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**SEVERE WEATHER EMERGENCY OPERATIONS FOR NEW JERSEY
NATIONAL GUARD (NJNG) FULL-TIME SUPPORT STAFF (FTSS)
STANDARD OPERATING PROCEDURES**

1. **PURPOSE.** This bulletin establishes the Standard Operating Procedures (SOP) for the NJ National Guard (NJNG) Full-Time Support Staff (FTSS). It provides the policy and guidance for continuing operations and outlines the process by which the NJNG will identify mission-essential FTSS when the normal work routine is disrupted due to severe weather conditions resulting in an inclement weather determination.

It is within the administrative discretion of the Adjutant General (TAG) to close facilities when circumstances warrant such action. Local commanders/directors will coordinate through the Director, Joint Staff (DJS), Chief of Staff, Army (COS-Army) and Director of Staff- Air (DoS-Air) if local conditions warrant consideration of a delayed opening or early closure. Closings and/or late openings or early closures will be approved and directed by TAG through the Director, Joint Staff and COS-Army & Air. When TAG makes a determination to close any or all facilities, this information will be passed along to A/G/J staff to be communicated to all FTSS.

2. **APPLICABILITY.** The FTSS, including Active Guard Reserve (AGR), Technicians (Title 32 and Title 5), and Contractors will conform to this SOP. This bulletin is effective upon receipt until superseded or rescinded.

3. **REFERENCES.**

a. CNGBI 1400.25 Vol 630, Enclosure K, Paragraphs 2 and 3, National Guard Technician Absence and Leave Program, dated 6 Aug 2018.

b. Technician Personnel Regulation (TPR) 630, Chapter 15, Administrative Closings, dated 27 August 2010.

c. DODI 1400.25: Sub Chapter 610, Administrative Dismissals of Employees.

d. NJ Administrative Code 38A: 2-4, Militia ordered to active duty in certain cases.

e. NJ Administrative Code 38A: 3-6.1, Aid to localities in circumstances which threaten or endanger public health, safety or welfare.

* This Joint Bulletin supersedes Joint Bulletin 1, dated 30 April 2015

4. **OBJECTIVE.** This bulletin outlines the SOP for FTSS NJNG employee's for severe weather emergency operations.

5. **GENERAL.**

a. The NJNG remains capable of providing Joint National Guard Civil Support (NGCS) in all conditions to include adverse weather of any type to sustain Continuity of Government. NJNG leadership will be proactive in its planning for and meeting this expectation.

b. It is with the administrative authority of an Installation Commander or head of an activity to close all or part of an activity to excuse administratively non-essential employees during such a closure (DOD 1400.25-M, Sub-Chapter 610).

c. In geographical areas (defined as areas within which employees normally commute to work) where the conditions affect more than one Defense Activity, the Commander or head of the activity employing the largest number of civilian employees shall make the determination if an emergency exists and assess the appropriateness of authorizing administrative dismissal of non-emergency employees (DOD 1400-25-M, Sub-Chapter 610).

d. Declarations of inclement weather may cause closings or adjustments of arrival or dismissal times. In such circumstances, non-essential Federal workforce and those State employees assigned to Federal facilities will follow guidance issued to local supervision from TAG thru the Director of the Joint Staff (DJS), Chief of Staff-Army (CoS-Army) and Director of Staff Air (DoS-Air). These situations are considered excused absences without charging leave. This policy excludes essential personnel unless properly excused by competent authority (CNGBI 1400.25, Vol 630, Enclosure K).

e. In accordance with TPR 630; DOD 1400.25-M, in the event of severe weather, closings or adjustments of arrival and/or dismissal times, may occur at affected facilities in the NJNG. Wide spread power outages, system failures or other emergency situations that occur may also be cause for closure of any or all facilities.

6. **PREPARATIONS AND OPERATIONS DURING INCLEMENT WEATHER**

a. CoS-Army, DoS-Air and DJS, with the assistance from A/G/J staff supervisors, will identify "positions" considered mission-essential and will ensure the NJNG is able to fully support the New Jersey Emergency Operations Plan, May 2006, NJ NGCS Plan 2011 and in particular Appendix 5 to Annex C, NJ Winter Weather Emergency Support plan. Personnel holding positions identified as mission-essential will be notified in advance. If directed to remain home, non-essential personnel should adhere to such directive.

b. Designated mission-essential FTSS personnel are expected to safely report for duty regardless of challenging driving conditions and minor transportation disturbances.

c. It is within the administrative discretion of TAG to close facilities when circumstances warrant such action. The most common use of this authority is in response to severe weather, or other circumstance which may justify closures (CNGBI 1400.25, Vol 630, Enclosure K). Local

commanders will coordinate through the CoS-Army, DoS-Air and DJS if the local conditions warrant a delayed opening, early dismissal or closing in order to obtain final direction from TAG.

d. CoS Army, DoS Air, DJS and Commanders of NJNG facilities located on JBMDL must balance its inherent community mission while adhering to guidance from the JBMDL Installation Commanders efforts to recover its facilities. CoS Army, DoS Air, DJS and Commanders with concurrence from TAG will communicate the decision to delay, dismiss early and or close NJNG facilities located on JBMDL.

e. When required, supervisors may implement a “pick-up” plan whereby a military vehicle may be dispatched for the purpose of picking up mission essential personnel.

f. Essential personnel will report for duty at their designated place of duty unless otherwise directed by CoS-Army, DoS-Air and/or the DJS.

7. **EMERGENCY/DISASTER CONDITIONS:** Upon the Governor’s declaration of a “state of emergency or disaster”, the following will apply:

a. The NJNG will plan, coordinate, maintain situational awareness, deploy and employ forces supporting NGCS operations. The NJNG will begin to operate under the provisions of the NJ NGCS Plan and appropriate CONPLAN.

b. FTSS employees assigned to CoS-Army, DoS-Air and the DJS should be prepared to adjust work schedules to support current and contingency operations as listed in the CONPLAN, or those developed to meet changing mission requirements.

c. CoS-Army, DoS-Air and the DJS will ensure that the Watch Officer requirement is current and forwarded to the Joint Operations Center (JOC) as required.

d. Upon reporting for duty, all personnel are expected to have the necessary personal protective equipment (PPE) and personal items (sleeping bag, toiletries, clothing, medication, etc.) for a minimum period of 72 hours.

8. **TIME & LEAVE**

a. Personnel will receive administrative leave if an inclement weather determination is made.

b. Personnel who work during a Declaration of Inclement Weather will receive compensation at the same rate of pay he/she would have received had there not been a Declaration of Inclement Weather.

c. Personnel who received prior approval and for authorized leave (Military Leave, Annual Leave, Sick Leave, Comp Time, etc.) or those with prior telework agreements during the period covered by the Declaration of Inclement Weather will not be affected by the provision of this policy.

d. If any employee determines they cannot report to work due to weather conditions and a Declaration of Inclement Weather has not been issued, they should follow normal reporting for their unexpected absence.

e. Employees not reporting to work, reporting late to work, or leaving early due to weather conditions and a Declaration of Inclement Weather has not been declared will use annual leave, accrued compensatory time or leave without pay.

f. Personnel who are regularly scheduled to perform vetted and approved regular/recurring telework through J1-HRO channels or who notify their supervisor of their intention to perform unscheduled telework must be prepared to telework for the entire workday, or take unscheduled leave, or a combination of both, for the entire workday. Administrative leave is not authorized.

g. If NJNG facilities delay opening, dismiss early and/or close due to weather conditions and a Declaration of Inclement Weather, supervisors will carry non-essential Title 32 or T5 Technician Personnel in an Administrative Leave Status” coded “LN”, and Contractor Personnel consistent with negotiated contract terms. Non-essential AGR personnel will be granted a pass.

9. COMMUNICATIONS:


a. Normal communications will be via telephone cell and/or landline. NJNG and DMAVA All SMS Text messaging notifications and updates will also be used.

b. MICOM 3T/RM 125 HF Single Side Band Radio with ALE will be activated and remain active until the net is officially closed by the JOC. Monitor Voice 4.520 MHz, Channel 16.

c. In the event of a snow and other weather related emergency conditions, FTSS, DMAVA (State, Federal and NG members) personnel can contact the DMAVA Emergency Notification System at 866-232-5798, monitor civilian radio stations, Departmental social media sites, utilize NJDMAVA and/or NJARNG SMS text messaging for storm information and to get guidance on the status of operations at NJNG Facilities.

- (1) <https://www.facebook.com/NJDMAVA/>
- (2) <https://www.facebook.com/NJNationalGuard/>
- (3) <https://www.state.nj.us/>
- (4) https://www.facebook.com/177thFW/?ref=py_c
- (5) <https://www.facebook.com/108thwing/>
- (6) https://www.facebook.com/NJNationalGuard/?ref=py_c

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