

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AIR FORCE INSTRUCTION 64-106

AIR EDUCATION AND TRAINING COMMAND

Supplement 1

4 JUNE 2004

Contracting

**AIR FORCE INDUSTRIAL LABOR RELATIONS
ACTIVITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AETC/LGCM (Mr Gary Kelso)

Certified by: HQ AETC/LGC
(Col Robert Winiecki)

Supersedes AFI 64-106_AETC SUP 1,
6 February 2002

Pages: 4
Distribution: F

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

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule* (projected to be the Air Force Records Disposition Schedule [RDS]). This supplement does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. **NOTE:** The reporting requirement in this supplement, paragraph **2.1.**, is exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public and Interagency Air Force Information Collections*, paragraph 2.11.8.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Adds requirement for each base to develop a strike plan (paragraph **1.4.1. (Added)**); redefines security forces role during a labor dispute (paragraph **1.4.2. (Added)**); clarifies public affairs role during a labor dispute (paragraph **1.4.4. (Added)**); adds additional requirement for civil engineer to post gate signs during an actual strike (paragraph **1.4.6. (Added)**); redefines mission support squadron role during a labor dispute (paragraph **1.4.8. (Added)**); adds requirement to quantify performance not received by contractor (paragraph **1.4.9. (Added)**); and provides additional guidance to bases for developing a strike plan (paragraph 1.5).

1.4. HQ AETC/LGC is designated as the labor relations coordinator (HQ-LRC) within this command for direct contact and liaison on labor relations problems. Associated HQ AETC staff agencies will provide guidance and assistance to installation organizations in the development of supporting plans, and during actual labor disputes.

1.4.1. (Added) **Installation Commander.** Installation commanders will ensure a base strike plan is developed.

1.4.2. (Added) **Security Forces (SF).** Implements any plan formulated by the base commander for a reserved gate system. Coordinates with local law enforcement officials and advises them of the potential for a labor dispute. Ensures local law enforcement officials are prepared to maintain open and safe travel on public access routes to and from the installation. Reviews base boundaries and jurisdiction. Assures that signs identifying reserved gate routing have been posted by civil engineering. Monitors picketing, protests, and confrontations. Documents any significant incidents (especially those that would affect safety or security) during the picketing.

1.4.3. (Added) **Staff Judge Advocate (JA).** Provides legal assistance and guidance. Assists in the identification of installation boundaries and the appropriate response to picketing.

1.4.4. (Added) **Public Affairs (PA).** Assesses the labor dispute's local impact and develops an applicable community relations program. Informs community leaders and organizations when release of information is authorized to the public. Coordinates proposed news releases and responses to media queries with HQ AETC/PA, the installation commander, and the local JA, SF, contracting squadron (CONS), and directorate of personnel (DP). HQ AETC/PA is the release authority for information concerning relocation of training. Advises the base population of potential strike actions, appropriate response to questions, and overall base response. Coordinates as necessary with the communications squadron to establish appropriate routing of incoming calls concerning strike activities.

1.4.5. (Added) **Communications Squadron (CS).** Ensures incoming calls regarding strike activities are properly routed. Plans, supports, and takes action necessary to protect networked computer systems and the information contained therein. Plans for disposition of land mobile radio (LMR) assets assigned to contractor personnel.

1.4.6. (Added) **Civil Engineer (CE).** Creates and posts signs required for the reserved gate system. Ensures installation maps clearly define base boundaries and are coordinated with CONS, JA and SF. Reviews contracts that may be affected by picketing and plans accordingly.

1.4.7. (Added) **Comptroller (FM).** Upon notification of a labor dispute, HQ AETC/FM develops the necessary course of action to resolve requests for civilian overtime and emergency funding, establishes a command emergency and special program (ESP) code, issues instructions to affected bases to report costs attributable to the labor dispute, and provides funding support for actions beyond the capability of affected bases, if available. Also, HQ AETC/FM maintains close liaison with all directorates and special staff agencies on matters that require funding support and advice, monitors the situation and provides appropriate financial support of alternative plans, if available. AETC wing comptrollers will support the affected wing commander with financial management advice, and report the status of contractor strike and associated impact to the financial analysis division (HQ AETC/FMA), as requested.

1.4.8. (Added) **Mission Support Squadron (MSS).** The civilian personnel flight provides advice to managers who assess the potential requirement for overtime, staggered work schedules, etc., and interfaces with the civilian employee union regarding the necessary adjustments.

1.4.9. (Added) **Contractor-Supported Functional Areas.** This activity develops plans for actions to maintain the health and physical security of assigned personnel and government property in the event of a partial or complete loss of contractor workforce. Develops plans to verify applicable contractors are carrying out their own strike response plans. Carefully monitors contractor performance and promptly reports any changes in performance quantity or quality to the appropriate contracting officer.

1.6. The CONS commander is the point of contact for base labor dispute planning, communication, and actions. Upon notification of a potential or actual labor dispute, he or she will assess the situation, advise the installation commander and the agencies listed in paragraph 2.1., and notify HQ AETC/LGC. The CONS commander will advise all affected neutral contractors of any labor disputes, and will advise the parties to the dispute (struck contractor and striking union) on the use of reserved gate procedures. Each base shall develop a base strike plan to cover all contracted areas covered by collective bargaining agreements. HQ AETC/LGCM and the AETC strike guide (located at <https://www.aetc.af.mil/ig/lgc/lgem.htm#Guides>) may be used to assist in developing the base strike plan. The CONS commander will assist organizations in developing the base strike plan, and ensure all affected areas are covered. The CONS commander will review contractor strike plans for realism, and ensure contractors implement strike plans to the maximum extent possible, and ensure the parties use all available methods for resolving the dispute. The CONS commander ensures that functional areas assess the potential for sympathy strikes. A base-level labor relations coordinator (LRC) may be designated and assigned to assist on any of these duties as provided in paragraph 1.2 of the basic.

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 AETC/LGC and the appropriate regional Air Force labor relation's advisor (LRA). The contracting officer, HQ AETC/LGC, and the LRA will immediately assess the situation. Throughout the labor dispute, the contracting officer will report all applicable information to HQ AETC/LGC and the regional AF LRA.

2.1.1. (Added) Upon notification of a potential labor dispute, HQ AETC/LGC will:

2.1.1.1. (Added) Immediately advise the Director of Logistics (HQ AETC/LG), the crisis action team (CAT), and other interested staff agencies. HQ AETC/LGC will also keep these offices informed throughout the process.

2.1.1.2. (Added) Prepare reports of significant events in the labor dispute, including a final report on the settlement based on inputs from the installation-contracting officer and the LRA. Each follow-on report will contain a summary of information given previously and an outline of current status.

2.1.1.3. (Added) Assemble a labor relations team (LRT) comprised of interested staff agencies (Attachment 1) to monitor the situation, and provide guidance to the affected installation when notified of an impending strike.

2.1.1.4. (Added) Ensure effective liaison is maintained between the installation personnel, the HQ-LRC, and the regional AF LRA.

2.1.2. (Added) During labor negotiations or an actual strike situation, the LRT will meet as often as necessary to assess the situation and provide daily reports to the CAT.

2.3.2. The installation commander will convene an executive working group (EWG) of interested installation organizations when informed of a labor dispute that will disrupt mission capability. The contracting officer is the office of primary responsibility for installation EWGs. The EWG will review the situation, and ensure appropriate actions are taken to protect the health, safety, and welfare of assigned personnel and property, and determine the most practical response to continue the installation mission to the maximum extent possible. The contracting officer will report all EWG planning and actions to HQ AETC/LGC.

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 will coordinate with the regional AF LRA, and notify HQ AETC/LGC to assess the situation. The contracting officer will determine the potential for a labor dispute, and if the probability of a labor dispute exists, he or she will notify the installation commander immediately.

JOE F. HARRISON, Colonel, USAF
Deputy Director of Logistics