



DEPARTMENT OF THE NAVY

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

NASPAXRIVINST 12610.7E

80000AA

DEC 14 2001

NAS PAXRIV INSTRUCTION 12610.7E

From: Commanding Officer

Subj: EXCUSAL OF EMPLOYEES DURING EMERGENCY SITUATIONS

Encl: (1) Excusal Policy for Emergency Situations Guide  
(2) Public Affairs Office Media Announcements

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

2. Cancellation. NAS PAXRIV Instruction 12610.7D.

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 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 (CONAS) 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 the security of the complex. Such emergency conditions will be the subject of a public declaration of emergency by the CONAS or designated personnel.

(2) Essential Employees. Essential employees are those employees performing duties that are necessary to the continuity of operations in the areas of medical facilities, public safety and other crucial operations. Essential employees are required to report to work as per supervisor guidance or agency policy. The official position description and the badge of these employees will be annotated to indicate that they are considered essential employees.

b. Procedures

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

(2) Decision on the impact of employees

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(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-essential employees will be dismissed on a staggered basis; or
3. Work will be suspended and non-essential 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 essential employees are expected to remain at work as scheduled per their supervisor guidance or agency policy.

(b) During Non-working Hours

When an emergency condition arises during non-working hours which causes a disruption of base operations, the CONAS will determine whether the base is Open, Open with Unscheduled Leave, Delayed Arrival, Delayed Opening or Closed. Employees will adhere to the following procedures when an emergency condition arises during non-working hours:

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

**Open with Unscheduled Leave Policy in Effect.** Employees may use annual leave or LWOP without obtaining advance approval; however, employees are expected to notify their supervisor of their intentions. Employees designated as essential employees are expected to report to work as scheduled per their supervisor guidance or agency policy. 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.

**Delayed Arrival.** The base will open on time; however, non-essential employees may adjust their arrival time at work consistent with the announcement. Employees who arrive late in accordance with the announcement will be excused without the loss of pay or charge to leave. If employees arrive later than the time announced 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 essential are expected to report to work as scheduled per their supervisor guidance or agency policy.

**Delayed Opening.** To ensure a safe arrival, the CONAS may decide to delay the opening time of the complex. Examples include the time required to: clear impassable roads due to icing or other severe weather condition, restore utilities operations, or remove any environmental or security threat. As such, non-essential 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 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 essential are expected to report to work as scheduled per their supervisor guidance or agency policy.

**Closed.** Non-essential 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 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 is closed is not entitled to another CWS day off "in lieu of." Employees designated as essential are expected to report to work as scheduled per their supervisor guidance or agency policy.

Enclosure (1) is provided as a desk guide for employees, supervisors and managers.

(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. They 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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WMDM	FM	97.7
WSMD	FM	98.3
WXTR	FM	104.1
WRFK	FM	102.9
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

PAO will issue prescribed announcements, contained in enclosure (2), to the media for dissemination. Periodically, the media source will not issue the announcement as provided by PAO. If an employee is unclear in any way about the announcement, he or she should contact (301) 342-BASE for the official status of the complex.

4. Action

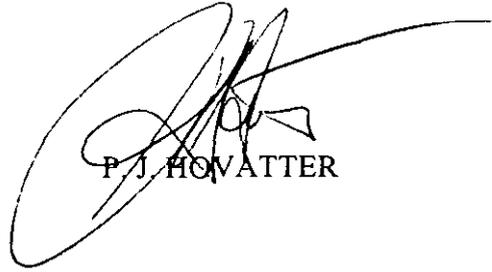
a. Director, Human Resources Office. Annotate the position descriptions of essential employees and facility coordinators.

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

c. Heads of Departments/Competency Managers/Commanding Officers/Officers in Charge of fleet/tenant activities. Identify essential employees in the organization on a continuing basis. Advise employees and HRO of the essentiality of their position. 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 essential employees and facility coordinators are aware of their status and 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(s) course of action.

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



P. J. HOVATTER

Distribution:  
Distribution List III  
Tenants  
Level 1-4 NAWCAD Managers  
AIR Admin Officers

**EXCUSAL POLICY FOR EMERGENCY SITUATIONS**

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<b>Open</b>	<b>Open with Unscheduled Leave</b>	<b>Delayed Arrival</b>	<b>Delayed Opening</b>	<b>Closed</b>	<b>Early Dismissal</b>
<p><b>Patuxent River Naval Air Station is Open.</b></p> <p>All employees are expected to report to work as scheduled.</p>	<p><b>Patuxent River Naval Air Station is Open with an unscheduled leave policy in effect. Essential personnel must report as scheduled.</b></p> <p>Employees may use annual leave or leave without pay (LWOP) without obtaining advance approval; however, employees are expected to notify their supervisor of their intentions. Employees designated as essential are expected to report to work as scheduled. Should the base close later in the day, 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.</p>	<p><b>Patuxent River Naval Air Station is on a Delayed arrival up to ____ hours. Essential personnel must report as scheduled.</b></p> <p>The base will open on time; however, non-essential employees may adjust their arrival time consistent with the announcement. Employees designated as essential are expected to report to work as scheduled. Employees may use unscheduled leave without obtaining advanced approval but are expected to notify their supervisor of their intentions. Employees who arrive late in accordance with the announcement will be excused without the loss of pay or charge to leave. If an employee arrives later than the time announced he or she will be charged the appropriate amount of leave. Employees who do not report to work will be charged leave for the entire day. Employees who were previously scheduled to be on leave or who are in a non-pay status will not be granted administrative leave.</p>	<p><b>Patuxent River Naval Air Station has Delayed opening until ____ hours. Essential personnel must report as scheduled.</b></p> <p>To ensure a safe arrival, a delayed opening is required. Employees designated as essential are expected to report to work as scheduled. Non-essential employees should not report to work until the announced delayed opening time. The excused period is from normal scheduled on-duty time until the announced open 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; however, employees who do not report to work will be charged leave for the entire day. Employees who were previously scheduled to be on leave or who are in a non-pay status will not be granted administrative leave.</p>	<p><b>Patuxent River Naval Air Station is Closed except for essential personnel.</b></p> <p>Non-essential employees are excused without charge to leave or loss of pay. Employees designated as essential are expected to report to work as scheduled. 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 nonworkdays for leave purposes. Because leave cannot be charged for nonworkdays (5 U.S.C. 6302(a)), employees who are on leave (including military leave) approved before the closure must also be granted administrative leave. An employee on Compressed Work Schedule whose CWS day off is the same workday on which the base is closed is not entitled to another CWS day off "in lieu of."</p>	<p><b>Patuxent River Naval Air Station will release personnel early at ____ hours. Essential personnel must report and/or remain as scheduled.</b></p> <p>Non-essential employees will be released from duty without loss of pay or charge to leave. Employees designated as essential are expected to remain at work as scheduled. Employees who make the decision to take leave and leave before the early dismissal announcement is made 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.</p>

## EXCUSAL POLICY FOR EMERGENCY SITUATIONS

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### **Note:**

1. Patuxent River Naval Air Station non-essential employees must adhere to announcements specifically identified for Patuxent River. The Office of Personnel Management (OPM), Federal Government, or other dismissal or closure announcements do not affect this base.
2. Essential personnel are not granted administrative leave or compensatory time off in lieu of working during reduced operations.
3. In accordance with OPM regulations, employees must actually be at work or report to work in accordance with announcements in order to be administratively excused by their Command.

### **Commonly Asked Questions:**

- a. *If I decide to take leave when the base is on unscheduled leave policy and then the base closes later in the day, will I be granted administrative leave?* No. Employees who choose to go on leave when the base is on unscheduled leave policy will not be granted administrative leave if the base closes later in the day.
- b. *If I report to work and decide to leave because of storm conditions, but the base closes later in the day, will I be granted administrative leave?* No. Employees who leave the base before the scheduled closing time will not be granted administrative leave.
- c. *If the base has a delayed opening and I opt to take liberal leave and not report to work, will I still be granted administrative leave for the period of the delayed opening?* No. Employees who choose not to come to work when the base is on a delayed arrival or delayed opening will not be granted administrative leave.

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

**A. OPEN**

**THE PATUXENT RIVER NAVAL AIR STATION IS OPEN.  
EMPLOYEES ARE TO REPORT TO WORK AS SCHEDULED.**

**B. OPEN WITH UNSCHEDULED LEAVE**

**THE PATUXENT RIVER NAVAL AIR STATION IS OPEN WITH AN  
UNSCHEDULED LEAVE POLICY IN EFFECT. ESSENTIAL  
EMPLOYEES MUST REPORT TO WORK AS SCHEDULED.**

**C. DELAYED ARRIVAL**

**THE PATUXENT RIVER NAVAL AIR STATION IS OPEN ON A  
\_\_\_\_\_ HOUR DELAYED ARRIVAL SCHEDULE. ESSENTIAL  
EMPLOYEES MUST REPORT TO WORK AS SCHEDULED.**

**D. DELAYED OPENING**

**THE PATUXENT RIVER NAVAL AIR STATION WILL DELAY  
OPENING UNTIL \_\_\_\_\_. ESSENTIAL EMPLOYEES ARE TO  
REPORT TO WORK AS SCHEDULED.**

**E. CLOSED**

**THE PATUXENT RIVER NAVAL AIR STATION IS CLOSED EXCEPT  
FOR ESSENTIAL EMPLOYEES.**