBI) 90-101, Severe Weather Operations

(d) USTRANSCOM Policy Directive 36-31, Personnel Accountability and Recall Services, 6 May 2008

A. PURPOSE: Establishes procedures for identifying "mission essential" personnel and for curtailing USTRANSCOM activities and prescribing the early release of personnel during adverse weather conditions. This policy directive follows the guidance of references (b) and (c) above.

B. APPLICABILITY: This policy directive applies to all USTRANSCOM personnel at Scott AFB IL.

C. POLICIES AND PROCEDURES:

1. This command policy provides specific guidance for designation of "mission essential" personnel as well as procedures for release of personnel from duty, prior to reporting to work or before the end of the normal workday, during adverse conditions.

2. Definition: Mission Essential personnel are those civilian, military, and contract employees (designated by the contract Statement of Work) personnel who are required to work when other personnel are not; in order to maintain essential base services or critical duties, to include but not limited to, health and safety of individuals, movement of base traffic, launching of aircraft, and supporting mission operations.

3. Responsibilities During Adverse Weather or Emergencies:

*3.1. The Commander, 375th Air Mobility Wing, (375 AMW/CC) through the Scott Command Post (375 AMW/CP) will advise the 24-hour USTRANSCOM Emergency Action Cell (EAC) of the decision to curtail base activities due to adverse weather conditions.

*3.2. USTRANSCOM will follow 375 AMW/CC guidance unless there is a full base closure and mission essential are instructed not to report to work; in which case the EAC will notify the USTRANSCOM Chief of Staff (TCCS) to determine if the command will initiate USTRANSCOM-specific adverse weather procedures.

4. Procedures During Adverse Weather:

4.1. USTRANSCOM personnel will follow 375 AMW/CC guidance unless notified otherwise through their USTRANSCOM chain-of-command. USTRANSCOM personnel can obtain information regarding base activities impacted by adverse weather from several sources. The Scott AFB Information Line (256-SAFB) is updated in the event that delayed reporting is authorized. For those living on base, information will also be posted on the Commander's Access Channel. Scott AFB Public Affairs (375 AMW/PA) will provide base adverse weather operation status to participating local radio and television stations. A list of stations will be published twice per year (spring and fall) in the base paper (Command Post). During non-duty hours, one of two messages will be announced over local radio and television stations:

4.1.1. "Delayed reporting is granted to Scott AFB personnel" announcement. The purpose for delayed reporting during hazardous weather conditions is to allow personnel additional time for safe travel to the base. It is not automatic authorization to report two hours late for duty. If the person's official start time is 0800, the person has until 1000 to report; however, personnel should try to report to work as close to their official start time as possible. If a civilian employee is more than two hours late because of adverse weather or disruption of public or private transportation, the additional time may be excused as administrative leave following a review by the civilian employee's supervisor, on a case-by-case basis.

4.1.2. "Only mission-essential personnel are to report to work at Scott AFB" announcement. This announcement means **only** those personnel designated as "**mission essential**" are required to report to work on time. The time critical nature of essential work requires all "mission essential" personnel to make every effort to report for work. Non-essential civilian personnel not directed to report to work will be placed on administrative leave. Military personnel, whose services are not required, will be placed on telephone standby until further notice.

*4.2. USTRANSCOM-Specific Notification. If a decision is made to initiate USTRANSCOM-Specific adverse weather procedures, TCCS will notify the EAC and designated representatives from USTRANSCOM Command Section/Command Support Group, and directorates with specific instructions. Notification will specify that the instructions supersede 375 AMC/CC guidance as well as television and radio announcements concerning duty for Scott AFB personnel. The notified USTRANSCOM representatives are responsible for notifying

USTRANSCOM personnel in their respective directorates and determining which personnel are excused from duty and which personnel must remain on duty, or be called back to duty. Civilian personnel are excused in accordance with procedures in AFI 36-815 and the negotiated labor agreement.

5. Responsibilities for Designation of "Mission Essential":

5.1. USTRANSCOM directors are responsible for identifying the "mission essential" personnel required to execute critical mission operations during adverse weather. The minimum manning requirement for each directorate is at least one "mission essential" person during adverse weather for continuance of critical operations. It is important that an appropriate number of personnel be designated, taking care not to arbitrarily designate all personnel within an office or activity as "mission essential" unless absolutely necessary to continue critical operations. The Director can be identified as the sole "mission essential" person to meet manning requirements during adverse weather.

5.2. Designated "mission essential" civilian personnel must receive advance written notification of their designation as "mission essential". The written notice must contain requirements that *"mission essential" civilian employees are to report or remain at work when operations are disrupted and explain that unless specifically instructed otherwise dismissal or closure announcements do not apply to employees designated as "mission essential"*. Supervisors must have "mission essential" civilian employee's sign and date the written designation notice (Attachment 1). Supervisors of civilian employees must place the original signed and dated written designation notice in the civilian employee's "Supervisor's Employee Work Folder" (i.e., 971 file). A copy of the written designation notice must also be given to the civilian employee. Supervisors of military personnel should follow comparable procedures in designating military personnel as "mission essential" during adverse weather.

5.3. The Personnel Accountability Recall Services (PARS) system is the USTRANSCOM automated tracking and reporting tool used to identify "mission essential" personnel. Directors and supervisors will ensure their "mission essential" personnel are entered, current, and correct in the PARS systems for use by the command section. TCJ1 will be responsible for twice per year verification of directorates' "mission essential" personnel in PARS.

5.4. There also may be emergency situations that require a supervisor to request personnel to report to or remain at work to perform critical essential work during adverse weather. In an emergency situation the personnel will receive notification and specific instructions from their supervisor or a designee. USTRANSCOM directors, deputy directors, division chiefs, or other personnel with delegated responsibility to assign work will not retain personnel to perform routine work that can be postponed during adverse weather conditions.

5.5. Directors and supervisors have the responsibility to ensure that contract personnel are governed during adverse weather in accordance with contract provisions. If a contractor is required to report to work during adverse weather as "mission essential", the requirement should be specified in the contract.

D. EFFECTIVE DATE AND IMPLEMENTATION: This policy directive is effective immediately.

APPROVED BY:

WILLIAM H. JOHNSON
Major General, U.S. Army
Chief of Staff

OPR: TCJ1-C

Attachment
Mission Essential Designation Notification

Attachment 1

MISSION-ESSENTIAL DESIGNATION NOTIFICATION

EMPLOYEE ACKNOWLEDGEMENT STATEMENT

I acknowledge that I have been designated as a “**mission-essential**” employee. I also understand that “mission essential” employees must report to or remain at work when operations are disrupted during adverse weather conditions. Additionally, I understand that dismissal or closure announcements do not apply to employees designated as “mission essential”, unless specifically instructed otherwise.

Responsibilities For Employees Designated as “Mission Essential”:

If during periods of adverse weather conditions an announcement is made that only “**Mission-essential personnel are to report to work at Scott AFB**”; I will report to my normal work location at the designated duty time, unless I received other instructions from my supervisor. I understand that the serious nature of the essential work requires that I as a “mission essential” employee must make every effort to report for work during adverse weather.

EMPLOYEE’S SIGNATURE:

_____ (Date)

_____ (Print Last, First)

_____ (Signature)

SUPERVISOR’S SIGATURE

_____ (Date Issued to Employee)

_____ (Print Last, First)

_____ (Signature)

(NOTE: This original document must be filed in the Supervisor’s Employee Work Folder, (i.e., 971)