



# ALASKA NATIONAL GUARD INSTRUCTION

NGAK- JTS-MP  
DISTRIBUTION: TA

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## INSTRUCTION FOR INCLEMENT WEATHER AND ENVIRONMENTAL EVENTS

### References:

- a. Office of Personnel Management
- b. Army Regulation 600-8-10 (Leaves and Passes), 15 February 2006.
- c. Air Force Instruction 36-3003 (Military Leave Program), 3 March 2015.
- d. Technician Personnel Regulation 630 (Absence and Leave Program) and 990-2, subchapter 3, 27 August 2010.
- e. Public Law (PL) 90-486, 82 Stat. 755, Department of Defense (DoD) Financial Management Regulation Volume 8 Chapter 5, 13 August 1968.

1. **Purpose.** This instruction provides policy and guidance to the fulltime workforce regarding notification alerts, reporting instructions, and authorized personnel actions when inclement weather or environmental events create unsafe driving and/or work conditions.
2. **Superseded/Canceled.** This instruction supersedes all previous guidance pertaining to inclement weather schedules and Human Resources Office (HRO) Policy Letter 14-02, 24 Sep 2014.
3. **Applicability.** This instruction is applicable to all full-time employees of the Alaska National Guard (AKNG).
4. **Policy.** The Adjutant General (TAG) or TAG's designated representative retains the authority to authorize changes to work schedules or closure of AKNG facilities. While the health and safety of AKNG employees is paramount, mission requirements and essential functions will be considered when deciding whether to close facilities, authorize early release, or delay reporting. AKNG personnel will follow guidance contained herein as directed by approved notification methods.
  - a. In an inclement weather or environmental event causing unsafe driving and/or work conditions during normal duty hours, TAG or TAG's designated representative will inform supervising officials of a change in reporting instructions, early release, or facility closure. AKNG full-time personnel will then be informed of reporting requirements through established notification procedures for the AKNG and coded in an appropriate status (see Enclosure C, Reporting

Conditions and Personnel Actions).

b. Conditions may be elevated or lowered at any time; personnel must be prepared to report to work as scheduled in the event conditions improve.

5. Responsibilities: When a host installation initiates facility closures, delayed duty reporting instructions, early release, and/or driving restrictions for unsafe road conditions, AKNG leadership will distribute guidance specifying reporting conditions.

a. AKNG JFHQ-JOC. Receives and monitors weather conditions throughout the state. The JOC will notify TAG or TAG's designated representatives of inclement weather and/or environmental events, and when directed will issue a notification of unsafe driving and/or work conditions.

i. Will maintain contact information provided by Wing Commanders and geographically separated commanders.

ii. Will issue desktop alerts and other JOC notifications as needed.

b. Public Affairs. AKARNG and AKNG Public Affairs will update Facebook and other AKNG social media outlets.

c. Commanders. When implementing this instruction, AKNG Commanders and geographically separated commanders are delegated authority to issue reporting and/or release conditions consistent with the host installation commander's driving restrictions, and in consideration of their full-time personnel essential functions and mission requirements.

i. The AKARNG Chief of Staff (COS) and AKANG Wing Commanders are delegated authority to authorize excused absence (administrative leave) for technicians when inclement weather conditions and/or environmental events prevent employees from performing normal duties or jeopardize their safety. (See Enclosure C)

ii. Will resolve conflicting guidance and apply appropriate reporting procedures based on the conditions at their location.

iii. Will relay their decision on reporting instructions through command communication channels and emergency communication channels (JOC) to ensure continuity of information.

iv. Will notify employees of their reporting requirements and will ensure all employees are placed in the appropriate status.

v. Will provide a contact list of key and essential personnel to the AKNG JOC, for these individuals to be added to the AKNG JOC alert system or other JOC e-mail notifications. Will ensure personnel profiles are updated quarterly to receive alerts. JOC contact information: email [ng.ak.akarng.list.joc@mail.mil](mailto:ng.ak.akarng.list.joc@mail.mil) or phone 24 hour 907-428-6365.

d. J3. The J3 will identify and manage the Staff Duty Officer list for non-duty hours. Staff Duty Officer's List will consist of Senior NCO's in the rank of E8 and E9, Warrant Officers in the rank of CW3 and above, and Officers in the rank of O4 to O6.

e. Supervisors. Supervisors will instruct their employees on the appropriate reporting condition and placement of employees' in the appropriate status.

i. Will establish emergency notification procedures with their employees (i.e., current alert or recall rosters).

ii. Will initiate notification procedures upon notification of an inclement weather or environmental event.

iii. Will ensure all employees update their network profiles, have read and received a copy this policy.

f. Employees.

i. Will follow the notification and guidance disseminated through official National Guard communication channels.

ii. Will update their network profiles, alert or recall rosters, and maintain contact with their supervisors to ensure accountability.

iii. Will contact their supervisor IAW prescribed emergency notification procedures in the absence of an altered reporting notice if there is a perceived safety risk when reporting to work.

iv. Will ensure they are aware of emergency notification procedures.

v. Will notify their supervisor for placement in the appropriate pay status if they perceive safety risks with responding to work on time under normal reporting conditions.

6. In accordance with AKNG CONPLAN 3500, in the event of a National Guard response to a natural disaster, emergency, severe weather conditions, or other

incident, members are expected to respond as able and ordered. This instruction does not supersede AKNG CONPLAN 3500 in the event of implementation of Emergency Response Procedures, requiring the detail and/or dispatch of personnel in State Active Duty (SAD) or other status due to an Emergency Response.

7. **Regular Scheduled Drill (RSD) and Unit Training Assemblies (UTA).** During RSDs and UTAs, personnel will report as directed in accordance with their command's guidance.

8. Actions should be consistent with and in consideration of this guidance, applicable agreements, other controlling policies, authorities, telework policies and agreements, and instructions. Questions on reporting procedures should be directed to the chain-of-command. Members may request personal leave through their chain of command if they believe the conditions exceed the current reported conditions for safety. Questions regarding this policy may be directed to the J1, 907-428-6578.

9. **Summary of Changes.** None.

10. **Releasability.** Unlimited.

11. **Effective Date.** This instruction is effective upon publication.

FOR THE ADJUTANT GENERAL:

  
KIMBERELY DeROUEN SLAVEN  
COL, LG, AKNG  
Director, Manpower and Personnel

Enclosures:

- A – Installation Road Conditions
- B – General Weather Information Sources
- C – Reporting Conditions and Personnel Actions
- D – Instruction to Update Desktop Alert Preferences

ENCLOSURE A

INSTALLATION ROAD CONDITIONS

1. The following are road conditions as posted.

a. **JBER Road Conditions:** After the Installation Commander initiates any of these actions, the command post is notified and disseminates the information. The public affairs office (PAO) notifies local news media and initiates changes to the JBER Information Line (552-INFO/4636), JBER web page, Facebook and Twitter sites with the latest report. Information is also distributed through Top Cover (accessible from government computers only) and the Commander's Access Channel (GCI Channel 898 on base only). Road conditions will be posted at all gates and will be displayed on the JBER website, Facebook and Twitter. In addition, the base installed electronic road condition signs at various locations to keep on-base drivers aware of the current road conditions.

- **Green:** Roads are clear of snow and ice and dry. Drivers will comply with normal vehicle operating procedures and posted speed limits.

- **Amber:** It has been determined that roads may be slippery due to snow, ice, or reduced visibility. Drivers will exercise caution. Motorcycles are prohibited from operating on installation roadways.

- **Red:** It has been determined that roads may be hazardous due to snow, ice, or reduced visibility. Drivers will exercise caution and reduce speeds by 10 miles per hour below the posted speed limit.

- **Black:** It has been determined that road conditions are extremely hazardous due to ice, snow, or reduced visibility. Vehicle dispatching is prohibited unless directed by command authority. Only operate mission essential and emergency response vehicles. Drivers will exercise extreme caution and reduce speeds by 10 miles per hour below the posted speed limit.

Reference: <https://www.facebook.com/notes/joint-base-elemendorf-richardson-jber-official/road-conditions>

b. **FORT WAINWRIGHT Road Conditions:** The Fort Wainwright Police Desk Sergeant will make notifications of a change in road condition status to the following units or agencies (Ft. Wainwright Dispatch, Garrison PAO, USARAK Command Center, Designated Garrison Leaders, 1/25 SBCT Staff

Duty Officer, USARAK Aviation Task Force Staff Duty Officer, MEDDAC Staff Duty Officer, Fairbanks North Star Borough School District) by direct telephone call, followed by an e-mail notification. The road condition status will be posted at all gates and on the post marquee to ensure the widest dissemination. The Garrison PAO will request that local radio stations broadcast information, other means of information are available through the Crisis Action Team Recall Roster, Distribution A (FWA), Command Channel 5, NIXLE and 353-INFO.

- **Green:** Unrestricted. Unrestricted vehicle dispatches are authorized. Ideal road, visibility, and temperature conditions exist. Drivers will observe normal precautions and speed limits.

- **Amber:** Hazardous Road Conditions. Ideal road, temperature, and visibility conditions do not exist. Increased driving times, hazardous road conditions, and driver experience will be considered in dispatching vehicles under amber conditions. Commanders and primary staff will authorized dispatches under amber conditions. Motorcycles are prohibited from operating on installation roadways.

- **Red:** Mission Essential. Road, temperature, and visibility conditions are equal to or worse than those noted in amber road condition status characteristics. The dispatch record for mission essential vehicles will be marked "mission-essential." Battalion-level commanders and division chiefs will authorize dispatches of mission essential vehicles.

- **Black:** Emergency Essential. Only emergency-essential non-tactical vehicle and mission essential tactical vehicle dispatches are authorized. Road, temperature and visibility conditions are equal to or worse than those noted in Red road condition status characteristics.

Reference: Fort Wainwright, Severe Weather Plan (Garrison Policy #31), dated April 7, 2014.

c. **EIELSON AFB Road Conditions:**

- **Green:** Road conditions are normal.

- **Amber:** Road conditions vary from normal to dangerous. Vehicle operators should exercise additional precautions. Most Installations should be open, but stay tuned for possible late reporting or early release.

- **Red:** Road conditions are hazardous. Exercise extreme caution. Individuals are discouraged from driving privately-owned vehicles unless absolutely necessary. Possible late reporting or early release of personnel and closure of services.

- **Black:** Road conditions are extremely hazardous. GOV use off base/post is at the discretion of the owning commander. POVs should not be on the road. Installations will likely be closed.

Reference: <http://www.eielson.af.mil/library/eielsonweather.asp>

## 2. Sample road restrictions and reporting conditions:

(BASE/INSTALLATION CLOSURE – JBER, FT WAINWRIGHT, EIELSON AFB): Installation closure due to road conditions “**Black**”, as determined by installation commander for JBER, Ft. Wainwright, and Eielson AFB.

- Geographically separated commanders on installations will resolve conflicting guidance to be consistent with installation driving restrictions.

- Supervisors will release personnel already in their assigned duty locations when this Alert is issued.

(DELAYED DUTY REPORTING/ POSSIBLE CLOSURE – JBER, FT WAINWRIGHT, EIELSON AFB): Installation road conditions, as determined by installation commander for JBER, Ft. Wainwright, and Eielson AFB, are “**Red**”.

(EARLY RELEASE/DELAYED DUTY REPORTING – JBER, FT WAINWRIGHT, EIELSON AFB): Installation road conditions as determined by the installation commander for JBER, Ft. Wainwright, and Eielson AFB, are “**Amber**”.

ENCLOSURE B

GENERAL WEATHER INFORMATION SOURCES

General weather sources include <http://511.alaska.gov> and <http://aawu.arh.noaa.gov/>. The following contact information may prove helpful for current road conditions:

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

**Eielson AFB:** 907-377-1500 or 907-377-8167  
<https://www.facebook.com/168thARW> <http://www.eielson.af.mil/>  
<https://www.facebook.com/EielsonAirForceBase>. In the event of delayed reporting or mission essential personnel reporting, an Adverse Weather Recall (option 4) will be initiated through Eielson AFB Command Post in accordance with established procedures. Members should call their supervisors if they are unsure of the weather conditions and current notifications.

**Clear AFS:** 907-585-6883/4/7. The Missile Warning Operations Center (MWOC) also referred to as the "command post" will determine road conditions and reporting criteria at least daily at 2000 hrs, more frequently as needed. In the event of delayed reporting, the MWOC will initiate a pyramid alert notification (recall) notifying personnel of the situation and reporting instructions (ref. Clear AFS Adverse Weather Reporting Procedure).

**Fort Greely:** 907-873-7623 (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). On duty days, the notification of delayed start or closure of most installation services will be sent to the community, no later than 0600. The notifications will be posted as follows: Facebook ([www.facebook.com/fort.greely](http://www.facebook.com/fort.greely)); KDHS 95.5 Radio Station (during duty hours). Weather sources include <http://511.alaska.gov> and obtain a current state-wide road summary; <http://aawu.arh.noaa.gov/> and typing in "Delta Junction, Alaska" in the text box in the upper left hand corner (ref: Ft Greely Installation Policy Memo #51, Inclement Weather). Greely Policies: <http://www.greely.army.mil/policies.aspx>

**Fort Wainwright:** 907-353-4636 (INFO). The Garrison PAO will request that local radio stations broadcast the information to the general public. Other means to disseminate this information will be: the Crisis Action

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Team Recall Roster, Distribution A (FWA), Command Channels, and 353-INFO  
(ref: Ft Wainwright Severe Weather Plan (Garrison policy #31). Wainwright  
Policies:

[http://www.wainwright.army.mil/sites/local/fwa\\_pages/policyletters.asp](http://www.wainwright.army.mil/sites/local/fwa_pages/policyletters.asp).

**JBER:** 907-552-4636, JBER road conditions are available at 552-INFO  
(552-4636), the 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)).

## ENCLOSURE C

### REPORTING CONDITIONS AND PERSONNEL ACTIONS

1. The Alaska National Guard has four reporting conditions when inclement weather or environmental events create hazardous conditions.

a. Delayed duty reporting: All members report for duty while exercising caution. Expected reporting time will be specified but is normally delayed up to two hours. Technicians will only be placed in an Administrative Leave (LN) status when delayed reporting is formally announced. Personnel must coordinate with supervisors and unit commanders to modify arrival times and work schedules in the absence of formal guidance.

b. Mission essential personnel reporting: Only mission-essential personnel report to duty in inclement weather. Mission essential personnel will be identified by the Adjutant General (TAG), Commanders, or Directors. Mission essential personnel will report in accordance with (IAW) this instruction. Mission essential personnel will be identified in advance for critical mission determination. Personnel who are unsure of their identification as mission-essential will consult with their supervisor. For purpose of this instruction, all mission essential personnel must have an up-to-date profile to receive the AKNG JOC Alerts.

i. Mission essential personnel are classified by the following or as otherwise specified:

- Command Group, Joint Staff, Air and Army Staff Directorates.
- Personal Staff (Inspector General, State Judge Advocate), Special Staff (State Surgeon).
- Personnel as designated by TAG, Commanders, Directors, or Supervisors.

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

iii. Non mission-essential Employees are excused from duty without loss of pay (administrative leave) up to the time determined for reporting. Excused personnel are still considered “on-duty” and expected to respond to work requests. Personnel who participate in telework will utilize telework in order to maintain mission readiness.

c. Early release:

i. 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.

ii. 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 are still considered “on-duty”, expected to respond to work requests, and will be granted administrative leave.

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

iv. If an employee scheduled leave for the latter portion of a day that an early release occurs, the employee will be charged their scheduled leave. This ensures member takes leave as planned and they are not expected to respond to work requests after dismissal.

v. 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.

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

2. Leave:

a. The Adjutant General (TAG) is the approval authority for administrative leave. In accordance with TPR 630, Chapter 12, Excused Absence, the AKARNG Chief of Staff (COS) and AKANG Wing Commanders are delegated authority to approve administrative leave in conjunction with this policy.

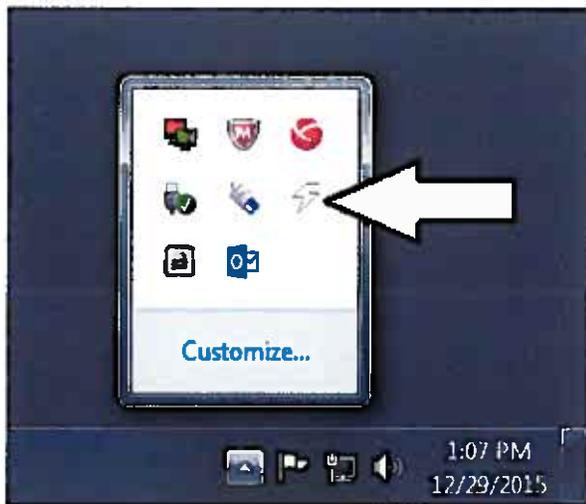
b. Previously approved leave will not be credited administrative leave for base closures, delayed duty reporting instructions, and early releases. If an employee is absent on approved leave for the entire work shift, the entire absence is charged to the appropriate leave; administrative leave is not 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.

## ENCLOSURE D

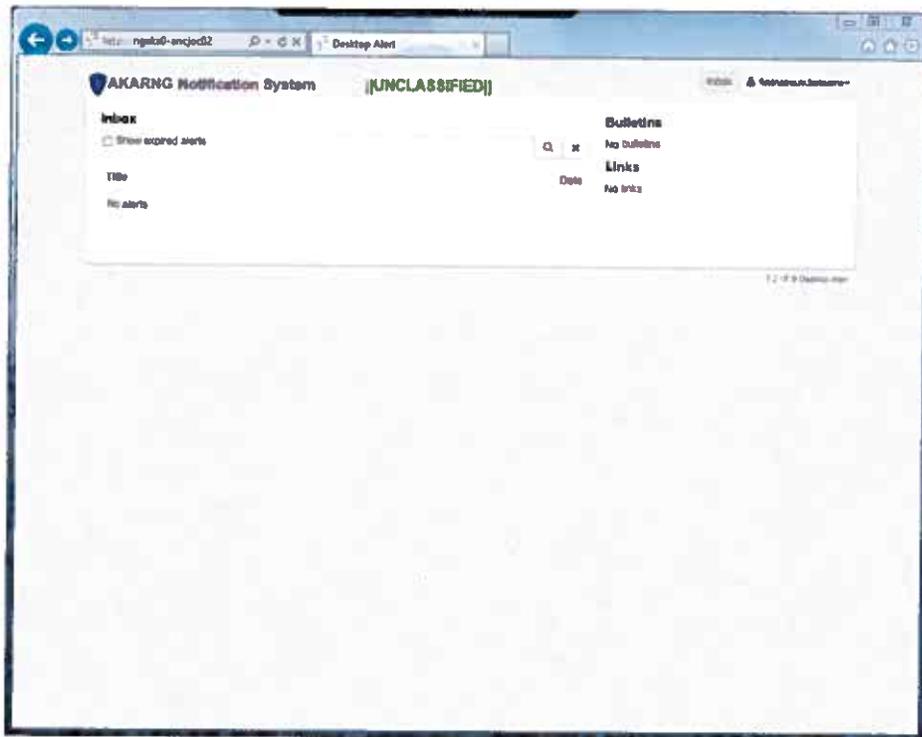
### INSTRUCTIONS TO UPDATE NETWORK DESKTOP ALERT PREFERENCES

For AKARNG located at JBER-Richardson to access your desktop alert from your network computer:

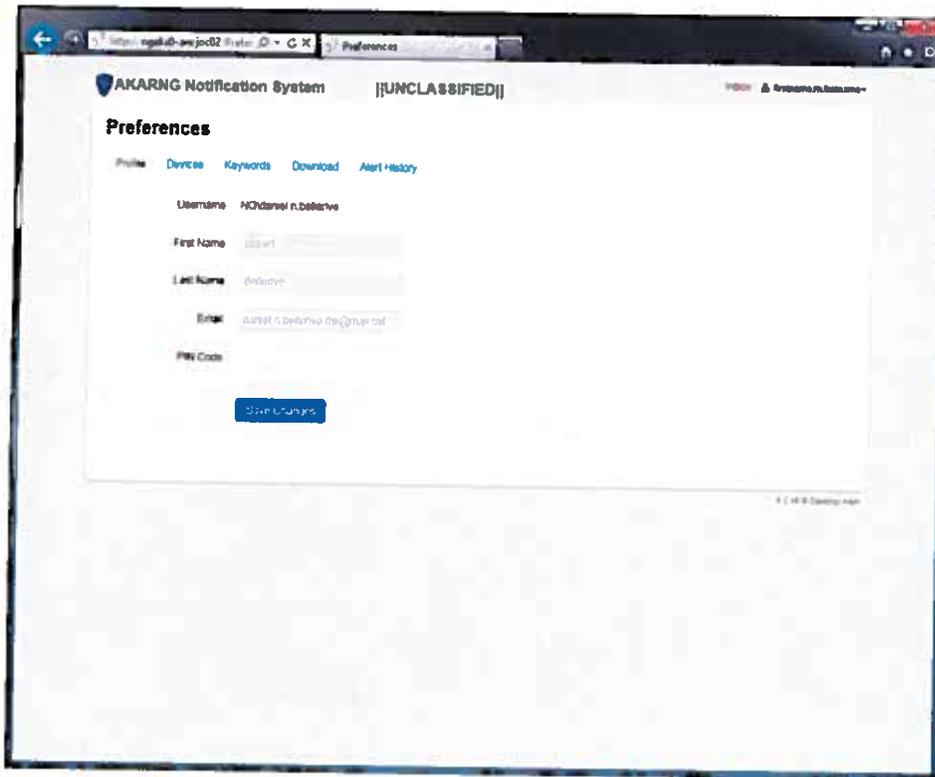
1. Click on “Show hidden icons” located in the bottom right portion of your desktop computer screen.
2. Select the icon that resembles a lightning bolt (Figure 1) or purple globe this is the “Desktop Alert”. The AKARNG Notification System [Unclassified].



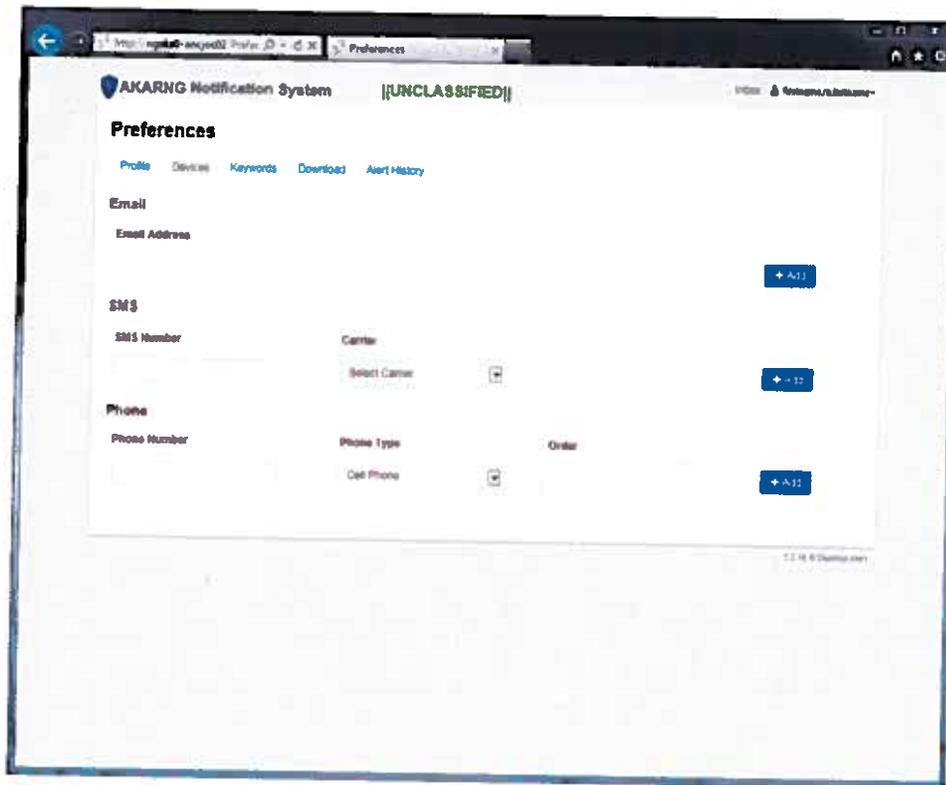
(Figure 1)



3. Click on your "firstname.m.lastname" in the upper right hand select "Preferences".



4. Select the "Devices" tab to include additional contact information.



5. Type in the desired information in the corresponding field and select "+Add".