



**AIR FORCE INDUSTRIAL LABOR RELATIONS  
ACTIVITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 3 CONS/LGCM (Ms Mary C. Hickey)

Certified by: 3 LG/CC (Col Daniel L. Falvey)

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This publication relates to activities by unions representing contractors' employees; AFI 36-701, *Labor Management Relations*, and applies to activities by unions representing federal employees. This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

**AFI 64-106, 25 March 1994, is supplemented as follows:**

**1.4.** Contract management (3 CONS/LGC) is designated as the labor relations coordinator within this command for direct contact and liaison on labor relations problems.

**1.5.** Group commanders will ensure the following offices plan for and carry out associated responsibilities. Associated 3rd Wing (3 WG) staff agencies will provide guidance and assistance to installation organizations in the development of supporting plans and during actual labor disputes.

**1.5.1. (Added)** (3WG). The 3rd Security Forces (3 SFS). Formulates plan for reserved gate system. Coordinates with local law enforcement officials to advise them of the potential for a labor dispute and to ensure local law enforcement officials are prepared to maintain open and safe travel on public routes to and from the installation. Reviews base boundaries and jurisdiction. Posts signs identifying reserved gate routing. Monitors picketing, protests, and confrontations.

**1.5.2. (Added)** (3WG). The 3 WG Staff Judge Advocate (JA). Provides legal assistance and guidance. Assists in identifying installation boundaries and appropriate responses to picketing.

**1.5.3. (Added)** (3WG). The 3 WG Public Affairs (PA). Assesses the labor dispute's local impact and develops applicable community relations program. When public release of information is authorized, informs internal and external audiences of events surrounding the dispute. Coordinates proposed news releases and responses to media queries with the installation commander, 3 WG/JA, 3 SFS, 3 CONS, and the Civilian Personnel Flight. Advises base population of potential strike actions, appropriate responses to questions, and overall base response. Coordinates as necessary with the 3rd Communications Squadron (3 CS) to establish appropriate routing of incoming calls concerning strike activities.

**1.5.4. (Added)** (3WG). The 3 CS. The 3 CS will ensure base operators route all calls concerning the strike to a designated point of contact within the contracting squadron. Affected units will identify individuals on strike to 3 CS so network accounts can be disabled.

**1.5.5. (Added)** (3WG). The 3rd Civil Engineer (CE). Create signs required for reserved gate system. Ensures installation maps clearly define base boundaries and are coordinated with 3 CONS, 3 WG/JA, and 3 SFS. Reviews contracts that may be affected by picketing and plans accordingly.

**1.5.6. (Added)** (3WG). The 3rd Comptroller Squadron (FM). Upon notification of a labor dispute, coordinate with the appropriate division within HQ PACAF/FM to develop the necessary course of action to resolve requests for civilian overtime and emergency funding; establish a command emergency and special program (ESP) code. Issue instructions to affected bases to report costs attributable to the labor dispute. Provide funding support for actions beyond the capability of affected bases and maintain close liaison with all directories and special staff agencies on matters requiring funding support and advice. Monitor the situation and provide appropriate financial support of alternate plans, if available. The 3 FM will support the wing commander with financial management advice and report the status of contractor strike and associated impact to HQ PACAF/FM, as requested.

**1.5.7. (Added)** (3WG). The 3rd Mission Support Squadron (MSS). The Civilian Personnel Flight Chief serves on the executive working group (EWG), as needed. Provides identified staffing services and interfaces with civilian employee labor officials, as necessary.

**1.5.8. (Added)** (3WG). Contractor-Supported Functional Areas. Develop planning for actions to be taken to maintain health and physical security of assigned personnel and government property in the event of a partial or complete loss of contractor work force. Assess potential requirement for over-hires, overtime, staggered work schedules, and so forth., seeking advice and guidance from the 3 WG/MSS, as needed. Develop management plans to verify applicable contractors are carrying out their own strike response plans, and monitor contractor performance during labor disputes. Coordinate action plans with 3 CONS/LGC prior to implementation.

**1.6.** The 3 CONS/CC is the office of primary responsibility (OPR) for base labor dispute planning, communications, and actions. Upon notification of a potential or actual labor dispute, assesses situation, advises installation commander and the agencies listed in paragraph 2.1, this supplement, and notifies HQ PACAF/LGCR. Advises all affected contractors of labor dispute and use of picketed gate. Reviews contractor strike plan for realism. Ensures contractor is implementing strike plan to the maximum extent possible and is making every reasonable effort to come to an agreement with the striking work force. Ensures functional areas assess the potential for sympathy strikes.

**2.1.** Installation contracting activities will report all potential and actual labor dispute actions (except those under Title 7, Civil Service Reform Act, Labor-Management Relations in the Federal Service) to HQ PACAF/LGCR and the appropriate regional Air Force Labor Relations Advisor (LRA). The contracting officer, 3 CONS/LGC, and the LRA will immediately assess the situation. Throughout the labor dispute, the contracting officer will report all applicable information to 3 CONS/LGC and the regional AF LRA. Upon notification of a potential labor dispute (and throughout the process), 3 CONS/LGC will immediately advise the Chief, Contracting Division (HQ PACAF/LGC), 3rd Logistics Group (LG) Commander, and other interested wing staff agencies. Based on inputs from the installation contracting officer and the LRA, 3 CONS/LGC prepares reports of each significant event in the labor dispute, including a final report on the settlement. Each follow-on report will contain a summary of information given previously and an outline of current status. If necessary, 3 CONS/LGC will assemble an EWG, made up of

interested staff agencies, to monitor the situation and provide guidance to the affected agencies. The 3 CONS/LGC will ensure effective liaison is maintained between the installation personnel, the 3 WG/EWG, and the regional AF LRA.

**2.2.** If work is necessary for health, sanitation, safety, or other reasons, and the EWG has a concern that the contractor cannot work as required because of a labor dispute or possible labor dispute, the EWG will call a meeting of all the relevant staff agencies to discuss whether the work in question is truly necessary for health, sanitation, safety, or other crucial reasons. The circumstances may indicate that a potential labor dispute will not affect a contractor's ability to perform the critical aspects of the contract. Such a determination must be made on a case-by-case basis. If a concern exists that a contractor will not be able to perform the critical aspects of the contract, a representative from 3 CONS will notify the contractor, in writing, and ask that the contractor provide written assurances that the contractor can still perform the critical aspects of the contract.

**2.3.2.** When informed of a labor dispute that will disrupt mission capability, the installation commander will convene an EWG of interested installation organizations. The OPR for the installation EWG is the 3 CONS/LGC. The EWG will review the situation and applicable planning, ensure appropriate actions are taken to protect the health, safety, welfare, and property of assigned personnel, and determine the most practical response to continue the installation mission to the maximum extent possible. The 3 CONS/LGC will report all EWG planning and actions to 3 WG/CC.

**2.3.3.** The contracting officer will prepare and deliver the reserved gate letters and provide 3 SFS with a method of identifying contractor employees and suppliers who are limited to entering the picketed gate.

**4.1.3.** Contracting officers will monitor the status of all collective bargaining agreements (CBA) applicable to installation contracts. If a CBA is within 45 days of expiration and a follow-on CBA has not been negotiated and approved, contracting officers notify 3 CONS/LGC to assess the situation. The 3 CONS/LGC will determine the potential for a labor dispute, and if it exists, notify the installation commander immediately.

DOUGLAS M. FRASER, Colonel, USAF  
Commander