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3 Apr 20

MEMORANDUM

From: Human Resources Specialist, Labor and Employee Relations, Naval Facilities Engineering Command, Mid-Atlantic
To: Tidewater Virginia Federal Employees Metal Trades Council of Portsmouth, Virginia AFL-CIO

Subj: NOTIFICATION:PWD GREAT LAKES MANNING AND OPERATIONS DURING COVID-19 PANDEMIC

Ref: (a) NFECMLNOTE 12600 of 20 Mar 20
(b) Negotiated Agreement between the Naval Facilities Engineering Command, Mid-Atlantic and Tidewater Virginia Federal Employees Metal Trades Council of Portsmouth, Virginia AFL-CIO

1. The Agency has implemented reference (a) for all employees of Naval Facilities Engineering Command, Mid-Atlantic (NAVFAC MIDLANT). Reference (a) discusses manning and operations for NAVFAC MIDLANT during the Novel Coronavirus Disease 2019 (COVID-19) pandemic.
2. Under 5 U.S.C. § 7106(a)(2)(D), PWD Great Lakes, Production Division is executing adjusted work schedules during the COVID-19 emergency situation to promote social distancing, while maintaining obligations to the mission of the organization.
3. To reduce the number of individuals in the workplace at one time, the employees of PWD Great Lakes, Production Division will be operating under a minimum staffing model to meet mission requirements during established shifts. Staffing requirements are established by work center and trade:
 - a. Facility Maintenance & Sustainment (FM&S) Shops: Minimum staffing per shift: ten (10) employees of various trades. Employees will work an assigned shift every fourteenth (14) day, unless required to support emergencies.
 - b. Transportation: Minimum staffing per shift: four (4) employees of various trades. Employees will work an assigned shift every seventh (7) day, unless required to support emergencies.
 - c. Utilities and Energy Management (UEM): Minimum staffing is dependent upon work area:
 - i. High Voltage: Minimum staffing will be as needed for emergency services.

NOTIFICATION: ALL HANDS MANDATORY TRAINING EVENT FOR NAVFAC PWD GREAT LAKES EMPLOYEES

- ii. Waste Water/Sewage: Minimum staffing is one (1) mechanic on Tuesday and one (1) mechanic on Thursday each week, unless required to support emergencies.
 - iii. Water Treatment Plant: Minimum staffing is one (1) operator per shift (24/7), unless required to support emergencies.
 - iv. Steam Plant: Minimum staffing is one (1) boiler operator and two (2) rovers per shift (24/7), unless required to support emergencies.
- d. Employees performing tasks at an alternate duty location will muster with their supervisor via telephone or text prior to the start of their shift. They will be in a regular duty status unless their supervisor has approved the leave per reference (b). During this fluid situation, employee and supervisor communication is vital to our success. Accordingly, Management will maintain regular communication with all employees, regardless of their work location.
4. You are being provided this information as the exclusive representative of employees in your bargaining unit. If you wish to negotiate the post-implementation of this change, please respond in accordance with reference (b).
5. If you have any questions regarding this notification, please contact me via email at george.stoeber@navy.mil.

G.A. STOEBER