

**Arkansas National Guard  
NGAR Joint Supplemental 1 Regulation 600-8-10**

# **Management of Arkansas National Guard Personnel During Inclement Weather**

Military Department of Arkansas  
Office of the Adjutant General  
Camp Joseph T. Robinson

North Little Rock, AR 72199-9600  
17 DEC 2014

**Arkansas National Guard  
NGAR Joint Supplemental 1 Regulation 600-8-10**

## ***SUMMARY OF CHANGES***

This is a completely new regulation and must be reviewed in its entirety for compliance. This regulation replaces all previous policies regarding guidelines for inclement weather.

**Arkansas**

**Arkansas National Guard**

**Joint Force Headquarters**

**NGAR Joint Supplemental 1 Regulation 600-8-10**

**17 DEC 2014**

**Director of Human Resources: Policies and Procedures**

**NGAR Publishing: Management of ARNG Personnel During Inclement Weather**

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**History-** This publication is a major revision reflecting TAG's intent that in support of its federal and state missions, the Arkansas National Guard and Arkansas Military Department remains operational during emergencies and inclement weather in order to provide support to the citizens of Arkansas.

**Distribution-** This publication is only available in electronic media and is intended for Distribution A and C.

**Summary-** This regulation prescribes the Arkansas National Guard and Arkansas Military Department policies on the procedures governing the management of the full time federal and state workforce and traditional members of the National Guard during emergencies and inclement weather.

**Applicability-** This regulation applies to members of the Arkansas National Guard (Air and Army), full-time and part-time, to include state employees of the Arkansas Military Department

**Proponents and exception authority-** The proponent of this regulation is the Deputy Adjutant General, Arkansas National Guard who retains authority to approve

exceptions to this regulation that are consistent with controlling law and regulations.

**Supplementation -** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Adjutant General, Arkansas National Guard.

**Send a draft copy of each supplement to:**

The Arkansas National Guard Human Resources Office (HRO) via electronic means for staff coordination and approval prior to publication.

**Suggested improvements-** Comments and suggested improvements to this regulation are welcomed. Forward any comments or suggested improvements to HRO via electronic means for consideration.

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## **SECTION 1**

### **Personnel Management of the Full Time Workforce**

#### 1-1. Purpose

The purpose of this regulation is to establish policy applicable to all federal employees (which includes dual and non-dual status federal technicians, Active Guard/Reserve (AGR) members, as well as other military personnel in various military duty statuses), and state employees of the Arkansas Military Department, regarding the release or excusal of employees under emergency conditions. This regulation takes precedence over all other regulations related to closings, unscheduled leave, delayed reporting, and early release of agency employees. Facilities refer to all functional areas of the Arkansas Military Department and Arkansas National Guard to include: Armories, Field Maintenance Shops, Military Reservations, the Army Aviation Support Facility (AASF), Ebbing Air National Guard Base, and the Air National Guard enclosure of Little Rock Air Force Base.

#### 1-2. References

- a. Air Force Instruction 36-3003, Military Leave Program, 13 Feb 2014.
- b. Air National Guard Instruction 36-101.
- c. Army Regulation 600-8-10, Leaves and Passes, 4 Aug 2011.
- d. Code of Federal Regulations, see 610.101 through 610.408.
- e. DFA Memorandum dated 09 December 2013, Subject: Inclement Weather Policy Clarification, and the Governor's Policy Directive – 7.
- f. National Guard Regulation 600-5, The Active Guard/Reserve Program, 20 Feb 1990.
- g. Technician Personnel Regulation 630, Absence and Leave, 28 Aug 2010.
- h. Local Collective Bargaining Agreements as applicable.

#### 1-3. Definitions

- a. Inclement Weather: conditions that constitute a hazardous weather event, where local weather conditions prevent employees from traveling to work safely. Inclement weather and other unforeseen conditions are serious in nature and can occur with little or no warning. Conditions include snow and ice that make roadways impassable, dangerous wind, rain and other conditions related to extreme weather.
- b. Emergency Essential personnel: designation for personnel deemed vital to the operation of the agency, whose presence is required regardless of the existence of an emergency condition and whose absence from duty would endanger the safety and well being of the citizens of Arkansas. These personnel could include, but are not limited to: emergency management staff, public safety, firefighters, grounds/maintenance employees, electricians, heating ventilation and air-conditioning (HVAC) technicians, heavy equipment operators, the 61st Civil Support Team, communications personnel and other critical services. Emergency Essential personnel are expected to report to work or remain at work regardless of the conditions.

c. Non-Emergency Essential personnel: designation for all other personnel not performing an emergency function.

d. Unscheduled Leave: Leave that is taken that was not previously coordinated with a supervisor.

#### 1-4. General

a. The safety of our people and equipment is paramount to accomplishing the mission of the Arkansas National Guard. However as a general rule, all supervisors and employees must understand that their office or activity will be open each regular workday regardless of weather conditions, unless a determination is made that their Arkansas National Guard facilities are closed. With this background it is important that we coordinate and plan in advance for the possible tardiness and early release of employees, as well as appropriate leave policies. This process will help avoid confusion and conflict on the correct status employees should be in if there is inclement weather.

#### 1-5. Designation of Personnel

a. Wing Commanders, Major Subordinate Command (MSC) Administrative Officers (AOs), and staff element Directors will designate each of their full time personnel as either emergency essential, or non-emergency essential utilizing the definitions contained in this regulation.

b. Personnel designated as "emergency essential" to operational capability or security will be (1) designated by job title and location, and (2) notified **by memorandum** that they are expected to be at work, regardless of weather conditions and should make plans accordingly.

c. Because of the unique circumstances of emergency situations, and the flexibilities required, commanders, managers, and supervisors may designate additional non-emergency essential employees as emergency essential employees with little or no notice if their presence at a designated worksite is necessary to avoid or mitigate serious damage to public health, safety or welfare, perform military duties in support of civil authorities in the protection of life and property, or accomplish mission critical tasks. (Example: normally, all members of USPFO are designated as non-emergency essential personnel; however they may all be emergency essential the last week of the fiscal year during the fiscal year closeout.) Furthermore, non-emergency essential personnel may be recalled to perform emergency functions, if the need arises.

d. Personnel designated as essential will be identified by position and provided to the DAG NLT October 1<sup>st</sup> of each year. Individuals identified as essential will be notified of such via memorandum.

#### 1-6. Procedures

a. Any inclement weather policy announcement will likely be made before the beginning of the normal duty day. Any employee's decision of whether to depart for work earlier or later, or at all, should not be based solely on the announcement of the initial inclement weather policy, but rather, that decision is an individual responsibility based on local conditions and the individual's own assessment of what road conditions they feel they can safely negotiate. Safety should be a primary consideration. Leave for absences will be charged as discussed below.

b. If inclement weather occurs during the normal work week or on a Sunday, MSC AOs and TSMs will call in (as soon as possible) a hasty SITREP to the Arkansas Joint Operations Center (JOC). The JOC will in turn consolidate this information and submit to the DAG. If communication cannot be established with the DAG, the TAG will be the primary leadership contact. Inclement weather SITREPs will be IAW the current JOC SOP.

(1) An assessment of the conditions of the roads and bridges in the area of responsibility.

(2) An assessment of the weather's effect on power lines (i.e., whether ice has formed / is collecting on power lines).

(3) Any announcements from local officials (e.g. county judge, local police, etc) about conditions.

(4) Any requests for assistance from local officials.

(5) A recommendation on the continuation of any planned activities / events (workshops, exercises planned for the day).

c. The DAG will make a recommendation to The Adjutant General (TAG) on the inclement weather announcement and any further instructions, if applicable. The decision to release federal and state employees (defined as excusal from further scheduled duty without charge to leave), authorize unscheduled leave on an agency-wide basis, or close facilities to the public will be made by TAG.

d. Following the decision to excuse employees, the JOC will coordinate with the public affairs office for the publication of appropriate announcements with local media outlets. If the event occurs during normal work hours, the DAG will notify the Agency's full-time federal and state managers and supervisors. A State Executive Order may take precedence over existing policy.

e. When the decision is made to excuse employees, all employees regardless of their status (State, Federal, Full Time National Guard Duty – Operational Support (FTNGD-OS), Active Duty for Training (ADT), Inactive Duty for Training (IADT), etc.) may be released, except for those identified as "emergency essential" personnel. Emergency essential employees will carry out their emergency essential tasks, but may be released at the discretion of their supervisor depending on the actual situation.

f. Policy established by this regulation concerns only the official excusal of employees. Individuals, who by their own personal circumstances, seek early release or who are not able to report for work due to these circumstances when the facility is otherwise open for business must use established procedures for requesting leave.

#### 1-7. Localized Conditions

a. The determination that inclement weather exists and the responsibility for assessment and decision are as follows:

(1). Camp Robinson / Little Rock Areas: The DAG is responsible for assessing the local situation and making recommendations to The Adjutant General (TAG). TAG will make the final decision on the course of action. The DAG is delegated this decision authority in the absence of TAG.

(2). Other Army National Guard geographical areas: The Major Subordinate Command Administrative Officers (MSC AOs) of the 39<sup>th</sup> Infantry Brigade Combat Team, 87<sup>th</sup> Troop Command, 142<sup>nd</sup> Fires Brigade and the Training Site Manager (TSM) for Fort Chaffee will make the final decision on the course of action which affects their geographically separated units outside the Little Rock area. Each MSC AO will establish procedures which will facilitate assessments by subordinate AOs. Procedures will include a process whereby MSC AOs notify the JOC, via SITREP, of the final course of action.

(3). Air National Guard geographical areas: The Commander, 189<sup>th</sup> Airlift Wing (LRAFB); and the Commander, 188<sup>th</sup> Wing (Ft. Smith), in coordination with the DoS-Air, will assess the local situation and make the final decision on the course of action for each facility. Wings will communicate the coordinated action to the JOC, via SITREP, as soon as possible with a copy forwarded to the DoS-Air.

#### 1-8. Administrative Guidelines

a. In the event of inclement weather, there are five different statuses that the Arkansas National Guard could be operating, Open, Open with the option for unscheduled leave, Open with XX hour delayed reporting with the option for unscheduled leave, Open with XX hour early departure, and Facilities closed to the public. Appendix A encapsulates this section's guidelines in a simple reference table.

(1) Open –

a. This is the normal state of the Arkansas National Guard and Military Department of Arkansas and all Arkansas National Guard facilities are open to the public.

b. All AGR, Technician, and State Employees are expected to report to their worksites at their normal reporting times and remain at their worksites until their normal dismissal times.

c. Normal leave and attendance rules are in effect.

(2) Open With Option for Unscheduled Leave

a. An emergency determination has been made that because of inclement weather, traffic or highway conditions to allow for unscheduled leave at the beginning of a workday.

b. All emergency essential employees are expected to report to their worksites on time unless otherwise directed by their supervisory chain of command not to report, or delay reporting.

c. All non-emergency essential employees, including those on alternate work schedules (AWS) will be authorized to be absent for the entire workday should circumstances require it. Non-emergency essential employees not reporting for work, arriving late, or leaving early under an unscheduled leave determination will not be disciplined for tardiness or absence, but will be charged paid leave or leave without pay, as appropriate, for the period between their regularly scheduled official starting time and their arrival time, for the whole workday, or for the period of time from their departure from the workplace, and their regularly scheduled dismissal time, as appropriate. Employees must notify their supervisors of their intentions as soon as possible if they intend to request unscheduled leave.

(3). Open with a 2 hour delayed reporting with option for unscheduled leave

a. An emergency determination has been made that delayed reporting of employees is necessary due to an emergency situation or hazardous conditions. TAG will make a determination on the number of hours to delay reporting to minimize the safety risk to personnel.

b. All emergency essential employees are expected to report to their worksites on time unless otherwise directed by their supervisory chain of command not to report, or delay reporting.

c. Non-emergency essential employees will be expected to report at the time indicated and perform work from what then becomes the official start time until the end of the normal duty day. Once the revised reporting time is reached, normal notification policies apply for employees to request leave. The period from the normal start time, to the revised reporting time, is considered:

(1) State Employees - State employees on previously approved leave are charged leave for this period. State employees not reporting for duty at the revised start time will be charged leave, as appropriate until they report.

(2) Federal Technicians - Administrative leave. Federal technicians on prior approved leave will still be charged leave for the hours during the delay. Federal technicians not reporting for duty at the revised start time will be charged leave, as appropriate, until they report.

(3) AGR - A pass until the revised reporting time. AGRs must satisfy their duty day requirements or be charged ordinary leave in accordance with their appropriate Army or Air service regulations.

(4). Open with a 2 hour early departure

a. An emergency determination has been made that early dismissal of employees is necessary due to an emergency situation or hazardous conditions.

b. All emergency essential employees are expected to remain at their worksites until normal dismissal time unless otherwise directed by their supervisory chain of command. Additionally, emergency essential employees may be required to work past their normal dismissal time as mission needs dictate.

c. Non-emergency essential employees will be released at what will become a revised dismissal time. Prior to the revised dismissal time, normal notification policies apply for employees to request leave. The period from the revised dismissal time to the normal dismissal time, is considered:

(1). State Employees - State employees on previously approved leave are charged leave for entire workday as applicable. If a non-emergency essential state employee requests leave, and is permitted to leave work prior to the announcement of an official early dismissal, they will be charged with leave for the remainder of the workday. Non-emergency essential state employees who leave work early after an announcement of an official early dismissal will be charged leave for the period between their departure and the beginning of the official early dismissal time.

(2) Federal Technicians - Administrative leave. Federal Technicians on prior approved leave will be charged leave for the hours during which the excusal took place. If a Technician reports on time, requests leave and leaves prior to the announcement of an official early release, they will be charged with leave for the remainder of the workday. If a Technician who is present for duty requests, and is approved leave after the announcement of an official early dismissal but prior to the official early dismissal time, they are charged leave for the period up to the official early release time, and then placed on administrative leave for the remainder of the workday.

(3) AGR - A pass for the remainder of the workday. AGRs must satisfy their duty day requirements or be charged ordinary leave in accordance with their appropriate Army or Air service regulations.

(5). Facilities Closed to the Public

a. An emergency determination has been made that the closure of facilities is necessary due to an emergency situation or hazardous conditions.

b. All emergency essential employees are expected to report to their worksites on time unless otherwise directed by their supervisory chain of command not to report, or delay reporting.

c. All non-emergency essential employees are excused as follows:

(1) State Employees - Inclement weather attendance code INCL, a non-chargeable leave. State employees on previously approved leave are charged leave for this period.

(2) Federal Technicians - Administrative leave. Federal technicians on prior approved leave will still be charged leave for this period. Federal Technicians who are on military leave for duty in state, and are unable to perform that duty due to facility closure, will be authorized administrative leave for the day, and should coordinate with their military unit for a determination of pay in a military status.

(3) AGR - A pass. AGRs on a prior approved leave are still charged leave for this period.

(4) Alternate work schedule employees whose normal day off falls on day when facilities are closed do not get an additional day off.

b. Emergency essential federal and state employees who ensure operational and mission capability or security during an emergency situation or hazardous condition may be required to report for duty, or remain on duty during these situations. Consideration will be given, in the event extreme conditions delay reporting or make reporting impossible.

(1) State employees who are required or approved to report to and remain at the work site after an emergency situation has been declared, shall be compensated by being awarded compensatory time or additional pay as declared eligible and specified under Arkansas Military Department and Arkansas Department of Finance and Administration regulations and/or policy concerning work hours and overtime.

(2) Emergency Essential Federal technicians shall earn compensatory time for time spent working if non-essential employees have been granted administrative leave. If they are required to report for duty and perform work on a holiday, they may be entitled to holiday premium pay.

(3) AGRs required to perform emergency essential services are not entitled to compensatory time but may be awarded a pass to be utilized at a later time.

c. HRO Guidance - In any case where groups of federal technicians and AGR personnel are authorized administrative release or unscheduled leave, the HRO will issue appropriate administrative guidance to the employees of the affected activity(ies). Guidance should be provided as soon as possible for distribution to supervisors, employees, labor unions, and Time and Attendance (T&A) reporting officials.

d. Personnel in Military Duty Status (AGR, ADSW, AT, etc) - Military personnel are not authorized administrative leave or compensatory time. Personnel in any military duty status will conform to the work/training schedule prescribed by the local commander/supervisor, or officially be given a Pass for the period of excusal due to an emergency.

e. Personnel on Temporary Duty - Any employee at a school, conference, or performing temporary duty at other than Arkansas National Guard facilities will follow the guidance/local rules in effect at their temporary location. When in doubt, employees should contact their chain of command for further guidance.

#### 1-9. Activity Planning

a. Arkansas Army National Guard (AR ARNG): The Chief of Staff, Army has the overall planning responsibility for Army National Guard personnel and units to include the training sites, Marksmanship Training Center and Regional Training Institute. All staff elements will use their normal chain of command reporting procedures.

(1) Each director / manager will furnish the Chief of Staff a list of designated personnel at the beginning of each fiscal year.

(2) Each MSC AO and the TSMs will establish procedures that will ensure that their facilities are appropriately staffed to provide minimum accomplishment of assigned missions. A copy of these procedures will be furnished to the Chief of Staff at the beginning of each fiscal year.

(3) The Chief of Staff, Army will provide a copy of these procedures to the DAG at the beginning of each fiscal year.

b. Arkansas Air National Guard (AR ANG): The Director of Staff-Air (DoS-Air) has the overall planning responsibility for Air National Guard personnel and units. Each Wing Commander will establish procedures that will provide for continuity toward

accomplishment of missions. The DoS-Air will provide a copy of these procedures to the DAG at the beginning of each fiscal year.

## **SECTION 2**

### **Personnel Management for IDT Periods and UTA Weekends**

#### 2-1. Purpose –

a. This section provides guidelines for the release of traditional guardsmen during IDT periods and UTA weekends in the event of an emergency situation or hazardous condition that requires the cancellation of training.

#### 2-2. General

a. The decision to cancel training will be made by the Commander, Army National Guard and the Commander, Air National Guard after joint coordination and notification of TAG.

b. After the decision has been made, representatives from the office of the Army or Air commanders will contact the Arkansas Joint Operations Center (JOC) for planning implementation.

## **SECTION 3**

### **Notification**

#### 3-1. Individual Inquiries

a. Soldiers and Airmen must use their chain-of-command as to whether they should report to their unit, a scheduled ARNG school/training site, or other event, because of weather forecasts or current weather conditions, or other emergency situations. Employees may also consult the following for updated information:

(1). All federal and state employees of the Arkansas Military Department and Arkansas National Guard can call the Arkansas JOC for the most current facility status.

(2). The Arkansas National Guard social media presence on Facebook or Twitter.

(3). Local television and radio media outlets.

(4). Information concerning the release of employees will not normally be posted to the news media, (TV, radio, newspaper, etc.) and instead will be passed down through the supervisory chain of command.

(5). General announcements affecting state employees can also be found at [www.Arkansas.gov](http://www.Arkansas.gov).

### 3-2. Rosters

a. Each command will establish a full-time manning alert roster in conjunction with their traditional National Guard personnel alert roster. If in doubt as to whether to report for work or not, all federal and state employees, and traditional National Guard members, should call their first-line supervisor or follow their chain-of-command for specific information.

Appendix A.

Status of Arkansas National Guard Facilities	
The Command Group will provide the following announcements to the media through public affairs channels when a disruption occurs before or during the workday.	
Announcement	What the Announcement Will Say and Means
OPEN	<p>“Arkansas National Guard facilities are open to the public under normal operating procedures.”</p> <p>All AGR, Technician, and State Employee personnel are expected to report to their worksites on time. Normal operating procedures are in effect.</p>
OPEN WITH OPTION FOR UNSCHEDULED LEAVE	<p>“Arkansas National Guard facilities are open to the public but employees have the option to take unscheduled leave.”</p> <p><b>Emergency Essential</b> employees are expected to report to their worksites on time unless otherwise directed by their supervisory chain of command</p> <p><b>Non-Emergency Essential</b> employees must notify their supervisor of their intent to use unscheduled leave instead of reporting to their worksites on time. Non-Emergency Essential employees have the option to use</p> <p>(1) earned annual leave, compensatory time off, credit hours as appropriate;</p> <p>(2) leave without pay;</p> <p>(3) their alternative work schedule (AWS) day off</p>
OPEN WITH A 2 HOUR DELAYED REPORTING WITH OPTION FOR UNSCHEDULED LEAVE	<p>“Arkansas National Guard facilities are open to the public under a 2 hour delay and employees have the option to use unscheduled leave.”</p>

	<p><b>Emergency Essential</b> employees are expected to report to their worksites on time unless otherwise directed by their supervisory chain of command</p> <p><b>Non-Emergency Essential</b> employees must report to work, but will be granted an excused absence (administrative leave) for up to 2 hours past their normal reporting time. Employees who are not at work by the delayed reporting time will be charged leave from the delayed reporting time to their actual reporting time. Employees who desire, may notify their supervisor of their intent to use unscheduled leave instead of reporting to their worksites under a 2 hour delay. Non-Emergency Essential employees have the option to use</p> <p>(1) earned annual leave, compensatory time off, credit hours as appropriate;</p> <p>(2) leave without pay;</p> <p>(3) their alternative work schedule (AWS) day off</p> <p><b>Pre-approved Leave</b> for the entire workday will still be charged for the full day, as will any requested unscheduled leave.</p>
<p>OPEN WITH A 2 HOUR EARLY DEPARTURE</p>	<p>“Arkansas National Guard facilities are open to the public, however due to inclement weather, employees are authorized to depart 2 hours earlier than their normal departure times and may request unscheduled leave to depart prior to the 2 early departure.”</p> <p><b>Emergency Essential</b> employees are expected to remain at their worksite until their scheduled departure time otherwise directed by their supervisory chain of command</p>

	<p><b>Non-Emergency Essential</b> employees will be granted an excused absence (administrative leave) for the 2 hours of time. Employees who desire, may notify their supervisor of their intent to use unscheduled leave to accelerate their departure. Non-Emergency Essential employees have the option to use</p> <ul style="list-style-type: none"> <li>(1) earned annual leave, compensatory time off, credit hours as appropriate;</li> <li>(2) leave without pay;</li> <li>(3) their alternative work schedule (AWS) day off</li> </ul> <p><b>Pre-approved Leave</b> for the entire workday will still be charged for the full day, as will any requested unscheduled leave.</p>
<p>FACILITIES CLOSED TO THE PUBLIC</p>	<p>“Arkansas National Guard facilities are closed to the public due to inclement weather, although guardsmen are actively assisting the citizens of Arkansas”</p> <p><b>Emergency Essential</b> employees are expected to report to their worksites unless otherwise directed by their supervisory chain of command</p> <p><b>Non-Emergency Essential</b> employees will be granted an excused absence (administrative leave) for the number of hours they were scheduled to work, unless they are:</p> <ul style="list-style-type: none"> <li>(1) on official travel outside of the state;</li> <li>(2) on leave without pay;</li> <li>(3) on an alternative work schedule day off.</li> </ul> <p><b>Pre-approved Leave</b> for the entire workday will be converted into administrative leave.</p>