



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
MCINCR-MCBQO 12272  
B 015  
**NOV 27 2019**

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS  
BASE QUANTICO ORDER 12272

From: Commander  
To: Distribution List

Subj: MCINCR-MCBQ PERSONNEL DISMISSAL AND CLOSURE PROCEDURES

Ref: (a) DoDI 1400.25-V610  
(b) US-OPM guidance "Government-wide Dismissal and Closure Procedures" dtd November 2018.  
(c) DoD Memorandum "Defense Civilian Personnel Database System (DCPDS) Codes for the Department of Defense Expeditionary Civilian (DoD-EC) Workforce" dtd 13 March 2017  
(d) MCO P12000.11A dtd 16 Sep 2014  
(e) MCO 12271.1 dtd 05 Sep 2018  
(f) MARADMIN 027/19 Safety and Weather Leave for Appropriated Fund USMC Civilians dtd 11 Jan 2019  
(g) Washington, DC, Area Dismissal and Closure Procedures  
(h) Mission Assurance Plan - 2011  
(i) Federal Employees Compensation Act (FECA)  
(j) Consolidated Master Labor Agreement btwn the USMC and AFGE dtd 26 January 2017

Encl: (1) MCINCR-MCBQ Mission Essential Tasks  
(2) Excused Absence and Administrative Dismissal Chart  
(3) Template for notification of mission essential status

1. Situation. In response to emergencies, severe or hazardous weather, natural disasters, or conditions that may disrupt normal operations or the safety of personnel, the Commander, Marine Corps Installation Command National Capital Region - Marine Corps Base Quantico (MCINCR-MCBQ) may suspend non-mission essential operations. Accordingly, per the references, non-mission essential personnel may be dismissed early, allowed to delay their arrival, or be granted weather and safety leave, as necessary, to safeguard personnel and to allow for the restoration of base operations in the most-timely manner.

2. Cancellation. This order cancels MCBO 3100.1B.

3. Mission. During periods of emergency, severe weather, natural disasters or other incidents that disrupt normal base operations or endanger the safety of personnel, MCINCR-MCBQ will continue to conduct mission-essential operations, suspend non-

essential activities, and dismiss personnel in accordance with this order.

#### 4. Execution

a. Commander's Intent. As conditions require, base personnel and tenant commands take reasonable and appropriate action to maintain essential functions, restore normal operating conditions, safeguard government property and ensure the safety of our people. Any decision to suspend or degrade normal base operations will take into account the potential impact on installation and tenant missions and the safety of all personnel.

b. Concept of Operations. The decision to suspend operations will be made by the Commander, MCINCR-MCBQ and will normally be put into effect by announcing a change in the Base Operating Status.

(1) Enclosure (1) provides the mission-essential tasks as designated by the Commander, MCINCR-MCBQ.

(2) Enclosure (2) provides a summary of the requirements and leave statuses of civilian employees in the case of a base operating status other than green.

(3) Enclosure (3) provides a template letter to be used to remind or notify employees if their position has been designated to be mission essential.

c. Base Operating Status will be communicated using the following color-codes:

(1) Green. "Green" is the "normal" Base Operating Status. When the Base Operating Status is Green, the Base is open and employees are expected to report to work on time.

(2) Yellow. "Yellow" Base Operating Status is typically used when normal operations are moderately effected by an incident, event, or circumstance. Execution of some mission-essential tasks found in enclosure (1) may be delayed. Delays in the execution of non-mission essential tasks may be experienced.

(3) Blue. "Blue" Base Operating Status is typically used when the impact of an incident, event, or circumstance is more significant and time is needed before the base can support near-normal operations. Execution of some mission-essential tasks found in enclosure (1) may be delayed or temporarily suspended for a specified time. Delays in the execution of non-mission essential tasks may be experienced.

(4) Red. "Red" Base Operating Status is typically used when the impact of an incident, event, or circumstance is severe and it will take significant effort to restore the base to near-normal operations. When the Base Operating Status is Red, the Base

is closed for normal operations and only specified mission-essential tasks found in enclosure (1) will be performed. Execution of non-mission essential tasks will be temporarily suspended.

d. Tasks

(1) AC/S G-1. Disseminate applicable guidance. In general, during a base operating status other than green, non-mission essential employees may be granted weather and safety leave for the number of hours they were scheduled to work unless they are (1) a telework program participant, (2) on official travel outside of their regular MCINCR-MCBQ place of duty, (3) on preapproved leave (paid or unpaid) or other time off, or (4) on an Alternative Work Schedule (AWS) day such as RDO or other non-workday. Employees designated as mission essential will generally be expected to report to work during base operating statuses other than green. Key provisions found in reference (b) and (c) of particular importance to MCINCR-MCBQ employees are highlighted in paragraph "d", below.

(2) AC/S G-3. Maintain 24/7 situational awareness of current operations, tenant activities and missions, weather, events, status of essential services, and incidents that may impact normal operations. Make recommendations to the Commander, MCINCR-MCBQ regarding changes to the Base Operating Status and delayed arrival/early dismissal of personnel. Transmit changes to the Base Operating Status and arrival/dismissal decisions to all hands. Prepare and submit to the Assistant Chief of Staff, G-1, Comptroller, G-8, and Head, Employee Management Advisory Services (EMAS) HROM, a memorandum for the record whenever the Base Operational Status is changed.

(3) AC/S G-8. Distribute guidance regarding appropriate timekeeping codes.

(4) Commanding Officer, Security Battalion. Report current and developing threats, hazards, and incidents to the AC/S G-3 and the Command Duty Officer.

(5) Marine Corps Community Services (MCCS). Coordinate any closures or delays in accordance with MCCSLOI 11210.1C. Non-Appropriated Fund (NAF) Human Resources will provide guidance regarding appropriate timekeeping codes for NAF employees in accordance with reference (d).

(6) Subordinate Commanders, Directors, and Special Staff

(a) Ensure all personnel are familiar with the contents of this Order.

(b) Report any conditions such as utilities or services failures that impact operations or cause intolerable or unsafe

conditions to the Commander, MCINCR-MCBQ via the AC/S G-F during normal working hours or the Command Duty Officer during non-working hours.

(c) IAW reference (j), review the mission-essential tasks found in enclosure (1) at least annually, during the month of October, and update as required.

(d) Annually, during the month of October, notify via signed letter, mission-essential employees of their status and responsibilities during various base operating statuses (see enclosure (3) for template). Changes in conditions, employee turnover, or a change in operations or tasks may require mission-essential employee notifications to be made at other times of the year.

(e) Coordinate with MCINCR-MCBQ AC/S G-1 to modify position descriptions to include a mission essential designation for affected employees. Mission essential language in a position description will allow proper coding in DCPDS\* required by reference (c).

(f) Notify personnel of any command/activity specific guidance as it relates to this Order.

#### (7) Tenant Commands and Activities

(a) Ensure all personnel are familiar with the contents of this Order.

(b) Report any conditions such as utilities or service failures that impact operations or cause intolerable or unsafe conditions to the Commander, MCINCR-MCBQ via the AC/S G-F during normal working hours or the Command Duty Officer during non-working hours.

(c) A tenant command or activity that does not follow the base operating status designated by the MCINCR-MCBQ Commander should develop command or activity-specific policies and instructions and ensure the communication of those associated command or activity specific policies and instructions to their personnel.

#### e. Coordinating Instructions

(1) Conditions which may warrant a change in base operating status

(a) Events beyond the control of the command or its personnel, but not limited to, national and/or local emergencies, severe weather conditions, natural disasters, or fires. References (c), (d) and (e) contain specific instructions regarding

\*Defense Civilian Personnel Data System (DCPDS) expected to be replaced with Defense Civilian Human Resources Management (DCHRM) System

preparation for and recovery from the effects of severe weather conditions.

(b) Utilities, essential services, or infrastructure failures.

(2) MCINCR-MCBQO Dismissal and Closure Procedures. If a change in base operating status necessitates early dismissal, delays in arrival, or suspension of non-mission essential operations, the following shall apply:

(a) Weather and Safety Leave. A 23 December 2016 act of Congress and subsequent regulations issued in reference (b), and specifically tailored to the Marine Corps in reference (e), established a new leave category called "weather and safety leave," which will replace administrative leave or excused absence. Reference (b) and (e) should be reviewed in its entirety by all civilian supervisors.

(b) Telework and Weather and Safety Leave. An employee's participation in the telework program is voluntary.

1. In general, weather and safety leave will only be granted to an employee with a telework agreement if the change in base operating status was not reasonably anticipated or if the employee is prevented from safely working at a telework site. Reference (b) provides a number of specific examples which can provide greater clarity.

2. In general, if the weather event that caused a change in base operating status also results in the presence of a child or other dependent for whom the employee must provide care, the employee may conduct telework. For those periods of the work day that are used for dependent care, outside of lunch and other scheduled breaks, employees with telework agreements should utilize unscheduled leave for time devoted to the care of a dependent in the home. Reference (b) provides a number of specific examples which can provide greater clarity.

(c) Unscheduled Telework and Weather and Safety Leave. Employees with a telework agreement, and who have all required equipment at their home or telework site, and who have access to an appropriate amount of work, can opt to take unscheduled telework rather than unscheduled leave when the base operating status is other than green. Per paragraph (b)2. above, unscheduled telework could be precluded if the weather event requires the employee to care for dependents not normally in the home. If a supervisor determines the work of a telework ready employee is required to accomplish an ongoing mission on a day when the base operating status is other than green, the supervisor may require the employee conduct unscheduled telework rather than grant unscheduled leave or weather and safety leave, based on mission requirements. Reference (b) provides a number of specific examples which can provide

greater clarity and reference (e) provides Marine Corps guidance for telework.

(d) Interaction of Weather and Safety Leave and Mission Essential Employees. Mission essential employees are expected to report to work or remain at their worksite during base operating statuses other than green, unless otherwise directed by their supervisor. If a mission essential employee fails to report for work and fails to provide a valid reason, the employee may be disciplined for an unauthorized absence. Reference (b) provides a number of specific examples which can provide greater clarity. Paragraph 6.b. below provides guidance on how mission essential status will be conveyed to affected employees.

(e) Employees on Preapproved Leave (Paid or Unpaid), Sick Leave, and other leave. Employees who are on pre-approved leave (annual, sick, paid or unpaid, and other) who are not precluded from executing their leave plan by the weather which caused the change in Base Operating Status, will not be granted weather and safety leave. Reference (b) provides a number of specific examples which can provide greater clarity.

(f) Employees on Alternative Work Schedules. An employee whose normal "regular day off" (RDO) falls on a day when the Base Operating Status is other than green will not normally be entitled to an alternative "RDO". An employee can be allowed to swap an "RDO" to a day with a reduced base operating status to preclude the employee's use of unscheduled leave. If an employee swaps their "RDO" date to preclude the use of unscheduled leave, the employee will work a full work day on his or her normally scheduled RDO. Reference (b) provides a number of specific examples which can provide greater clarity.

(g) Delayed arrival or early departure. The Commander, MCINCR-MCBQ, may direct the delayed arrival or early release of non-mission essential civilian personnel due to weather or a safety-related emergency.

1. Delayed Arrival. When delayed arrival is specified, non-mission essential employees who report to their regular worksite will be granted weather and safety leave for the allowed delay as described in reference (b). If a non-mission essential employee opts to take unscheduled leave in conjunction with delayed arrival, unscheduled leave will be applied for the entire normal work day or shift. Reference (b) provides a number of specific examples which can provide greater clarity.

2. Early Departure. If early departure is allowed or directed, weather and safety leave will normally be granted for the number of hours remaining in a non-mission essential employee's work day. Telework program participants will normally only be granted weather and safety leave for the time it takes them to return to their telework site. Reference (b)

provides a number of specific examples which can provide greater clarity.

(3) Early Release of Personnel Due to Unusual Work Conditions

(a) Personnel are expected to work if conditions at their place of work are reasonably adequate, although these conditions may not be normal and may involve minor discomforts.

(b) Personnel impacted by extreme temperatures to the extent that they are ineffective or that continuance on duty would adversely affect their health may request and be granted leave.

(c) Weather and Safety Leave may be granted, if a reasonable standard of judgment has determined that the "not normal" conditions prevent work and that there are no other options such as an alternative workspace or station to support work. Activity heads, in conjunction with the Safety Department, will consider such matters as the physical requirements of the position involved, in addition to actual temperatures, before requesting permission for group dismissal. Group dismissals, may only be authorized by the Commander, MCINCR-MCBQ, and will be limited to the period of extreme conditions. Equity does not mean that if one group of employees is dismissed, the dismissal of other groups not experiencing the same conditions is required.

(4) Excused Absence. See enclosure (2) for authorized activities, and the source reference, for which a civilian employee can be excused from work, such as voting, registering to vote, or donating blood.

(5) Exceptions to Policy

(a) Military and civilian personnel who are on duty and who are assigned as watch standers or who must operate emergency equipment and other mission essential personnel may not be dismissed or granted annual leave under the provisions of this Order. They will remain at their place of duty or work until relieved by proper authority.

(b) Any mission-essential civilian personnel required to work during hazardous weather conditions, when such conditions are predicted in advance, may be under an unscheduled leave policy prior to the event to secure their families and homes. Such leave must be requested before the preparatory work for the hazardous weather begins.

(6) Dismissal and Closure and the Master Labor Agreement

(a) Civilian employees are critical to the execution of mission essential services and to restore MCB Quantico to full base operating status following a disruption of services. Article 13 of reference (j) provides specific guidance for the assignment of

voluntary and mandatory overtime, how notification of employees will be conducted, and how call backs will be conducted.

(b) Supervisors will adhere to Article 13 of reference (i). However, emergencies, severe or hazardous weather, natural disasters, or conditions that may disrupt operations or the safety of personnel regularly occur at inconvenient or inopportune times and may make notifications difficult or impossible to execute prior to an employee's shift or work day. Supervisors will provide the greatest advance notice possible of any change in their work status related to a change in base operating status.

## 5. Administration and Logistics

a. Charging Leave in Emergency Situations. Civilian mission-essential employees who cannot report for work due to emergency conditions may request annual leave, sick leave, credit hours, compensatory time, or request leave without pay (LWOP) as appropriate, but normally may not be placed on weather and safety leave. Each request will be considered on a case by case basis and approval will be based on the totality of the circumstances. If leave is denied, mission essential employees must report to work as directed. Mission essential employees who do not report for work as required may be charged Absence Without Leave (AWOL) as appropriate, and disciplinary action may be taken.

b. Civilian Employees in Special Situations. Employees on LWOP pending disability retirement or while in receipt of Workers' Compensation, on military leave, suspension, shall be continued in that status.

## 6. Command and Signal

a. Command. Changes to the Base Operating Status will be made by the Commander, MCINCR-MCBQ.

(1) This Order applies to all military and civilian personnel, including MCINCR-MCBQ NAF personnel on the Base. Suspension of operations may also apply to contracted workers depending on contract requirements.

(2) Actions taken under this order are intended to only advise tenant commands of the Base Operating Status and the mission and non-mission essential tasks that may or may not be available during a specified operating status. Tenant commands may suspend or continue operation at their discretion regardless of the Base Operating Status.

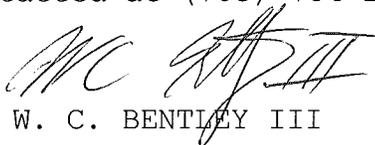
### b. Signal

(1) Notification Procedures. Changes to the Base Operating Status will be disseminated in one or more of the following means: via the Quantico Mass Notification System (QMNS); the MCINCR-MCBQ

Hotline at (703) 784-3638; on the MCINCR-MCBQ website at <http://www.quantico.marines.mil/>; on the MCINCR-MCBQ Facebook at <http://www.facebook.com/officialmarinecorpsbasequantico> or by email or telephone from the Commander, MCINCR-MCBQ to the affected Tenant Commanders, Directors, and/or Activity Heads.

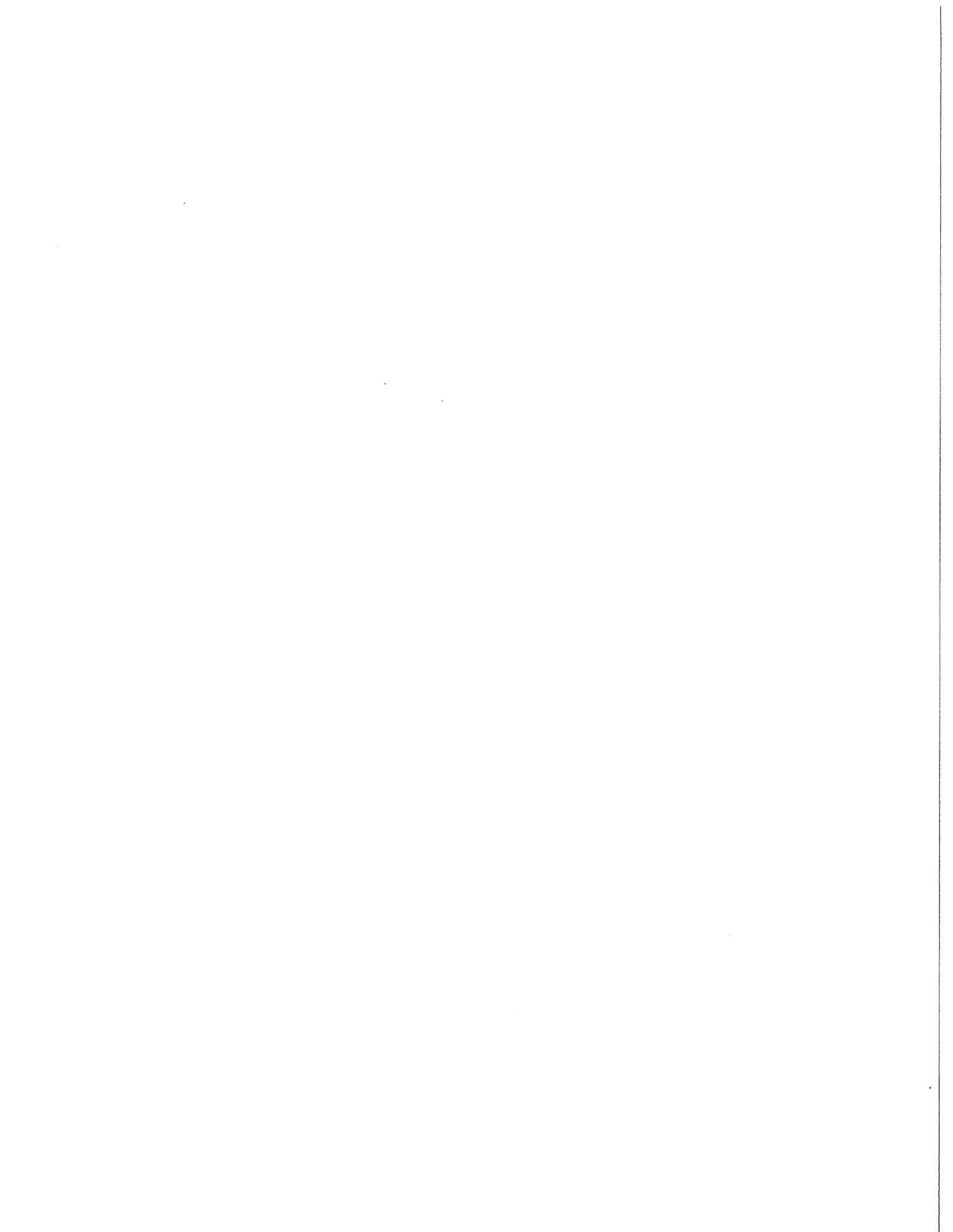
(2) Command Duty Officer may be contacted at (703) 784-2707.

(3) AC/S G-3 may be contacted at (703) 784-2658.



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DISTRIBUTION: A



MCINCR-MCBQ Mission Essential Tasks

MCT 1.7 SUPPORT MANEUVER THROUGH THE PROVISION OF TRAINING AREAS: (If training continues when other operations are suspended; e.g. in the event of a government shutdown)

- MCT 1.7.2 Provide Aviation Operations Training Area
- MCT 1.7.3 Provide Ground Operations Training Area
  - MCT 1.7.3.1 Provide Maneuver Ranges
    - Operate the Range Operations Center
    - Control Access to and monitor use of the RTA
    - Schedule RTA use
    - Coordinate medevac operations in the RTA

MCT 4.1 CONDUCT SUPPLY OPERATIONS:

- MCT 4.1.3 Petroleum, Oil and Lubricant (POL) Supply, Storage, and Distribution

MCT 4.3 CONDUCT TRANSPORTATION OPERATIONS:

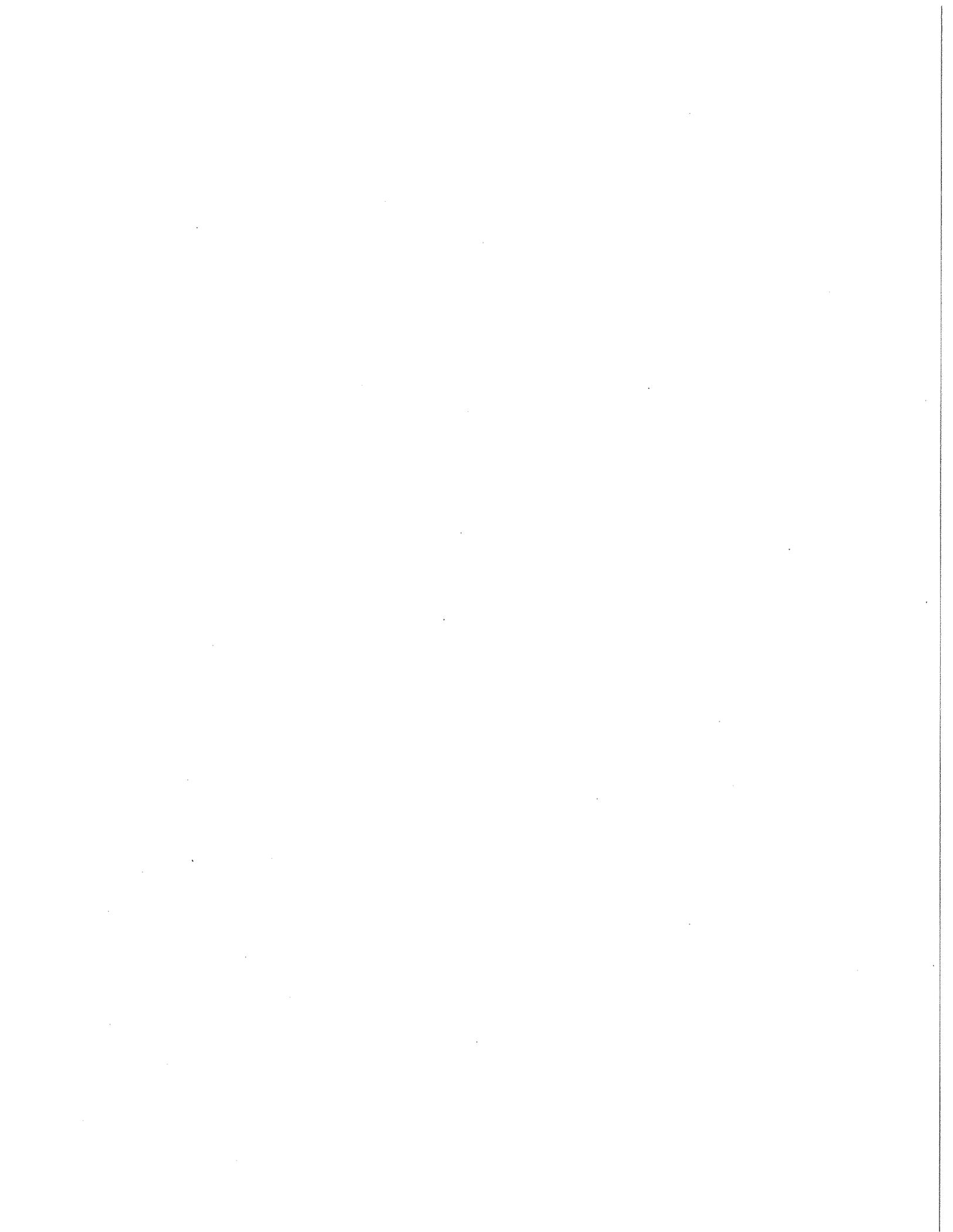
- MCT 4.3.3 Conduct Motor Transport Operations
- MCT 4.3.4 Conduct Motor Transport Maintenance

MCT 4.6 PROVIDE SERVICES (NONMATERIAL AND SUPPORT ACTIVITIES):

- MCT 4.6.1.1.1 Provide Garrison Messing
- MCT 4.6.1.1.2 Provide Bachelor Food Services
- MCT 4.6.2.5 Provide Billeting
  - MCT 4.6.2.5.1 Provide Unaccompanied Personnel Housing
  - MCT 4.6.2.5.2 Provide Bachelor Quarters
  - MCT 4.6.2.5.4 Provide Transient Quarters
- MCT 4.6.2.4 Provide Communications/Information Technology

MCT 4.9 PROVIDE BASE FACILITIES AND RELATED INFRASTRUCTURE:

- MCT 4.9.1 Provide Utility Systems Operations
  - Maintain Electrical Substations
  - Maintain HV Lines/transformers
  - Maintain Water Pump Stations/Towers and lines
  - Maintain Sewage Lift Stations and lines
- MCT 4.9.2 Supply Water



MCINCR-MCBQ Mission Essential Tasks

Operate/maintain Water Treatment Plant

Operate Camp Upshur Wells

Maintain distribution systems and storage tanks

MCT 4.9.3 Supply Heat and Hot Water

Operate the Camp Barrett Heat Plant

Maintain Plant and super-hot water lines

Operate and maintain individual boilers

MCT 4.9.4 Supply Refrigeration and Air Conditioning Services

Maintain building HVAC systems

Maintain refrigeration systems

MCT 4.9.5 Supply Electrical Power

Operate and maintain emergency generators

Maintain building transformers/breakers

Maintain electrical distribution lines and substations

MCT 4.9.6 Supply Natural Gas and Compressed Gases

Maintain natural gas lines

Coordinate gas distribution with Columbia gas and AMERESCO

MCT 4.9.8 Perform Sustainment, Restoration and Modernization of Facilities

Repair building envelope/mechanical/electrical/structural systems

Repair roads/trails/culverts

MCT 4.9.9 Provide Base and Station Environmental Services and Readiness (CLEOs)

Provide Conservation Law Enforcement Services

MCT 4.9.9.1 Collect, Treat and Dispose of Sewage and Waste

Operate Mainside and Camp Upshur WWTPs

Maintain all distribution systems and lift stations

MCT 4.9.10 Provide Family Housing

Partner with Lincoln Military Housing (LMH) for the provision of family

housing

MCT 4.9.10.1 Provide Family Housing Facilities Support



MCINCR-MCBQ Mission Essential Tasks

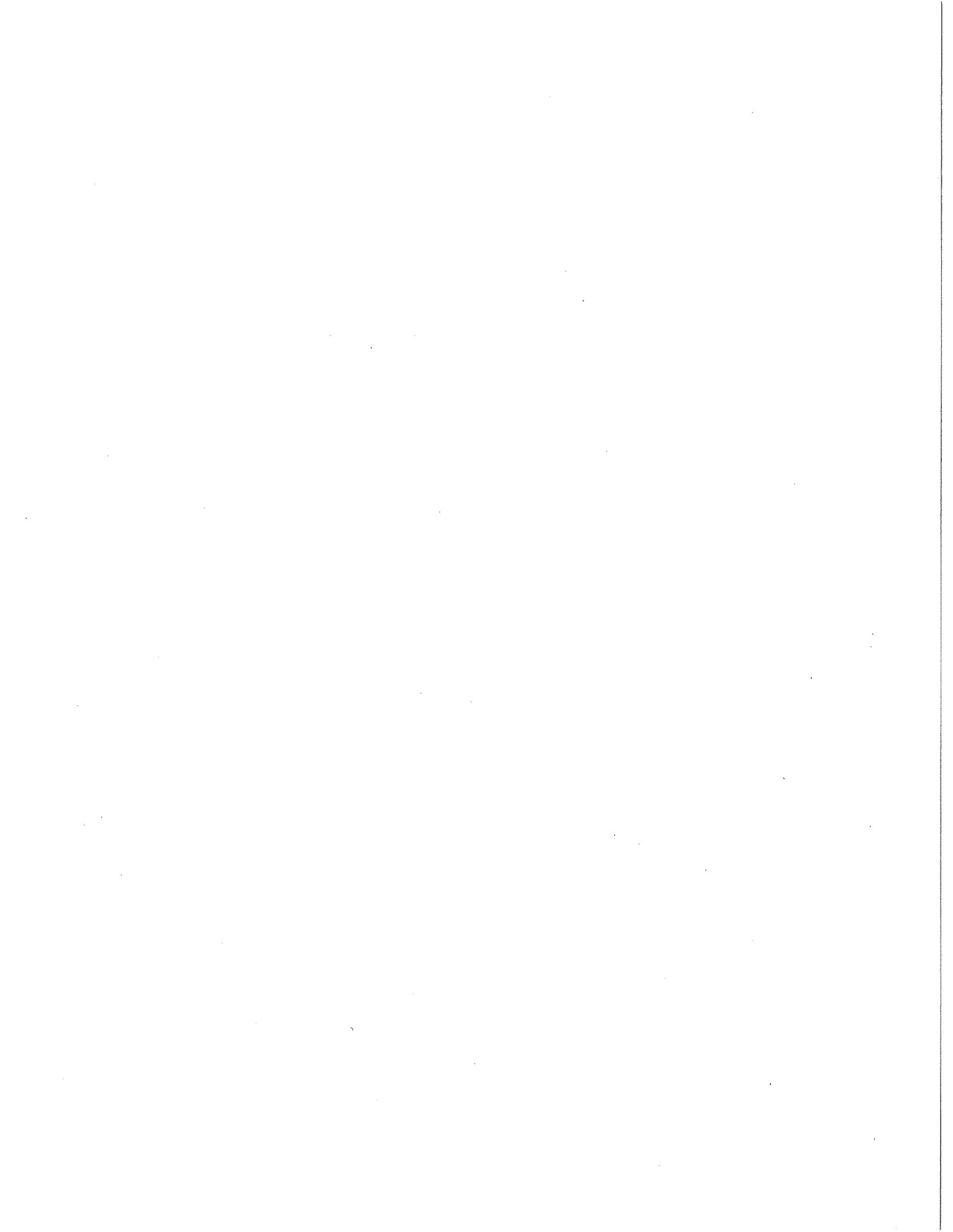
Provide utilities to LMHMCT

6.0 PROTECT THE FORCE:

- MCT 6.3 Perform Consequence Management
- MCT 6.4 Conduct Operations in a CBRN Environment
- MCT 6.5 Mission Assurance
  - Coordinate Emergency Management Efforts
  - Coordinate Continuity of Operations Efforts
- MCT 6.6 Conduct Law and Order Operations
- MCT 6.7 Conduct Supporting Establishment Law Enforcement Operations
- MCT 6.8 Conduct Explosive Ordnance Disposal (EOD) Operations
  - Respond to UXO calls both on and off base
  - Support to VIPPSA

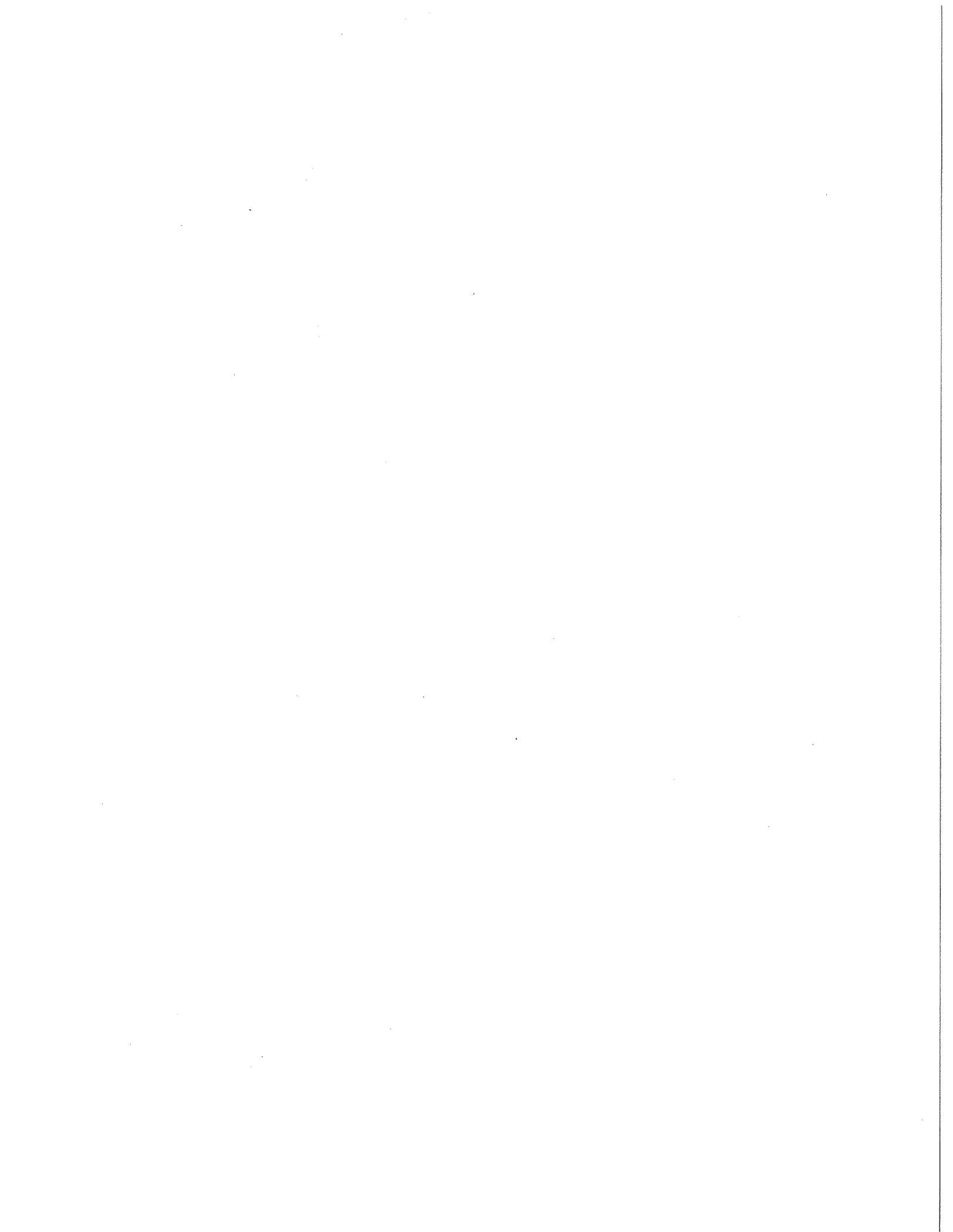
MCT 4.6.3 PROVIDE AIRFIELD OPERATIONS SERVICES: (If Mission Support Required)

- MCT 4.6.3.1 Conduct Flight Management
  - MCT 4.6.3.1.2 Provide Runway and Flight Line Support
- MCT 4.6.3.2 Conduct Air Traffic Control (ATC)
  - MCT 4.6.3.2.1 Provide Navigation Aid and Air Traffic Control (ATC) Maintenance
- MCT 4.6.3.3 Maintain Operable Communication System
- MCT 4.6.3.4 Provide and Maintain Operable Air Traffic Control and Landing System (ATCALS)
- MCT 4.6.3.5 Provide and Maintain Operable Radar Systems
- MCT 4.6.3.6 Provide and Maintain Operable Airfield Equipment
- MCT 4.6.3.8 Provide Transient Services
- MCT 4.6.3.9 Provide Aviation Fuel Services
- MCT 4.6.3.10 Provide Meteorological Services
- MCT 4.6.3.11 Provide Air Traffic Control (ATC)/Quality Assurance
- MCT 4.6.3.12 Provide Aircraft Rescue and Fire Fighting (ARFF)
- MCT 4.6.3.14 Provide Aircraft Arrest Recovery Activities (MWSS)
- MCT 4.6.3.16 Provide Airfield Surfacing Systems



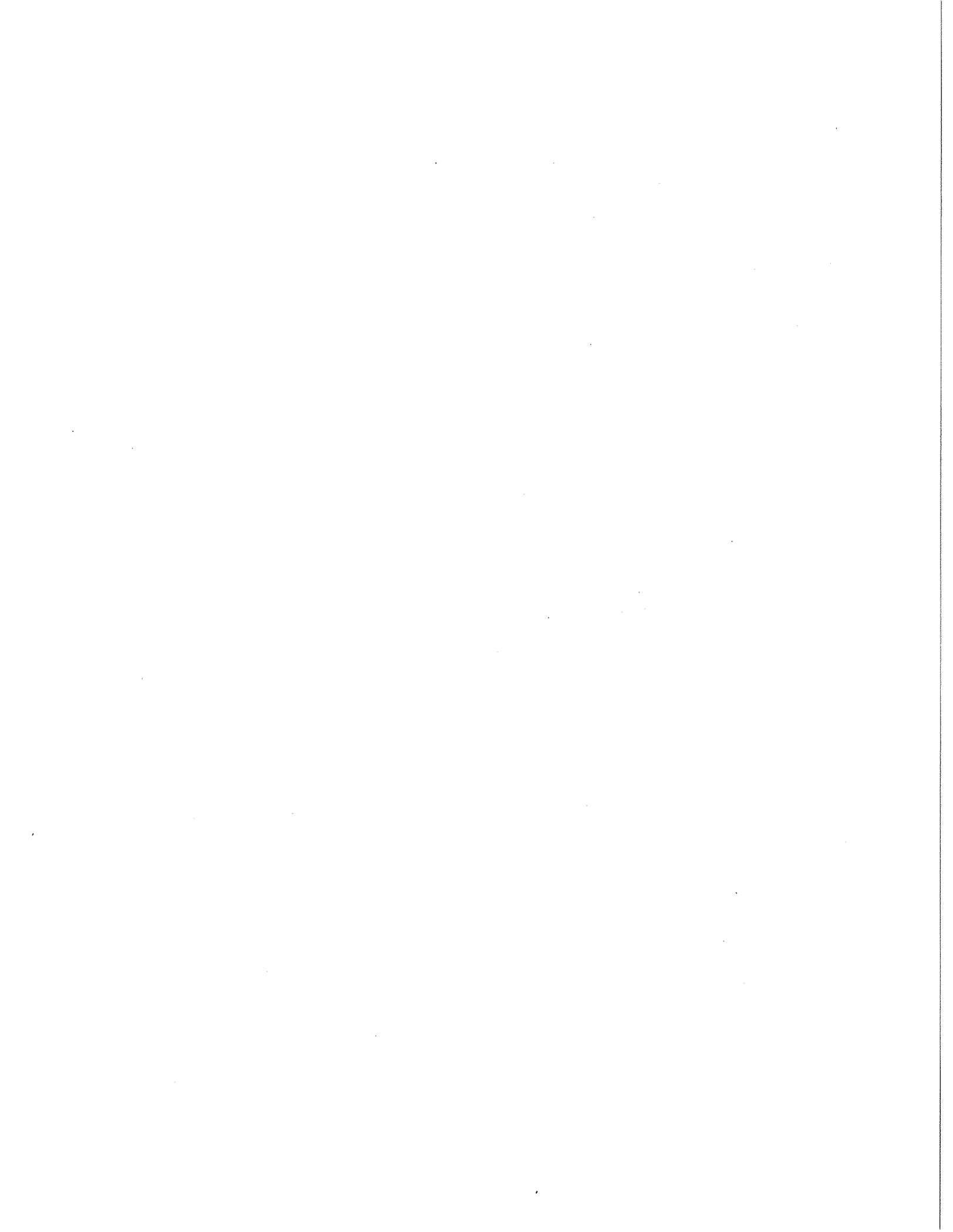
Excused Absence and Administrative Dismissal Chart

Base Operating Status	Type of Leave/Work Status	Explanation	Reference
<p>RED: Administrative Dismissal – Non-mission essential activities suspended prior to start of the workday. Dismissal of non-mission essential personnel due to extreme weather conditions, natural disasters, emergencies or unforeseen interruptions of transportation or building services (potential health or safety risks)</p>	<p>Mission Essential – Regular Work Status</p> <p>Non- Mission Essential – Unscheduled Telework or Unscheduled Leave</p> <p>Non-Mission Essential – Weather and Safety Leave</p>	<p>Mission Essential Employees are expected to report to their work sites unless otherwise directed by their command/organization. If otherwise directed, Mission Essential employees follow applicable rules for Unscheduled telework, Unscheduled Leave or Weather and Safety Leave (W&amp;SL).</p> <p>Telework-Ready Employees should perform unscheduled telework on a day when non-mission essential activities are suspended and should telework the entire day or request leave, or a combination of both, subject to any applicable collective bargaining requirements.</p> <p>Non-Mission Essential employees will be granted W&amp;SL leave for the number of hours they were scheduled to work unless they are required to telework, on official travel outside the affected area, on leave without pay, or on pre-approved leave not affected by the incident which prompted the base operating status change.</p>	<p>DoD 1400.25-M, SC610.3.5.3 and 5 USC 6302(a)</p>
<p>RED: Early Dismissal – Non-mission essential activities suspended after the start of the workday but prior to the end of the workday. Dismissal of non-mission essential personnel due to extreme weather conditions, natural disasters, emergencies or unforeseen interruptions of transportation or building services (potential health or safety risks)</p>	<p>Mission Essential – Regular Work Status</p> <p>Non-Mission Essential – Unscheduled Leave</p> <p>All Employees – Prior Approved Leave Status</p> <p>Non Mission Essential – Regular Work Status or Unscheduled Leave</p> <p>Non-Mission Essential – Weather and Safety Leave</p>	<p>Mission Essential Employees are expected to report to or remain at their work sites unless otherwise directed by their command/organization. If otherwise directed, Mission Essential employees follow applicable rules for Unscheduled telework, Unscheduled Leave or W&amp;SL.</p> <p>Departure Prior to Early Dismissal. Non-Mission Essential employees who depart prior to the early dismissal time may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not be granted W&amp;SL leave.</p> <p>Pre-approved leave. Employees on pre-approved leave for the entire workday or employees who have requested unscheduled leave before an early departure policy is announced should continue to be charged annual or sick leave for the entire day or the remainder of the workday, as applicable.</p> <p>Telework-Ready Employees should perform unscheduled telework on a day when non-mission essential activities are suspended and should telework the entire day or request leave, or a combination of both, subject to any applicable collective bargaining requirements.</p> <p>Non-Mission Essential employees will be granted W&amp;SL leave for the number of hours they were scheduled to work unless they are:</p>	<p>DoD 1400.25-M, SC610.3.5.3 and 5 USC 6302(a)</p>



Excused Absence and Administrative Dismissal Chart

Base Operating Status	Type of Leave/Work Status	Explanation	Reference
<p>BLUE/YELLOW: Late Arrival – Non-mission essential activities suspended before the start of the workday but resume prior to the end of the workday. Dismissal of non-emergency personnel due to extreme weather conditions, natural disasters, emergencies or unforeseen interruptions of transportation or building services (potential health or safety risks)</p>	<p>Mission Essential – Regular Work Status</p>	<p>Mission Essential Employees are expected to report to their work sites unless otherwise directed by their command/organization. If otherwise directed, Mission Essential employees follow applicable rules for Unscheduled telework, Unscheduled Leave or W&amp;SL.</p>	<p>DoD 1400.25-M, SC610.3.5.3 and 5 USC 6302(a)</p>
	<p>Non-Mission Essential – Unscheduled Leave</p>	<p>Use of Unscheduled Leave. Non-Mission Essential employees may notify their supervisor of their intent to (1) use earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate; (2) use leave without pay; or (3) request to use their flexible work schedule day off or rearrange their work hours under flexible work schedule for the entire workday.</p>	
	<p>All Employees – Prior Approved Leave Status</p>	<p>Pre-approved leave. Employees on pre-approved leave for the entire workday should continue to be charged annual or sick leave for the entire day as long as the leave activity was not precluded by the incident which prompted the change in base operating status.</p>	
	<p>Non Mission Essential – Regular Work Status or Unscheduled Leave</p>	<p>Telework-Ready Employees should perform unscheduled telework on a day when non-mission essential activities are temporarily suspended and should telework the entire day or request leave, or a combination of both, subject to any applicable collective bargaining requirements</p>	
	<p>Non-Mission Essential – Weather and Safety Leave</p>	<p>Excused absence. Non-Mission Essential employees will be granted W&amp;SL for the number of hours past the beginning of their tour of duty.</p>	
Type of Absence	Type of Leave	Explanation	Reference
<p>Excused Absence – an authorized absence from duty without loss of pay and without charge to other paid leave, as described in the referenced DoD manual. Excused absence must be in connection with fulfilling a function of the Department of Defense.</p>	<p>All Employees – Weather and Safety Leave</p>	<p>Voting or Registering to Vote, Donating blood without compensation; Initial EAP counseling session (drug, alcohol, finance etc.); management sponsored volunteer projects; Personal tasks incident to PCS (close/open personal bank account, obtain state driver's license, or car tags etc.); as allowed by references.</p>	<p>DoD 1400.25-M, SC630.7 and DoDFMR Volume 8, Para. 0516</p>
<p>Other Excused Absence, as described in reference.</p>	<p>All Employees – Excused Absence</p>	<p>Bone Marrow or Organ Donation as allowed by references.</p>	<p>DoD 1400.25-M, SC630.6</p>





**UNITED STATES MARINE CORPS**  
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IN REPLY REFER TO:  
12000

From: Deputy Assistant Chief of Staff, XXX

To: Employee, XXXXX Section

Subj: NOTIFICATION OF MISSION ESSENTIAL PERSONNEL

Ref: (a) Position Description

1. Per reference (a), your series/grade within <section/directorate> has been designated as Mission Essential. Mission Essential employees shall report to work at the regular start time of their shift regardless whether a delayed arrival, or base closure is announced unless otherwise specifically directed by XXX management.

2. Employees anticipating late arrival or the inability to report for work must contact their supervisor no later than one (1) hour after the regular start time of their shift. Employees may request annual leave, sick leave, credit hours, compensatory time, or Leave Without Pay (LWOP). Each request for leave will be considered on a case by case basis and approval will be based on the totality of the circumstances.

3. If a Mission Essential employee fails to report for work without contacting their supervisor within the allotted time frame and/or is not authorized leave by his/her supervisor as noted in Para (2), that employee shall be placed on absent without leave (AWOL). Management may also discipline the employee for failure to report to work.

4. Mission Essential employees who are required to work their assigned shift, when an official base closure is announced during the workday, and/or when other employees are dismissed early are not entitled to earn/receive overtime pay, credit hours, or compensatory time during their regularly scheduled non-overtime hours.

5. Excused absence (administrative leave) may be granted (by XXX management) to avoid hardship for employees after an official notice of dismissal has been made during the workday. Employees who are not in a hardship situation may request annual leave, credit hours, compensatory time, or LWOP as appropriate for the remaining hours up to the employees' official departure time. Each request for leave will be considered on a case by case basis and approval will be based on the totality of the circumstances.

DIRECTOR/DEP DIRECTOR

Enclosure (3)

