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JOINT BULLETIN 24-01

2 April 2024

NEW JERSEY NATIONAL GUARD DISMISSAL AND CLOSURE
PROCEDURES FOR EMERGENCY OPERATIONS

1. PURPOSE.

a. This bulletin establishes Standard Operating Procedures (SOP) for the New Jersey National Guard (NJNG) Full-Time Support Staff (FTSS). It provides the policy and guidance for continuing operations, outlining the process by which the NJNG will identify mission essential FTSS when normal work routine is disrupted due to emergency conditions.

b. 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 & DOS-Air. When TAG decides 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, comprised of New Jersey servicemembers and civilian employees consisting of Active Guard Reserve (AGR), Military Technicians (Title 32), National Guard Employees (Title 5), and Contractors shall conform to this SOP.

3. REFERENCES.

a. OPM Memorandum CPM-2022-20, (Governmentwide Dismissal and Closure Procedures), 9 December 2022

b. CNGBI 1400.25 Vol 630 (National Guard Technician and Civilian Personnel Absence and Leave Program), 23 April 2021

c. NGNJ JFHQ Regulation 1035-01, (Telework Program), 1 January 2019

d. DODI 1400.25, Vol 610, Enclosure 3 (DoD Civilian Personnel Management System: Hours of Duty)

e. NJ Administrative Code 38A: 2-4 (Militia ordered to active duty in certain cases)

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

4. GENERAL.

a. It is important that supervisors and employees understand which management flexibilities are available to them during each type of operating status announcement, such as unscheduled telework, unscheduled leave, leave without pay (LWOP), alternative work schedules, etc. These agency policies and programs will inform employees of what is expected of them when an operating status is changed. In addition, agencies' written telework agreements, scheduled work assignments, and collective bargaining agreements must comply with applicable statutory and regulatory requirements.

b. It is with 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 a closure.

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.

d. Declarations of an impending emergency may cause facility closures, adjustments of arrival or dismissal times, and/or directives to Telework. In such circumstances, non-essential members of the Federal workforce and those State employees assigned to Federal facilities will follow guidance issued to local supervision from TAG through the DJS, CoS-Army, and DoS-Air. Where appropriate, these situations may be considered excused absences without charging leave. This policy excludes essential personnel unless properly excused by competent authority (Reference (b)).

e. In accordance with Reference b, in the event of an emergency, adjustments of arrival and/or dismissal times may occur at affected facilities in the NJNG. Widespread power outages, system failures, or other emergency situations that occur may also be cause for the closure of any or all facilities.

f. This Joint Bulletin supersedes the previous subject guidance, dated 18 November 2019. This bulletin is effective upon receipt until superseded or rescinded.

5. PREPARATIONS AND OPERATIONS DURING INCLEMENT WEATHER.

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

b. DJS, CoS-Army, and DoS-Air, with necessary support from A/G/J staff supervisors, will identify "positions" considered mission-essential, and will ensure the NJNG is able to fully support New Jersey Emergency Operations Plan(s). Personnel holding positions identified as mission-essential will be notified in advance. If directed to remain home, non-essential personnel should adhere to such directives.

c. Designated mission-essential FTSS personnel are expected to safely report for duty regardless of challenging driving conditions and minor transportation disturbances. When required, supervisors may implement a "pick-up" plan whereby a Government/Military vehicle may be dispatched for the purpose of picking up mission essential personnel. All necessary approvals must be met.

d. It is within the administrative discretion of TAG to close facilities when circumstances warrant such action. Employees who are designated as Telework-eligible will be directed to perform unscheduled Telework or must request appropriate leave. The most common use of this authority is in response to severe weather, or other circumstance which may justify closures.

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

f. 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 Commander's efforts to recover its facilities. CoS Army, DoS Air, DJS, and Commanders, with concurrence from TAG, will communicate the decision to delay, dismiss, and/or close NJNG facilities located on JBMDL.

6. 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, mobilize, and strategically 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 the NJNG's current and contingency operations as listed in the CONPLAN, or those developed to meet changing mission requirements.

c. The DJS, in collaboration with the CoS-Army and DoS-Air will direct the publication of mission type orders (VOCO, EXORD, etc.) to task services to resource any support NJ-OEM.

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.

7. TIME AND ATTENDANCE.

a. Personnel who are not eligible or prepared to Telework may receive administrative leave if an inclement weather determination is made and they are directed to leave their primary duty location. The authority to grant administrative leave to employees is within the administrative discretion of the TAG when such a determination would benefit the NJNG and its associated missions.

b. Personnel who work during a declaration of an emergency will receive compensation at the same rate of pay he/she would have received had there not been such a declaration.

c. Personnel who received prior approval for authorized leave (Military Leave, Annual Leave, Sick Leave, Compensatory Time, etc.) or those with prior Telework arrangements during the period covered by the declaration of emergency operations 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 emergency operations has not been issued, they should follow normal reporting procedures 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 request leave without pay.

8. TELEWORK.

a. Employees who elect to perform unscheduled telework must have an appropriate amount of work to complete during the workday at home. If an employee does not have enough work or is not prepared to telework, they must either take unscheduled leave for the entire workday or use a combination of unscheduled telework and unscheduled leave to account for any hours not worked.

b. Employees must discuss with their supervisors, any situation that may prevent or impact their ability to effectively perform their duties at home. This includes policies regarding the conditions under which employees may telework during a federal office closure, even if they have a young child or other person requiring the presence of a caregiver in the home. However, if these circumstances diminish an employee's ability to perform their duties via telework during official hours of work, the employee may not be eligible to work under these conditions. At the approval of their supervisor, employees may be allowed to take leave or other paid time off to cover periods during the scheduled working hours when the employee is unable to perform their duties.

c. Employees working when a young child or other person requiring the presence of a caregiver is present in the home must ensure that any time spent caring for such individuals is not considered hours of work. The employee would be expected to account for their scheduled tour of duty and take the appropriate leave (paid or unpaid) or other paid time off (e.g., previously earned credit hours or compensatory time off) to account for the time spent

away from normal work-related duties. The employee should not be granted weather and safety leave for the non-work time that occurred during the employee's tour of duty for the workday.

9. WEATHER AND SAFETY LEAVE.

a. During certain emergencies, the agency may determine that the circumstances have made traveling to or performing work at the worksite unsafe for emergency employees. In these situations, the NJNG may either require the employee to work at another location or determine that circumstances justify providing weather and safety leave to emergency employees.

b. NJNG retains the ability to approve an employee or a group of employees who are prevented from safely traveling to or performing work at an approved location due to: (1) an act of God; (2) a terrorist attack; or (3) another condition that prevents the employee or group of employees from safely traveling to or performing work at an approved location.

c. All telework program participants and remote workers are ineligible for weather and safety leave when a closure is announced except in rare circumstances when one of the exceptions under 5 CFR 630.1605(a)(2) applies.

d. As approved by TAG, or Delegated Authority, and in the event the NJNG facilities delay opening and/or dismiss early and/or close due to weather conditions and a Declaration of Inclement Weather, supervisors may carry non-essential Title 32 or T5 civilian/Technician Personnel in an Administrative Leave Status coded "LN", and Contractor Personnel consistent with associated contract terms. AGR personnel deemed non-essential for immediate operations may be granted a pass unless authorized and capable of telework. Supervisors and employees should work with the administrators of their timekeeping and payroll systems to properly record and report weather and safety leave (5 CFR 630.1607).

10. COMMUNICATION.

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. Harris XL 200P Multiband Radio/CS7000 Control Station will be activated and remain active until the net is officially closed by the Joint Operations Center (JOC). Monitor Voice 4.520 MHz, Channel 16.

c. In the event of snow and other weather-related emergency conditions, FTSS, DMAVA 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.nj.gov/>
- (4) <https://www.facebook.com/177thFW>
- (5) <https://www.facebook.com/108thwing/>
- (6) <https://www.facebook.com/NJNationalGuard>

11. COMMUNICATION.

Questions may be directed to Mr. Steven Zampino, Deputy, J1-HRO, at 609-562- 0872 or email at steven.j.zampino.civ@army.mil.



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