



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 12610.7H
N37
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NAS PATUXENT RIVER INSTRUCTION 12610.7H

From: Commanding Officer, Naval Air Station Patuxent River

Subj: PERSONNEL REPORTING PROCEDURES DURING EMERGENCY CONDITIONS

Ref: (a) NASPAXRIVINST 3440.17A

Encl: (1) Public Affairs Office Media Announcements

1. Purpose. To establish reporting procedures for personnel during emergency conditions.
2. Cancellation. NASPAXRIVINST 12610.7G CH-2.
3. Background. The Naval Air Station Patuxent River (NASPR) complex operates in an open status each workday. Under an open status, personnel are expected to report to work unless their appropriate supervisor previously approves the absence. In the event of an emergency condition that prohibits the complex from conducting normal operations, the Commanding Officer (CO), NAS Patuxent River may restrict installation access.

a. Definitions

(1) Emergency Condition. An emergency condition is any situation that reduces or prohibits base operations at the NASPR complex. The emergency can be caused by such conditions as severe weather, power or utility failure, environmental incident, or a threat to complex safety and security. Such emergency conditions will be the subject of a public declaration of emergency by the NASPR CO or designated personnel.

(2) Critical Personnel. Critical personnel are those performing duties that are critical to the operations of security, emergency management, medical facilities, public safety, and other crucial operations. Critical employees are defined as category 1 and 5 personnel from Table 1. Each command must designate their critical personnel.

(3) Non Critical Personnel. Non critical employees are defined as category 2, 3, and 4 personnel from Table 1.

(4) Mission Essential Personnel. This is a separate category of personnel defined in order to give the NASPR CO options for allowing limited base access to more than only critical personnel (IE long term emergency recovery, situations that warrant additional FPCON measures, etc.). Mission essential personnel are those personnel assigned to specific duties and/or responsibilities who are required to achieve mission essential functions for their command's primary missions. Each command must designate their mission essential personnel.

Table 1: Personnel Categories

Category	Personnel
1	- Emergency-Essential Military, Navy/DoD Civilians, & Navy/DoD Contractors who perform mission essential functions in direct support of national military strategy.
2	<ul style="list-style-type: none"> - U.S. military family members living on and off a military installation. - Non-emergency essential US military personnel, Navy civilian employees, and other persons. - Navy contractor (and subcontractor) employees other than those performing emergency essential Navy contractor services. - Employees of other U.S. Government agencies. - Other U.S. Government contractor (and subcontractor) employees.
3	<ul style="list-style-type: none"> - Other Personnel supporting U.S. Military Operations, including: <ul style="list-style-type: none"> 1) Non-U.S Citizens employed by Navy or Navy Contractor (if not in Category 2) 2) Foreign Military personnel employed by Host Nation
4	- Allied/Coalition Personnel, including: Host Nation and Third Country Nationals assisting U.S. operations per international agreement.
5	<ul style="list-style-type: none"> - First Responders, including: Fire & Emergency Services, Hazardous Material Response Teams, Naval Security Forces, Emergency Medical Services, Explosive Ordnance Disposal Teams, Emergency Response Teams, OHS Spill Response, and Fire Brigades. - DOD ATC personnel, Emergency Management EOC Staff, Dispatch Staff, Medical Treatment Facility/Healthcare Providers, Public Health Emergency Officers, Mass Care, Mortuary Affairs, Safety, Industrial Hygiene, Public Works, Public Affairs, Supply and Logistics personnel, Quarterdeck personnel, Watch Team personnel, Personnel Accountability Officers, Facility Managers, Continuity of Operations, Emergency Relocation Group personnel, and any other personnel designated within the EM Plan to perform response or recovery tasks.

b. Procedures

(1) Determination of an emergency condition. When an emergency condition creates a disruption to base operations, the NASPR CO will determine what course of action will be taken.

(2) Decision to Restrict Access to the Base. When an emergency condition arises that causes a disruption to base operations, the NASPR CO will establish access procedures and limitations to which employees must adhere. Options:

(a) The installation will continue normal operations, but personnel may request annual leave for the remainder of the shift;

(b) The installation will be placed in “Restricted Access.” Work will be suspended and non-critical personnel will be dismissed on a staggered basis. Critical personnel will remain at work as scheduled per their supervisor’s guidance and agency policy; or

(c) The installation is placed immediately in “Restricted Access.” Work will be suspended and non-critical personnel will be dismissed immediately. Critical personnel will remain at work as scheduled per their supervisor’s guidance and agency policy; or

(d) The installation will be placed in “Restricted Access” and only critical personnel should report to work. Non critical personnel may be directed to report late or not report at all; or

(e) The installation will be placed in “Restricted to Mission Essential Personnel” and only mission essential employees should report to or remain at work; or

(f) Shelter in place. Procedures are found at Reference (a).

Note: If a decision is made to excuse personnel who reported to work, civil service employees in a work status at the time the decision is announced will be excused on Administrative Leave without charge to Annual Leave. Civil service employees choosing to leave work due to the emergency situation before the decision is announced will be charged Annual Leave or Leave Without Pay (LWOP) from the time of their departure until the end of their scheduled shift. Civil service employees absent on previously approved leave for the entire work shift will be charged leave for the entire shift. If civil service employee is scheduled to report for duty after an initial period of previously approved leave and the complex is dismissed before the civil service employee can report, leave is charged up to the time of dismissal. Civil service employees designated as critical personnel are expected to remain at work as scheduled per their supervisor’s guidance or agency policy.

(3) Notification

(a) Notification of decisions on emergencies will be made as soon as possible via the appropriate chain of command. The NASPR CO will inform the appropriate competency managers/heads of departments or tenant activities of the decision. Tenant leadership will ensure compliance with the decision within their organization.

(b) When the decision is made on emergency conditions, it will be relayed as soon as practical to the following sources for dissemination:

1. (301) 342-BASE – This is the official source for base status information.

2. Radio and Television – The Public Affairs Office (PAO) will disseminate base status information to the following sources:

WPTX AM920
WMDM FM 97.7
WSMD FM 98.3
WMJS FM 92.7
WXTR FM 104.1
WRFK FM 102.9
WUPP FM 94.3
WMAL AM630
WTOP FM 107.7
WTOP AM1500

WUSA TV CH 9
WRC TV CH 4
WTTG TV CH 5
WJLA TV CH 7

Note: The PAO will issue prescribed announcements, contained in enclosure (1), to the media for dissemination. The media source will periodically issue the announcement as provided by the PAO. If personnel are unclear in any way about the announcement, they should contact (301) 342-BASE or review the website "https://cnic.navy.mil/regions/ndw/installations/nas_patuxent_river.html" or Facebook Page "<https://www.facebook.com/NASPaxRiver/posts>" for the official status of the NAS Patuxent River complex. Personnel should contact their command/employer for specific guidance with respect to their reporting procedures.

4. Action

a. Public Affairs Officer. Relay the decision of the NASPR CO to designated radio and television stations using the appropriate announcement at the earliest practicable time.

b. Heads of Departments/Competency Managers/Commanding Officers/Officers-in-Charge of Fleet/tenant activities. Critical personnel and mission essential personnel shall be designated by Commanding Officers, Officers-in-Charge, or O-6/GS equivalent. Personnel shall be advised of their critical / non-critical / mission essential status. Advise facility coordinators in the organization of their responsibility during emergency conditions as declared by appropriate authorities. Prepare appropriate policy to accomplish assigned missions.

c. Supervisors. Ensure that all critical personnel are aware of their status and responsibility to report to work. Ensure that all personnel are advised of emergency conditions and their appropriate course of action.

d. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

e. Review and Effective Date. Per OPNAVINST 5215.17A, Emergency Management Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



S. B. STARKEY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via

<https://directives.navair.navy.mil>

<https://g2.cnic.navy.mil/NASPATUXENTRIVERMD/SitePages/Home.aspx>

<https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

**PUBLIC AFFAIRS OFFICE
MEDIA ANNOUNCEMENTS
FOR RADIO/TELEVISION STATIONS UNDER EMERGENCY
CONDITIONS AT THE PATUXENT RIVER NAVAL AIR STATION, MD**

1. **OPEN.** NAS Patuxent River is open for business as usual. All personnel are expected to report to work on time.

2. **OPEN WITH UNSCHEDULED LEAVE/TELEWORK.** NAS Patuxent River is open with the option for unscheduled leave, telework, or leave without pay (LWOP). Critical personnel must report to work as scheduled. Check with your command for specific guidance.

3. **DELAYED ARRIVAL/UNSCHEDULED LEAVE/TELEWORK.** NAS Patuxent River is open on a #-hour delayed arrival schedule. Critical personnel must report to work as previously scheduled. Civil service employees designated as non-critical who choose to report to work will be granted admin leave for the hours before the set delayed arrival time. Civil service employees may take a combination of unscheduled leave, telework and/or leave without pay for the entire day. Civil service employees choosing not to use a combination of unscheduled annual leave, telework, and/or LWOP for the entire workday should report # hour(s) later than their regular arrival time. Check with your command for specific guidance.

4. **DELAYED OPENING/UNSCHEDULED LEAVE/TELEWORK.** NAS Patuxent River will delay opening until #####. Critical personnel must report to work as previously scheduled. Civil service employees designated non-critical who choose to report to work will be granted admin leave for the hours before the set delayed opening time. Civil service employees may take a combination of unscheduled leave, telework and/or leave without pay for the entire day. Civil service employees choosing not to use a combination of unscheduled annual leave, telework, and/or LWOP should report to work at #####. Check with your command for specific guidance.

5. **RESTRICTED ACCESS/TELEWORK.** NAS Patuxent River has "Restricted Access." Critical personnel must report to work as previously scheduled. Non-critical personnel should not report to work. Admin leave is granted for civil service employees designated non-critical. Civil service employees scheduled to telework and those with situational telework agreements should telework unless circumstances prevent it. Check with your command for specific guidance.

6. **RESTRICTED TO MISSION ESSENTIAL PERSONNEL/TELEWORK.** NAS Patuxent River is restricted access to critical personnel and mission essential personnel only. Admin leave is granted for civil service employees who are not designated as mission essential personnel. Civil service employees scheduled to telework and those with situational telework agreements should telework unless circumstances prevent it. Check with your command for specific guidance.

7. **OPEN WITH STAGGERED DEPARTURE.** NAS Patuxent River is open but will be placed in "Restricted Access." Critical personnel should remain at work as scheduled. Non-critical personnel should depart # hour(s) earlier than their normal departure time. Civil service employees designated non-critical may request unscheduled leave if departing prior to their staggered departure time. Admin leave will be granted for the hours after staggered departure time. Check with your command for specific guidance.

8. **"RESTRICTED ACCESS" WITH IMMEDIATE DEPARTURE.** NAS Patuxent River is under "Restricted Access" with immediate departure. Critical personnel should remain at work as scheduled. Non-critical personnel should depart immediately. Admin leave will be granted for civil service employees designated non-critical. Check with your command for specific guidance.

9. **SHELTER IN PLACE.** NAS Patuxent River is executing Shelter in Place procedures at ####. These facilities are closed to the public. Check with your command for specific guidance.