

PROPOSED FROST CALL

1. CAMP LEJEUNE IS IN DESTRUCTIVE WEATHER CONDITION I. BO P3440.6 REFERS.
2. ALL CIVILIAN PERSONNEL WHOSE SERVICES CAN BE SPARED ARE TO BE EXCUSED FROM WORK AS SOON AS POSSIBLE.
3. SHOULD BASE REMAIN CLOSED BEYOND 2400 ANNUAL LEAVE WILL BE REQUIRED FOR NON-ESSENTIAL CIVILIANS EXCUSED BY THIS FROST CALL.
4. ESSENTIAL CIVILIANS WILL REPORT FOR NORMAL WORK SHIFTS.

PROPOSED FRONT COVER

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4. ESSENTIAL CIVILIANS WILL REPORT FOR NORMAL WORK SHIFTS.

MEMORANDUM FOR THE DIRECTOR

1. The information received from the field office on 10/15/54 indicates that the subject has been observed in the vicinity of the [redacted] area. It is suggested that the [redacted] be maintained in the [redacted] area.

2. The [redacted] should be kept under close surveillance and any unusual activity should be reported immediately to the [redacted] office.

3. The [redacted] should be advised of this information and the [redacted] should be kept advised of any further developments.

4. The [redacted] should be advised of this information and the [redacted] should be kept advised of any further developments.

5. The [redacted] should be advised of this information and the [redacted] should be kept advised of any further developments.

W/ERO

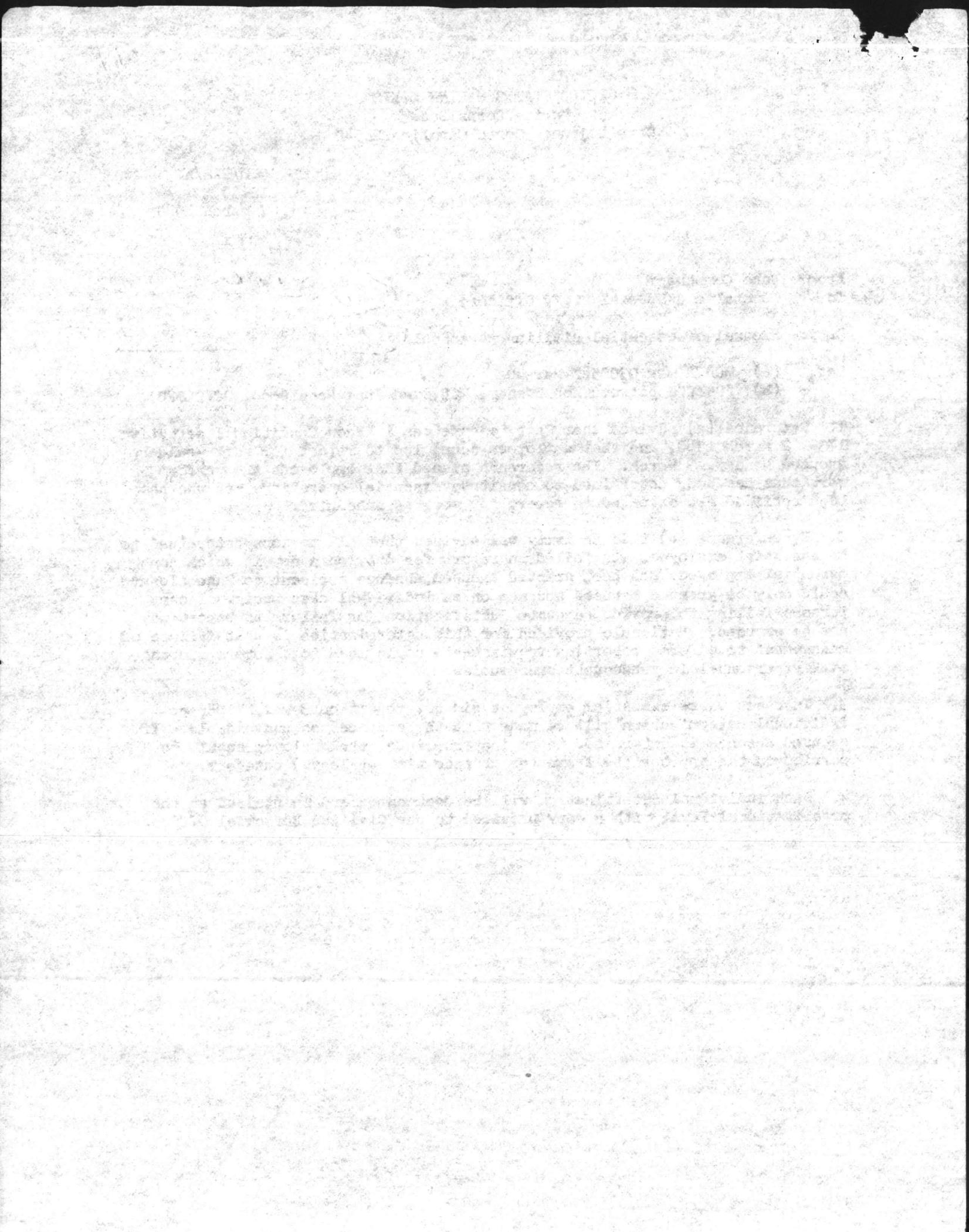
UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

CPO/RES/hf
12630
7 March 1980

From: Base Commander
To: General and Special Staff Officers
Subj: Excusal of essential civilian personnel

Ref: (a) MCBCL msg 030058Z Mar 80
(b) FONECON between Bob Swaney, MCB, and June Hazelwood, NCPC SFD

1. Reference (a) advised that Camp Lejeune was in Snow Condition I effective 1730, 2 March 1980, and that employees scheduled to report for work would be excused Monday, 3 March. The reference stated that employees who perform work that has been determined to constitute essential operations and who have been notified are expected to report for work as scheduled.
2. By reference (b) this activity was advised that all persons determined to be essential employees who failed to report for duty on a day in which non-essential employees had been granted excused absence incident to Base closure could only be granted excused absence on an individual case basis. Those persons failing to provide adequate justification for failure to report may not be excused. Rationale provided for this determination is that failure of management to enforce reporting requirements could lead to a severe shortage of key personnel in subsequent emergencies.
3. In cases where essential employees did not report on 3 March 1980 an individual determination will be made that the absence was unavoidable. If excused absence is determined to be inappropriate, the employee should be carried in the appropriate leave (or absence without leave) category.
4. Such individual determination will be documented and maintained at the organizational level with a copy provided to the Civilian Personnel Office.



CPO/RES/hf
12630
7 March 1980

MEMORANDUM FOR THE RECORD

Subj: Excused absence incident to Base closure

1. On 6 March 1980, I spoke with Ms. June Hazelwood, NCPD SFD NORVA, regarding closure of the Base for the period 2-5 March 1980.
2. Ms Hazelwood advised that they had received a determination from Mr. Payne's office in NCPD, Washington, that all essential operations employees be excused from duty only on an individual case basis. Each employee should be asked for an account of the reasons he/she did not report, taking into consideration such things as the distance from the work site and problems and successes other employees living near the employee were encountering. The biggest concern expressed by Mr. Payne was the impact a liberal excusal policy could have on the reporting to duty of these essential operations employees in future emergency situations.

ROBERT E. SWANEY, JR.

1940
1941
1942

MEMORANDUM FOR THE RECORD

Subject: [Illegible]

[Illegible text block]

[Illegible signature]



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO

CPO/RAW/hf
12630

24 MAR 1980

From: Commanding General
To: General and Special Staff Officers

Subj: Excusal of nonessential personnel

Ref: (a) MCB ltr, CPO/RES/hf 12630, of 7 Mar 1980

1. Reference (a) provided information concerning essential operations personnel on 3 March 1980 incident to the Base being in Snow Condition I. This letter provides directions concerning nonessential personnel.
2. Following are various situations and the policy to be followed:
 - a. Full time, part-time and intermittent employees (temporary and permanent with the exception of wage grade employees with appointments or time on board of less than 90 days) scheduled to work 2, 3, 4 or 5 March 1980 are to be granted excused absence for the first work shift that occurred following 1730, 2 March 1980.
 - b. Employees in a paid leave status on 2, 3, 4 or 5 March 1980 are to be granted excused absence for the first work shift that occurred following 1730, 2 March 1980. This excusal applies even though the employee was not expected to report for the work shift. This is a recent change by the Department of the Navy of a long-standing position and reverses previous guidance provided some organizations by the Civilian Personnel Office.
3. Those cases not processed in accordance with paragraph 2 will require corrective action. A memorandum identifying affected employees by name, payroll number and action required shall be submitted to Civil Payroll Office (copy to CPO) not later than 28 March 1980.

GPO/RAW/ht
12630

24 MAR 1980

From: Commanding General
To: General and Special Staff Officers

Subject: Removal of nonessential personnel

Ref: MOP Ltr, GPO/RAW/ht 12630, of 7 Mar 1980

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2. Following are various situations and the policy to be followed:

a. Full time, part-time and intermittent employees (temporary and permanent with the exception of wage grade employees with appointments on time on board of less than 90 days) scheduled to work 2, 3, 4 or 5 March 1980 are to be granted excused absence for the first work shift that occurred following 1730, 2 March 1980.

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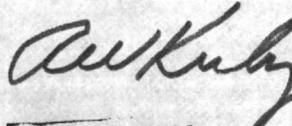
Handwritten signature

CPO/RAW/hf
12630

Subj: Excusal of nonessential personnel

4. It is recognized that the guidance in this letter may not cover some situations. In cases where a clear plan of action is not apparent, managers and supervisors should contact the Civilian Personnel Office (extensions 1458 or 1579) for instructions.

Copy to:
CO, NRMC
CO, NRDC
CO, MCAS(H)
President, AFGE L2065


R. W. KIRBY
By direction

1963
OPO/VA/VAH

Subj: Excess of nonessential personnel

4. It is recognized that the evidence in this letter may not cover some situations. In cases where a clear plan of action is not apparent, managers and supervisors should contact the Civilian Personnel Office (extensions 1458 or 1579) for instructions.

[Handwritten signature]

E. W. KIRBY
By direction

Copy to:
CO, NRMG
CO, NRDG
CO, MGRS(H)
President, AMGE 12056

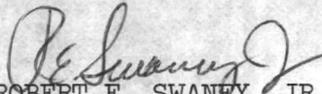
CPO/RES/hf
12630
6 March 1980

MEMORANDUM FOR THE RECORD

Subj: Return to Work Announcement

The following was provided to Lt Col Cranford, AC/S Manpower, at 1200,
5 Mar 1980 by Mr. Horne:

"Camp Lejeune will resume normal operations at 1200 midnight,
5 March 1980. All appropriated fund and nonappropriated fund
civilian employees will report for work in accordance with
their normal work schedule."


ROBERT E. SWANEY, JR.

Copy to:
CPO

CL/TER/HR
1980
6 March 1980

MEMORANDUM FOR THE RECORD

Subject: Return to work announcement

The following was provided to Lt. Col. Crawford, AO, P. Harpwood, on 5 March 1980 by Mr. Horner:

"Camp Detour will resume normal operations at 1800 hours on 5 March 1980. All appropriate funds and nonappropriated funds civilian employees will report for work in accordance with their normal work schedule."

ROBERT H. SWANSON, JR.

Copy to:
CPO

12630
7 Feb 1980

MEMORANDUM FOR THE RECORD

LtColonel FOLEY called at 1015, 6 February to ask what the Base was doing about closing down. I told him we were contacting Building 1 and asked for his recommendations. He recommended that employees be released as early as 1100. I told him that the closings had to be coordinated and we would get back with him. He called later and said the Air Station was closing. I told him the DOD required coordination and he said "we are coordinating." I told him that he was merely reporting a decision. He said the Colonel had already released a frost call when he got in touch with him, and that all their employees would be gone by 1100.

The following frost call was released by Base at 1127:

SUBJ: HAZARDOUS WEATHER

1. 1. REQUEST THAT THE FOLLOWING BE PASSED AS A FROST CALL:
CAMP LEJEUNE IS IN SNOW CONDITION 1. ALL CIVILIAN PERSONNEL WHOSE SERVICES CAN BE SPARED ARE TO BE EXCUSED FROM WORK AS SOON AS POSSIBLE. DISASTER PREPAREDNESS AND RECOVERY PLAN 1-74 APPLIES. SHOULD BASE REMAIN CLOSED BEYOND 2400, ANNUAL LEAVE WILL BE REQUIRED FOR CIVILIANS BE REQUIRED FOR CIVILIANS BEGINNING 0800 7 FEB 1980.

The Dental Center and Regional Medical Center were kept informed of developments and reportedly released non-essential employees as soon as possible.

AC/S, Manpower was provided the following notices by Mr. Horne for release early on 8 February:

"Camp Lejeune is open for normal operations. Employees are expected to report for work as normally scheduled".

OR

"Camp Lejeune remains closed. All non-essential employees will be on annual leave today. Essential employees will report for work as usual."


R. A. WYNNE

12030
7 Feb 1980

MEMORANDUM FOR THE RECORD

Colonel TOLLY called at 1015 on 6 February to ask what the base was doing about closing down. I told him we were considering building I and asked for his recommendations. He recommended that employees be released as early as 1100. I told him that the closure had to be coordinated and we would not back with him. He called later and said the Air Station was closing. I told him the DOD required coordination and he said "we are coordinating." I told him that he was merely reporting a decision. He said the Colonel had already released a frost call when he got in touch with him, and that all their employees would be gone by 1100.

The following items were released by base about 1100:

- 1. I. ABOUT THAT THE FOLLOWING BE PASSED AS A FROST CALL
- CAMP LEJEUNE IS IN FROM CONDITION I. ALL CIVILIAN PERSONNEL WHOSE SERVICES CAN BE SPARED ARE TO BE EXCUSED FROM WORK AS SOON AS POSSIBLE. DISASTER PREPARATIONS AND RECOVERY PLAN 174 APPLIES. SHOULD BASE REMAIN CLOSED BEYOND 2400, ANNUAL LEAVE WILL BE REQUESTED FOR CIVILIANS BE REQUESTED FOR

CIVILIANS BEGINNING 0600 7 FEB 1980.

The Dental Center and Regional Medical Center were kept informed of developments and reportedly released non-essential employees as soon as possible.

AN/S. Manpower was provided the following notice by Mr. [Name] for release early on 6 February:

"Camp Lejeune is open for normal operations. Employees are expected to report for work as normally scheduled."

"Camp Lejeune remains closed. All non-essential employees will be on annual leave today. Essential employees will report for work as usual."

[Handwritten signature and notes]

Bob

12630
7 Feb 1980

MEMORANDUM FOR THE RECORD

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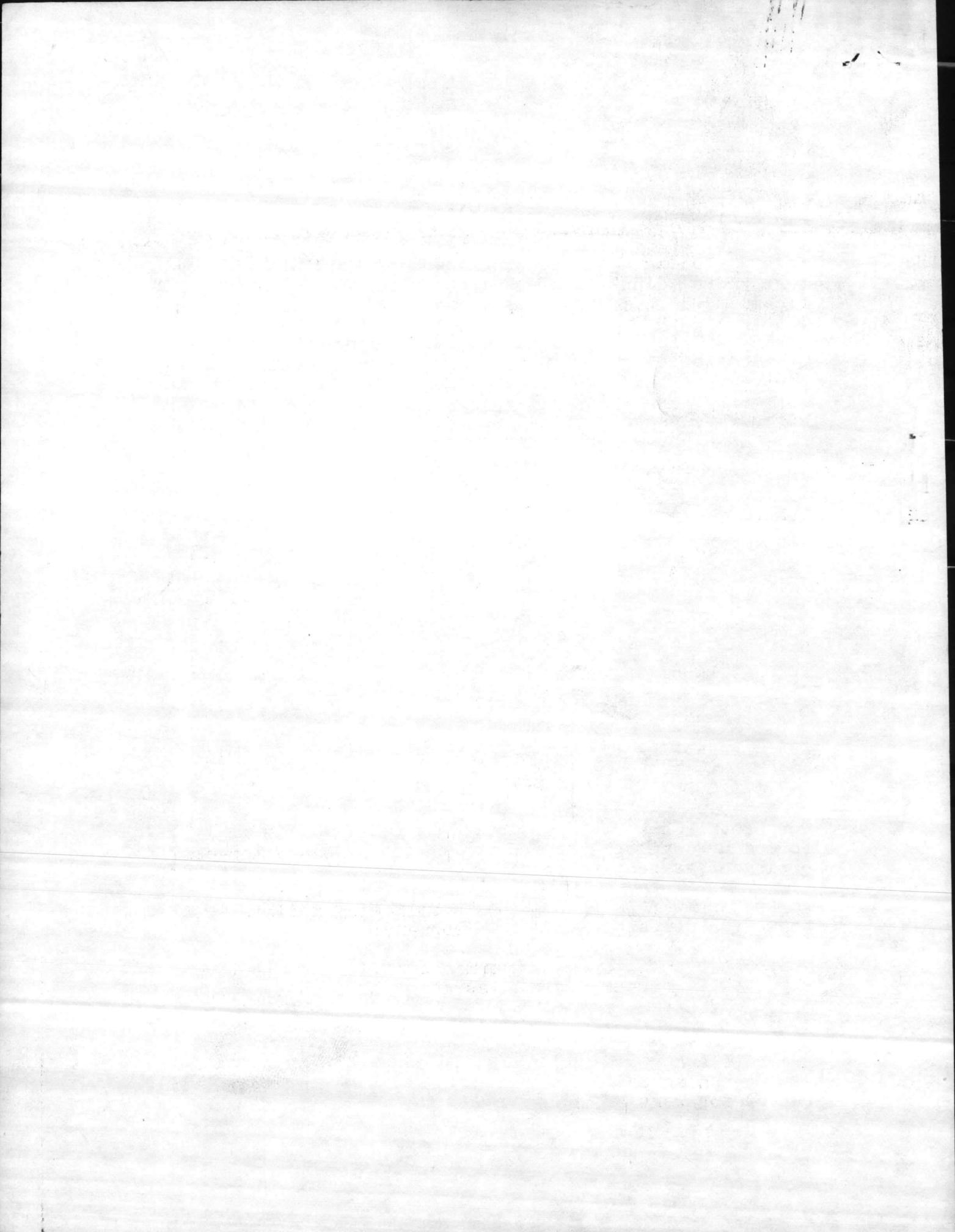
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R. A. Wynne
R. A. WYNNE M





From the desk of

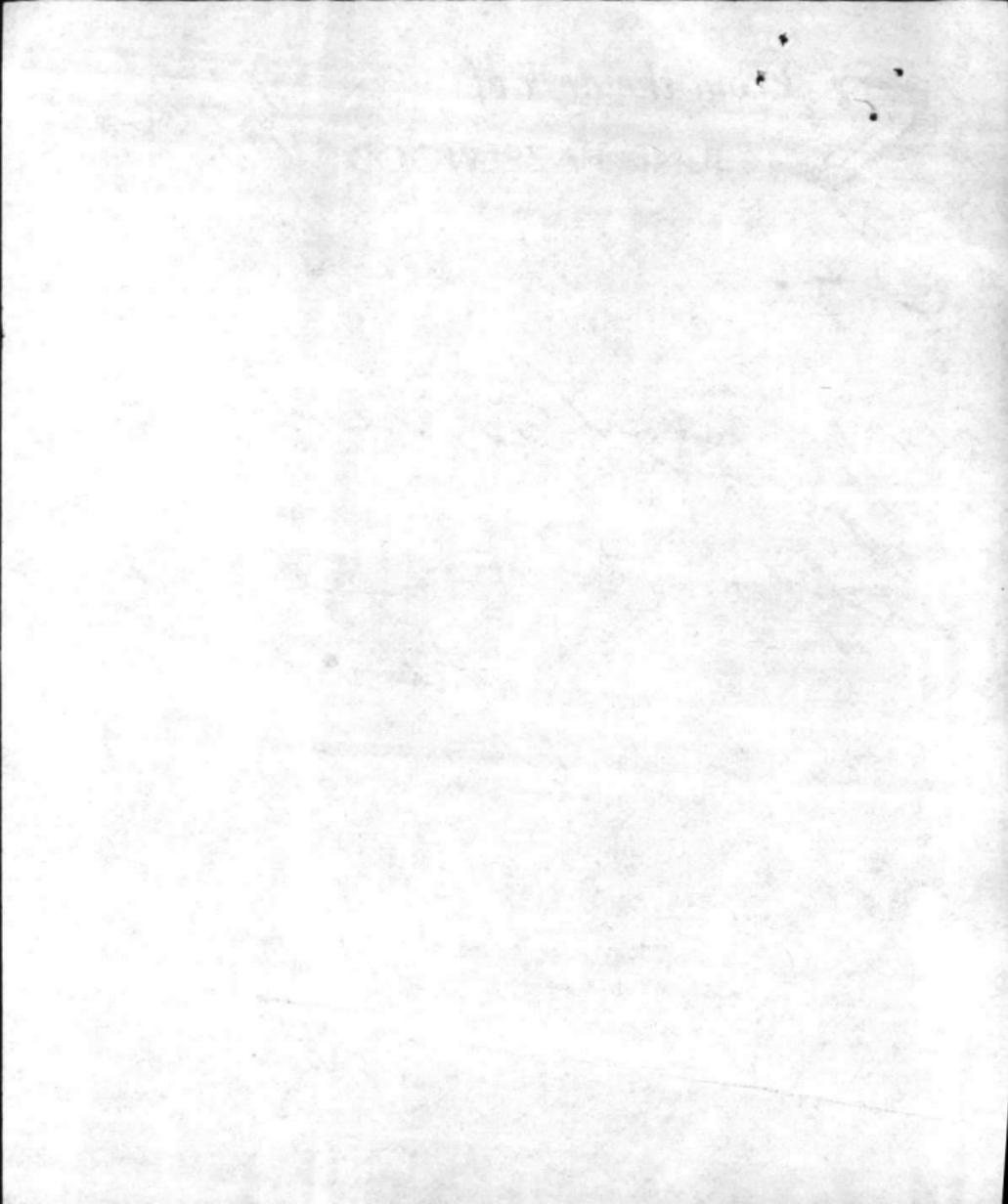
JUNE HAZELWOOD

3/7/80

Bob-

Hope this reformatter
helps.

June





DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN PERSONNEL
WASHINGTON, D. C. 20390

IN REPLY REFER TO
OCP 2314:pag
12610/3

27 APR 1978

From: Director of Civilian Personnel
To: Commanding Officer, Fleet Accounting and Disbursing Center,
U. S. Atlantic Fleet, Naval Station, Norfolk, VA 23511

Subj: Leave policy during snow emergency

Ref: (a) Your ltr FAA30:MLD 12630 of 15 Feb 1978 w/NAVACCTFINCEN
End-1
(b) FPM Supplement 990-2, Book 610, Appendix A

Encl: (1) OCP ltr OCP 2314:pag of 4 Apr 1978

1. Reference (a) requests clarification of information received from the New York Region of the U. S. Civil Service Commission relative to leave treatment of employees on days when an activity is closed because of emergency conditions.
2. In accordance with reference (b), if emergency conditions are such that the commanding officer determines that his activity will not open for a workday and the decision is announced prior to the regular starting time, employee absences from scheduled work are not charged to leave and there is to be no loss of pay. Enclosure (1) provides Secretary of the Navy policy on leave charges for employees affected by the severe weather conditions in the New England area during the period 7 through 12 February.

E. B. RIDGE
BY DIRECTION

Copy to:
OCP SFD Norfolk

MAR 10 3 21 PM '80
CIVILIAN PERSONNEL OFF.
MARINE CORPS BASE
CAMP LEJEUNE,
NORTH CAROLINA 28542



NTU
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 ST OF REGS
 ARTICLE 07202

DEPARTMENT OF THE NAVY
 OFFICE OF CIVILIAN PERSONNEL
 WASHINGTON, D. C. 20390

IN REPLY REFER TO
 OCP 2314:pag
 4 Apr 1978

From: Director of Civilian Personnel
 To: Distribution List

Subj: Leave charges for civilian employees in the New England area during the recent severe weather conditions

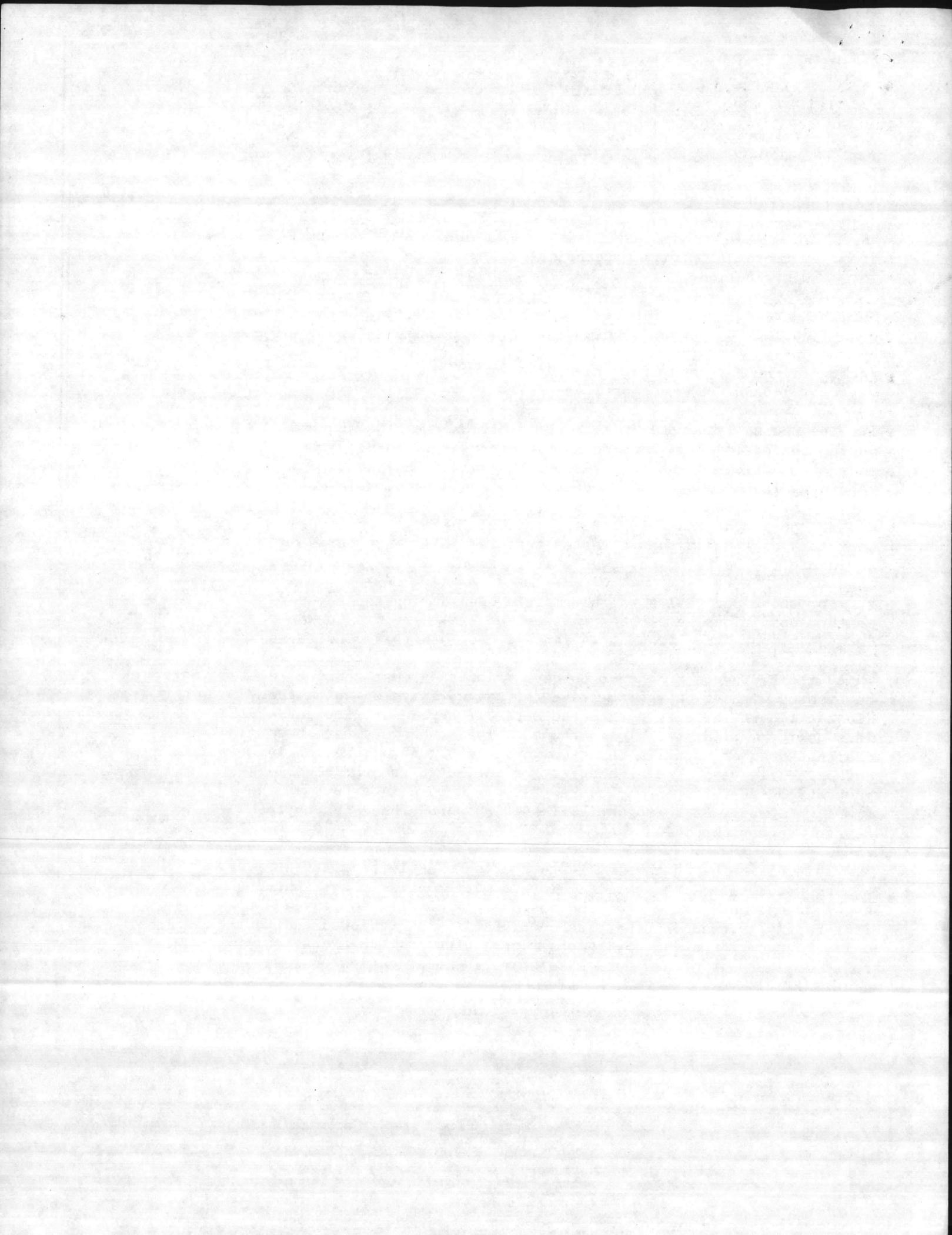
Encl: (1) SECNAV memo of 20 Mar 1978
 (2) DASD(CPP) memo of 2 Feb 1977

1. The unusually severe weather which affected the New England area during the period from 7 through 12 February 1978 coupled with emergency actions of state governors has raised many questions regarding leave treatment of Department of the Navy employees who were unable to reach their places of employment. In an effort to ensure consistent and fair treatment of all affected employees, the Secretary of the Navy has directed that the policy set forth in enclosure (1) be followed by activities in the New England area.

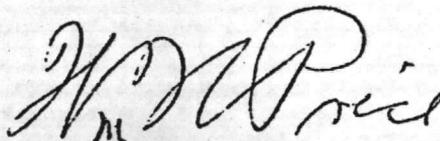
2. For those activities which remained open during the severe weather conditions, employees who were unable to report to work because of paralyzed transportation systems, bad road conditions or a prohibition on driving imposed by the governors of the states in which the employees reside or through which they must commute, will be excused without charge to leave for any workdays on which they did not report for duty during the period 7 through 12 February 1978. This policy will also apply to those employees who may have been designated as essential. Those employees who were on previously authorized leave are to be charged for the leave as scheduled. The procedures set forth in enclosure (2), which were in effect at the time, will apply at those activities which were closed due to the severe weather conditions.

3. This office has become aware that at some activities affected by the snowstorm in February all employees were routinely designated as essential and, therefore, any absence was charged to leave. It is strongly recommended that such designations be reviewed and that only those employees occupying positions which are truly critical to accomplishment of assigned mission during emergencies be designated as essential.

Enclosure (/) CIVILIANFLT
 Serial.....of.....



4. It is requested that the policy discussed herein be disseminated to activities under your command in the New England area. Any further questions may be directed to OCP Code 231, autovon 224-5896.



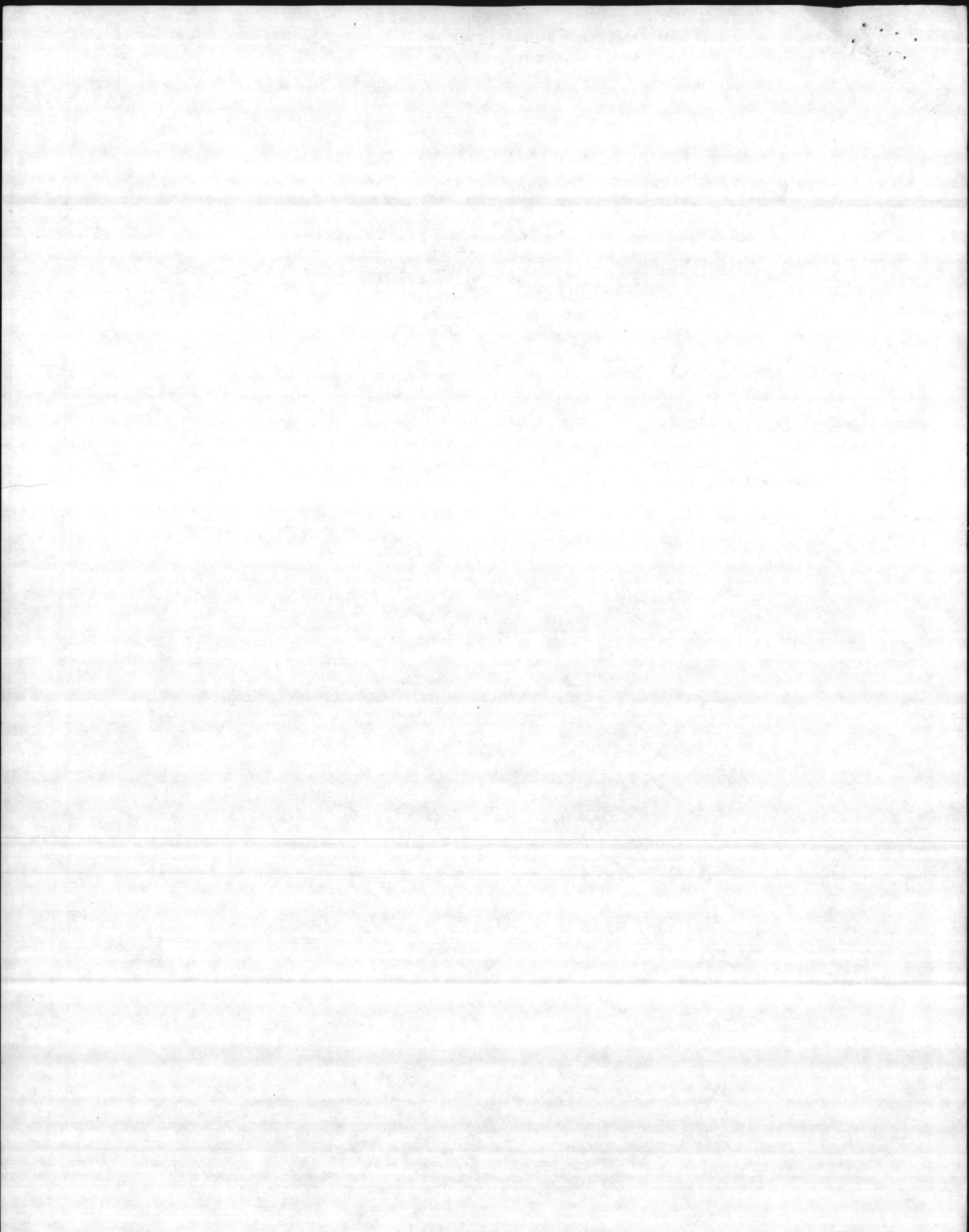
WM. N. PRICE
By direction

Distribution:

NAVAIRSYSCOM
NAVSUPSYSCOM
-CINCLANTFLT
COMNAVTELCOM
NAVFACENCOM
Deputy NAVCOMPT
CHINFO
BUMED
CNO
NAVSEASYS
ONR
CHNAVPERS
CHNAVMAT
CNAVRES
COMNAVSECGRU
CMC
CNTECHTRA

Copy to:

OCP NFD Philadelphia
LCDR DeVault, MSC, USN, WHLO





DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20350

20 MAR 1978

MEMORANDUM FOR THE DIRECTOR OF CIVILIAN PERSONNEL

Subj: Leave charges for civilian employees in the New England area during the recent severe weather conditions

The recent severe weather conditions in the New England area have brought to my attention the need for a specific Department of the Navy policy concerning the manner in which leave should be charged to the affected employees. The following policy is to be applied to all civilian employees in the New England area during the period from 7 through 12 February 1978.

If the employing activity remained open during the severe weather conditions, those employees living in, or having to travel through, states in which the roads were closed by order of the respective governors are to be excused without charge to leave for any workdays on which they did not report for duty because of road closings. Those employees on previously scheduled leave are to be charged for the leave as scheduled.

If the activity closed because of the severe weather conditions, the policy contained in DASD (CPP) memorandum of 2 February 1977 is to be followed.

A handwritten signature in cursive script that reads "W. Graham Claytor, Jr.".

W. Graham Claytor, Jr.
Secretary of the Navy

ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D. C. 20301

FEB 2 1977

MANPOWER AND
RESERVE AFFAIRS

MEMORANDUM FOR (see attached distribution listing)

SUBJECT: Energy Conservation and Personnel Management

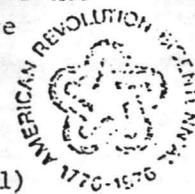
The current emergency crisis has resulted in a curtailment of operations at some Defense installations and the threat of future curtailments at other locations. Local situations will vary, and every effort should be made to cope with problems in ways which will both minimize disruption to operations and adverse impact on employees.

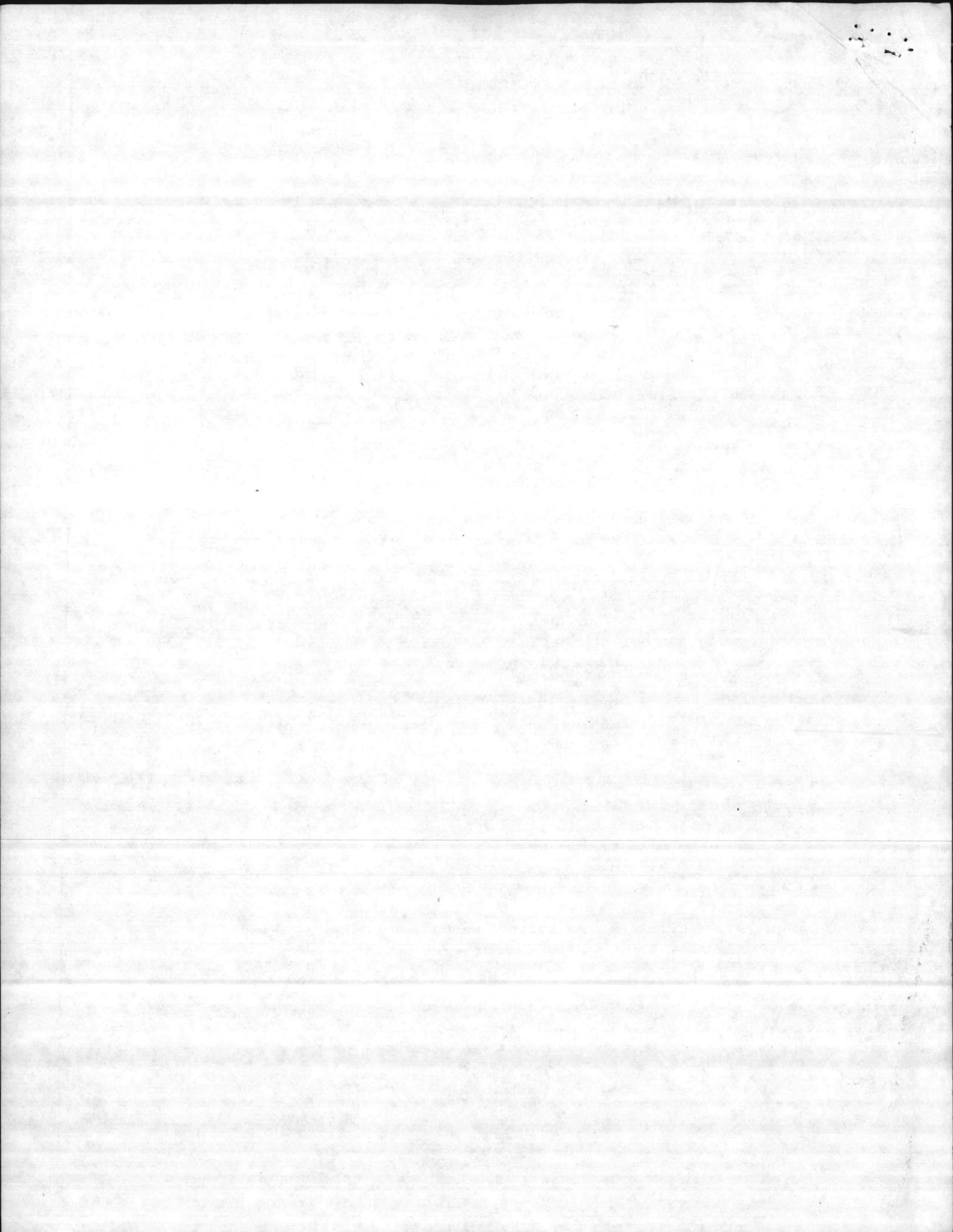
Should it become necessary because of energy shortages to curtail operations and/or change work schedules, the policies relating to administrative dismissal of employees contained in DoD Instruction 1424.2, subject: "Administrative Dismissal and Excusal of DoD Civilian Employees" of October 10, 1972, and Deputy Secretary of Defense memorandum, subject: "Energy Conservation and Personnel Management" of December 11, 1973, will be followed.

The purpose of this memorandum is to clarify the policies of the two above-referenced issuances to assure uniform application in the release of civilian employees during the current critical fuel shortage and severe weather conditions. The following policy guidance is provided:

- a) When normal operations of an establishment are suspended or curtailed because of the current fuel shortage or severe weather conditions, employees will be provided 24 hours' advance notice in a pay status before being placed on enforced annual leave, leave without pay or non-pay furlough. Administrative dismissals are authorized during all or part of this 24-hour notice period if insufficient time is available to notify employees while still in a duty status.
- b) Employees with sufficient accrued annual leave to their credit will be placed on enforced annual leave following the 24-hour notice period.
- c) Employees with insufficient accrued annual leave to cover the period of the work curtailment will be credited with annual leave to be earned during the balance of the leave year and be placed on enforced annual leave.

Enclosure (1)





d) At the request of any employee, leave without pay will be granted *
in lieu of enforced annual leave.

e) To the maximum extent possible, non-pay furloughs will be avoided. However, should any employees have insufficient annual leave to cover the period of enforced annual leave, or assignment to other duties is not possible, and the employees do not request leave without pay, they will be furloughed. If furloughs are required, the procedures in FPM Supplement 752-1, S4-6, are to be applied, i. e., advanced written notice, minimum notice period, and an opportunity to answer are not required in emergency situations. However, other provisions of the regulations, including the right to appeal, continue to apply.

The foregoing does not apply to civilian personnel considered essential in such areas as security, fire fighters, emergency support, etc.

When operations are curtailed or suspended under the above policies, local union representatives should be informed of the planned actions and provided reasons for the curtailment and associated personnel actions. Managers are reminded of their obligation under Executive Order 11491 to meet and confer with unions representing affected employees, upon request, and to the extent permitted by emergency conditions, concerning the impact and implementation of curtailment decisions. Compliance with applicable provisions of negotiated contracts at local installations is required.

If unusual circumstances arise at local installations which in the opinion of the commanding officer are not adequately covered by the above-cited policies, addressees may contact this office. It is requested that this office be informed of any curtailments which necessitate the institution of the above-mentioned policies.

Carl W. Clewlow

CARL W. CLEWLOW
Deputy Assistant Secretary of Defense
(Civilian Personnel Policy)

Attachment

Enclosure (1)

11

CPO

UNITED STATES DEPARTMENT OF DEFENSE
Marine Corps
Camp Lejeune, North Carolina 28542

CPO/RES/hf
12630
7 March 1980/hf
12630
7 March 1980

MEMORANDUM FOR THE RECORD

Subj: Excused absence incident to Base closure

1. On 6 March 1980, I spoke with Ms. June Hazelwood, NCPC SFD NORVA, regarding closure of the Base for the period 2-5 March 1980.
2. Ms. Hazelwood advised that they had received a determination from Mr. Payne's office in NCPC, Washington, that all essential operations employees be excused from duty only on an individual case basis. Each employee should be asked for an account of the reasons he/she did not report, taking into consideration such things as the distance from the work site and problems and successes other employees living near the employee were encountering. The biggest concern expressed by Mr. Payne was the impact a liberal excusal policy could have on the reporting to duty of these essential operations employees in future emergency situations.

By reference to this activity was advised that all essential operations employees who failed to report for duty on 2-5 March 1980 were not to be considered as having been granted excused absence. Excused absence could only be granted on an individual case basis. Employees were to be asked for an account of the reasons he/she did not report, taking into consideration such things as the distance from the work site and problems and successes other employees living near the employee were encountering. The biggest concern expressed by Mr. Payne was the impact a liberal excusal policy could have on the reporting to duty of these essential operations employees in future emergency situations.

ROBERT E. SWANEY, JR.

Employees were advised that if they were not able to report for duty on 2 March 1980, an individual determination will be made as to whether the absence was unavoidable. If the absence is determined to be unavoidable, the employee should be advised in the appropriate leave (or absence without leave) category. If an individual determination will be made as to whether the absence was unavoidable, a copy provided to the appropriate leave (or absence without leave) category.

RETURNED TO THE OFFICE OF THE ASSISTANT SECRETARY FOR PERSONNEL

MFR
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12610  
8-26-80

1. I discussed releases of information incident to emergencies/base closures with Lt Harris at JPAO. I was preparing sample release notices and was going to give recommended radio/TV/newspaper outlets.

2. Lt Harris advised that they had done a considerable amount of work in this area and had a <sup>standing</sup> list of news media they felt covered the <sup>commuting</sup> area of the base quite well. She said they have facilities now, and are considering using them next time, to transmit a recorded statement to each news source and request that it be played back. She felt this will ensure that the message given each news facility will be consistent. What they do after that though, <sup>is</sup> beyond JPAO's control.

3. Based on this information, it would be inappropriate to submit a listing of news media with our requests for releases of



UNITED STATES MARINE CORPS  
Marine Corps Base  
Camp Lejeune, North Carolina 28542

CPO/RES/hf  
12630  
7 Mar  
CPO/RES/hf  
12630  
7 March 1980

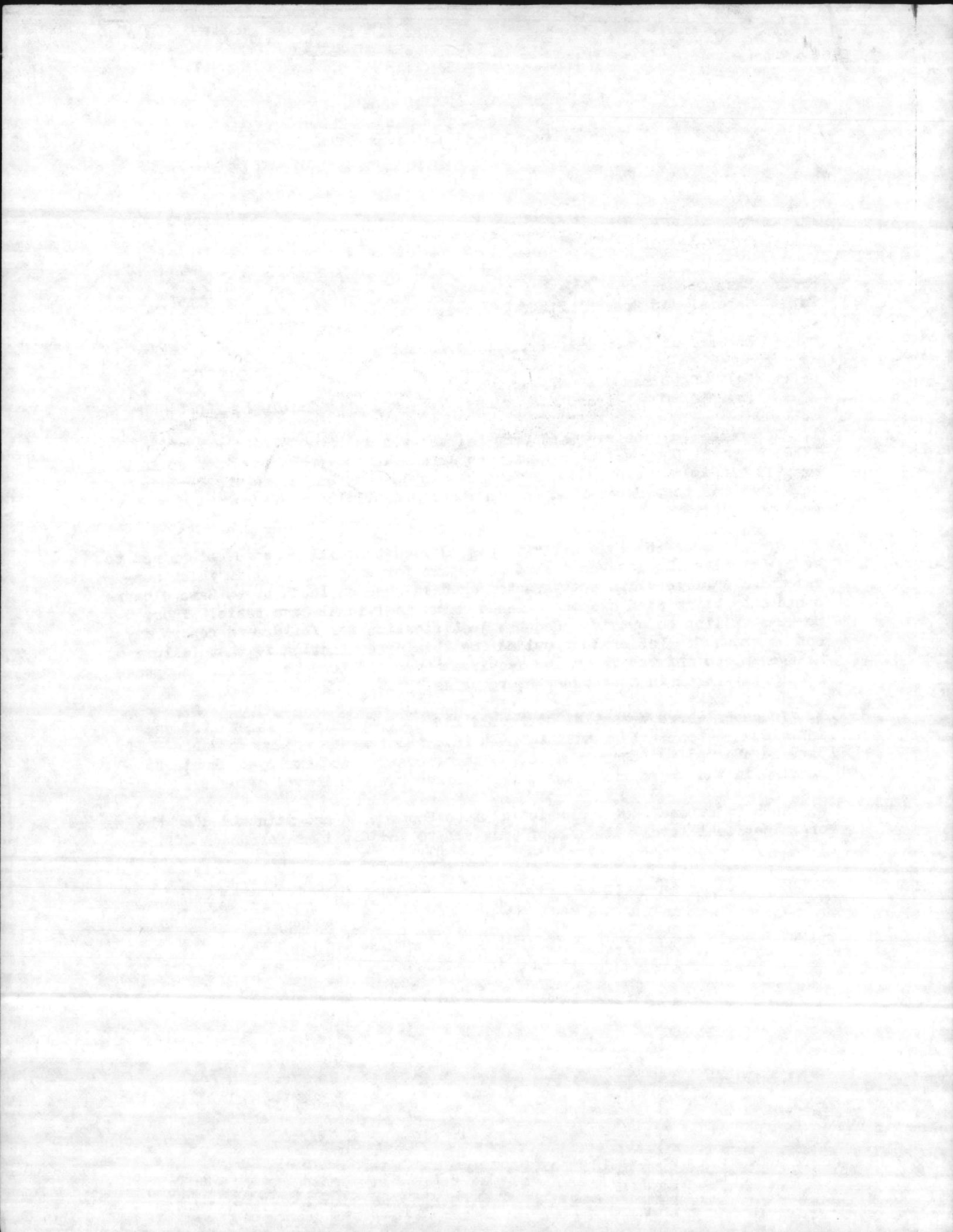
From: Base Commander  
To: General and Special Staff Officers  
Subj: Excusal of essential civilian personnel

Ref: (a) MCBCL msg 030058Z Mar 80  
(b) FONECON between Bob Swaney, MCB, and June Hazelwood, NCPC SFD

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2. By reference (b) this activity was advised that all persons determined to be essential employees who failed to report for duty on a day in which non-essential employees had been granted excused absence incident to Base closure could only be granted excused absence on an individual case basis. Those persons failing to provide adequate justification for failure to report may not be excused. Rationale provided for this determination is that failure of management to enforce reporting requirements could lead to a severe shortage of key personnel in subsequent emergencies.
3. In cases where essential employees did not report on 3 March 1980 an individual determination will be made that the absence was unavoidable. If excused absence is determined to be inappropriate, the employee should be carried in the appropriate leave (or absence without leave) category.
4. Such individual determination will be documented and maintained at the organizational level with a copy provided to the Civilian Personnel Office.

J. R. FRIDELL

RETURN TO CIV. PERS. OFF.



2724

CPO

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RUEBNMA RUEOAI8 RUEOAIJ RUEOLF8 RULYSHH.  
ZNR UUUUU

0 030058Z MAR 80  
FM CG MCB CAMP LEJEUNE NC  
TO RUEBDOB/CG SECOND MARDIV  
RUEBDOB/CG SECOND FSSG  
ZEN/MCB CAMP LEJEUNE NC  
RUEBNMA/MCAS H NEW RIVER NC  
RUEBNMA/MAG TWO SIX  
RUEBNMA/MAG TWO NINE  
ZEN/NAVREGMEDCEN CAMP LEJEUNE NC  
ZEN/NAVREGDENCEN CAMP LEJEUNE NC  
INFO RUEACMC/CMC WASHINGTON DC  
RULYSHH/COMFIVE NORFOLK VA  
RUCITMI/COMSIX CHARLESTON SC  
RUEOLF8/CG FMFLANT  
RUEOAIJ/CG SECOND MAW  
RUEOAI8/CG MCAS CHERRY PT NC

BT  
UNCLAS //N01500//  
CMC FOR CODE CMD CENTER  
SUBJ SNOW CONDITION CAMP LEJEUNE AREA

TOD / 31  
03 MAR / 0119z

IMMEDIATE

PAGE 02 RUEBDOA7534 UNCLAS  
EFFECTIVE 1730 LOCAL CAMP LEJEUNE (CLNC) IS IN SNOW CONDITION 1 WITH  
EXPECTATION OF CNTN THRU 1200 LOCAL 3MAR80 CIV EMPLOYEES SKED TO RPT  
FOR WORK WILL BE EXCUSED MONDAY 3MAR80, SHOULD SNOW CONDITION 1 CNTN  
BEYOND 2400 MONDAY ABSENCE OF CIV EMPLOYEES WILL BE CHARGED TO ANNUAL  
LEAVE. MCB, CLNC DP PLAN 1-74 APPLIES.

CIV EMPLOYEES WHO PERFORM WORK THAT HAS BEEN DETERMINED TO  
CONSTITUTE ESSENTIAL OPERATIONS AND WHO HAVE BEEN NOTIFIED ARE  
EXPECTED TO RPT FOR WORK AS SKED. ALSO THOSE WHO ARE NOTIFIED OF A  
REQR FOR THEIR SERVICES DURING THE EMERGENCY ARE EXPECTED TO WORK  
AS DIRECTED.

THE FOLLOWING ACTIVITIES WILL BE CLOSED 3MAR80:  
BASE DEPENDENT SCHOOLS  
NON-APPROPRIATE FUND ACTIVITIES; MC EX, BSS, ALL MIL SER CLUBS  
DUE TO THE HAZ DRIVING COND THAT EXSIST ABOARD THE BASE IT IS  
RECOM ONLY ESSENTIAL TVL BE ACCOMPLISHED.

BT  
#7534  
TOD: 030119z MAR 80  
REL: J.S. COALE LT COL TRNG

ACT: TRNG  
INFO: EDO, MAMP, PERS,  
GEN AND SPEC STAFF, ORG CMDRS  
NRMC, NRDC /18  
NNNN



UNITED STATES MARINE CORPS  
Marine Corps Base  
Camp Lejeune, North Carolina 28542

CPO/RAW/hf  
12630  
21 Mar 1980

ACTION BRIEF

Staff Section: Civilian Personnel Office

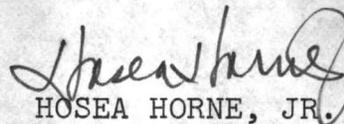
Subj: Excusal Policy of Nonessential Personnel

Background/Discussion

1. Many questions regarding excusal of nonessential personnel incident to the period of Snow Condition I from 1730, 2 March 1980, through 2400, 5 March 1980, have arisen. Many of the questions related to persons working the Monday through Friday, 0800 to 1630 shift and were readily processed.
2. There were some areas requiring clarification such as in the case of employees on shift work, in a leave status or on other than a Monday through Friday shift. This letter attempts to answer all the questions that have arisen since the Base closure and is predicated on both local interpretation of regulations and guidance furnished telephonically by higher authority.

Recommended Action:

1. Approval.

  
HOSEA HORNE, JR.

UNITED STATES MARINE CORPS  
Marine Corps Base  
Camp Lejeune, North Carolina 28542

SPONRAVHT  
12830  
21 Mar 1980

ACTION BRIEF

Staff Section: Civilian Personnel Office

Subj: Excess Holiday of Nonessential Personnel

Background/Discussion

1. Many questions regarding excess of nonessential personnel incident to the period of Show Condition I from 1730, 2 March 1980, through 2400, 5 March 1980, have arisen. Many of the questions related to persons working the Monday through Friday, 0800 to 1630 shift and were readily processed.

2. There were some areas requiring clarification such as in the case of employees on shift work, in a leave status or on other than a Monday through Friday shift. This letter attempts to answer all the questions that have arisen since the base closure and is predicated on both local interpretation of regulations and guidance furnished telephonically by higher authority.

Recommended Action:

1. Approval.

  
HOSEA HORNE, JR.

CPO/RAW/hf  
12630  
19 Mar 1980

MEMORANDUM FOR THE RECORD

Subj: Forced Leave on 4 & 5 March 1980

1. I discussed notification requirements with June Hazelwood this afternoon. It was her position that since the word was out on Sunday that the Base was closed, with Monday excused, and that word went out on Monday prior to the end of the shift that leave would be charged Tuesday, the requirements of CMMI 630.S3, Subchapter 3 had been met.
2. She said that we had complied with the provisions of Asst Secretary of Defense Memorandum of 2 February 1977 and that failure of other commands to do so was not a matter of concern.

  
RICHARD A. WYNNE 15

CONFIDENTIAL  
19030  
19 Mar 1980

MEMORANDUM FOR THE RECORD

Subj: Forced leave on 4 & 5 March 1980

1. I discussed notification requirements with June Harewood this afternoon. It was her position that since the word was out on Sunday that the Base was closed, with Monday excused, and that word went out on Monday prior to the end of the shift that leave would be charged Tuesday, the requirements of OMI (30-43, Subchapter 2 had been met.

2. She said that we had complied with the provisions of Asst Secretary of Defense Memorandum of 2 February 1977 and that failure of other commands to do so was not a matter of concern.

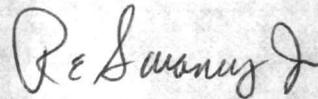
RICHARD A. WINNE

CPO/RES/hf  
12610  
11 Mar 1980

Subj: Identification cards, for essential operations employees

1. Per instructions from Mr. Horne, I telephoned June Hazelwood, NCPC SFD, to inquire about special identification cards given out in addition to the regular base identification card for essential operations employees. Ms. Hazelwood gave me information in general and referred me to Mr. Hardison, Security Dept, NORVA (AUTOVON 690-2361).

2. Mr. Hardison stated that there was no special card to identify what they call "alpha personnel" (essential operations personnel). He said there was a special card given to key employees of an organization such as the top five or six management or supervisory people. The specific example he gave was deputy fire chiefs. He said each organization determines and designates this group. He said he thought that trying to designate the "alpha" group would be very hard to keep straight because they would be constantly changing.



ROBERT E. SWANEY, JR.

CHOCRES/af  
12810  
11 Mar 1980

Subj: Identification cards for essential operations employees

1. For instructions from Mr. Horne, I telephoned Jane Hazelwood, WOPC STD, to inquire about special identification cards given out in addition to the regular base identification card for essential operations employees. Ms. Hazelwood gave me information in general and referred me to Mr. Hardison, Security Dept, NORVA (AUTOVON 690-2361).

2. Mr. Hardison stated that there was no special card to identify what they call "alpha personnel" (essential operations personnel). He said there was a special card given to key employees of an organization such as the top five or six management or supervisory people. The specific example he gave was deputy fire chiefs. He said each organization determines and designates this group. He said he thought that trying to designate the "alpha" group would be very hard to keep straight because they would be constantly changing.

ROBERT E. SWANNY, JR.

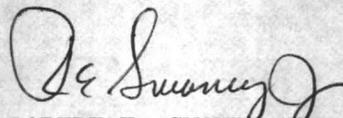
11  
CPO/RES/hf  
12630  
7 March 1980

MEMORANDUM FOR THE RECORD

Subj: Excused absence incident to Base closure

1. On 6 March 1980, I spoke with Ms. June Hazelwood, NCPC SFD NORVA, regarding closure of the Base for the period 2-5 March 1980.

2. Ms. Hazelwood advised that they had received a determination from Mr. Payne's office in NCPC, Washington, that all essential operations employees be excused from duty only on an individual case basis. Each employee should be asked for an account of the reasons he/she did not report, taking into consideration such things as the distance from the work site and problems and successes other employees living near the employee were encountering. The biggest concern expressed by Mr. Payne was the impact a liberal excusal policy could have on the reporting to duty of these essential operations employees in future emergency situations.

  
ROBERT E. SWANEY, JR.





DEPARTMENT OF THE NAVY  
NAVAL CIVILIAN PERSONNEL COMMAND  
SOUTHERN FIELD DIVISION  
NORFOLK, VIRGINIA 23511

*Swaney* CPO ✓  
EMP      
ERO    

TELEPHONE NO:  
444-2341  
690-2341 (AV)  
IN REPLY REFER TO:

12752  
JEW/dm  
25 Jan 1982

From: Director, Southern Field Division, Naval Civilian Personnel Command,  
Building A-67, Naval Station, Norfolk, Virginia 23511  
To: Civilian Personnel Officers

1. Several activities recently have called SFD with a number of questions about short-term furloughs and their possible use in the face of budgetary restrictions. Enclosure (1) provides answers to some common questions raised. Your attention is called to question 12 concerning notification and approval for the use of furloughs.

*Joseph E. Wilkinson*  
JOSEPH E. WILKINSON



1. Can short-term furloughs be used to solve a problem of temporary shortage of funds?

Yes. Furlough is defined as the placing of an employee in a temporary status without duties or pay for nondisciplinary reasons, including lack of work or funds. (5 USC 7511) When fund shortages are temporary, furloughs of 30 days or less may be preferable to other alternatives, such as reduction in force. However, furlough should not be used unless there is reasonable certainty that the condition is temporary and that furloughed employees will be returned to duty.

2. Are furloughs of 30 days or less adverse actions?

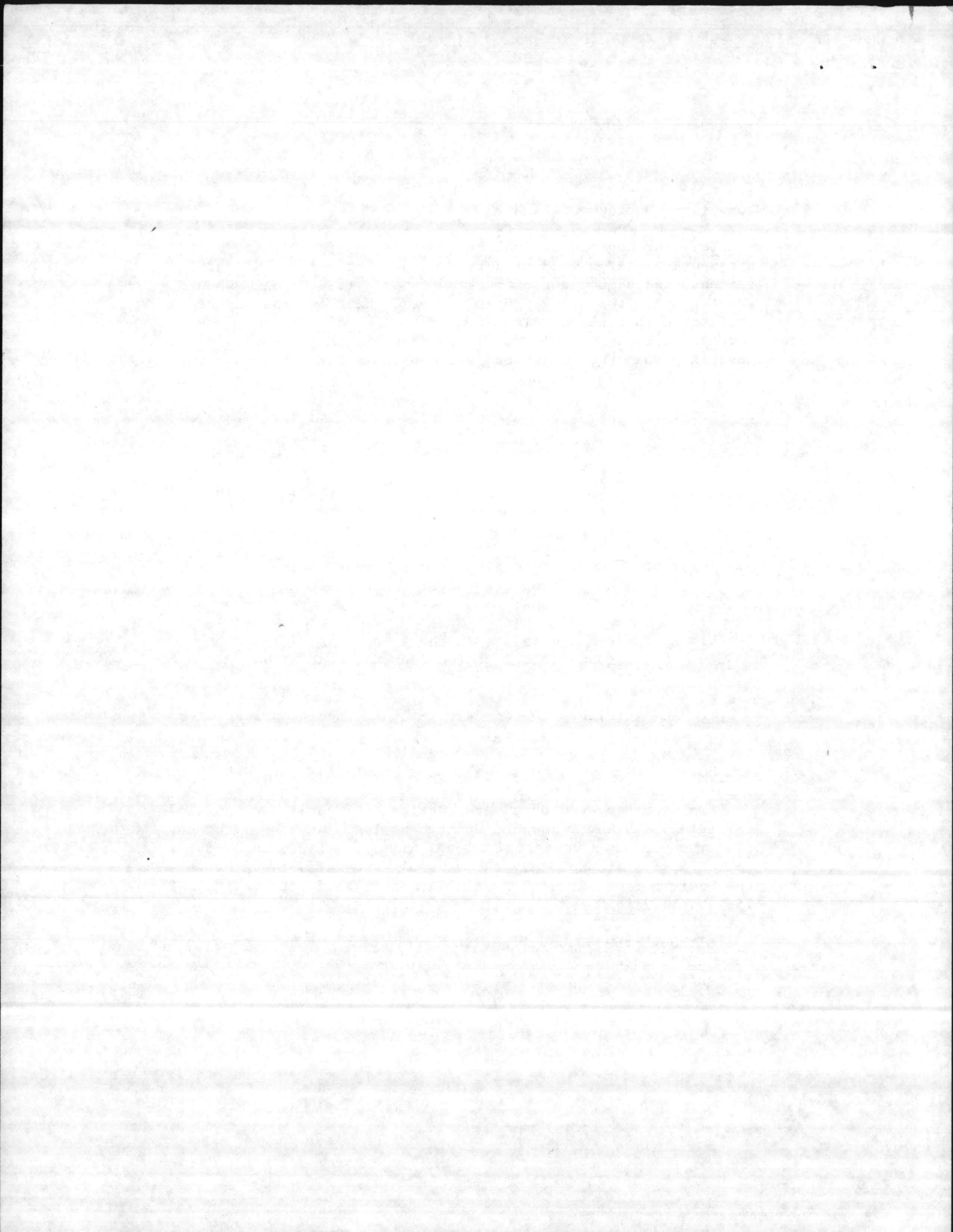
Yes, for employees covered by 5 CFR 752. Covered employees are:

- a. An individual in the competitive service who is not serving a probationary period under an initial appointment or who has completed 1 year of current continuous employment under other than a temporary appointment limited to 1 year or less;
- b. A preference eligible in the excepted service who has completed 1 year of current continuous service in the same or similar position; and
- c. An employee with competitive status who occupies a position in Schedule B.

3. How are employees notified that they will be furloughed?

Employees covered by adverse action procedures are entitled to at least 30 days' advance written notice. When some but not all employees in a competitive level are being furloughed, the notice must state not only the reasons for the furlough but also the basis for selecting a particular employee for furlough. (Part 752.404(b)(2)).

Although the 30 days' notice requirement can be waived in the case of "unforeseeable circumstances," few instances of furlough for shortage of funds could meet this criteria.



4. Must furlough days run consecutively?

No. Furlough days may be either consecutive or intermittent. However, to qualify as a furlough of 30 days or less, the total number of days which any employee may be furloughed may not exceed 30 consecutive calendar days or 22 work days if intermittent.

A notice of furlough to be effected only on intermittent work days should list the specific effective dates. A holiday should not be scheduled as a furlough day in effecting an intermittent furlough.

The number of days of a furlough may be reduced by Management when circumstances warrant a change; however, an increase in the number of furlough days requires a new notice. Thirty days must elapse between delivery of the new notice and the effective date of the revised action.

If long-term furloughs, in excess of 30 days, are anticipated, they must be effected in accordance with reduction in force procedures. (Part 351)

5. Is a notice required to recall employees from furlough?

Since an adverse action furlough is for a specific period of time with specific effective dates, no notice is required to recall furloughed employees.

If a furlough period is shortened, employees must, of course, be notified of the new return date.

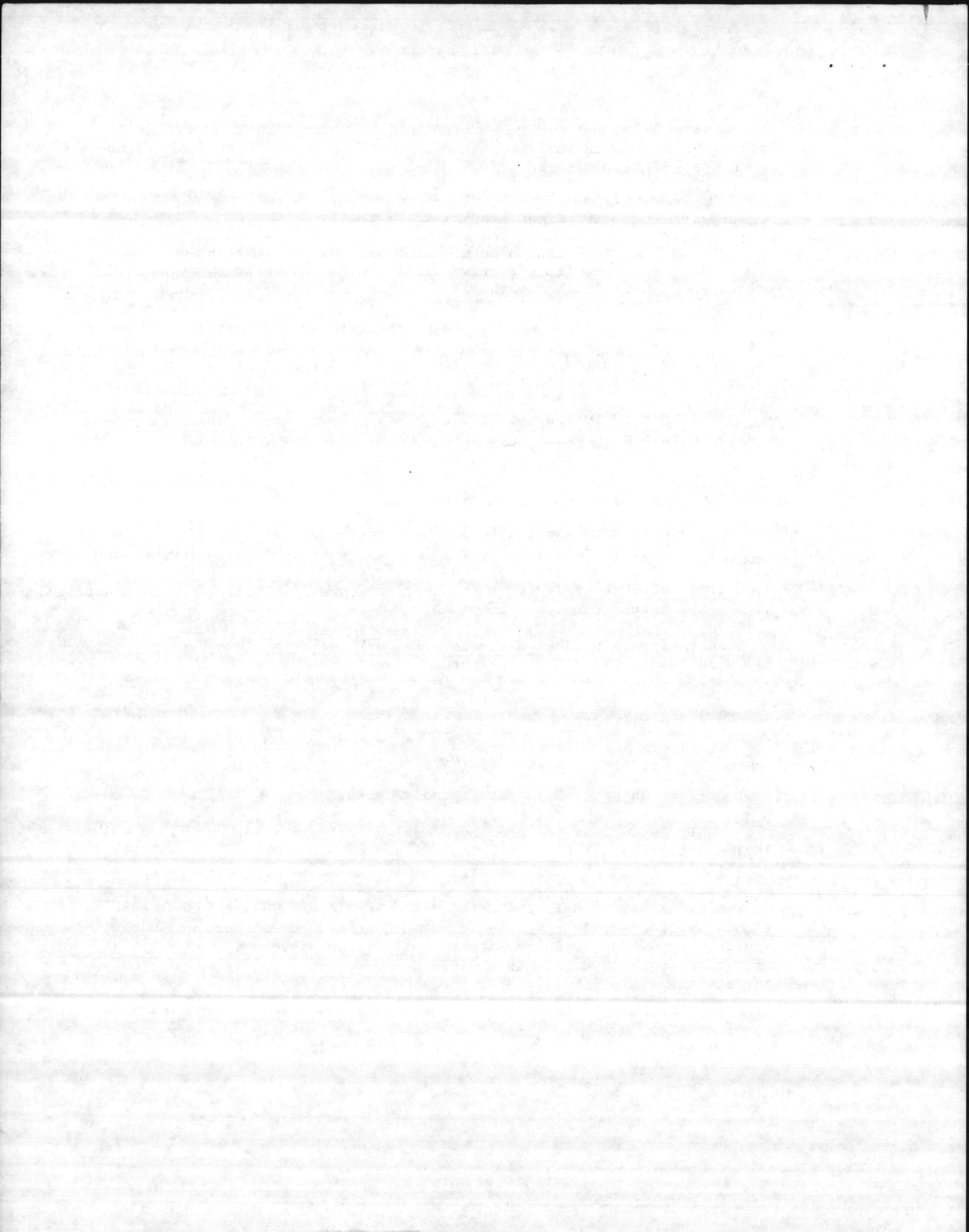
An employee who does not return to work after the last date of furlough is in an unauthorized absence status unless leave has been approved for the absence.

6. What appeal rights do furloughed employees have?

Since a furlough of 30 days or less is an adverse action, employees covered by 5 CFR 752 are entitled to appeal to the Merit Systems Protection Board. (See question 2 for covered employees)

Employees who are covered by a collective bargaining agreement which includes adverse actions in the negotiated grievance procedure may elect to grieve through those procedures. (USC 7121(e)(1)).

Employees with neither Merit Systems Protection Board (MSPB) appeal rights nor access to negotiated grievance procedures but who are not excluded from the Navy's administrative grievance system; e.g., a probationary employee not in a bargaining unit, may grieve the action through the administrative grievance procedure. (CPI 771)



Any employee who believes the action is a prohibited personnel practice in violation of law, rule, or regulation may file a complaint with the Special Counsel.

Employees have the right to file discrimination complaints if they feel the furlough discriminated against them on the basis of race, sex, color, religion, national origin, handicapping condition or age (providing they are at least 40 years of age).

7. When must appeals to MSPB be filed when the furlough days are intermittent?

Appeals must be filed within 20 days of the effective date of an appealable action, in this case the first day of the furlough. If the intermittent furlough is for March 1, 8, 15, 22 and 29, the first day for filing the appeal would be 2 March and the last day would be 21 March. Since 21 March 1982 is a Sunday, the last day for filing the appeal would be Monday, 22 March. (5 CFR 1201.22 and 1201.23)

8. What obligation does Management have to labor organizations when there is a possibility of furloughs?

Activities should notify their labor organizations and maintain open communications when there is a possibility of furloughs.

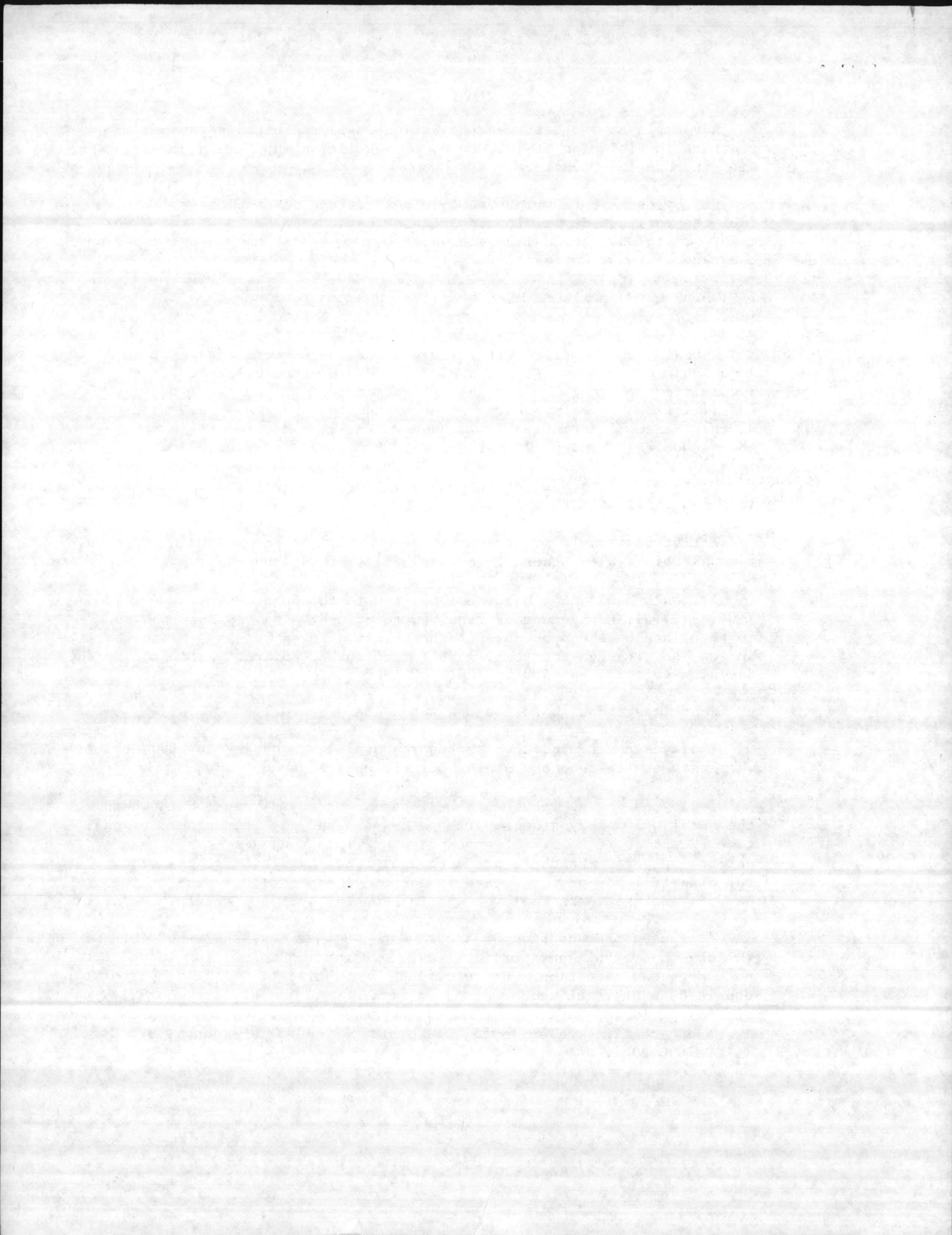
Although Management has the authority to furlough employees (5 USC 7106(a)(2)(A)), Management is required to afford Unions an opportunity to negotiate on the procedures to be observed in exercising this authority and on the arrangements to be made for employees adversely affected by the decision to furlough (5 USC 7106(b)(2) and (3)).

9. What impact does a furlough have on leave accrual?

Employees accrue neither sick nor annual leave during any pay period when they are in a nonpay status for the entire pay period.

Employees accrue leave on a full basis for any pay period in which they are in a nonpay status part of the time and pay status part of the time except as follows: If an employee is in a nonpay status for an entire pay period which is preceded and/or followed by a nonpay status for a partial pay period, leave is earned on a pro rata basis for the pay periods when the employee was in a nonpay status part of the time.

If the entire duration of a furlough, whether consecutive or intermittent, is less than a full pay period, leave is earned on a full basis and there is no subsequent reduction. However, when cumulative time in a nonpay status equals 80 hours, the number of hours of sick and annual leave normally earned per pay period are deducted from the employee's leave balance. A deduction is made each time the employee accumulates 80 hours in a nonpay status. (5 CFR 630.202-.204)



10. How do consecutive and intermittent furloughs of 30 days or less affect employee insurance and retirement enrollments?

Life Insurance (5 CFR Parts 870 and 871, FPM Supp. 870-1, S4-2.)

Consecutive - enrollment continues without cost for basic or optional insurance.

Intermittent - enrollment continues and employee contributions continue if the salary in the pay period is sufficient to cover the deduction. Any available salary is applied to employee withholdings. Agency contributions continue.

Health Insurance (FPM Supp. 890-1, S19-2.)

Consecutive - enrollment continues without cost to employee.

Intermittent - enrollment continues and contributions continue if the employee's salary in the pay period is sufficient to cover the full deduction; otherwise, there are no contributions.

Retirement (FPM Supplement 831-1)

Consecutive - coverage continues without cost.

Intermittent - coverage continues with contributions adjusted in proportion to the basic salary received each pay period.

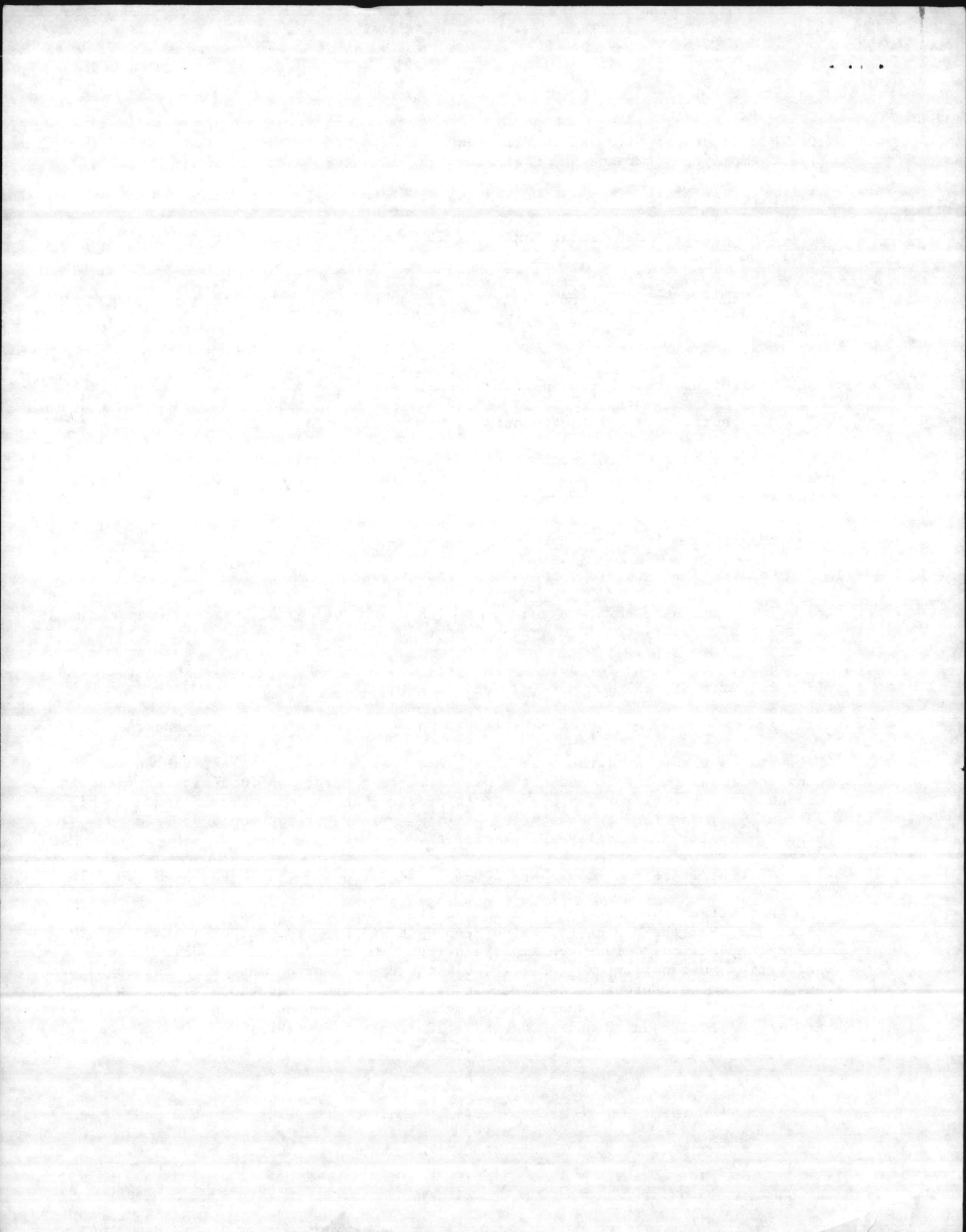
GAO instructions for determining precedence of withholdings must be followed (FPM Bulletin 550-38)

11. Are furloughed employees entitled to unemployment insurance compensation?

States vary considerably on both the criteria for eligibility for unemployment compensation and the benefits payable. In general, an intermittent furlough of one day per week for ten weeks would preclude an employee from being eligible for unemployment insurance benefits while a furlough of ten consecutive days would probably qualify the employee for benefits.

12. What notification to higher level is required when furloughs seem probable?

Activities must notify their headquarters command who must in turn obtain clearance from the Director, Office of Budget and Reports, NAVCOMPT (NCB) before taking any action to furlough employees. (See CNO Msg R201951Z Jan 82). Also, activities must notify CNO, OP-141F, via their chain of command when furloughs of any duration seem probable as a result of FY 82 budget reductions. OP-14 will provide the Office of Personnel Management with any appropriate notification. (See CNO Msg R111920Z Jan 82 and SECNAVINST 12351.4 of 7 Nov 1975)



CPO/RES/hf  
12630  
7 March 1980

MEMORANDUM FOR THE RECORD

Subj: Excused absence incident to Base closure

1. On 6 March 1980, I spoke with Ms. June Hazelwood, NCPC SFD NORVA, regarding closure of the Base for the period 2-5 March 1980.
2. Ms. Hazelwood advised that they had received a determination from Mr. Payne's office in NCPC, Washington, that all essential operations employees be excused from duty only on an individual case basis. Each employee should be asked for an account of the reasons he/she did not report, taking into consideration such things as the distance from the work site and problems and successes other employees living near the employee were encountering. The biggest concern expressed by Mr. Payne was the impact a liberal excusal policy could have on the reporting to duty of these essential operations employees in future emergency situations.

ROBERT E. SWANEY, JR.

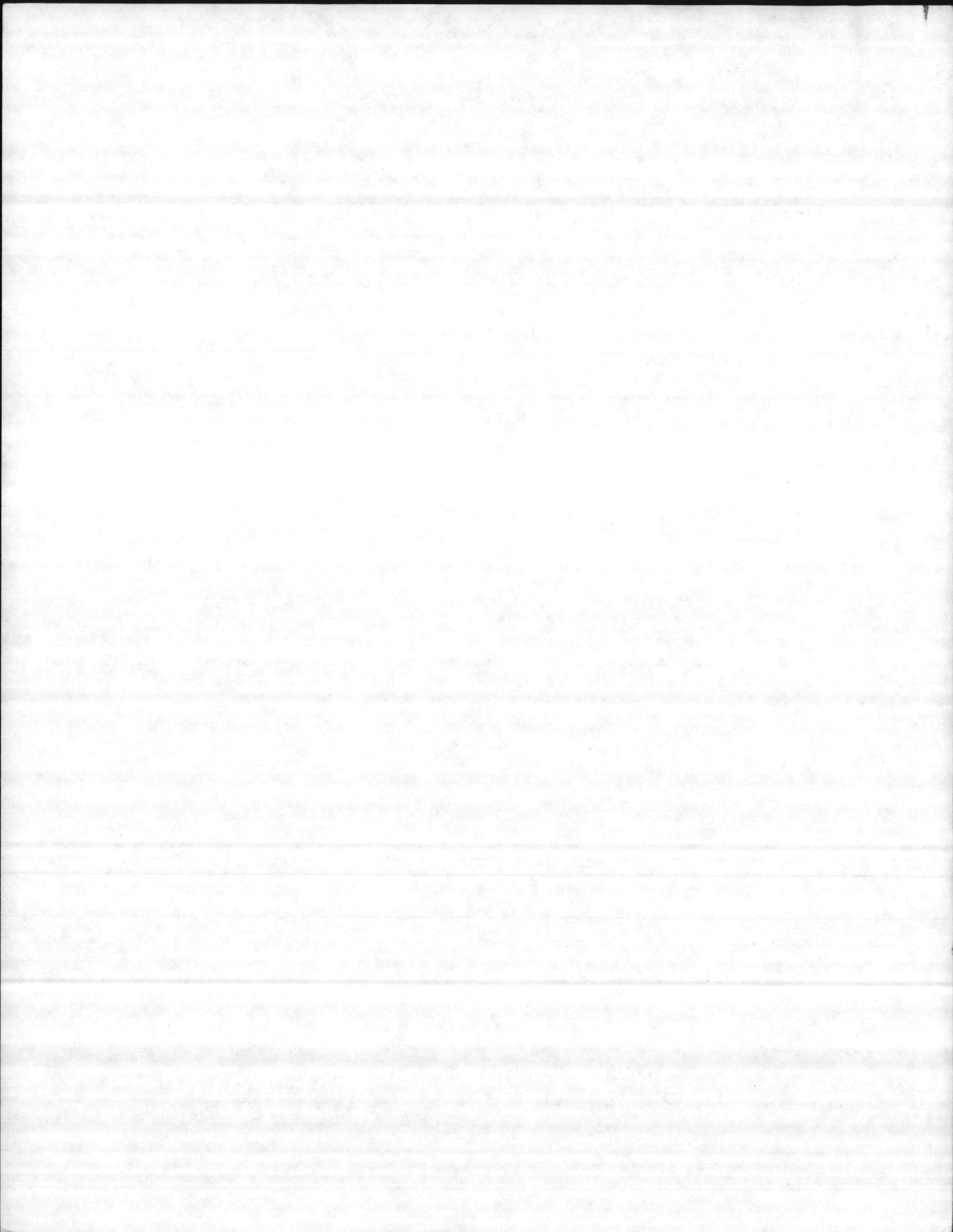


PROPOSED PRESS RELEASE

NONESSENTIAL ACTIVITIES AT MARINE CORPS BASE \_\_\_\_\_  
(AND OTHER)  
ARE CLOSED DUE TO WEATHER CONDITIONS. THOSE EMPLOYEES OF SUCH ACTIVITIES  
DUE TO REPORT FOR WORK 15 JAN 1982 ARE ON ANNUAL LEAVE. IF IN DOUBT OF  
YOUR STATUS, CALL YOUR SUPERVISOR.

OR

ALL ACTIVITIES OF MARINE CORPS BASE \_\_\_\_\_  
(AND OTHER)  
ARE OPEN AND EMPLOYEES SHOULD REPORT TO WORK AS SCHEDULED.



27 August 1980

: Civilian Personnel Officer

: Assistant Chief of Staff, Manpower

: Absences of civil service employees during emergencies

Encl: (1) Sample Frost Call  
(2) Initial Sample Information Bulletin  
(3) Subsequent Sample Information Bulletin  
(4) Recall Sample Information Bulletin

1. Absences of civil service employees during emergencies, such as destructive or hazardous weather conditions, should be handled in the following manner:

a. During Working Hours. If the emergency arises during normal hours of work, employees who are actually at work are to be excused for the remainder of that workday. Employees should be informed at the time of release that if the emergency condition continues annual leave will be required beginning the following day (see enclosure (1)).

b. After Working Hours. When a similar situation arises outside normal hours of work, an information bulletin should be issued giving notification of the emergency and advising employees not to come to work, that the first day of absence is excused, but if the emergency condition continues annual leave will be required beginning the second day of absence (see enclosure (2)).

c. Second or Subsequent Day of Emergency. If the emergency continues beyond the first work day, employees should be notified of continued condition and that they are now in a leave or leave-without-pay status (see enclosure (3)).

d. Return to Normal Condition. Upon return to normal conditions an information bulletin should be issued giving notification of that fact and advising employees to return to work on a specific day (see enclosure (3)).

2. Destructive Weather. Appendix 1 to Annex M, Paragraphs 4d(4) and Items 23, 25, and 27 of Tab B to Appendix 1 of the Disaster Preparedness and Recovery Plan 1-74 apply.

3. News media should be requested to broadcast the messages in context without interpretation.

Respectfully,

HOSEA HORNE, JR.

MEMORANDUM FOR THE DIRECTOR

Subject: Proposed changes in the classification of positions in the Executive Schedule.

- (1) Review of the Executive Schedule
- (2) Initial classification of positions
- (3) Submission of recommendations
- (4) Final review and approval

1. Absence of civil service positions during emergency conditions should be handled as follows:

a. During working hours, the emergency absence during normal hours of work, positions which are actually filled and the remainder of that working day should be filled as follows: (1) The emergency absence of positions should leave will be reduced during the following working hours: (1)

b. After working hours, when a similar situation arises outside normal hours of work, an information bulletin should be issued giving the location of the emergency and advising employees how to come to work. The absence of positions is a matter of fact, but the emergency absence condition should leave will be reduced during the second day of absence (see enclosure (2)).

c. Second or subsequent day of absence. If the emergency continues and the first working day is not filled or completed condition and that they are now in a leave-without-pay status (see enclosure (2)).

d. Return to normal working conditions. Upon return to normal conditions, the emergency absence should be handled as follows: (1) The emergency absence of positions should leave will be reduced during the second day of absence (see enclosure (2)).

e. Distribution of positions. The positions in the Executive Schedule should be distributed as follows: (1) The positions in the Executive Schedule should be distributed as follows: (1)

f. Other matters. The positions in the Executive Schedule should be distributed as follows: (1) The positions in the Executive Schedule should be distributed as follows: (1)

Very truly yours,

FOR THE DIRECTOR

27 August 1980

: Civilian Personnel Officer

: Assistant Chief of Staff, Manpower

: Absences of civil service employees during emergencies

Encl: (1) Sample Frost Call  
(2) Initial Sample Information Bulletin  
(3) Subsequent Sample Information Bulletin  
(4) Recall Sample Information Bulletin

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c. Second or Subsequent Day of Emergency. If the emergency continues beyond the first work day, employees should be notified of continued condition and that they are now in a leave or leave-without-pay status (see enclosure (3)).

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3. News media should be requested to broadcast the messages in context without interpretation.

Respectfully,

HOSEA HORNE, JR.

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12630

10 March 1980

Civilian Personnel Officer

Assistant Chief of Staff, Manpower

Snow Recovery; 1 through 6 March 1980

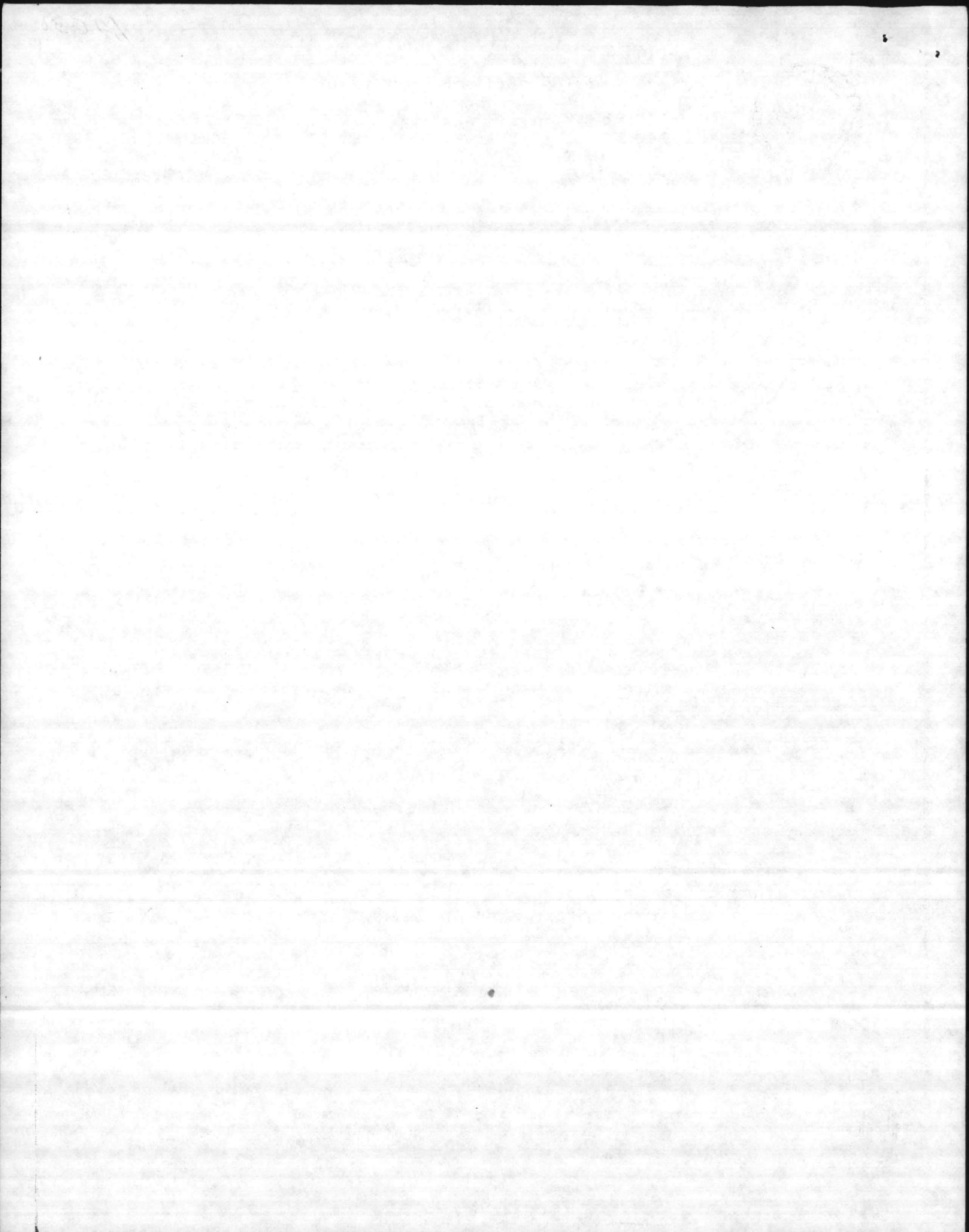
Ref: (a) Your ltr MANP/JOC/se 3000 dtd 6 Mar 1980

Encl: (1) BCdr ltr CS/RWK/apj 3000 dtd 6 Mar 1980

1. In response to reference (a), enclosure (1) is furnished.

Respectfully,

HOSEA HORNE, JR.





CIVILIAN EMPLOYEES  
MARINE CORPS BASE  
CAMP LEJEUNE,  
NORTH CAROLINA  
UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA 28542

MAR 6 3 58 PM '80

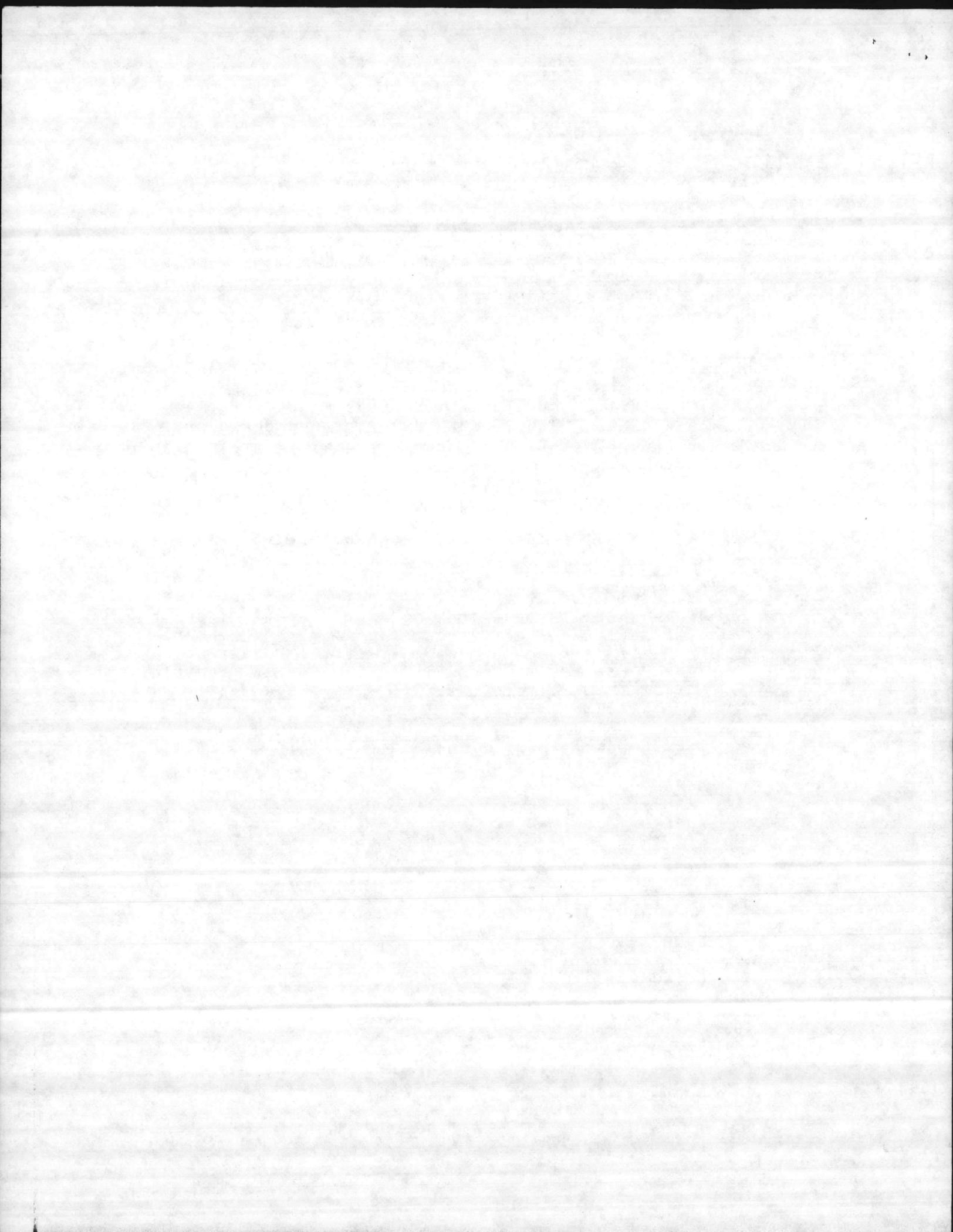
*Comments due 10 Mar*

*CP*

IN REPLY REFER TO  
CS/RWK/apj  
3000  
6 Mar 1980

From: Base Commander  
To: General and Special Staff Officers  
Subj: Snow Recovery; 1 through 6 March 1980  
Encl: (1) Data Sheet

1. The recent execution of Disaster Preparedness Plan 1-74 has shown that recovery operations from a severe snow storm can be successfully completed. There were, however, many lessons learned as we progressed through the process of establishing Snow Condition I and eventually returning to normal operations.
2. It is imperative that a detailed analysis of the conduct of operations be made. Problems encountered, solutions to the problems and all lessons learned should be recorded and analyzed.
3. Addressees will use enclosure (1) to provide, by 11 March, a report of lessons learned from the execution of Disaster Preparedness Plan 1-74 during the period 1 through 6 March 1980. Special Staff Officers submit reports via the cognizant Assistant Chief of Staff. Special Staff Officers reporting to the Chief of Staff will report to him. Negative reports are required.
4. Items to be addressed may include but are not limited to:
  - a. Advance warning
  - b. Setting of Snow Condition
  - c. Advice to military and civilian employees
  - d. Traffic control
  - e. Snow removal priorities
  - f. Communications
  - g. Sufficiency of Disaster Preparedness Plan 1-74  
(Cite specifics.)
  - h. Supply of necessary items (food, fuel, hand tools, etc.)

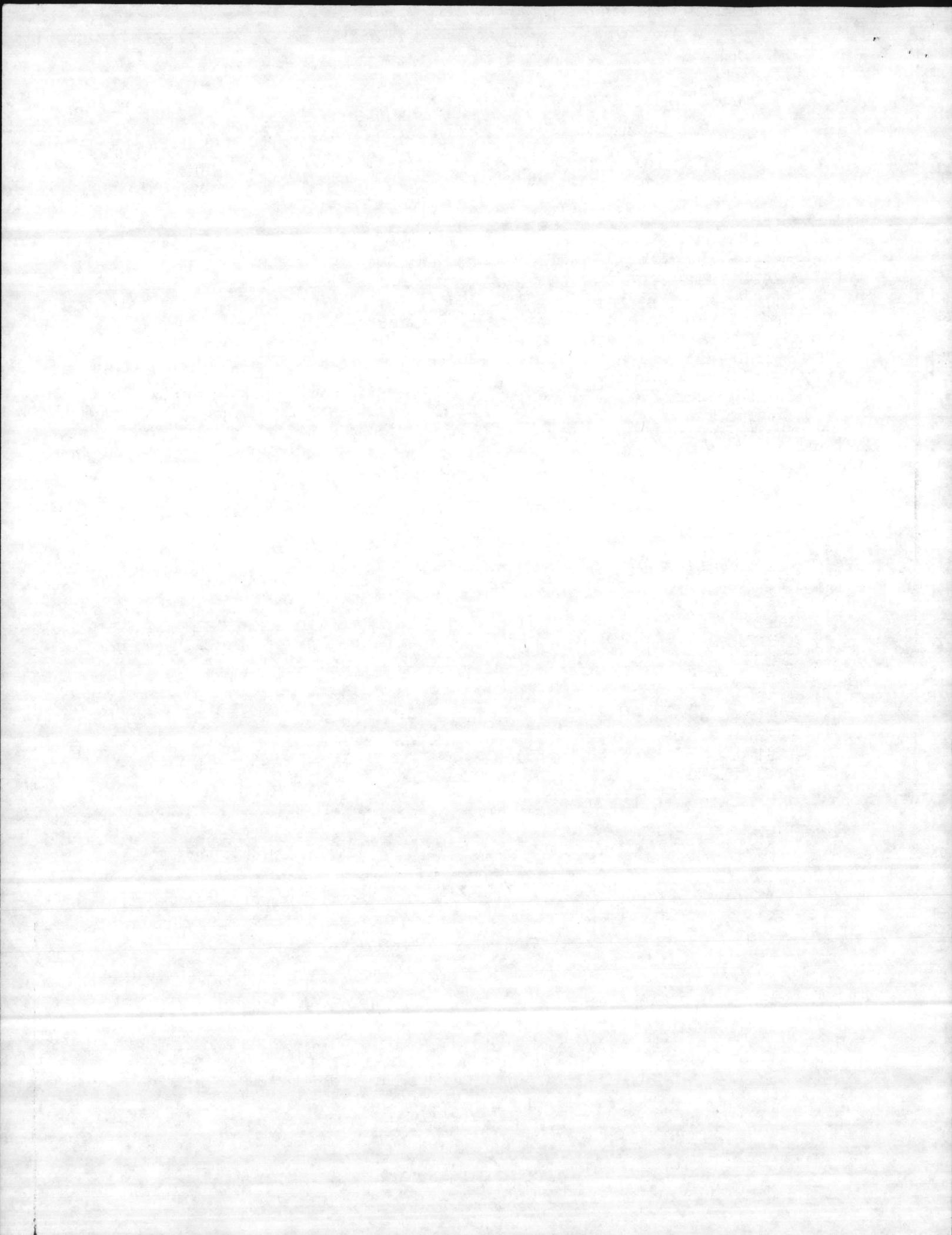


ITEM: (c) Advice to military and civilian employees.

BACKGROUND: The TV and radio stations disseminating information released by the Base apparently were too overloaded to read the release verbatim. Consequently many of the announcements were variously interpreted contrary to official policy.

SOLUTION/RECOMMENDATION: Designate certain radio/TV stations for employees to tune in to for official information and purchase spots on these stations. Military and civilian personnel should then be advised periodically through the Globe and Guidepost of the designated radio and TV stations that they should tune to for emergency information.

COORDINATION REQUIRED: JPAO and Purchasing and Contracting.



CIVILIAN PERSONNEL  
MARINE CORPS BASE  
CAMP LEJEUNE,  
NORTH CAROLINA 28542  
UNITED STATES MARINE CORPS  
Marine Corps Base  
Camp Lejeune, North Carolina 28542

MAR 7 3 32 PM '80

MANP/JOC/se  
3000  
6 March 1980

From: Assistant Chief of Staff, Manpower  
To: Distribution List  
Subj: Snow Recovery; 1 through 6 March 1980  
Encl: (1) Base Cdr ltr CS/RWK/apj 3000 dtd 6 Mar 1980

1. It is requested that addressees review enclosure (1) and provide comments to the Assistant Chief of Staff, Manpower by 1200, 10 March 1980.

*J. O. Cranford*  
J. O. CRANFORD  
By direction

- Distribution:  
ACU  
ADJ  
CARP  
MILPERSO  
→ CPO  
MAO  
SAFD  
DEECO  
FWPM  
POSTAL  
MANP PLANS



200

ITEM: (c) Advice to military and civilian employees

BACKGROUND: The TV and radio stations disseminating information released by the Base apparently were too overloaded to read the release verbatim. Consequently many of the announcements were variously interpreted contrary to official policy.

SOLUTION/RECOMMENDATION: Designate certain radio/TV stations for employees to tune in to for official information and purchase spots on these stations.

COORDINATION WORK: JPAO and Purchasing and Contracting.



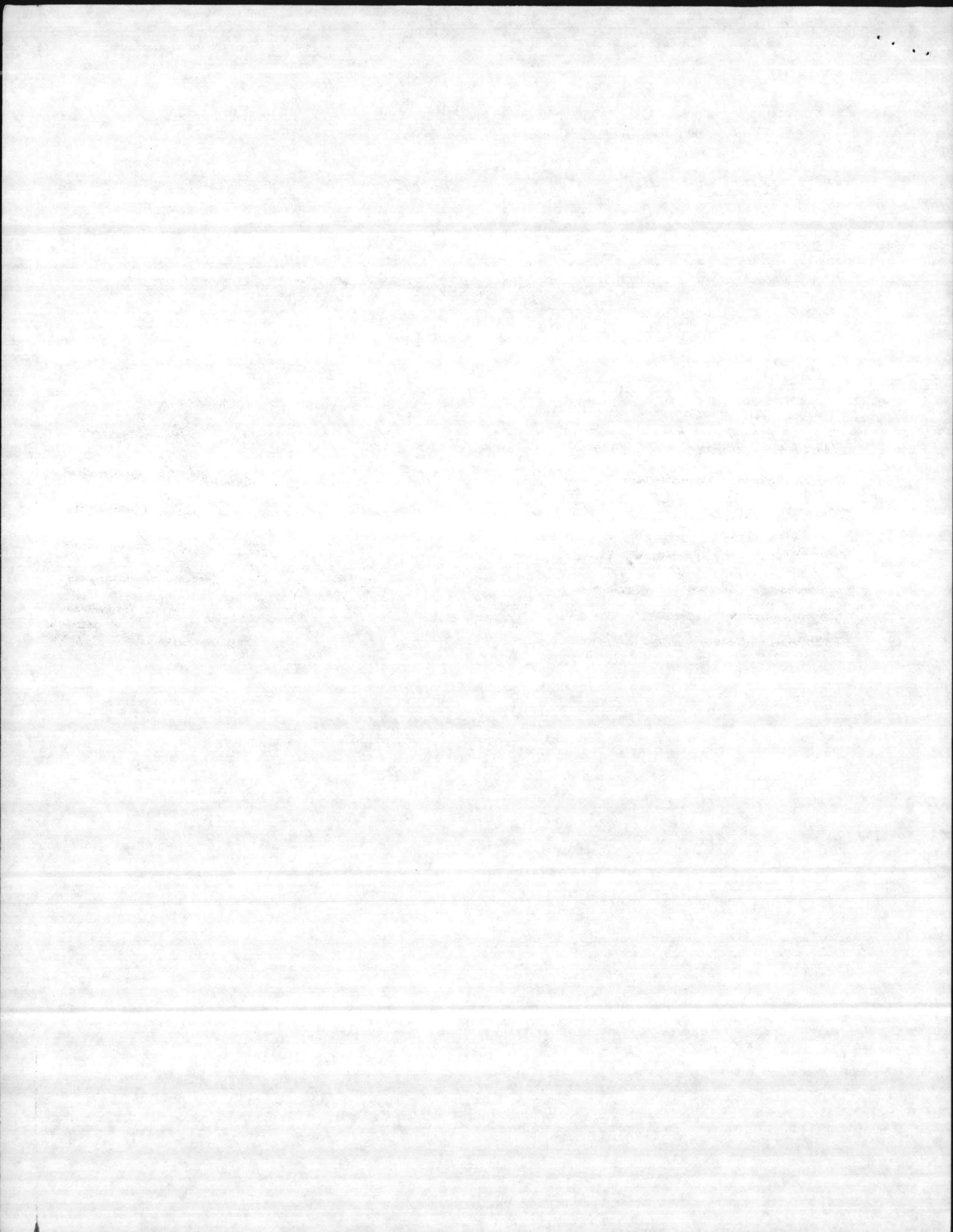
ITEM: Advance Warning / Recall of Personnel

BACKGROUND: Information relative to Closing Base and <sup>and re-opening</sup> ~~Relieving employees~~ <sup>and recalling</sup> ~~man~~, for the most part, properly compiled and released to various news media with appropriate data relative to employee status. From there, things <sup>got messy, news</sup> ~~was~~ <sup>released incomplete, often in</sup> ~~versions~~ <sup>thus causing confusion and</sup> ~~employee dissatisfaction~~.

- ① Notify employees on a cyclic basis of Base/Command Annual policy incident to closure. Then follow closely this SOP when event occurs.
- ② Purchase spot announcements from local media to be run at certain, specific times rather than on a random, unscheduled, informal basis.

COORDINATION REQUIRED:

- ① Prior to release, anything pertaining to civilian employees should be first cleared through the Civilian Personnel office or Employee Relations Supervisor.
- ② NRMC, NRDC, MCAS(H) key persons should be informed of Base decision and urged to adopt same policy.
- ③ Announcements should indicate their application to each command <sup>and</sup> ~~with~~ <sup>exceptions</sup>.



ITEM:

subject of conditions on base: Military / ~~and~~ Civilian.

BACKGROUND:

To eliminate misunderstandings about working conditions during emergency condition.

SOLUTION/RECOMMENDATION:

When the disaster prep unit <sup>activated</sup> have a number of recording device leased or owned by the base set up. When the decision on working conditions is made the message could be recorded thereby eliminating the distortion of the facts by the news media. Marines/Employees would be given the numbers in advance and instructed to call when the emergency conditions were met. This would also relieve the persons working during the emergency from much time spent on the telephone.

COORDINATION REQUIRED:



F R O S T   C A L L

DATE: 14 January 1982

FROM: CIVILIAN PERSONNEL OFFICER

TO: CHIEF OF STAFF

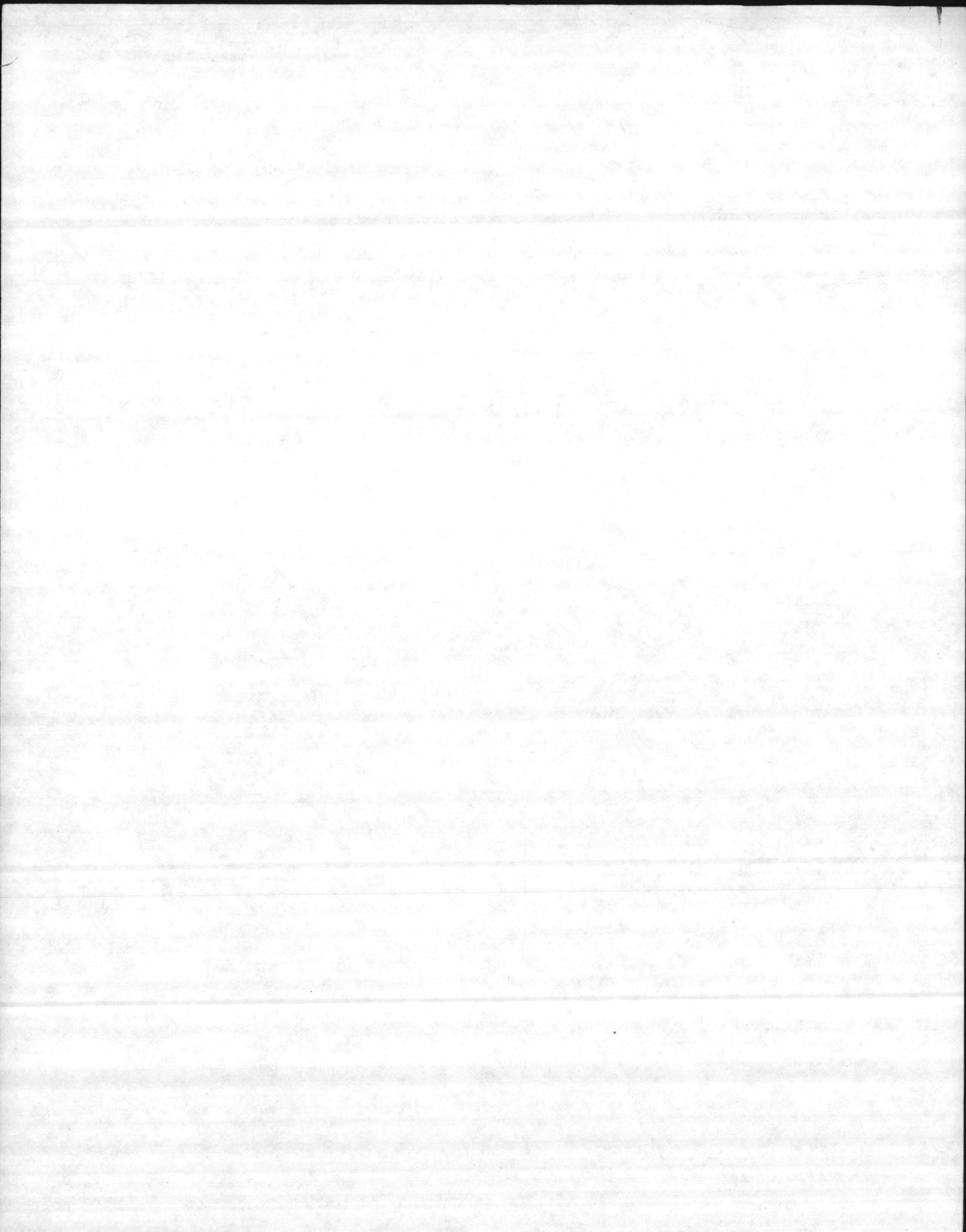
SUBJ: FROST CALL

REQUEST THAT THE FOLLOWING BE PASSED AS A FROST CALL:

IMPENDING ADVERSE WEATHER CONDITIONS MAY RESULT IN THE CAMP LEJEUNE COMPLEX BEING CLOSED FRIDAY, 15 JANUARY 1982. IN SUCH CASE, NONESSENTIAL EMPLOYEES WILL BE PLACED ON ANNUAL LEAVE. NONESSENTIAL EMPLOYEES ARE ADVISED TO TUNE INTO LOCAL TV AND RADIO STATIONS FOR INSTRUCTIONS PRIOR TO REPORTING FOR WORK ON FRIDAY, 15 JANUARY 1982.

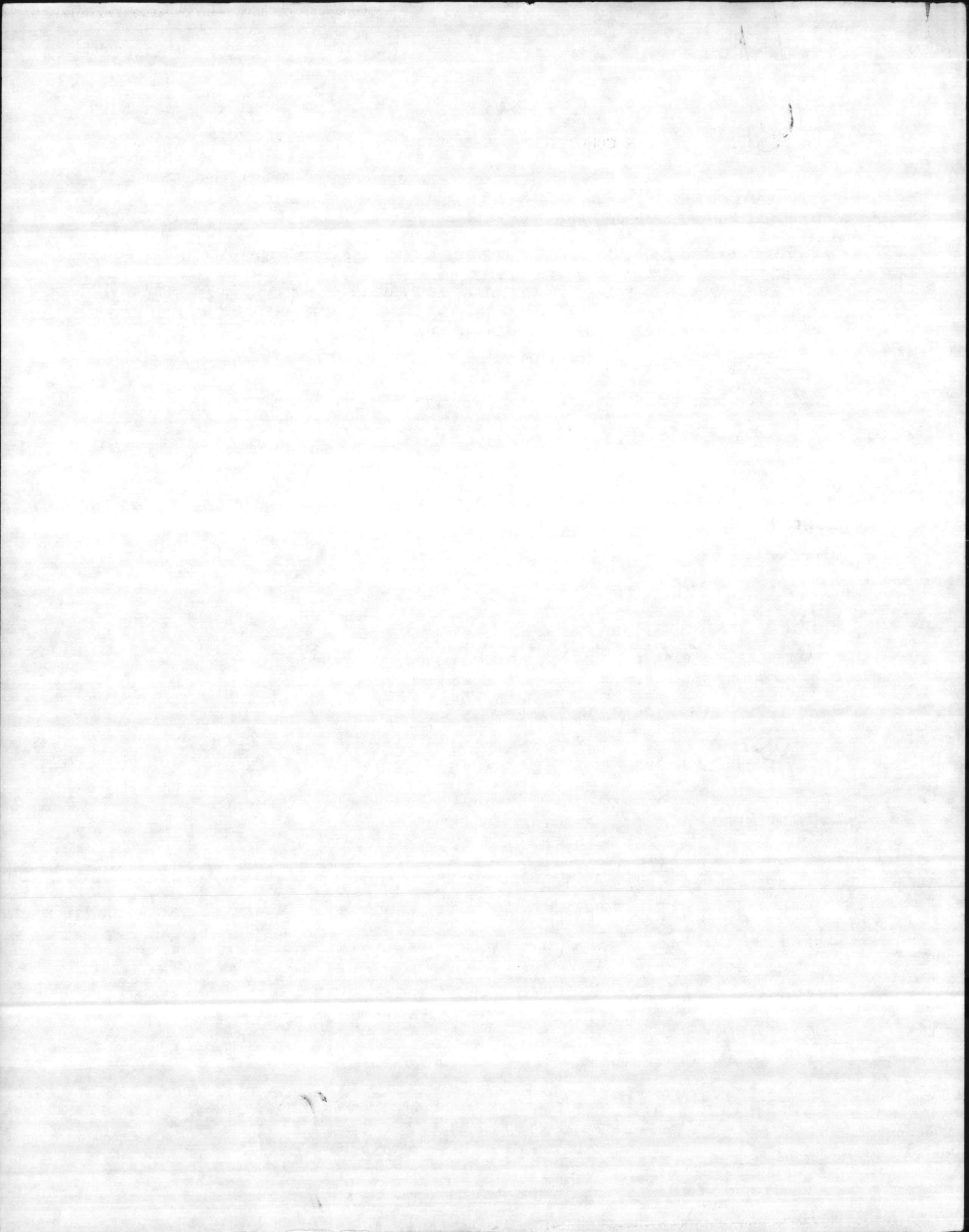
APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_



PROPOSED PRESS RELEASE

DUE TO ADVERSE WEATHER CONDITIONS NON-ESSENTIAL ACTIVITIES OF MARINE CORPS  
BASE \_\_\_\_\_ ARE CLOSED. ALL CIVILIAN PERSONNEL SCHEDULED  
(AND OTHERS)  
TO REPORT FOR WORK 15 JANUARY 1982 WILL BE EXCUSED. SHOULD THESE ACTIVITIES  
BE CLOSED BEYOND 2400, 15 JANUARY ABSENCE OF NON-ESSENTIAL EMPLOYEES WILL BE  
CHARGED TO APPROPRIATE LEAVE. CIVILIANS WHO HAVE BEEN NOTIFIED THAT THEY  
PERFORM WORK THAT HAS BEEN DETERMINED TO CONSTITUTE ESSENTIAL OPERATIONS ARE  
EXPECTED TO REPORT FOR WORK AS SCHEDULED. NO OTHER CIVILIAN EMPLOYEES SHOULD  
REPORT FOR WORK UNLESS SPECIFICALLY DIRECTED.



Harold A. Melton Jr.

347-2780

Handwritten text, possibly a name or title, written in cursive script.

08

CAMP LEJEUNE IS IN DESTRUCTIVE WEATHER/SNOW CONDITION I WITH EVERY EXPECTATION OF CONTINUING THROUGH \_\_\_\_\_ . NONESSENTIAL CIVILIAN EMPLOYEES SCHEDULED TO REPORT FOR WORK (1st day) \_\_\_\_\_ WILL BE EXCUSED. SHOULD CONDITION I CONTINUE BEYOND 2400 (1st day) \_\_\_\_\_ , ABSENCE OF NONESSENTIAL CIVILIAN EMPLOYEES WILL BE CHARGED TO APPROPRIATE LEAVE. CIVILIANS WHO HAVE BEEN NOTIFIED THAT THEY PERFORM WORK THAT HAS BEEN DETERMINED TO CONSTITUTE ESSENTIAL OPERATIONS ARE EXPECTED TO REPORT FOR WORK AS SCHEDULED. NO OTHER CIVILIAN EMPLOYEES SHOULD REPORT FOR WORK UNLESS SPECIFICALLY DIRECTED.

DUE TO POSSIBLE HAZARDOUS DRIVING CONDITIONS, A LIBERAL LEAVE POLICY IS IN EFFECT FOR NONESSENTIAL PERSONNEL OF THE FOLLOWING ACTIVITIES: MCB (AND OTHER ACTIVITIES AS COORDINATED). ESSENTIAL PERSONNEL ARE TO REPORT AS SCHEDULED.



1. Camp Lejeune is in Destructive Weather Condition I.
2. All civilian employees whose services can be spared are excused from work.
3. Should base remain closed beyond 2400, annual leave will be required for non-essential civilians.
4. Employees involved in essential operations will report for normal work shifts.



1. Camp Lejeune remains in Destructive Weather Condition I.
2. All civilian employees whose services can be spared are placed in an annual leave status.
3. Should base remain closed beyond 2400 hours, nonessential employees will be continued in an annual leave status.
4. Essential employees will continue to report for normal work shifts.

