



MILITARY DEPARTMENT OF ARKANSAS  
OFFICE OF THE ADJUTANT GENERAL  
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NGAR-HRO

14 November 2011

MEMORANDUM FOR All Directors/Managers/Supervisors, Arkansas National Guard

SUBJECT: The Adjutant General's Policy 2012-03, Guidelines for Inclement Weather

1. The intent of this memorandum and the enclosed implementing instructions are to provide general guidelines consistent with federal and state directives of inclement weather policies applicable to all state and federal employees of the Arkansas National Guard. These guidelines are effective upon receipt and supersede Policy Memorandum 2010-06, dated 27 May 2010, Subject: Guidelines for Inclement Weather.
2. One of the missions of the Arkansas National Guard is to rapidly respond to federal, state, and local emergencies. Inclement weather is normally the reason for these emergencies. Therefore, my general policy is that state and federal facilities will not close because of inclement weather. There are also certain state and federal missions that cannot be suspended or interrupted; however, mission accomplishments must be balanced with the risk of danger to all employees.
3. Directors, managers and supervisors must familiarize themselves with the enclosed implementing instructions as it authorizes deviations from the normal policies and procedures. These instructions also identify actions that must be taken in advance of the implementation of the inclement weather policy.
4. If you have questions concerning this policy, please contact the Human Resources Officer at (501) 212-4200.

Encl  
Implementing Instructions

  
WILLIAM D. WOFFORD  
Major General  
The Adjutant General

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## IMPLEMENTING INSTRUCTIONS FOR INCLEMENT WEATHER POLICY

1. Reference, HRO memorandum dated 27 November 2011, Subject: The Adjutant General's Policy 2012-03, Guidelines for Inclement Weather.

2. The intent of this correspondence is to provide specific instructions for the planning, implementation, and administration of the inclement weather policy.

3. Introduction: All employees must understand that their office or activity will be open each regular workday regardless of weather conditions. It is, however, 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 conflicts.

4. Intent:

a. Tardiness may be excused up to, but not to exceed, two (2) hours without charge to leave. Excused tardiness applies to personnel who have made an effort to arrive at work on time but have been hindered by inclement weather conditions. **It is not a blanket approval to be two (2) hours late.**

b. Personnel may be excused early, up to, but not to exceed, two (2) hours at the end of the day without charge to leave provided they are at their duty station when the inclement weather policy is put into effect. (This does not mean if you made it to work on time and the inclement weather was in effect that you can leave four (4) hours early.)

c. Other than these two (2) provisions, absent employees must be in some type of leave status. Whether an employee should or should not be charged leave for an absence depends upon his / her duty or leave status at the time the inclement weather policy is placed into effect. Employees on previously approved leave for the entire work shift will be charged leave even if the inclement weather policy goes into effect. Employees who do not report for work at all during the day will be charged a full day of leave. If an employee is at work and takes leave before the inclement weather policy goes into effect, they will be charged the full amount of leave taken. (e.g., an employee requests to take leave at 1000 and the inclement weather policy is put in effect at 1300. The employee will be charged leave from 1000 until the end of the day regardless of early dismissal for other employees present for duty.)

5. Critical personnel: The minimum number of employees necessary to perform state and federal missions that cannot be suspended will be designated as critical personnel. Critical personnel should be selected by management and / or supervisory personnel. The following guidelines are provided:

a. Critical personnel will be:

(1) Designated by job title and location.

(2) Notified that they are expected to be at work, regardless of weather conditions and should make plans accordingly.

b. Arkansas Army National Guard (AR ARNG): The Chief of Staff, Army and Deputy Adjutant General (DAG) have overall planning responsibility for Army National Guard personnel and units. The JFHQ Chief of Staff (JFHQ-CoS) has overall planning responsibility for the training sites. All staff elements will use their normal chain of command reporting procedures.

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

(2) Each Major Subordinate Command Administrative Officer (MSC AO) and the Training Site Managers (TSM) 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 appropriate Chief of Staff and DAG at the beginning of each fiscal year.

c. 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 JFHQ-CoS at the beginning of each fiscal year.

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

a. Camp Robinson / Little Rock Areas: The JFHQ-CoS and DAG are 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 JFHQ-CoS and DAG are delegated this decision authority in the absence of TAG.

b. Other Army National Guard geographical areas: The MSC AO of the 39<sup>th</sup> Infantry Brigade Combat Team, 87<sup>th</sup> Troop Command, 142<sup>nd</sup> Fires Brigade and the 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. The final course of action will be communicated as soon as possible to the Joint Force Headquarters Joint Operations Center (JFHQ-JOC).

c. Established procedures will include a process to notify the JFHQ-JOC with a Situation Report (SITREP). The SITREP will include: an assessment of the conditions of the roads and bridges in the Area of Responsibility (AOR), an assessment of the weather's effect on power lines, announcements from local officials about conditions, requests for assistance from local officials and a recommendation on the continuation of any planned activities or events for the rest of the day.

d. Air National Guard geographical areas: The Commander, 189<sup>th</sup> Airlift Wing (LRAFB); and the Commander, 188<sup>th</sup> Fighter 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 their facilities. This action will be communicated as soon as possible to the JFHQ-JOC.

e. Established procedures will include a process to notify the DOS-Air with a SITREP. The SITREP will include: an assessment of the conditions of the roads and bridges in the Area of Responsibility (AOR), an assessment of the weather's effect on power lines, announcements from local officials about conditions, requests for assistance from local officials, and a recommendation on the continuation of any planned activities or events for the rest of the day.

7. Procedures: The INITIAL inclement weather policy announcement will rarely be made before the beginning of the normal duty day. The decision of whether anyone should attempt to report to work later is an individual responsibility based on local conditions and the individual's own assessment of what road conditions they feel they can negotiate. Any employee's decision of whether to depart for work earlier or later, or at all, should not be based on the announcement of the initial inclement weather policy. Safety should be a primary consideration. Leave for absences will be charged as discussed in paragraph 4.

a. 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 JFHQ-JOC. The JOC will in turn consolidate this information and submit to the JFHQ-CoS. If communication cannot be established with the JFHQ-CoS, contact the DAG. The JOC SITREP will contain:

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

(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 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).

b. The JFHQ-CoS or DAG will make a recommendation to TAG on the inclement weather announcement and any necessary further instructions, if applicable. If the inclement weather policy is to be established, the JFHQ-CoS or DAG will notify the JFHQ-JOC and direct the Public Affairs Officer to submit the announcement to the appropriate media outlets.

8. Notification: When the appropriate authority has determined that conditions warrant implementing the Inclement Weather Policy, effected employees will be notified by the most expedient means available. Such notification will specifically address the Military Department of Arkansas / Arkansas National Guard. Implementation of the Inclement Weather Policy should

include a specific start point and an expected termination point. Continuation of the policy may be accomplished by extending the original implementation as circumstances direct.

9. Policy Questions: Any questions pertaining to leave administration and whether the Inclement Weather Policy is in effect should be referred to the Human Resources Officer (for federal employees) or Director of State Resources (for state employees).