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JOINT BULLETIN NO. 1\*

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

**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 when the normal work routine is disrupted due to severe weather conditions.

1. **APPLICABILITY.** The FTSS, including AGRs, Technicians, and Contractors, will conform to this SOP. This bulletin is effective upon receipt until superseded or rescinded.

2. **REFERENCES.**

- a. Technician Personnel Regulation (TPR) 630 dated 27 August 2010, Chapter 15. Administrative Closings.
- b. JBMDL Inclement Weather instructions procedures, <http://www.jointbasemdl.af.mil>.
- c. DOD 1400.25-M; 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.

3. **OBJECTIVE.** This bulletin outlines the SOP for FTSS NJNG employees for severe weather emergency operations.

4. **GENERAL.**

- a. NJNG forces remain capable of providing Joint National Guard Civil Support (NGCS) under all weather conditions to sustain Continuity of Government. Proactive leaders will ensure the force is capable of delivering on this expectation.

\* *This Joint Bulletin supersedes Joint Bulletin No. 1, dated 27 January 2014*

b. It is within the administrative authority of an Installation Commander or head of an activity to close all or part of an activity and to excuse administratively non-essential employees during such 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 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. Severe weather may cause closings or adjustments of arrival or dismissal times. In such circumstances, the non-essential Federal workforce will follow the State's designated work schedule for severe weather conditions, as communicated by local area media. These situations are considered excused absences without charging leave. This policy excludes essential personnel unless properly excused by competent authority (TPR 630, Chapter 15-3).

#### 5. PREPARATIONS AND OPERATIONS DURING A SNOW EMERGENCY.

a. Service Chiefs of Staff, with assistance from A/G/J staff supervisors, will identify "positions" considered mission-essential and will ensure the NJNG is able to fully support the NJ 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 by Service Chiefs of Staff, will be notified in advance. If directed to remain home, non-essential personnel should adhere to such directive.

b. Designated 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 The Adjutant General (TAG) to close facilities when circumstances warrant such action. The most common use of this authority is in response to severe weather, or other circumstances which may justify closures (TPR 630, Chapter 15-2). Local commanders will coordinate through the Service Chiefs of Staff if local conditions warrant consideration of a delayed opening or closure. Closing and/or late openings of NJNG facilities will be directed by TAG through the Service Chiefs of Staff.

d. For JBMDL personnel, the NJNG must balance its inherent community mission against the needs of the Joint Base personnel to recover the facility. The decision to implement a delayed opening or closure for non-essential FTSS in the event of a severe weather condition remains as stated in paragraph 5c.

e. If NJNG facilities close or have a delayed opening due to severe weather events, then supervisors will carry non-essential Technician Personnel in an "Administrative Leave Status" coded "LN" for the period specified and Contractor Personnel consistent with negotiated contract agreement terms. Non-essential AGR personnel will be granted a pass.

f. 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.

g. Essential personnel will report for duty at their designated place of duty unless otherwise directed by the Service Chief of Staff.

6. **EMERGENCY/DISASTER CONDITIONS:** Upon the Governor's declaration of an 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 the Service Chiefs of Staff and the Joint Chief should be prepared to adjust work schedules to support current and contingency operations as listed in the CONPLAN, or otherwise developed.

c. The Service Chiefs of Staff will ensure that the Watch Officer requirement is current and forwarded to the HSCOE as required.

d. Upon reporting for duty, each employee must ensure that they maintain the necessary equipment to sustain their stay for a minimum of 72 hours (sleeping bag, toiletries, change of clothing, medications, etc.).

7. **COMMUNICATIONS:**

a. Normal communications will be by commercial or cell telephone.

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 emergency, FTSS should monitor the following civilian radio stations, internet sites, or telephone numbers for storm information and base closing guidance:

(1) Philadelphia – KYW 1060 AM

(2) Toms River – WOBN 92.7 FM

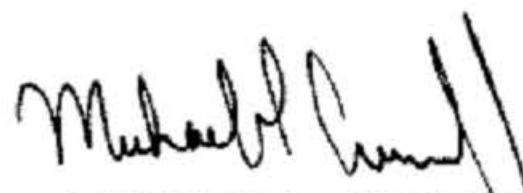
(3) Fort Dix Inclement Weather Line (609) 562-4328.

(4) McGuire-Dix: (609) 754-Base (2273).

(5) Lakehurst: (732) 323-SNOW (7669).

8. POC is LtCol Yvonne Mays at (609) 530-6916, e-mail at [Yvonne.L.Mays.mil@mail.mil](mailto:Yvonne.L.Mays.mil@mail.mil).

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