

DEPARTMENT OF THE ARMY
FORT CAMPBELL INSTALLATION
2700 Indiana Avenue
Fort Campbell, Kentucky 42223-5656
1 May 2011

Personnel – General

DISMISSAL AND CLOSURE PROCEDURES

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1. Purpose

The following procedures apply to situations that prevent significant numbers of Federal employees in the area of Fort Campbell from reporting for work on time or which require Commands to close all or part of their activities. These procedures apply during major disasters and other emergency situations, adverse weather conditions, natural disasters, and other incidents causing disruptions of Government operations. The provisions of this regulation apply to civilian employees of the Federal Government at Fort Campbell, Kentucky.

2. General

In the event that one of the conditions outlined above occurs, personnel not identified as Emergency Employees may be dismissed early from work, allowed a delay period in which to report to work, or be excused from reporting to work. Excusing employees from duty in accordance with this policy is not a privilege, right, or benefit. Emergency Employees have the responsibility to report for work, to remain on the job, or to be subject to call-in or call-back during dismissal and delayed reporting periods.

3. Responsibilities

a. The Installation Operations Center (IOC) will make recommendations to the Garrison Commander (GC) on the curtailment of operations.

b. The Garrison Commander has the authority to excuse civilian personnel from reporting to work or to release them from duty early.

c. Units/Directorates:

(1) Will develop internal procedures to ensure that all employees receive timely notification of a delay or a dismissal.

(2) Consistent with their mission, each organization will identify a minimum number of Emergency Employees, who must report to work, remain on the job, or be subject to call-in or call-back regardless of any delay period or general dismissal. Each year, civilian employees who are identified as Emergency Employees will be given written notice of their designation. This notice must include the requirement that Emergency Employees report for, or remain at, work in extreme weather situations and an explanation that dismissal, closure, or delay announcements do not apply to them, unless they are instructed otherwise. Each organization will compile a list of their civilian employees who are designated as Emergency Employees (by shop/office, or by position titles or names) and provide two copies of the list to the Civilian Personnel Advisory Center (CPAC), ATTN: Labor Relations Officer (LRO). The CPAC LRO will provide one copy of this list to the President, AFGE, Local 2022.

d. Emergency Employees are required to provide critical/emergency services regardless of weather conditions. (Examples of Emergency Employees are: firefighters, medical staff, engineer crews, guards, and those individuals providing services necessary for the care of troops and their family members.)

e. The Public Affairs Officer (PAO) will coordinate with area radio and television stations to announce any curtailment of operations, or delay in reporting to work.

This regulation supersedes CAM Regulation 600-1 dated 20 October 2008

CAM Regulation 600-1 • 1 May 2011

f. The CPAC will publicize, after the fact, the exact times civilian employees not identified as Emergency Employees were excused without charge to leave or loss of basic pay through the publication of an Administrative Order. The decision to excuse/release civilian employees not identified as Emergency Employees will be made a matter of record.

g. Tenant activities, not serviced by the Fort Campbell CPAC (e.g., Dependent Schools, Post Exchange, DECA, etc.) will inform their employees of the exact time they will be excused without charge to leave or loss of basic pay.

4. Notification process: adverse weather conditions

a. In the event of adverse weather conditions, the IOC will obtain information from the Directorate of Public Works (DPW) and the Directorate of Emergency Services (DES) on the conditions of the Fort Campbell roads. They will also obtain information on the conditions of the roads in the surrounding counties of Montgomery, TN and Christian, KY. Based on this information the IOC will provide a recommendation to the Garrison Commander on the Curtailment of Operations (COA). To provide the maximum notification response time, by 0500 the IOC will attempt to make recommendations that affect the time civilian employees, not identified as Emergency Employees, should report for duty.

b. The Garrison Commander, in coordination with the Chief of Staff, will review all pertinent information. They will make a joint decision to authorize a delay or a dismissal due to adverse weather conditions. The GC will notify the IOC of the decision.

c. If a decision is made to authorize a delay or dismissal due to adverse weather conditions, the IOC will disseminate the information via mass e-mail distribution, a WebCrawler on Channel 9, a WebCrawler on the Internet, a WebCrawler on the INTRANET, or by telephonic notification. The IOC will maintain an automated phone system that will allow employees to receive the latest information on any delays or dismissals due to hazardous weather conditions. (798-7623) ROAD.

d. PAO will release the appropriate announcement to the area radio and television media. If the notification occurs during non-business hours, the announcement should be accomplished by 0500.

e. Following notification by the IOC, each commander, director, staff principal, or manager will utilize developed internal procedures to notify all personnel under their supervision.

f. Similar procedures should be followed, when confronting major disasters and other emergency situations, natural disasters, and other incidents causing disruptions of Government operations.

5. Individual effect of an authorized delay in reporting to work for civilian employees

a. A delay period is normally confined to employees not identified as Emergency Employees whose tours of duty begin on/about 0730. The Garrison Commander may extend the delay in reporting to employees working on other tours of duty as appropriate.

b. Emergency Employees will be expected to report for work on time. Emergency Employees may be granted annual leave or LWOP only if their services are not required. Emergency Employees who fail to report to work as scheduled will have their entire absence charged to AWOL, annual leave, sick leave, or LWOP, as appropriate. For Emergency Employees, supervisors do have the authority to excuse brief absences from duty of less than an hour.

c. Employees not identified as Emergency Employees who physically report for work during the delay period will be reported as "for duty" and are expected to begin work upon arrival at their job sites.

d. In the event that delay in reporting to work is authorized, employees not identified as Emergency Employees who fail to physically report for work by the end of the applicable delay period will be charged annual leave, credit hours, compensatory time earned, or LWOP, as appropriate, for the period of absence that extends beyond the delay period.

6. Individual effect of dismissal on civilian employees

a. A dismissal order will cover the period of time from the official notice to the end of the affected employee's normal tour of duty.

b. If an employee not designated as an Emergency Employee is on duty and is excused, the employee will be excused from duty without charge to leave or loss of pay. (NOTE: Employees will be reported in "Other Excused Leave" on their Time and Attendance Reports).

c. If an employee not designated as an Emergency Employee is on duty and departs on approved leave after notice is received of the dismissal, but before the time set for the dismissal, the employee is only charged leave from the time of departure to the time set for dismissal.

d. If an employee not designated as an Emergency Employee is on duty and departs on approved leave prior to

the notice of a dismissal is received, the employee is charged leave from the time of departure to the end of the employee's normal tour of duty.

e. Any employee on approved leave for part or all of the work shift, prior to receipt of an early dismissal notice, will have the entire absence charged to appropriate leave, (e.g., annual, sick, or LWOP). (NOTE: Excused absence will not apply in this instance).

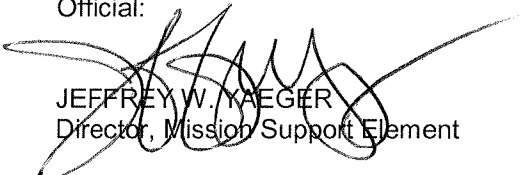
f. When the activity suspends operations for the entire work day, all affected non-Emergency Employees should be excused (placed on administrative leave) without loss of pay, whether or not other leave was previously approved.

g. If an employee not designated as an Emergency Employee was scheduled to report for duty during any part of a dismissal period after an initial period of approved leave and dismissal is given before the employee can report to work, leave is charged until the time set for dismissal, then any continuing absence due to the emergency is charged in the same manner as absences of other employees who were on duty at the time of the dismissal (e.g., as an excused absence).

h. If an Emergency Employee does not report to work when required or when called back or fails to remain on the job during part or all of the dismissal period, the employee's absence may be charged as annual leave, sick leave, credit hours, compensatory time earned, LWOP, or absence without leave as appropriate. Emergency Employees may only be excused without charge to leave or loss of pay during a dismissal period when his/her services are not required.

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