



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING

250 DALLAS ST

PENSACOLA FLORIDA 32508-5220

CNETINST 12630.3A

Code OOV

18 May 1995

CNET INSTRUCTION 12630.3A

Subj: ADMINISTRATIVE DISMISSAL OF CIVILIAN EMPLOYEES IN  
EMERGENCY SITUATIONS AT THE DIRECTION OF THE SUBREGIONAL  
PLANNING AGENT

Ref: (a) COMNAVBASECHASNINST 3440.18A  
(b) 5 CFR 610.301-306

(R)

Encl: (1) Sample Emergency Condition Public Announcements

1. Purpose. To establish uniform procedures and assign responsibility for the release or excusal and recall to duty of civilian employees in emergency situations necessitating the closing of all or part of an activity in accordance with provisions of reference (a).

2. Cancellation. CNETINST 12630.3

3. Discussion

a. When an emergency situation develops, it is essential that all employees receive prompt and clear information about what effect the emergency situation will have on their work or leave status. Emphasis should be placed on assuring that employees are treated equitably.

b. Administrative excusal authority shall not be used to cover periods of interrupted or suspended operations which may be anticipated in sufficient time to permit the assignment of employees to other work or to schedule them for annual leave.

c. Every effort will be made to coordinate the release of civilian employees with other Department of Defense activities in the area.

4. Definitions

a. Subregional Planning Agent. That area described in paragraph 3b(3) of reference (a).

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b. Employees Providing Critical Services. Those employees who perform duties vital to the continuity of medical facilities, public safety, national defense, or other crucial operations, and who are required, therefore, to be at work regardless of emergency situations or any general dismissal authorization. These employees shall be identified by appropriate means and made aware of the requirements placed on them for reporting to or remaining at their work sites in emergency situations.

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c. Enforced Annual Leave. The placing of an employee on annual leave with or without his/her consent when it becomes necessary to temporarily close down an establishment, or portion thereof, for administrative reasons. When annual leave is directed and the employee has no annual leave available, the employee may request leave without pay or advanced annual leave. If the employee does not request leave without pay or advanced annual leave, furlough may be directed.

d. Administrative Dismissals. The release of employees without charge to annual leave when the normal operations of an establishment are interrupted by events beyond the control of management and employees.

e. Emergency Situations. A situation which may prevent employees in significant numbers from reporting for work, or may necessitate the closing of federal activities in whole or in part. The emergency situation may be occasioned by circumstances such as extreme weather conditions, serious interruptions to public transportation services, or disasters such as flood, fire, or other phenomena.

f. Furlough. An action placing an employee in a temporary nonduty and nonpay status because of lack of work or funds or other nondisciplinary reasons.

## 5. Responsibilities

a. Subregional Planning Agent. The Chief of Naval Education and Training (CNET), as Subregional Planning Agent, is responsible for issuing the necessary directives related to administrative dismissal of civilian employees when operations of establishments in the subregion are interrupted by emergency situations. The actual decision to dismiss civilian employees and recall them to duty remains the responsibility of Subregional Planning Agent commanding officers.

### b. Public Affairs Officer, CNET

(1) Notify subregional commanding officers, officers in charge, and public affairs officers of any decision by CNET to administratively dismiss civilian personnel in emergency situations. Notifications shall be in accordance with the provisions of reference (b) and the guidance provided in paragraph 6 below.

(2) Provide subregional commanding officers, officers in charge, and public affairs officers with instructions relative to recall of civilian employees to duty when announcements must be placed on local news media.

c. Subregional Public Affairs Officers. Provide local news media specific instructions for release or excusal and recall to duty of civilian employees.

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d. Subregional Commanding Officers and Officers in Charge. As situations dictate, release, excuse, or recall to duty civilian employees in accordance with the provisions of reference (a) and paragraphs 6 and 7 below.

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6. Procedures for Administrative Dismissal of Employees

a. Emergency Conditions Occurring During Working Hours. Employees who are dismissed by appropriate authority before the end of their workday shall not be charged for leave or loss of pay for the remainder of that day. Supervisors shall advise employees to listen to radio or television news and follow the activity's specific instructions on returning to work. Also, supervisors shall advise employees that if they are told not to report to work on the following day(s) because of the emergency condition, their absence from duty will be counted as enforced annual leave. Such involuntary use of leave may not exceed 5 days in any leave year.

b. Emergency Conditions Occurring During Nonworking Hours

(1) When emergency conditions develop during nonworking hours, it is usually impossible to provide individual advance notification to all employees concerning their work status. All employees, therefore, are to presume, unless otherwise notified, that their office or activity will be open each regular workday regardless of any weather or other emergency conditions which may develop.

(2) If employees' office or activity is open as usual, those employees who do not report for duty shall be charged annual leave unless management determines, after review of the facts in each case, that the absence should be excused without charge to leave.

(3) However, when employees are prevented from working by emergency conditions and their office or activity is closed by administrative order, they must be excused without charge to leave or loss of pay, except as provided in paragraph 6b(4). Such administrative excusal may not exceed 3 workdays in any one instance.

(4) Management shall direct the use of annual leave if the emergency condition is expected to continue beyond the initial 8 hours administrative excusal; employees will be required to use annual leave in all cases where 24 hours advance notice has been given.

(5) Employees shall be advised that, when emergency conditions develop during nonworking hours, they should listen to radio and television news and follow the activity's specific instructions on returning to work.

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7. Recall of Civilian Employees to Duty. When emergency or special conditions as described herein develop, specific instructions related to the situation will be provided via the news media. Unless instructed otherwise by their supervisor or other appropriate authority, employees are advised to follow the instructions provided by the news media. Sample emergency condition public announcements are contained in enclosure (1). Announcements will be coordinated with CNET Public Affairs Office prior to release.



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**SAMPLE EMERGENCY CONDITION PUBLIC ANNOUNCEMENTS**

- Condition 1. Although limited emergency conditions due to \_\_\_\_\_ exist (or appear probable), we were officially advised that they are not severe enough to close federal offices or activities. All federal employees are, therefore, expected to report for work as scheduled.
- Condition 2. Although emergency conditions exist due to \_\_\_\_\_, and some employees may have problems in getting to work, we were officially advised that federal agencies will be open today. Federal employees must make every effort to get to work.
- Condition 3. Because of the emergency conditions which exist due to \_\_\_\_\_, the following federal agencies will be closed for the day: \_\_\_\_\_. Certain employees in these agencies who provide services vital to health, public safety, or national defense must report for work as scheduled. All other employees of these agencies will be excused without charge to leave or loss of pay.