

14 January 2003

MEMORANDUM FOR ALL TECHNICIAN, AGR, AND STATE PERSONNEL EMPLOYED
BY THE NEW MEXICO ARMY AND AIR NATIONAL GUARD

FROM: TAG-NM

SUBJECT: Inclement Weather Policy

1. This memorandum contains adverse weather policy guidance for New Mexico Army and Air National Guard Full-Time Support personnel. It applies to all AGR, Military Technician, Non-Dual Status (competitive), and Dept of Military Affairs State employees.
2. The Guard is a mission response force with a distinguished service record dating back to the 1600s. It is important that the citizens of this state know without question that they can count on our Army and Air Guard personnel and civilian employees to be ready whenever needed. It is for this reason that the Guard will be staffed at all duty locations every duty day, regardless of weather conditions.
3. With this policy, I am depending on all full-time support personnel to use their own experience, wisdom and judgment in assessing their own capability to drive safely to and from work. If road or weather conditions are such that in your judgment you will not be able to drive to work safely, then you should contact your supervisor and either stay home or delay your arrival until conditions improve. Should you choose not to come to work or should you ask to leave early due to deteriorating weather conditions, it will be up to you to coordinate with your supervisor to determine what leave status you will be carried, either annual leave or leave without pay. If roads are closed or the vast majority is unable to make it to work, management will consider excusal of absences without charge to leave.
4. Let me stress that you are primarily responsible for your own safety and you must act accordingly in your own best interest. Management will do what it can to support your decision. However, the New Mexico National Guard will not establish a standard that subordinates this decision to other state government agencies or a local public school system. Our mission requires us to potentially provide emergency services in the very situation that may be driving these entities to modify or cancel their services.

5. Air National Guard members should use Kirtland AFB closures as a guide but must remain in close contact with their supervisors to assure that all mission needs are covered regardless of what KAFB does.

6. Department of Military Affairs State employees will adhere to the Governor's office weather related directives. Information is disseminated through media usually via television or radio.

7. Thank you for your daily contributions and many sacrifices for the defense of our state and nation. As I am sure you are aware from the daily news, our fellow citizens appreciate it more than ever. Personnel with questions regarding this policy should contact Col Matanock at DSN 867-8203 or (505) 474-1203.

//~Signed~//

RANDALL E. HORN, Maj Gen, NMANG
The Adjutant General