



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 12610.7G CH-2
N37

JUN 02 2014

NASPAXRIV INSTRUCTION 12610.7G CHANGE TRANSMITTAL 2

From: Commanding Officer, Naval Air Station Patuxent River

Subj: EMPLOYEE REPORTING PROCEDURES DURING EMERGENCY SITUATIONS

Encl: (1) Revised Enclosure (1)

1. Purpose. To transmit change 2 to enclosure (1) of this instruction.

2. Action. Remove enclosure (1) of the basic instruction and insert enclosure (1) of this transmittal.

A handwritten signature in black ink, appearing to read "B. A. Shevchuk", is written over the typed name.

B. A. SHEVCHUK

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From: Commanding Officer, Naval Air Station Patuxent River

Subj: EMPLOYEE REPORTING PROCEDURES DURING EMERGENCY SITUATIONS

Ref: (a) NASPAXRIVINST 3140.6P

Encl: (1) Public Affairs Office Media Announcements

1. Purpose. To establish procedures for excusing civil service employees from duty during emergency conditions.

2. Cancellation. NASPAXRIV Instruction 12610.7F.

3. Background. The Naval Air Station (NAS) complex operates in an open status each workday. Under an open status, employees are expected to report to work unless their appropriate supervisor previously approves the absence. In the event of an emergency condition that prohibits the complex from conducting normal operations, the Commanding Officer, NAS (CO NAS) may suspend base operations.

a. Definitions

(1) Emergency Condition. An emergency condition is any situation that reduces or prohibits base operations at the NAS complex. The emergency can be caused by such conditions as severe weather, power or utility failure, environmental incident or a threat to complex security. Such emergency conditions will be the subject of a public declaration of emergency by the CONAS or designated personnel.

(2) Critical Employees. Critical employees are those employees performing duties that are critical to the continuity of operations in the areas of security, emergency management, medical facilities, public safety and other crucial operations. Refer to Table 1 for further guidance in the designation of critical employees that are required to report to work in accordance with supervisor guidance or agency policy.

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(3) Mission Essential Personnel (MEP). Mission Essential Personnel are those personnel assigned to specific duties and/or responsibilities who are required to achieve their command's primary missions which directly support Critical Fleet Operations (CFO) and conduct specific mission essential functions (MEFs) deemed by the Commander/Commanding Officer to be essential.

Table 1: Personnel Categories

Category	Personnel
1	- Personnel who perform mission essential functions in direct support of national military strategy.
2A	- Personnel responsible for command and control - Services (food, shelter, child care, debris removal, etc.) - Duty Officers - Watch Teams - Personnel Accountability Representatives - IT personnel - COOP - Antiterrorism / Force Protection - Facilities Managers
2B	- Military and family members living on base
2C	- Sustainment/Follow-on personnel - Personnel who perform maintenance and sustainment of core mission - Personnel responsible for the movement/security of aircraft during destructive weather preparations.
2D	- Non-critical personnel
3	- Other Personnel supporting U.S. Military Operations, including: 1) Non-U.S Citizens employed by Navy or Navy Contractor (if not in Category 2) 2) Foreign Military personnel employed by Host Nation
4	- Allied/Coalition Personnel, including: Host Nation and Third Country Nationals assisting U.S. operations per international agreement.
5	- First Responders, including: Fire & Emergency Services, HAZMAT Response Teams, Naval Security Forces, EMS, EOD Teams, Emergency Response Teams (ERTs), OHS Spill Response, and Fire Brigades. - Critical Employees: DOD ATC personnel, Emergency Management, ROC/EOC Staff, Dispatch Staff, Medical Treatment Facility/Healthcare Providers, Public Health Emergency Officers, Mass Care, Mortuary Affairs, Safety, IH, Public Works, Public Affairs, Supply and Logistics personnel.

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b. Procedures

(1) Determination of an emergency condition. When an emergency condition creates a disruption to base operations, the CO NAS will determine whether an emergency condition exists, and what course of action will be taken.

(2) Decision on the impact of employees

(a) During Working Hours. When an emergency condition arises during the workday or shift, the CONAS will determine which of the following alternatives is feasible:

1. The station will continue normal operations but employees may request annual leave for the remainder of the shift;

2. Work will be suspended and non-critical employees will be dismissed on a staggered basis; or

3. Work will be suspended and non-critical employees will be dismissed immediately.

If a decision is made to excuse employees who reported to work, employees in a work status at the time the decision is announced will be excused on Administrative Leave without charge to Annual Leave. Employees choosing to leave work due to the emergency situation before the decision is announced will be charged Annual Leave or Leave Without Pay (LWOP) from the time of their departure until the end of their scheduled shift. Employees absent on previously approved leave for the entire work shift will be charged leave for the entire shift. If an employee is scheduled to report for duty after an initial period of previously approved leave and the complex is dismissed before the employee can report, leave is charged up to the time of dismissal. Employees designated as critical employees are expected to remain at work as scheduled per their supervisor's guidance or agency policy.

4. Shelter in place procedures are found at Reference (a).

(b) During Non-working Hours. When an emergency condition arises during non-working hours that causes a disruption of base operations, the CONAS will establish access procedures and limits to which employees will adhere.

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1. Open. The Patuxent River Naval Air Station is open for business as usual. All employees are expected to report to work on time.

2. Open with Unscheduled Leave/Telework. The CO NAS and tenant leadership grant the use of unscheduled liberal leave, telework or LWOP without obtaining advance approval. Employees are expected to notify their supervisor regarding their intentions. Employees designated as critical employees are expected to report to work as directed or scheduled per their supervisor's guidance or agency policy. All employees who elect not to use unscheduled leave, telework or LWOP are expected to report as scheduled. Should the base close later in the workday or shift, employees who elected to take leave will not be granted Administrative Leave. Employees who were previously scheduled to be on leave or who are in a non-pay status will not be granted Administrative Leave.

3. Delayed Arrival. The base will remain open, non-critical employees may adjust their arrival time to work consistent with the announcement. Employees who arrive in accordance with the announced delay will be excused without the loss of pay or charge to leave. If an employee arrives later than the announced delay, they will be charged the appropriate amount of leave. Employees who were previously scheduled to be on leave or who are in a non-pay status will not be granted Administrative Leave. Also, employees may use unscheduled leave without obtaining advanced approval but are expected to notify their supervisor of their intentions. Employees designated as critical employees are expected to report to work as previously scheduled per their supervisor's guidance or agency policy.

4. Delayed Opening. To ensure a safe arrival, the CONAS may decide to temporarily restrict access to the complex. Examples include the time required to: clear impassable roads due to icing or other severe weather conditions, restore utilities operations, or remove any environmental or security threat. As such, non-critical employees should not report to work until the announced delayed opening time. Employees who arrive late consistent with the announcement will be excused without the loss of pay or charge to leave. Employees who arrive later than the announced time will be charged the appropriate amount of leave. Employees may use unscheduled leave without obtaining advanced approval but are expected to notify their supervisor of their intentions. Employees who elect not to report to work will be charged leave

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for their entire shift. Employees who were previously scheduled to be on leave or who are in a non-pay status will not be granted Administrative Leave. Employees designated as critical employees are expected to report to work as previously scheduled per their supervisor's guidance or agency policy.

5. Restricted Access. Non-critical employees are excused without charge to leave or loss of pay. This policy does not apply to employees in a non-pay status on the day before and after or during the day of the emergency situation. Workdays on which a federal activity is closed are non-workdays for leave purposes. Because leave cannot be charged for a non-workday (5 U.S.C. 6302(a)), employees who are on leave approved before the closure must be granted Administrative Leave. An employee on Compressed Work Schedule (CWS) whose CWS day off is the same workday on which the base has restricted access is not entitled to another CWS day off "in lieu of." Employees designated as critical employees are expected to report to work as previously scheduled per their supervisor's guidance or agency policy.

(3) Notification

(a) Notification of decisions on emergencies arising during work hours will be made as soon as possible via the appropriate chain of command. The CONAS will inform the appropriate competency managers/heads of departments or tenant activities of the decision. Tenant leadership will ensure compliance with the decision within their organization.

(b) When the decision is made on emergency conditions arising during non-working hours, it will be relayed as soon as practical to the following sources for dissemination:

1. (301) 342-BASE - This is the official source for base status information.

2. Radio and Television - The Public Affairs Office (PAO) will disseminate base status information to the following sources:

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WPTX	AM	920
WMDM	FM	97.7
WSMD	FM	98.3
WMJS	FM	92.7
WXTR	FM	104.1
WRFK	FM	102.9
WUPP	FM	94.3
WMAL	AM	630
WTOP	FM	107.7
WTOP	AM	1500
WUSA	TV	CH 9
WRC	TV	CH 4
WTTG	TV	CH 5
WJLA	TV	CH 7

The PAO will issue prescribed announcements, contained in enclosure (1), to the media for dissemination. The media source will periodically issue the announcement as provided by the PAO. If an employee is unclear in any way about the announcement, they should contact (301) 342-BASE for the official status of the complex.

4. Action

a. Director, Human Resources Office. Annotate the position descriptions of critical employees and facility coordinators quarterly.

b. Public Affairs Officer. Relay the decision of the CONAS to designated radio and television stations using the appropriate announcement at the earliest practicable time.

c. Heads of Departments/Competency Managers/Commanding Officers/Officers-in-Charge of fleet/tenant activities. Nomination of critical personnel shall be screened by O-6 or GS Equivalent with justification. Final approval of critical personnel will be made by CONAS. Identify critical employees in the organization on a continuing basis. Advise employees and HRO of the criticality of the employees' positions. Advise facility coordinators in the organization on a continuing basis. Advise facility coordinators of their responsibility during emergency conditions as declared by appropriate authorities. Prepare appropriate policy to accomplish assigned missions.

d. Supervisors. Ensure that all critical employees and facility coordinators are aware of their status and

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responsibility to report to work. Ensure that all employees are advised of emergency conditions that arise during and after working hours and of the alternative courses of action.

e. Review authority. The Executive Officer, NAS will review this instruction annually, making changes as necessary.



H. E. MILLS

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PUBLIC AFFAIRS OFFICE
MEDIA ANNOUNCEMENTS
FOR RADIO/TELEVISION STATIONS UNDER EMERGENCY
CONDITIONS AT THE PATUXENT RIVER NAVAL AIR STATION, MD

1. **OPEN**. NAS Patuxent River is open for business as usual. All employees are expected to report to work on time.
2. **OPEN WITH UNSCHEDULED LEAVE**. NAS Patuxent River is open with the option for unscheduled leave, telework, or leave without pay (LWOP). Critical employees must report to work as scheduled. Notify your supervisor of your intentions as soon as possible.
3. **DELAYED ARRIVAL**. NAS Patuxent River is open on a #-hour delayed arrival schedule. Admin leave will be granted for the hours before the set delayed arrival. Critical employees must report to work as previously scheduled. All other employees may take unscheduled leave, telework or leave without pay for the entire day. Employees choosing not to use unscheduled annual leave, telework, or LWOP for the entire workday should report #-hour (s) later than their regular arrival time. Notify your supervisor of your intentions as soon as possible.
4. **DELAYED OPENING**. NAS Patuxent River will delay opening until ####. Admin leave will be granted for the hours before the set delayed opening. Critical employees must report to work as previously scheduled. All other employees may take unscheduled leave, telework or leave without pay for the entire day. Employees choosing not to use unscheduled annual leave, telework, or LWOP for should report to work at ####. Notify your supervisor of your intentions as soon as possible.
5. **RESTRICTED ACCESS**. NAS Patuxent River has restricted access except for critical employees. Admin leave is granted for non-critical employees. Employees scheduled to telework and those with situational telework agreements should telework unless circumstances prevent it. Notify your supervisor of your intentions as soon as possible.
6. **OPEN WITH STAGGERED DEPARTURE**. NAS Patuxent River is open. Employees should depart # hour(s) earlier than their normal departure time, except for critical employees who should remain at work as scheduled. Employees may request unscheduled leave if departing prior to their staggered departure time. Admin

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leave will be granted for the hours after staggered departure time.

7. OPEN WITH IMMEDIATE DEPARTURE. NAS Patuxent River is open with immediate departure in effect. Admin leave will be granted. Employees should depart immediately, except for critical employees who should remain at work as scheduled.

8. SHELTER IN PLACE. NAS Patuxent River is executing Shelter in Place procedures at ####. These facilities are closed to the public.