



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-5000

USNA/AACINST 12610.4F
5/HRD

JAN 7 2005

USNA/AAC INSTRUCTION 12610.4F

From: Superintendent, U.S. Naval Academy

Subj: MODIFIED OPERATIONS POLICY

Ref: (a) 5 C.F.R. 610
(b) USNAINST 12630.1J

Encl: (1) Specific Mission Operations Notification
(2) Leave Usage Chart

1. Purpose. To provide policy, procedures, and guidance per references (a) and (b) regarding scheduled operations during hazardous weather conditions or other local or national emergency situations as they affect the operation of Department of Defense (DoD) activities within the Annapolis Area Complex.

2. Cancellation. USNA/AAC INST 12610.4E. This directive is a complete revision and should be read in its entirety; no special markings appear because changes are extensive.

3. Policy

a. All employees are to assume, unless otherwise notified, that they are to report for duty as regularly scheduled, even though adverse conditions may exist. While some conditions, including hazardous weather, may make it more difficult to get to work, they do not necessarily create the need to modify operations for the Naval Academy and the Annapolis Area Complex. Severe conditions, however, may constitute a situation that prevents employees in significant numbers from reporting for duty or necessitates the closing of activities. For a situation to be considered an emergency in this context, it must be general rather than personal in scope and impact, and existing or developing conditions must make it unreasonable to expect employees to get to (or stay at) work. The health and safety of employees in these emergency situations is a matter of prime concern. During periods of modified operations essential support operations must be provided. It may also be necessary to continue providing specific mission operations.

b. Essential Support Operations. Essential support operations must be provided and cannot be interrupted or suspended e.g., police and fire protection, telephone operations, central heating plant, food service, etc. It is considered a condition of employment that employees providing essential support operations report for duty as scheduled.

c. Specific Mission Operations. Specific mission operations may also be required to minimize impact on the mission of the Naval Academy; e.g. scheduled academic classes, scheduled athletic events, child care services, Bancroft Hall operations, etc. Employees performing these duties will be notified in writing (enclosure (1)).

d. Employees providing essential support and specific mission operations will make every reasonable effort to report for duty short of creating an unacceptable safety or health risk for themselves. If transportation cannot be arranged or unscheduled annual leave is desired, supervisors are to be notified as soon as possible after the duty day begins. Administrative leave, annual leave, leave without pay (LWOP), or absence without leave (AWOL) will be determined by supervisors. Decisions will be based on commuting distance, usual mode of transportation; e.g., carpool, public transportation, etc.; road conditions, and family situations; e.g., school delays or closures. Supervisors will consider individual employee efforts to report to work with similarly situated employees.

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e. Enclosure (2) provides a quick reference for determining leave status of employees, not required for essential support and specific mission operations, when the Naval Academy and the Annapolis Area Complex are under modified operations due to exigent circumstances.

4. Action Taken During Non-duty Hours. If possible, the decision to modify hours of operations will be made before 0500 on the scheduled workday so that the morning news can include the announcement. In some cases, however, the decision cannot be made until after 0500. Efforts will be made to determine what action will be taken as early as possible so that management officials are notified early enough to pass the word down the chain of command before employees depart for work. As always, safety comes first.

5. Action Taken During Duty Hours

a. If the decision is made to modify operations the notification will specify whether dismissal is to occur immediately, on a staggered basis, or at a specified time.

b. Employees must be in a duty status when the early dismissal is announced to be excused. Employees who desire additional time off may request and be granted annual leave or leave without pay between the early dismissal notification and actual dismissal time.

c. Employees on scheduled/approved leave at the time the dismissal is announced, with the expectation that they will return to duty before the end of the workday, should be charged leave up to the time of early dismissal.

d. Employees who are not in a duty status when dismissal occurs after their duty day begins will be charged the appropriate leave for the entire period of absence. They do not receive administrative leave.

e. Employees with intermittent work schedules and those whose appointments are limited to 90 days or less do not have a regular tour of duty, and are not entitled to administrative leave. See reference (a).

6. Communications

a. A modified operations decision will be communicated through the USNA Operational Status Hotline, USNA Base Operations Web Site, radio and television public announcements in the Annapolis, Baltimore and Washington D.C. area, and the Chain of Command.

b. The following operating status announcements will be placed on the Operational Status Hotline at 410-293-0032 and on the USNA Base Operations Web Site as follows:

(1) **"USNA Open for Normal Business Operations"**. All employees report for duty on time, no unscheduled leave policy is in effect.

(2) **"USNA Open for Normal Business Operations, Unscheduled Leave Policy is in Effect"**. All employees are to report on time. Employees impacted by exigent circumstances, including hazardous weather, are allowable to take unscheduled leave upon notification to their supervisors.

(3) **"USNA Opening Under Delayed Arrival, Unscheduled Leave Policy is in Effect"**. A specific length of delay with a not to exceed (NTE) reporting time will be announced. Employees will receive up to a specific amount of administrative leave but must report no later than the time announced. Employees impacted by exigent circumstances, including hazardous weather, are allowable to take unscheduled leave upon notification to their supervisors. Employees normally scheduled to report after the NTE reporting time must report on-time.

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(4) **“USNA Opened Under Modified Operations”**. All personnel providing essential support operations and those required for specific mission operations must report on time (or delayed if announced). Specific mission operations will be announced as necessary and could include, but are not limited to, scheduled academic classes (instruction and support), scheduled athletic events, child care operations, and Bancroft Hall Operations. All other personnel are excused from work and may be granted administrative leave.

(5) **“USNA Closed Except for Essential Support Operations”**. Personnel required to provide essential support operations are required to report for duty as scheduled. All other personnel are excused from work and may be granted administrative leave.

NOTE: “Unscheduled Leave” has replaced “Liberal Leave”. Employees impacted by exigent circumstances are allowed to take unscheduled leave without the prior approval of their supervisors. Employees are **REQUIRED** to notify their supervisors as soon as possible of their intent to use unscheduled leave.

7. Responsibilities

a. The Area Operations Officer, Naval District Washington (NDW) East and Deputy/Chief of Staff have the responsibility for determining what impact, if any, hazardous conditions will have on operations and setting and communicating the appropriate operational status of the Naval Academy and Annapolis Area Complex.

b. The Public Affairs Officer will notify local, Baltimore, and Washington D.C. radio and television stations of the decision and request public announcements of the operational policy in effect for the day. Announcements will be requested on the following radio and television stations.

(1) Radio Stations. WNAV (AM 1430), WTOP (AM 1500), All Metro News Networks, and all Infinity Broadcasting Stations.

(2) Television Stations. Baltimore and Washington D.C. Stations Affiliates for FOX, ABC, CBS, and NBC.

c. Management officials are responsible for expeditious and accurate notification to employees within their organization once decision regarding modified operations have been made.

d. Supervisors are responsible for providing written notification to employees providing essential support operations and specific mission operations and will determine the appropriate leave status based on the policy guidance provided herein. Supervisors are also responsible for ensuring their employees are informed of and understand the contents of this instruction, as well as keeping them informed of their duty status during modified operating conditions. Supervisors will maintain current recall/release lists of employee phone numbers to facilitate notification/communication.

e. Employees are responsible for making every reasonable effort to report for duty (on time or delayed) and verify reporting time through public announcements, the Operational Status Hotline, the USNA Base Operations Web Page, or contact with their supervisors what their reporting requirements are. Employees unable to report as scheduled and those desiring unscheduled annual leave are responsible for contacting their supervisors as soon as possible. **IT IS VITAL THAT EMPLOYEES PAY CLOSE ATTENTION TO THE REPORTING REQUIREMENTS ANNOUNCED FOR MODIFIED OPERATIONS.**

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f. The Human Resources Department will assist supervisors in interpreting any specific work situation and employee leave status and answer any questions concerning this instruction.



T. D. RAINS
Deputy/Chief of Staff

Distribution:
All NonMids (Electronic)

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(Date)

MEMORANDUM

From: (Cost Center Head/Equivalent (or designee))

To: (Employee)

Subj: SPECIFIC MISSION OPERATIONS NOTIFICATION

Ref: (a) USNAINST 12610.4F

1. In accordance with reference (a), your position is designated as a Specific Mission Operations position. As such, you may be required to report for work in support of scheduled mission functions that must continue during hazardous conditions or at other times when the Naval Academy is operating under a modified operational status.

2. The duties of your position, while not critical to emergency operations, are essential to certain scheduled activities/events (academic classes, athletic events, child care services, Bancroft Hall operations, etc.) on any given day. Employees that support such specific mission operations will be identified by public announcement when hazardous conditions force reduced operations. For example, if the complex is to be closed, but classes will be held as scheduled, the announcement could be: THE NAVAL ACADEMY/ ANNAPOLIS AREA COMPLEX IS OPEN FOR REDUCED OPERATIONS; ALL EMPLOYEES ESSENTIAL TO INSTRUCTION OF SCHEDULED CLASSES (or other announced operations) TODAY ARE TO REPORT AS SCHEDULED.

3. As an employee identified as essential to _____ operations, you will be required to report to work as announced, and are expected to make every reasonable effort to report for duty as required.

4. Please review with your supervisor your specific duties and responsibilities designated in this memorandum.

SIGNATURE BLOCK

I acknowledge receipt of this memorandum and fully understand what is required of my position:

Employee Signature

Date

Enclosure (1)

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LEAVE USAGE CHART (NON-ESSENTIAL EMPLOYEES)

Status of Employee	Status of USNA/AAC		
	USNA/AAC Closed Entire Day	Delayed Opening	Early Dismissal
Examples:			
A. Was scheduled to work but does not report for duty all day.	Admin Leave granted for entire day.	No Admin Leave granted.	No Admin Leave granted.
B. 2 hour delay is announced w/a NLT report time, 0930. Employee normally reports at 0700, but reports at 0930.	N/A	Admin Leave granted for 2 hrs, 0700-0900. An employee normally scheduled to report at 0800 must report no later than 0930 and will receive 1.5 hrs Admin Leave.	N/A
C. Employee reports later than officially announced NTE reporting time. Employee normally reports at 0800, but reports at 1000. 2 hr delay NLT 0930 is announced.	N/A	Admin Leave granted from 0800-0930. Annual leave/LWOP charged to employee after 0930 until actual time of arrival.	N/A
D. Employee was on duty; left before official announcement of early dismissal.	N/A	N/A	No Admin Leave is granted.
E. Was on duty at time early dismissal was announced for a future time but employee leaves before the announced departure time.	N/A	N/A	Annual Leave/LWOP from time of departure until time of early dismissal. Admin Leave from early dismissal time until end of employee's normal workday.
F. Employee was on duty until time announced for early dismissal.	N/A	N/A	Admin Leave granted from time of departure until end of employee's normal workday.
G. Employee was previously scheduled to be on leave for entire day; does not report for duty.	Admin Leave granted for entire day.	No Admin Leave is granted.	No Admin Leave is granted.
H. Scheduled to return from approved leave during the early dismissal period (e.g., doctor's appt w/scheduled sick leave from 1000-1400, early dismissal at 1300).	N/A	N/A	Previously scheduled leave charged until time of early dismissal. Admin Leave from early dismissal until end of the employee's normal workday.

NOTE: Employees who are on LWOP pending disability retirement or while in receipt of workers' compensation, on military leave, on suspension, or in a non-pay status on the workday before and after the closure, are not entitled to administrative leave and should remain in their current status.

Enclosure (2)