



TEXAS MILITARY DEPARTMENT
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NGTX-JHR

FEB 10 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX P15-26) Closing Texas Military Department (TMD) Facilities Due to Severe Weather

1. References.

- a. AFI 36-3003, Military Leave Program 26 October 2009.
- b. AR 600-8-10, Leaves and Passes, 04 August 2011.
- c. TARNG Regulation 690-600/TANG Regulation 40-600, Hours of Duty and Leave, Civilian Personnel, 31 January 1996.
- d. State Policies Guide, Office of the Executive Director, TMD, Policy 28 Inclement Weather and other Emergency Situations, July 2014.

2. Applicability. This policy applies to all full-time TMD personnel.

3. Purpose. Inform full-time TMD personnel of the process for closing facilities temporarily due to severe weather, and the duty status of employees. A decision to close a facility during Inactive Duty Training or Annual Training is made by the components.

4. Policy.

a. **Decision to Close and Reopen Facilities.** The installation commander, facility manager, or OIC (herein after referred to collectively as OIC) determines if a closure is necessary. OICs may consider the closure status of the school district in which the facility resides as a guide when determining if closure is appropriate. The OIC notifies the TMD Joint Operations Center (JOC), (512)782 -5544, of the date/time and expected duration of the closure. Facilities may be directed to close/evacuate/reopen by a higher headquarters. OICs may direct that work is curtailed or that personnel exercise the continuity of operations plan and work remotely. The OIC determines when the weather threat is reduced and operations can resume. Tenants of a facility follow the guidance of the OIC. The Garrison Commander is designated as the OIC for Camp Mabry.

b. **Notification.** Announcements closing or reopening facilities are communicated on the TMD public website, through command distribution, official social media, and local news stations.

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c. Personnel Action. Closure notification by email or electronic media alone does not excuse personnel from duty. Supervisors are responsible for ensuring personnel are notified of closure/reopening.

(1) During non-duty periods of emerging severe weather, personnel should monitor local media, the TMD public webpage, and/or the official TMD social media outlets for closure information. Personnel should contact their supervisor or chain of command for guidance if none is received.

(2) During Closure. Personnel monitor the official TMD webpage and media outlets, and maintain contact with their supervisor daily.

d. Duty Status. When released during the workday or directed not to report for duty due to severe weather:

(1) Active Guard Reserve personnel are considered present for duty;

(2) Technicians are normally placed on administrative leave;

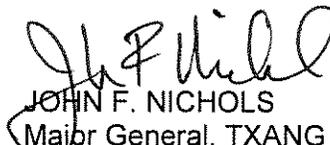
(3) State employees are placed on emergency leave, IAW the State Policies Guide.

(4) Contractors coordinate with program or contract managers for guidance.

e. Documentation. Each organization at a facility affected by severe weather forwards a memorandum documenting the closure and requesting the appropriate leave status for technicians to the Human Resource Office, and for state employees to the State Human Resources Director. Memorandums include a roster of employees by name, type, start and end dates and time for leave.

5. This policy is effective immediately, and will expire two years from the date of publication unless sooner rescinded or superseded.

6. Point of contact is the Human Resource Officer at 512-782-6725.


JOHN F. NICHOLS
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Adjutant General

DISTRIBUTION:

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SIG - Policy

