

12711
BD133
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 CRANE 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 Crane, 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 Facility Maintenance & Sustainment (FM&S) Shops, Production Division, PWD Crane will be divided into two (2) working teams. In addition, the High Voltage Electrical (HV) Shop of the Utilities and Energy Management (UEM), Production Division, PWD Crane will also reduce the number of employee's working on site. Both groups will maintain their current work schedules.
 - a. Facility Maintenance & Sustainment (FM&S) Shops: Commencing on 6 April 2020, one team has been assigned to report to work on site and will work Monday through Friday and perform job functions at PWD Crane. The other team will be assigned to perform tasks at an alternate duty location as assigned by their supervisor. On 12 April 2020, the teams will alternate schedules. This alternating week rotation will continue until the pandemic has ended.
 - b. High Voltage Electrical (HV) Shop of the Utilities and Energy Management (UEM): Commencing 4 April 2020, one team has been assigned to report to work on site and will work Monday through Friday and perform job functions at PWD Crane. The other team will be assigned to perform tasks at an alternate duty location as assigned by their

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

supervisor. On 10 April 2020, the teams will alternate schedules. This alternating week rotation will continue until the pandemic has ended.

- c. 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