

COLLECTIVE BARGAINING
AGREEMENT

Between

AKIMA LOGISTICS SERVICES, LLC
JOINT BASE ANDREWS, MARYLAND

And

DISTRICT LODGE 4
INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS
AFL-CIO

EFFECTIVE

OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2023

TABLE OF CONTENTS

PREAMBLE

ARTICLE 1 – RECOGNITION

Section 1.1 – Recognition of Union	1
Section 1.2 – Definition of Employees	1
Section 1.3 – Definition of Probationary Employee.....	1
Section 1.4 – Definition of Temporary Personnel	1
Section 1.5 – Rules and Regulations.....	1

ARTICLE 2 – MANAGEMENT RIGHTS

Section 2.1 – Retention of Managerial Prerogatives.....	1
Section 2.2 – Work by Management and Supervisors.....	2

ARTICLE 2A – UNION RECOGNITION AND EMPLOYEE REPRESENTATION

Section 2A.1 – Union Stewards	3
(a) Recognition of Union Stewards	3
(b) Compensation of Union Stewards While Engaged in Union Activity.....	3
Section 2A.2 – Authorized Activities of Union Stewards.....	4
Section 2A.3 – Posting of Union Literature and Information; Bulletin Boards	5
Section 2A.4 – Union Business	6
Section 2A.5 – Union Visitation	6
Section 2A.6 – Consultations	7
Section 2A.7 – Negotiations	8

ARTICLE 3 – NO STRIKES OR LOCKOUTS

Section 3.1 – Recognition of Important and Vital Work for the United States Government	8
Section 3.2 – No Strikes	8
Section 3.3 – No Lockouts.....	9
Section 3.4 – Disciplinary Action and Discharge for Violation of Article 3.....	9
Section 3.5 – Reservation of Rights and Remedies	9

ARTICLE 4 – UNION SECURITY

Section 4.1 – Union Security	9
(a) Employees Who Are Union Members When Agreement Becomes Effective	9
(b) Employees Who Are Not Union Members When Agreement Becomes Effective.....	9
(c) Employees Hired After Agreement Becomes Effective.....	10
(d) Determination of Pro Rata Share	10
(e) Employees Holding Certain Religious Beliefs.....	10
Section 4.2 – Discharge of Employee for Failure to Comply with Section 4.1	10
Section 4.3 – Discrimination of Retaliation Prohibited	11

ARTICLE 5 – CHECKOFF

Section 5.1 – Checkoff	11
Section 5.2 – Indemnification of Company	12
Section 5.3 – Exceptions.....	12
Section 5.4 – Processing of Checkoff Authorization Forms.....	12
Section 5.5 – Checkoff Authorization Form	12
Section 5.6 – No Solicitation.....	12

ARTICLE 6 – GRIEVANCE PROCEDURE

Section 6.1 – Definitions.....	13
Section 6.2 – Procedural Steps	13

Section 6.3 – Written Presentation	15
Section 6.4 – Time Limitations and Written Waivers of Procedure	15
ARTICLE 7 – ARBITRATION	
Section 7.1 – Appeal Procedure	16
Section 7.2 – Selection of Arbitrator	16
Section 7.3 – Arbitrator’s Jurisdiction	16
Section 7.4 – Reporting of the Arbitration Proceedings	18
Section 7.5 – Location of Arbitration Hearing	18
Section 7.6 – Fees and Expenses of Arbitration.....	18
ARTICLE 8 – LAYOFFS, ASSIGNMENTS, AND TRANSFERS	
Section 8.1 – Definitions	19
(a) Seniority	19
(b) Seniority Pool	19
(c) Seniority Lists	19
Section 8.2 – Layoff.....	19
(a) Determination of Layoffs.....	19
(b) Temporary Layoffs	19
(c) Other Layoffs	20
(d) Severance	20
Section 8.3 – Transfers Out of the Bargaining Unit	21
Section 8.4 – Recall.....	21
(a) Order of Recall	21
(b) Notice of Recall	21
Section 8.5 – Assignments, Transfers, Promotions, and Filling of Vacancies	21
(a) Temporary Assignments.....	21
(b) Posting Notice of Vacancy.....	22
(c) Bidding	22
(d) Selection.....	22
(e) Restrictions on Bidding.....	23
(f) Disqualification of Bidder.....	23
(g) Transfers for Training	23
Section 8.6 – Termination of Seniority.....	23
Section 8.7 – Return of Personnel to the Bargaining Unit	24
Section 8.8 – Nothing in this Agreement Shall be Construed . . .	24
Section 8.9 – Employment and Conflicts with Other Employers	24
ARTICLE 9 – WAGE AND TRAINING COSTS	
Section 9.1 – Definition of “Designated Job Classification”	24
Section 9.2 – Straight Time Rate of Pay.....	25
Section 9.3 – Overtime	25
Section 9.4 – Rate of Pay for Temporarily Transferred Employees.....	25
Section 9.5 – Pay Day	25
Section 9.6 – Shift Differential Pay	25
Section 9.7 – Reporting Pay.....	26
Section 9.8 – Call-back Pay	26
Section 9.9 – Costs of Training.....	26
Section 9.10 – No Duplication or “Pyramiding” of Overtime and Other Premium Pay	26
Section 9.11 – Certified to Carry Firearms	26
Section 9.12 – New Technology.....	26

Section 9.13 – Lead Pay.....	26
ARTICLE 10 – HOURS OF WORK	
Section 10.1 – Purpose of Article	27
Section 10.2 – Workweek.....	27
Section 10.3 – Regular Workweek	27
Section 10.4 – Workday	27
Section 10.5 – Regular Workday.....	27
Section 10.6 – Schedule.....	27
Section 10.7 – Rest and Meal Periods	27
Section 10.8 – Overtime Work.....	27
Section 10.9 – If circumstances or conditions arise that are beyond . . .	27
Section 10.10 -Shift Preference.....	28
ARTICLE 11 – HOLIDAYS	
Section 11.1 – Holidays Celebrated	28
Section 11.2 – Eligible Employees	28
Section 11.3 – No Work on the Holiday.....	29
Section 11.4 – Work on the Holiday	28
Section 11.5 – Holiday During a Scheduled Day Off or Personal Time Off Period	29
Section 11.6 – Overtime Credit.....	29
Section 11.7 – Holiday Observances.....	29
ARTICLE 12 – PERSONAL TIME OFF	
Section 12.1 – Eligible Employees	29
Section 12.2 – Personal Time Off Allotment and Accrual	30
Section 12.3 – Personal Time Off Scheduling	30
Section 12.4 – Use of Personal Time Off	31
Section 12.5 – Rate of Pay.....	31
ARTICLE 13 – LEAVES OF ABSENCE	
Section 13.1 – Family and Medical Leave Section	31
Section 13.2 – Accrued Personal Time Off While On a Leave	32
Section 13.3 – Court Leave	32
Section 13.4 – Military Leave	33
Section 13.5 – Bereavement Leave.....	33
Section 13.6 – Voting Leave.....	33
Section 13.7 – Requests for Leave, Return from Leave, and Hours of Leave	33
ARTICLE 14 – HEALTH AND WELFARE BENEFITS	
Section 14.1 – General.....	34
Section 14.2 – Medical/Health Care and Other Insurance.....	34
(a) Employee Insurance Benefits.....	34
(b) Dependent Coverage	34
(c) Insurance Plan Benefits.....	35
Section 14.3 – Insurance Plan Limitations.....	35
Section 14.4 – 401(k) Plan	35
Section 14.5 – IAM National Pension Fund	35
ARTICLE 15 – SAFETY	
Section 15.1 – Safety Plan	36
Section 15.2 – Safety and Health Committee	36
Section 15.3 – Work Safety	36
Section 15.4 – Legal Compliance and Revisions.....	37

Section 15.5 – Injuries on the Job	37
ARTICLE 16 – DISCHARGE AND DISCIPLINE	
Section 16.1 – Discharge	37
Section 16.2 – Suspensions and Discharges	38
Section 16.3 – Absences for Work	39
Section 16.4 – Rules and Regulations.....	39
ARTICLE 17 – JOB DESCRIPTIONS	
Section 17.1 – Incorporation.....	40
Section 17.2 – Requests for Copies	40
Section 17.3 – Revisions and Amendments	40
ARTICLE 18 – SUBSTANCE ABUSE PROGRAM	
Section 18.1 – Issuance and Enforcement.....	40
Section 18.2 – Incorporation of Current Substance Abuse Program	40
Section 18.3 – Legal Compliance and Revisions.....	41
ARTICLE 19 – OBLIGATIONS IMPOSED BY THE FEDERAL GOVERNMENT AND LAWS	
Section 19.1 – Recognition of Obligations.....	41
Section 19.2 – Government Security	41
ARTICLE 20 – UNIFORM AND TOOLS	
Section 20.1 – Issuance of Uniforms	42
Section 20.2 – Maintenance of Uniforms.....	42
Section 20.3 – Uniform Loss and Replacement.....	42
Section 20.4 – Uniform Disposition Upon Termination of Employment	43
Section 20.5 – Safety Shoes	43
Section 20.6 – Issuance of Tools	43
ARTICLE 21 – WEATHER ISSUES	43
ARTICLE 22 – SCOPE OF AGREEMENT	
Section 22.1 – Durations	44
Section 22.2 – Separability.....	44
Section 22.3 – Waiver of Bargaining Rights and Amendments to Agreement.....	44

APPENDICES

- APPENDIX 1 – Wages
- APPENDIX 2 – Checkoff Authorization Form
- APPENDIX 3 – Safety Plan
- APPENDIX 4 – Job Descriptions
- APPENDIX 5 – Substance Abuse Program

PREAMBLE

This Agreement is made and entered in this 21st Day of September 2020 between ALS LLC, at Joint Base Andrews, Maryland (hereinafter referred to as “the Company”) and the International Association of Machinists and Aerospace Workers, AFL-CIO, District Lodge 4, (hereinafter referred to as “the Union”).

ARTICLE 1 RECOGNITION

Section 1.1 – Recognition of Union. The Company recognizes the Union, certified by the National Labor Relations Board on February 10, 2005 in Case No. 5-RC-15806, as the exclusive representative of “employees” as defined in Section 1.2 of this Agreement.

Section 1.2 – Definition of Employees. Whenever used in this Agreement, the term “employees” shall mean all full-time and regular part-time fuels distribution system operators, fuels distribution system operator leads, fuels compliance and environmental coordinator, drivers, warehouse specialists, supply technicians, supply technician leads, and supply technician / computer operator IVs employed out of and by the Company at its facility located at Joint Base Andrews, Maryland, as listed and designated in Appendix 1 to this Agreement; but excluding all other employees, including temporary personnel as defined in Section 1.4 of this Agreement, managerial personnel, confidential personnel, office clericals, professional employees, watchmen, guards, and supervisors as defined in the National Labor Relations Act.

Section 1.3 – Definition of Probationary Employee. An employee who has never been employed by the Company, or an employee rehired after termination of employment with the Company shall be in “probationary” status until he or she has completed sixty four (64) work days. The transfer, discipline, lay-off, or discharge of an employee who is in probationary status shall not be a violation of this Agreement and shall not be subject to or reviewable through the grievance procedure or appealable by arbitration under Articles 6 and 7 of this Agreement.

Section 1.4 – Definition of Temporary Personnel. “Temporary personnel” are persons hired by the Company to work for a period not to exceed ninety (90) calendar days from the commencement of their employment and who, prior to the commencement of actual work, have executed a written statement acknowledging such duration of employment. A person initially hired under such conditions may not actually work in excess of ninety (90) calendar days from the commencement of employment, except in those situations where they are replacing an employee on an extended military or medical leave of absence. When the employee returns to work from the extended military or medical leave of absence the temporary replacement will be removed from the workforce. Other temporary assignments may be extended by mutual agreement between the Parties.

Section 1.5 – Rules and Regulations. Employees shall be governed by all Company rules, regulations, and orders which are not in conflict with the terms and conditions of this Agreement.

ARTICLE 2 MANAGEMENT RIGHTS

Section 2.1 – Retention of Managerial Prerogatives. Except as expressly modified or restricted by a specific provision of this Agreement, all statutory and inherent managerial rights, prerogatives, and functions are retained and vested exclusively in the Company, including, but not limited to the rights, in accordance with its sole and exclusive judgment and discretion: to reprimand, suspend, discharge, or otherwise discipline employees for just cause; to determine

the number of employees to be employed; to hire employees, determine their qualifications, and assign and direct their work; to promote, demote, transfer, lay off for lack of work, recall to work, and to process employees' retirement; to set the standards of productivity, the products to be produced, and/or the services to be rendered; to train and develop employees; to determine the amount and forms of compensation for employees; to determine what types and levels of benefits may be provided to employees; to determine whether to share or allocate any awards to employees; maintain the efficiency of operations; to determine the personnel, methods, means, and facilities by which operations are conducted; to set the starting and quitting time and the number of hours and shifts to be worked; to use independent contractors to perform work or services; to subcontract, contract out, close down, or relocate the Company's operations or any part thereof; to expand, reduce, alter, combine, transfer, assign, or cease any job, department, operation, or service; to control and regulate the use of machinery, facilities, equipment, and other property of the Company or provided for the use or lease of the Company; to introduce new or improved research, production, service, distribution, and maintenance methods, materials, machinery, and equipment; to determine the number, location and operation of departments, divisions, and all other units of the Company; to issue, amend, revise, implement, and enforce reasonable policies, rules, regulations, and practices, including but not limited to safety and substance abuse requirements and prohibitions; and to take whatever action is either necessary or advisable to determine, manage, and fulfill the mission of the Company, to manage its operations, and to direct the Company's working force and employees. These rights are not intended to be all inclusive, but enumerate by way of illustration, the type of rights which belong to and are retained by the Company. The Company's failure to exercise any right, prerogative, or function hereby reserved to it, or the Company's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the Company's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of the Agreement. No relationship between the parties to this Agreement shall be construed to constitute or create any implied limitation on the Company's authority, rights, functions, prerogatives, or powers.

Section 2.2 – Work by Management and Supervisors

- (a) Work performed by management or supervisory personnel will be restricted to those requirements beyond the capabilities of bargaining unit employees or as provided in Section 2.2(b) below.
- (b) Management or supervisory personnel may perform work of employees covered by this Agreement under the following conditions and circumstances:
- (1) For the purpose of instructing and training employees.
 - (2) Under emergency conditions, including when necessitated by security requirements.
 - (3) To prevent harm or injury to employees, other persons, or damage to property.
 - (4) When required for safety.
 - (5) When bargaining unit employees lack the technical ability to perform the work required and when work being performed is not used to avoid paying overtime, to avoid paying wages for a higher classification, or to displace a bargaining unit employee.
 - (6) When the work being performed is within the normal job duties of a position that is not covered by this Agreement and is not used to avoid paying overtime, to avoid paying wages for a higher classification, or to displace a bargaining unit employee.

- (7) When required to maintain personal qualifications and proficiency of the managers or supervisory personnel and when the work being performed is not used to avoid paying overtime, to avoid paying wages for a higher classification, or to displace a bargaining unit employee.
- (8) To cover absences and temporary vacancies if no other bargaining unit employee is available and when work being performed is not used to avoid paying overtime, to avoid paying wages for a higher classification, or to displace a bargaining unit employee.

ARTICLE 2A UNION RECOGNITION AND EMPLOYEE REPRESENTATION

Section 2A.1 – Union Stewards.

(a) Recognition of Union Stewards. From among the bargaining unit employees employed by the Company, the Union will designate, and the Company will recognize, not more than five (5) union stewards to serve as the Union's agents in the representation of employees. From the five (5) recognized stewards, the Union will select a chief steward. The Company shall not recognize any employee as a union steward unless the Union has notified the Company, in writing, of the employee's name, department, and designation as a union steward. A Shop Steward may represent an employee from any of the five (5) following areas below:

- (1) Area A: Warehouse Department
- (2) Area B: Customer Service Department
- (3) Area C: East Side Fuel Operations
- (4) Area D: West Side Fuel Operations (Day Shift)
- (5) Area E: West Side Fuel Operations (Swing-Night Shift)

The number of union stewards on the Union Grievance Committee under this Agreement may be modified at any time by the Company and the Union upon their mutually agreeing in writing to such a modification.

(b) Compensation of Union Stewards While Engaged in Union Activity. Except as may be otherwise specifically provided in this Agreement, the union stewards shall not be compensated by the Company for their duties on behalf of the Union. Compensation shall be governed by the following rules:

- (1) Meetings scheduled at the unilateral request of the Union – the Union shall compensate all attendees from the Union. Such meetings involve steward training, Union Elections, Union Conferences, etc.
- (2) In the event of the Company needs to meet with shop stewards it will attempt to have those meetings occur during their regular shift. In the event the Company attempts to have a combined meeting with stewards who work multiple shifts, it normally will schedule those meetings during the crossover period between shifts. During those meetings if stewards are required to come in before their regular shift or stay after their regular shift to attend such a meeting, the Company shall compensate stewards for that time outside the normal shift. Stewards are generally not expected to come in completely off shift, but if requested and approved by management to do so, they will be compensated for that time. Stewards will not be compensated for coming to work to participate in meetings unless requested and approved by management.

Section 2A.2 – Authorized Activities of Union Stewards.

(a) For any grievance, only one of the union stewards shall be authorized to investigate that grievance and to represent the grievant(s) in accordance with Article 6 of this Agreement. The scope of the activities of the union stewards during scheduled work hours shall be limited and only authorized as follows:

- (1) The union steward for a particular grievance is authorized to meet and consult with an employee regarding an alleged grievance or the presentation of a grievance for which the employee desires the union steward to be present.
- (2) The union steward is authorized to review employee's personnel files (with prior authorization from the employee), relevant documents and reports while investigating an alleged grievance or a grievance of record before final decision is made in accordance with the grievance procedure in Article 6 of this Agreement before presentation to the appropriate manager.
- (3) The union steward is authorized to present an alleged grievance or a grievance to an employee's immediate department manager in an attempt to settle the matter for the employee or group of employees who may be similarly affected.
- (4) The union steward is authorized to meet with an appropriate manager or other designated representative of the Company when necessary to adjust grievances in accordance with the grievance procedure in Article 6 of this Agreement.
- (5) A union steward, who is a grievant, shall not be allowed to be the union steward or to function as union steward for his or her own grievance.
- (6) Except as may be otherwise specifically provided in this Agreement, the union stewards shall perform any activities or duties as a union steward on behalf of the Union, including investigating a grievance, during times when they are not scheduled to work for the Company. Time spent by the union steward in investigating a grievance shall be the minimum amount of time necessary to perform the specific investigation involved.
- (7) With prior notice to and permission of the union steward's department manager and subject to other provisions of this Agreement, the union steward shall be authorized to meet with a grievant and to investigate a grievance during the union steward's working hours for a reasonable period of time on the Company's premises, so long as the investigation or meeting does not unreasonably interfere with or adversely affect the operations and work of the Company or the assigned work of the grievant or the union steward.
- (8) The parties agreed to add a chief steward who will have time if needed every week to work with other stewards on any grievances. The amount of time the stewards and chief steward have to work on grievances has been clarified. Total paid time shall not exceed three (3) hours for the participation and activities of the grievant and the steward in grievance proceedings at Steps, 1, 2, and 3 under Article 6 of this Agreement unless additional time is granted by the Project Manager or his designee.

(b) Recognizing the mutual benefit of resolving problems at the lowest level, any employee who has an alleged grievance should first discuss the matter with his or her immediate department manager, with or without the employee's union steward present at the employee's discretion. If the alleged grievance is of the nature that the degree of the immediate department manager's involvement or conduct related to the alleged grievance

would make such a discussion clearly unproductive or futile, the employee then should first discuss the alleged grievance with his or her next level manager with or without the employee's union steward present at the employee's discretion. Nothing in this subparagraph is intended to preclude and does not preclude an employee from initially discussing any concerns or alleged grievances with his or her union steward or choosing to have a union steward present at discussions with any manager.

(c) The necessary time away from the union steward's official work assignment shall be arranged in a manner to minimize interruption of work flow. When the union steward finds it necessary to discuss a problem or labor-management disagreement with a bargaining unit employee or management official, or both, the union steward shall request permission to leave his or her work assignment from the union steward's manager. If the need should arise for a union steward to enter another manager's work area, the union steward's manager will contact the manager of that other work area to establish and schedule a time for the union steward to enter the area. In each instance, the manager's permission will be granted unless work or operation commitments dictate otherwise. If permission is initially denied, the manager shall establish and schedule an alternate time at which the union steward can contact the employee within two (2) work days.

(d) If no union steward is available and other union stewards either are unavailable or refuse to come to the work site as requested, the Company is authorized, in any proceeding or action normally requiring union representation or the presence of an union steward, either to defer proceeding and taking any action until a later time when an union steward is available or to proceed or take action without the presence of an union steward if the circumstances warrant immediate action. The Union hereby expressly waives any claim, and will not bring any claim, of an unfair labor practice or a violation of this Agreement based on the Company's taking action without the presence of a union steward or the Company's deferring any action until a union steward is available as authorized by this subparagraph (d) of Section 2A.2. Nothing in this subparagraph (d) will preclude the employee from grieving or arbitrating the actual employment action taken against the employee if such action is otherwise grievable under Article 6 or arbitrable under Article 7 of this Agreement.

Section 2A.3 – Posting of Union Literature and Information; Bulletin Boards

(a) The Company will permit the Union to use portions of bulletin boards on the Company's premises at Joint Base Andrews, Maryland, in the main hall of the Supply Department, and in the drivers' lounge at the East Side Fuel Operations and the West Side Fuel Operations on a space available basis for the purpose of posting legitimate Union notices. The Union will be permitted to install, at its own expense, additional bulletin boards as needed and subject to the approval of the Project Manager for the purpose of posting legitimate Union notices at the Company's facility located at Joint Base Andrews, Maryland. Legitimate Union notices are defined as:

- (1) Notices of meetings.
- (2) Notices of official Union elections and results.
- (3) Notices of official Union appointments.
- (4) Official notice of Union recreational and social events.

(5) Other notices that shall be specifically approved in writing by the Project Manager. The denial of permission by the Project Manager to post any other notices under this subparagraph (a)(5) of Section 2A.3 shall not be a matter that can be grieved under Article 6 and cannot be appealed to arbitration under Article 7 of this Agreement.

(b) Only the union stewards and the Union's Business Representative shall be authorized to post notices on the bulletin boards. All notices posted on the bulletin board must be dated and bear the signature and printed name of the union stewards and/or the Union's Business Representative who posted the notice.

(c) Only the union stewards and the Union's Business Representative shall be permitted to remove notices on the bulletin boards; however, any materials or notices posted on the bulletin board in violation of this Section 2A.3 may be removed and retained by the Project Manager. The Project Manager will promptly notify the Union's Business Representative of the removal of the material and the reason for its removal. The Union's Business Representative may request and upon that request be allowed at a mutually convenient time to meet with the Project Manager to inspect and copy at the Project Manager's office any materials which the Project Manager has removed under this subparagraph (c) of Section 2A.3.

(d) The internal mail system, voice mail system, telecommunication system, and the computer, e-mail, and Internet systems of the Company and the government shall not be used by the Union or the union stewards to distribute any communications or correspondence to employees; provided, however, that employees and union stewards will be allowed to use telephones for the purpose of coordinating and scheduling meetings pertaining to dispute resolutions, including grievance proceedings and activities under Article 6 of this Agreement.

Section 2A.4 – Union Business. Except as otherwise provided in this Agreement, the Company shall not be required to pay an employee for any time or leave taken from work by that employee to serve the Union in any official capacity (other than union steward pursuant to the terms of this Agreement), to serve on any Union committee (the Company's Safety Committee under Article 15 of this Agreement is not a Union committee), or to attend Union-sponsored conventions, training, and seminars. The Project Manager may refuse to grant leave under this Section 2A.4 if the Project Manager determines that any employee's absence would unreasonably interfere with or adversely affect the operations of the Company or the operations or mission of the United States government (customer/client).

Section 2A.5 – Union Visitation

(a) Meetings with the Company. Subject to any security regulations promulgated by the Company or the United States government (customer/client), the Union's Business Representative may enter upon the Company's premises to attend meetings at Step 3 of the grievance procedure set forth in Article 6 of this Agreement and such other meetings as may be scheduled between the Business Representative and the Company's Project Manager (or his designated delegate). The access of the Business Representative under this Section 2A.5(a) shall be limited to the meeting space designated by the Project Manager.

(b) Other Access.

(1) Subject to any security regulations promulgated by the Company or the United States government (customer/client), the Union's Business Representative or other authorized business representatives of

the Union as the Company's Project Manager may approve in advance, will be granted access to such areas of the Company's premises and for such purposes and at such times as the Project Manager may approve.

- (2) Such access to the Company's premises may be denied if such access, in the judgment of the Company or the Project Manager, would endanger the life, safety, or health of any person or would risk damage to equipment or property, or if such access, as determined by the Company or the Project Manager, would unreasonably interfere with or adversely affect the operations of the Company or the operations and mission of the United States government (customer/client). Otherwise, access will not be unreasonably withheld.
- (3) Before proceeding to the designated work area, the Business Representative (and such other Union business representatives as the Company's Project Manager may approve in advance) shall report to the Project Manager (or other authorized Company representative designated in writing by the Project Manager), who shall permit the Union representative (or representatives) to enter the Company's premises and proceed to the designated area. The Union representative or representatives shall likewise inform the Project Manager (or other authorized Company representative designated in writing by the Project Manager) when the Union representative or representatives leave the Company's premises.

(c) Limited Waiver of Right of Access. Representatives or agents of the Union, who are neither the Designated Business Representative nor a bargaining unit employee of the Company, shall only be authorized and permitted to enter upon the Company's premises upon obtaining written permission from the Project Manager in accordance with this Section 2A.5.

(d) Indemnification. The Union shall defend (at the Union's expense), indemnify, and hold harmless the Company, the Project Manager, and, as applicable any agent or representative of the Company, whether individually or collectively, from any and all claims, demands, suits, judgments, costs, liabilities, or expenses on account of any loss or injury to a Union representative, who is not employed by the Company, occurring during the time the Union or any of its representatives or agents, who are not employees of the Company, have access to the premises of the Company.

Section 2A.6 – Consultations. The Company, or its authorized representative, will meet and confer with Union officers, agents, and representatives, who have been duly selected, designated, and authorized by the Union, upon all questions and disputes that may arise between the parties to this Agreement during its term. Every effort will be made by the Union and the Company to settle these questions and differences promptly in the simplest and most direct manner, without resort to grievance proceedings or arbitration, if applicable. Such consultations that result in mutually agreed resolutions shall be recorded in memoranda that briefly, but accurately, summarize the circumstances of the dispute or question, specify the details of the resolution, and are signed and dated by the authorized representatives of the Company and the Union, provided, however, that such memoranda shall not become a part of this Agreement and shall not be regarded as having amended, altered, added to, detracted from, or modified this Agreement. Any party who has engaged in consultations pursuant to this Section 2A.6 shall not be deemed to have waived any right or entitlement to bring, concurrently or otherwise, any grievance in accordance with Article 6 of this Agreement.

Section 2A.7 – Negotiations.

(a) The parties agree that all collective bargaining is to be conducted between the negotiating team designated by the Union and the negotiating team designated by the Company. The negotiation sessions shall be held at a mutually agreed neutral location and facility with the Union and the Company sharing the costs of the facility equally.

(b) The Union may designate up to four (4) bargaining unit employees to serve on its negotiating team and up to two (2) bargaining unit employees to serve as alternates for negotiating team members who are unable to attend a negotiation session. By mutual agreement in writing, the Union and Company may agree to change the number of bargaining unit employees who will serve as primary or alternate members of the Union's negotiating team.

ARTICLE 3 NO STRIKES OR LOCKOUTS

Section 3.1 – Recognition of Important and Vital Work for the United States Government. The Union and the Company expressly acknowledge and recognize the business and operations of the Company are directly related to the important and vital work of the United States government and that efficient and uninterrupted services must be furnished to those agencies that have need of and make use of the capabilities of the Company.

Section 3.2 – No Strikes.

(a) In consideration of the Company's commitment as set forth in Section 3.4 of this Agreement, the Union, its officers, agents, representatives, stewards, and bargaining unit employees shall not, in any way, directly or indirectly, instigate, lead, engage in, authorize, cause, assist, encourage, participate in, ratify, or condone any strike, sympathy strike, slowdown, work stoppage, or any other interference with or interruption of work at the Company's operations at Joint Base Andrews, Maryland for any reasons whatsoever and whether or not such a strike, sympathy strike, slowdown, work stoppage, or other interference with or interruption of work (1) involves a matter subject to resolution pursuant to the grievance and arbitration procedures set forth in Articles 6 and 7 of this Agreement; or (2) involves a matter specifically referred to or covered in this Agreement; or (3) involves a matter which has been discussed between the Company and the Union; or (4) involves a matter which was within the knowledge or the contemplation of the Company and the Union at the time this Agreement was negotiated or executed.

(b) Union Response to Violation of Article 3. In the event of a violation of this Article 3, the Union, and its officers, agents, and members collectively agree that they will use their best efforts to end such prohibited conduct, utilizing every possible means to include but not be limited to:

- (1) Publicly disavowing such strike action by the employees within twenty-four (24) hours of the Company's request for such disallowance;
- (2) Advising the Company in writing within twenty-four (24) hours of such a strike action that such strike action by employees has not been called or sanctioned by the Union;
- (3) Requesting and instructing through personal contact or meeting with employees that they comply with the Agreement and not take part in any prohibited conduct.

- (4) Notifying all employees by mail that such prohibited conduct is unauthorized and in violation of the Agreement.
- (5) Requesting and instructing those employees violating this Agreement to immediately return to work and/or otherwise fully comply with the terms of this Agreement.
- (6) Posting notices on Union bulletin boards within twenty-four (24) hours of such prohibited conduct that advise employees that the Union disapproves and does not authorize the particular prohibited conduct and that instruct employees to return to work immediately.

Section 3.3 – No Lockouts. In consideration of the Union's commitment as set forth in Section 3.2 of this Agreement, the Company shall not engage in any lock out of employees.

Section 3.4 – Disciplinary Action and Discharge for Violation of Article 3. The Company reserves the right and maintains the right under this Agreement to discipline, discharge, or permanently replace, whichever the Company deems appropriate, any employee taking part in any violation of this Article 3 of the Agreement. Employees will have the right to grieve and arbitrate any such action under Articles 6 and 7 of this Agreement.

Section 3.5 – Reservation of Rights and Remedies. Nothing in this Article 3 shall preclude or waive any right, to which the Company or the Union previously was entitled, to seek legal or other redress of and recovery in any forum or tribunal with jurisdiction, nor do the parties to this Agreement concede or waive any rights in this regard to which they may be entitled by future legislation.

ARTICLE 4 UNION SECURITY

Section 4.1 – Union Security

(a) Employees Who Are Union Members When Agreement Becomes Effective. An employee employed at the time this Agreement becomes effective who is a member of the Union at such time shall, not later than the fifteenth (15th) calendar day of each calendar month of employment, tender to the Union an amount of money equal to the monthly dues uniformly charged by the Union to all employees who are members of the union.

(b) Employees Who Are Not Union Members When Agreement Becomes Effective. An employee employed at the time this Agreement becomes effective who is not a member of the union at such time shall, not later than the thirtieth (30th) day of employment or the effective date of this agreement, whichever is later, if still employed, tender to the Union: (1) an amount of money equal to the initiation fee uniformly charged by the Union to all employees who become members of the Union, unless the employee has, at any previous time, tendered such an amount of money to the Union; and (2) the pro rata share of an amount of money equal to the monthly dues uniformly charged by the Union to all employees who are members of the Union. Thereafter, such an employee shall, not later than the fifteenth (15th) calendar day of each calendar month of employment, tender to the Union an amount of money equal to the monthly dues uniformly charged by the Union to all employees who are members of the Union.

(c) Employees Hired After Agreement Becomes Effective. An employee who is initially employed or re-employed after the time this Agreement becomes effective shall, not later than thirty (30) calendar days after the commencement of employment, if still employed, tender to the Union: (1) an amount of money equal to the initiation fee uniformly charged by the Union to all employees who become members of the Union, unless the employee has, at any previous time, tendered such an amount of money to the Union; and (2) the pro rata share of an amount of money equal to the monthly dues uniformly charged by the Union to all employees who are members of the Union. Thereafter, such an employee shall not later than the fifteenth (15th) day of each calendar month of employment, tender to the Union an amount of money equal to the monthly dues uniformly charged by the Union to all employees who are member of the Union.

(d) Determination of Pro Rata Share. For the purposes of paragraphs (b) and (c) of this Section 4.1, the "pro rata share" to be tendered to the Union shall be determined by dividing the monthly dues uniformly charged by the Union to all employees who are members of the Union by the total number of days in the month and multiplying the result by the number of days remaining in the calendar month after the employee is required to pay such share.

(e) Employees Holding Certain Religious Beliefs. An employee who, because of sincerely held religious beliefs, objects to joining or financially supporting labor organizations shall comply with the provisions of Section 4.1(a), (b) or (c), whichever is applicable; except that, in lieu of tendering payment to the Union, such an employee shall pay the amount of monies specified under such paragraphs either to Guide Dogs of America, 13445 Glenoaks Boulevard, Sylmar, CA 91342; Feed the Children, Inc., P.O. Box 36, Oklahoma City, OK 73101-0036; or the American Red Cross, National Headquarters, 2025 E Street, NW, Washington, D.C. 20006 (all of which are IRC Section 501(c)(3) charities), as selected by the employee. Not later than the end of the first (1st) working day after the tender dates specified in Section 4.1(b) or (c), the employee shall deliver to the employee's Union shop steward a dated receipt from the charity indicating that payment of the required amount was received by the charity on or before the applicable tender date.

Section 4.2 – Discharge of Employee for Failure to Comply with Section 4.1.

(a) Employees who are union members on the effective date of the Agreement shall continue to pay the dues amount in accordance with Section 4.1(a) above to the Union as a condition of continued employment while in the bargaining unit and on the active payroll as long as they remain members of the Union. Other employees within the bargaining unit who after the effective date of this Agreement become members of the Union shall continue to pay the dues amount in accordance with Section 4.1(b) or Section 4.1(c) above, as applicable, to the Union as a condition of continued employment while in the bargaining unit and on the active payroll as long as they remain members of the Union. Other employees within the bargaining unit who after the effective date of this Agreement tender payments to the Union in accordance with Section 4.1(b) or Section 4.1(c) above, as applicable, shall continue to pay the fee amount in accordance with Section 4.1(b) or Section 4.1(c) above, as applicable, to the Union as a condition of continued employment while in the bargaining unit and on the active payroll.

(b) The Union may demand the discharge of any employee who, as of any tender date specified in Section 4.1, is delinquent in payments required under Section 4.1, by serving written notice of such demand on the Company not later than ten (10) calendar days after such tender date, if, at least thirty (30) calendar days prior to such tender date, the Union has notified the employee: (1) of (a) the precise amount of the delinquency; (b) the months to which the delinquency is attributable; (c) the method used to compute the amount of delinquency; and (d) the date by which such delinquency must be paid; and (2) that failure to pay the amount of the delinquency will result in the employee's discharge. As soon as the Company verifies that the employee specified in such written notice failed to comply with the provisions of Section 4.1, that the Union has given the employee the notice required by this Section 4.2, and that the discharge of the employee would not otherwise be unlawful, the Company shall discharge the employee.

Section 4.3 – Discrimination of Retaliation Prohibited. There shall be no discrimination or retaliation by the Company or Union against a bargaining unit employee because of membership or non-membership in the Union.

ARTICLE 5 CHECKOFF

Section 5.1 – Checkoff.

(a) Upon receipt by the Company of a checkoff authorization in the form set forth in Section 5.5 of this Agreement, dated and executed by an employee, the Company shall deduct Union membership dues/service fees, initiation fees, and reinstatement fees from the employee's wages. Such deduction shall be from the employee's wages for the first payroll period the calendar month following receipt of the employee's checkoff authorization, and dues/service fees shall continue to be deducted at each payroll period unless such checkoff authorization is revoked in writing by the employee. Upon receipt of any written revocation, the Company will furnish to the Union a copy of that written revocation.

(b) The Company will forward and remit the monies so deducted to District Lodge #4, International Association of Machinists and Aerospace Workers, AFL-CIO, at 2600 Cabover Dr., Suite N., Hanover, MD. 21076 not later than ten (10) days following the payday on which the deduction is made. The Company shall deduct from an employee's wages only that amount of money that the Secretary-Treasurer has certified to the Company, in writing, is the amount of dues/service fee, initiation fee, or reinstatement fee that is properly established by the Union in accordance with applicable law and the Union's constitution and bylaws and is required of all employees as a condition of acquiring or retaining membership in the Union. The Company will furnish the Secretary-Treasurer of the Union, at the same time a list compiled in alphabetical order of those employees for whom deductions have been made and the amount of each deduction. If the Union does not keep the Company apprised of the current address of the Secretary-Treasurer of the Union, the Company will not be obligated to make the submissions required by this subparagraph to those persons whose addresses are not maintained current with the Company.

(c) If, for any payroll period in which the Company is obligated to make deductions pursuant to this Section 5.1, the wages owed an employee (after deductions mandated by any court or governmental body or for any monies owed to the Company) are less than the amount of money that the employee has authorized the Company to deduct pursuant to this Section 5.1, the Company shall make no deductions from wages owed the employee for that payroll period. For any future payroll periods, the Company will not deduct, nor will be required to deduct, any

amount to pay for any deduction that was not previously paid by operation of this subparagraph (c) of Section 5.1.

(d) If the Company ceases to deduct any employee's dues/service fee, or if applicable, the initiation fee or reinstatement fee, for any reason, the Company will submit the name of each such employee and the reason for ceasing the deduction to the Secretary-Treasurer of the Union at the same time the periodic deduction list is remitted.

(e) Disclosure of Union Dues to the Company. The Union will provide the Company with the following information concerning Union dues: (a) the current dues rate to be charged to the Employees, and (b) when Union dues/service fee rates are increased or decreased, the Union will notify the Company of the new dues/service fee rate to be charged to Employees and when the new rates will go into effect.

Section 5.2 – Indemnification of Company. The Union shall indemnify and hold harmless the Company from any and all claims, demands, suits, or other forms of liability-including the reasonable costs and fees of any defense made necessary by any such claims, demands, suits, or liability that arise out of or by reason of actions taken or not taken by the Company for the purpose of complying with the deduction of Union dues/service fees, initiation fees, and reinstatement fees as provided in this Article 5.

Section 5.3 – Exceptions. The Company will not deduct from the pay of any employee any Union fines, penalties, special assessments, or contributions to the Union, charities, or political action groups or campaigns, or any other fees other than dues/service fees, initiation fees, and reinstatement fees as set forth above.

Section 5.4 – Processing of Checkoff Authorization Forms.

(a) The checkoff authorization forms:

- (1) Shall be in conformance with the form specified in Section 5.5;
- (2) Shall be the only form used by the bargaining unit employees who wish to initiate and authorize deductions at each payroll period for Union membership dues/service fee; and
- (3) Prior to submission to the Company, shall contain all the information required for processing.

(b) Checkoff authorization forms that are incorrectly filled out or do not contain all the information necessary for payroll processing will be returned to the Union to have the defects corrected, and the Company will neither be authorized nor required to make any such deductions until those defects are corrected and a properly completed authorization form is furnished to the Company.

Section 5.5 – Checkoff Authorization Form. The Company shall not deduct any monies from an employee's wages pursuant to Section 5.1 of this Agreement unless the checkoff authorization executed by the employee conforms exactly to the form found in Appendix 2 to this Agreement.

Section 5.6 – No Solicitation. There shall be no solicitation of employees for Union membership, contributions, dues, service fees, or any other payments conducted within the confines of Joint Base Andrews, Maryland, during times

when either the employee (or employees) being solicited or any employee (or employees) performing such solicitation are being paid by the Company to perform work. Employees may solicit for only membership during meal and break periods. At the beginning of each month, the Company will provide to the Union a list showing the names of newly hired employees to the bargaining unit and the classification to which they have been assigned by the Company.

ARTICLE 6 GRIEVANCE PROCEDURE

Section 6.1 – Definitions. As used in this Article 6:

(a) Grievance. A grievance shall mean a dispute between an employee, or the Union, and the Company involving an interpretation, application, or an alleged claim of breach or violation of the specific and express terms and provisions of this Agreement, except those disputes, terms, provisions, or matters expressly excluded from being grieved under this Article 6 by other provisions of this Agreement.

(b) Days. The term “days” shall mean work days, excluding any day observed as a holiday as provided in the Agreement in Section 11.1 of Article 11.

(c) Employee. The term “employee” shall mean an individual bargaining unit employee or a group of bargaining unit employees having the same grievance. The Company and the Union may mutually agree in writing to combine the grievance of an employee and other similarly affected employees in order to eliminate the need for multiple filings of grievances.

Section 6.2 – Procedural Steps.

(a) Both parties encourage the verbal resolution of disputes as quickly as possible and agree that all disputes and grievances should be resolved at the earliest practical time, whenever possible with the immediate department manager and the employee involved. It is the intent and purpose of the parties to provide a fair and equitable procedure for the orderly settlement of all grievances. Any employee with a complaint or issue should contact the appropriate department manager to discuss and resolve the issue. Both parties will make every effort to resolve the issue. The employee may have his or her union steward present if desired; and if an employee has chosen to have a union steward present, the grievance shall not be settled without the presence of the union steward.

(b) Step 1:

- (1) Supply Department-Written Grievance to Supply Department Manager. If a grievance is not resolved informally by the employee and the Supply Department Manager under Section 6.2(a) above, the union steward, on behalf of the employee and not later than six (6) work days following the date of the occurrence of the condition or event upon which the grievance is based, must submit a written grievance to the Supply Department Manager. If the employee or union steward fails to present the written grievance within this time limit, the grievance shall be considered settled and no further action can be taken thereon. Both parties will make every effort to resolve the issue. At any meetings or conferences held between the employee and the Supply Manager, the employee shall be represented and accompanied by a union steward. Once a grievance is presented, no new violations or issues can be raised in that grievance. The Supply Department Manager shall give his or her written answer to the grievance within six (6) work days after receipt of the written grievance. If a settlement of the grievance is reached before the Supply Manager

renders his or her Step 1 decision, the settlement will be reduced to written form and signed by the Supply Manager, the union steward, and the employee; and the matter and grievance shall then be considered closed. If the Supply Manager fails to provide his or her written response within the time limit specified in this Section 6.2(b)(1), the response to the grievance shall be deemed a denial on the date the limitation period expired, and the employee may advance the grievance to the Final Step of the grievance process.

- (2) Fuels Department-Written Grievance to Fuels Department Manager. If a grievance is not resolved informally by the employee and the Fuels Manager under Section 6.2(a) above, the union steward, on behalf of the employee and not later than six (6) work days following the date of the occurrence of the condition or event upon which the grievance is based, must submit a written grievance to the Fuels Manager. If the employee or union steward fails to present the written grievance within this time limit, the grievance shall be considered settled and no further action can be taken thereon. Both parties will make every effort to resolve the issue. At any meetings or conferences held between the employee and the Fuels Manager, the employee shall be represented and accompanied by a union steward. Once a grievance is presented, no new violations or issues can be raised in that grievance. The Fuels Manager shall give his or her written answer to the grievance within six (6) work days after receipt of the written grievance. If a settlement of the grievance is reached before the Fuels Manager renders his or her Step 1 decision, the settlement will be reduced to written form and signed by the Fuels Manager, the union steward, and the employee; and the matter and grievance shall then be considered closed. If the Fuels Manager fails to provide his or her written response within the time limit specified in this Section 6.2(b)(2), the response to the grievance shall be deemed a denial on the date the limitation period expired, and the employee may advance the grievance to the Final Step of the grievance process.

(c) Final Step – Written Appeal to the Project Manager. If the grievance of a Supply Department employee is not settled at Step 1 or the grievance of a Fuels Department employee is not settled at Step 1, the union steward on behalf of the employee, not later than ten (10) work days after the union steward's receipt of the decision rendered in accordance with Sections 6.2(b)(1) or 6.2(b)(2) above, may file a written appeal of that decision to the Project Manager. Department(s) without a manager, or an acting manager, it is understood the Step 1 is waived. The written appeal shall include a copy of the written grievance submitted at the preceding step and a copy of the decision from the preceding step, together with all documents and other evidence in support of the grievance. Not later than ten (10) work days after receipt of the written appeal, the Project Manager, or his or her designee, shall meet with the employee, the union steward, and the Union's Business Representative, as well as with the employee's managers to confer and discuss the grievance. The Project Manager, or his or her designee, shall give his or her written answer to the grievance within ten (10) work days after such meeting, which answer shall be final and binding on the employee, the Union, and the Company, unless it is a matter that is subject to review by arbitration and it is timely appealed to arbitration by the Union in accordance with the procedures set forth in Article 7 of this Agreement. If a settlement of the grievance is reached before the Project Manager renders his or her Final Step decision, the settlement will be reduced to written form and signed by the Project Manager, the Union Business Representative, the union steward, and the employee; and the matter and grievance shall then be considered closed. If the Project Manager fails to provide his or her written answer within the time limit specified in this Section 6.2(c), the response to the grievance shall be deemed to be the Project Manager's written answer of denial on the date the limitation period expired for purposes of taking an appeal to arbitration under Article 7 of this Agreement.

Section 6.3 – Written Presentation. All grievances presented at Step 1, and Final Step of the procedure set forth in Section 6.2 of this Agreement shall contain the following information:

- (a) Name(s) of the employee(s) involved.
- (b) Date of the alleged grievance.
- (c) Date of the first discussion of the grievance with the immediate manager, if any.
- (d) Date of the immediate manager's answer or response to the grievance, if any.
- (e) Nature of the grievance and the alleged facts giving rise to the grievance.
- (f) Date of the presentation and delivery of the written grievance.
- (g) The provision(s) or section(s) of the Agreement alleged to have been violated.
- (h) Proposed remedy.

All grievances at Step 1, and appeals at Final Step of the procedure set forth in Section 6.2 of this Agreement and any written consents for extension of time periods shall be signed and dated by the grievant(s) or the union steward of the grievant(s), and, as applicable, the Union Business representative. All written answers and any written consents for extension of time periods submitted by the Company shall be signed and dated by the appropriate Company representative.

Section 6.4 – Time Limitations and Written Waivers of Procedure.

(a) The parties understand and agree that the time limits set forth in the various steps of the grievance procedure are essential to the prompt resolution of the grievances. During any procedural step or within the time limit for proceeding to the next step or to arbitration after a decision by the Company, the Union may accept the Company's decision; reject the Company's decision and timely proceed to the next step or arbitration, as applicable; or withdraw the grievance. If such time limits are not met or if the grievant and/or the Union do not take the required action within the specified time limits (except in those instances where the Union and the Company both consent and agree in writing to extend such time limits), the grievance shall be deemed forever settled and waived.

(b) The time limits specified in this Section 6.2 may be extended by mutual written agreement of the parties. The Company and the Union may mutually agree in writing to waive any prior step of the grievance procedure and proceed directly to the Final Step of the grievance procedure.

(c) The Company and the Union may mutually agree in writing to combine the grievance of an employee and other similarly affected employees in order to eliminate the need for multiple filings of grievances.

(d) The Union shall have authority, with respect to any employee covered by this Agreement, to decline to process a grievance, complaint, or dispute if in the judgment of the Union such grievance or dispute lacks merit or justification under the terms and conditions of this Agreement; has been adjusted or justified under the terms of the Agreement to the satisfaction of the Union; or upon an employee's refusing representation in the grievance and arbitration process by a union steward and/or the Union Business Representative.

ARTICLE 7 ARBITRATION

Section 7.1 – Appeal Procedure. Any grievance that involves the interpretation or application of the terms of this Agreement, that has been properly and timely processed through the grievance procedure set forth in Article 6 of this Agreement, and that has not been resolved or settled at the conclusion thereof, may be appealed to arbitration by the Union serving the Company with a written notice of appeal within thirty (30) work days after receipt of the written answer of the Company at the Final Step of the grievance procedure set forth in Article 6 of this Agreement. The failure to appeal a grievance to arbitration in accordance with this Section 7.1 shall constitute a waiver of the Union's right to appeal to arbitration, and the answer of the Company at the Final Step of the grievance procedure shall be final and binding on the grievant, the Company, and the Union.

Section 7.2 – Selection of Arbitrator. The appeal to arbitration shall be heard and decided by an arbitrator selected from a list of qualified and impartial arbitrators furnished by the Federal Mediation and Conciliation Service. Not later than ten (10) work days after the Union serves the Company with a written notice of appeal a grievance to arbitration, the Company and the Union shall jointly request the Federal Mediation and Conciliation Service to furnish to the Company and the Union with a list of seven (7) qualified and impartial arbitrators. Upon receipt of that list, the Company and the Union shall promptly notify one another if there is objection by either party to the initial panel of arbitrators named in the list provided by the Federal Mediation and Conciliation Service. If such an objection is made, the Company and the Union shall promptly request a new list of arbitrators from the Federal Mediation and Conciliation Service. Within twenty (20) work days after receipt by the Company and the Union of either the original list if no objection to it was made, or the second list if objection was made, the Company and the Union shall alternately strike names from the list (the right to strike the first name having been determined by lot), until one (1) name is agreeable to both parties or until only one (1) name remains. The arbitrator whose name remains shall hear the appeal.

Section 7.3 – Arbitrator's Jurisdiction. The jurisdiction and authority of the arbitrator, and his or her opinion and award, shall be confined exclusively to the interpretation and/or application of the express provision or provisions of this Agreement specifically at issue between the Union and the Company. In considering the appeal, the arbitrator shall be governed by the following provisions and limitations:

(a) The arbitrator shall hear all evidence and arguments on the specific issues in dispute, and the written decision of the arbitrator shall be final and binding upon the grievant, the Union, the bargaining unit, and the Company.

(b) The arbitrator shall issue his or her decision not later than thirty (30) days from the date of the closing of the hearing or the date of submission of post-hearing briefs, whichever is later. The parties can consent in writing to extending the time for the arbitrator's submission of a decision.

(c) The arbitrator's decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the precise issue or issues submitted. The parties will jointly submit a mutually agreed, signed statement setting forth the issue or issues to be decided by the arbitrator, the specific contract provisions alleged to have been violated, and the remedy or relief sought. The stipulated issue or issues shall be the sole matters to be decided by the arbitrator. Should the parties fail to agree upon the issue, each party may submit a separate

statement of issues it considers in dispute and the arbitrator shall determine, preferably before the hearing, the issue or issues to be arbitrated.

(d) The arbitrator shall have no authority to determine any issue or issues other than the precise issue or issues submitted, and the arbitrator shall refrain from issuing any statement, opinion, or conclusion not essential to the determination of the precise issue or issues submitted.

(e) The arbitrator shall limit its decision strictly to the application or interpretation, or both, of the specific and express provisions of this Agreement as related to the specific issue or issues submitted.

(f) The arbitrator shall be without power and have no authority:

- (1) To make any decisions contrary to or inconsistent with the terms of this Agreement;
- (2) To make any decisions which add to, detract from, alter, amend, modify, supplement, or ignore in any way the terms and provisions of this Agreement;
- (3) To make any decisions which are contrary to or inconsistent with, or which ignore in any way the terms and provisions of this Agreement, applicable law, or any applicable rules or regulations that have the force and effect of law;
- (4) To make any decision limiting or interfering in any way with the power, duties, and responsibilities of the Company under federal and state laws or other applicable laws, rules, and regulations except as such powers, duties, rights, and responsibilities have been lawfully delegated, abridged, or modified by the provisions of this Agreement; and

(g) The arbitrator's award may include backpay to the grievant(s); however, the following limitations shall apply to any monetary awards:

- (1) No award for backpay shall exceed the amount of pay the employee would otherwise have earned at the employee's straight-time rate of pay, and if applicable and proven, any overtime pay entitlement, and such backpay shall not be retroactive to a date earlier than the date of the occurrence of the event giving rise to the grievance under consideration; but in no event shall the Company be in any way liable for or obligated to provide any backpay, monetary award, relief, or grievance settlement for any time earlier than eleven (11) work days before the date of initial filing of the Step 1 grievance, and also provided that any such backpay, monetary award, relief, or grievance settlement related to any loss falling within this eleven (11) work-day period shall be limited to the actual loss incurred by the grievant during this eleven (11) work-day period.
- (2) If back pay is awarded, there shall be deducted from that backpay amount any other compensation, including wages, commissions, workers compensation benefits, and unemployment compensation benefits, that the grievant may have received or which may be due the grievant for the designated award period.
- (3) The award shall not exceed the actual loss to the grievant and shall not include punitive damages.

(h) Arbitrability. If the Company asserts that a grievance or appeal is not arbitrable, including but not limited to the contention that there has been a failure to comply with the procedural requirements of Articles 6 and 7 of this Agreement, the arbitrator:

- (1) Shall first take and hear all evidence, testimony, oral argument, and presentation of legal authorities by the parties, without submission of post-hearing briefs, limited solely to the issue of arbitrability;
- (2) Shall initially decide the issue of arbitrability at and during the hearing upon the evidence, testimony, oral argument, and presentation of legal authorities initially made by the parties, and shall not proceed to take and hear any evidence, testimony, oral argument, and presentation of legal authorities by the parties on the substantive merits of the grievance until after the arbitrator has decided and determined the issue of arbitrability at the hearing;
- (3) Shall not have any authority or jurisdiction to receive evidence or decide the substantive merits of the grievance until after the arbitrator determines at the hearing whether the grievance is arbitrable; and
- (4) Shall either deny the grievance if it is determined not to be arbitrable, or reconvene the hearing to hear and receive evidence and to decide the substantive merits of the grievance, if it is determined to be arbitrable.

Section 7.4 – Reporting of the Arbitration Proceedings. Either party or both will be allowed to have the arbitration recorded and reported by a certified court reporter. If both parties agree to retaining the services of a court reporter for recording and reporting of the arbitration proceedings and/or if both parties obtain a copy of the arbitration hearing transcript (no matter who initially retained the services), payment of the fees and costs of the court reporter and the costs of the arbitration hearing transcript for the arbitrator shall be shared equally between the Union and the Company. If only one party obtains retains the services of a court reporter for recording and reporting of the arbitration proceedings and only that party obtains a copy of the arbitration transcript, that party shall pay the fees and costs of the court reporter and the costs of the arbitration hearing transcript for the arbitrator. In any event, each party shall bear and pay its own costs for its copy of the arbitration hearing transcript.

Section 7.5 – Location of Arbitration Hearing. The parties will conduct arbitration cases at a location within twenty-five miles of the site where the grievance originated, unless the parties agree otherwise in writing.

Section 7.6 – Fees and Expenses of Arbitration. The fees and expenses of the arbitrator selected from the list furnished by the Federal Mediation and Conciliation Service shall be borne equally by the parties. Other than the fees and expenses of the arbitrator as specified in this Section 7.6 and of the court reporter as specified in Section 7.4 above, each party shall bear its own arbitration expenses, including costs and fees of its representatives, attorneys, witnesses, and its copy of the transcript.

ARTICLE 8
LAYOFFS, ASSIGNMENTS, AND TRANSFERS

Section 8.1 – Definitions.

(a) Seniority. Seniority shall mean an employee's length of continuous, unbroken service within or without the bargaining unit (unless otherwise specified to the contrary in this Article 8), measured in calendar days from the employee's original date of hire by the Company or by the Company's predecessor private sector contractors (that is, not government employers) at Joint Base Andrews, Maryland, who were providing and performing the same services as the Company was performing as of February 10, 2005, from its facilities located at Joint Base Andrews, Maryland, under its contract with the United States Department of the Air Force. When two (2) or more employees have the same seniority date as herein provided, the employee having the lowest last four (4) numbers of his or her social security number shall be considered to be the most senior. Seniority shall not accrue to a probationary employee until completion of the probationary period set forth in Section 1.3 of this Agreement, at which time the employee shall possess seniority as defined in this Section 8.1. Seniority shall be applicable only as expressly provided in this Agreement.

(b) Seniority Pool. All employees holding the same job classification delineated in Appendix 1 to this Agreement shall constitute a seniority pool.

(c) Seniority Lists. Semi-annually, the Company will supply the Union with a seniority list of employees covered by this Agreement. Employees may contest the accuracy of their seniority status, through a Shop Steward in writing to the Project Manager; and if an error is established, the correction will be made and the Shop Steward will be notified of such in writing. After thirty (30) days from when supplied by the Company and posted on the Union bulletin board, the seniority status of all employees shown on the posted list, as may be corrected, will be incontestable. The Union will be notified of additions or deletions to the seniority list between postings.

Section 8.2 – Layoff.

(a) Determination of Layoffs. The Company will determine the timing of layoffs, the number of employees to be laid off, and in which seniority pool(s) layoffs will be affected. The Company shall provide a list to the Union at the time of layoff. However; Shop Stewards shall also be senior members of the bargaining unit as defined in Article 2A Section 2A.1 The Union shall furnish the names of all stewards to the Company and shall notify the Company of any changes to the stewards.

(b) Temporary Layoffs. If the Company determines that one (1) or more employees in a seniority pool shall be laid off for five (5) or fewer consecutive regular workdays on which such employees would normally be scheduled to work, the Company shall not be restricted in selecting the employees who will be laid off. Nevertheless, any employee with a "Yankee White" security clearance or current Special Experience Identifier (SEI) to meet the requirements of the PWS for Cryo, Lab and Accounting shall not be included in any temporary layoff seniority pool. Employees who are temporarily laid off have the option of using earned and available personal time off time instead of being off of work without pay.

(c) Other Layoffs. If the Company determines that one (1) or more employees in a seniority pool shall be laid off for more than five (5) consecutive regular workdays on which such employees would normally be scheduled to work, the Company will first lay off employees in their probationary period, as defined in Section 1.3 of this Agreement, and then will lay off the least proficient employees in the seniority pool; provided that, if, because two (2) or more employees possess equal proficiency or the Company's assessment of proficiency standard results in a choice of more than one (1) employee for layoff, the Company will lay off the less senior employee(s) of such group of employees. Nevertheless, any employee with a "Yankee White" security clearance or current Special Experience Identifier (SEI) to meet the requirements of the PWS for Cryo, Lab and Accounting shall not be included in any seniority pool for layoffs under this Section 8.2(c). For purposes of this Section 8.2, the level of an employee's proficiency shall be based on the Company's review and assessment of the employee's employment records (including performance evaluations or appraisals and associated improvement or corrective action records and plans, and safety records); skills, abilities, reliability, and experience levels; and performance and work completion effectiveness and efficiency.

(d) Severance. The Severance Allowance Policy is as follows:

- Employees with less than three full years of continuous service are not entitled to severance pay.
- For those employees entitled to severance pay, one week of severance shall be paid for each full year of continuous service (e.g. 12.5 years of service would entitle an employee to 12 weeks of severance)
- The maximum severance benefit is 15 weeks pay even if the employee has more than 15 years of continuous service.
- Continuous service is defined as the whole span of continuous employment with the Company at Joint Base Andrews, or continued employment with the Company and predecessor contractors on the government customer contract and preceding government customer contracts at Joint Base Andrews, whichever is greater. An employee placed on layoff shall be considered to have experienced a break in service if such employee is placed on layoff and subsequently recalled from layoff or later rehired.
- Employees who are recalled after having received severance pay and then laid off again shall receive severance on their subsequent layoff based solely on time worked following their most recent recall to work.

In the event of termination by the prime contractor of its contract with the Company for work to be performed at Joint Base Andrews, the severance allowance policy detailed above will be modified as follows:

An employee shall not receive severance allowance if the employee is offered employment by, employed by or accepts employment, or enters into an agreement for subsequent employment with a succeeding contractor under a follow-on contract where credit for prior length of service is preserved under substantially equal conditions of employment in a position requiring the same, similar, or greater responsibility. If an employee fails to exert all reasonable efforts to secure employment with a successor company, even though a position is available, he will forfeit severance rights.

When an employee is formally advised that he is to be placed on layoff status, other more senior employees within the same work area may request consideration to replace the affected employee. The employee who is volunteering to be laid off in place of the person who was to be laid off (in seniority order) will complete the appropriate forms absolving the Company and the Union of any future liability. The request for layoff will be reviewed by management

consistent with the needs of the business**. Management action on the request will not be subject to the Grievance procedure. It is clearly understood by the Company and the Union that this would be a voluntary action on the part of the requesting employee and the Union would be notified of such request. It is also understood that the employee so laid off will be entitled to layoff benefits in the same manner as if he was laid off in seniority order.

**Needs of the business is defined as impact on the mission.

Section 8.3 – Transfers Out of the Bargaining Unit. Bargaining unit employees who are transferred or promoted to positions within the Company at the facilities located at Joint Base Andrews, Maryland but which are not job classifications within any bargaining unit within the Company, shall retain and accrue seniority as specified in this Section 8.3, but upon such transfer or promotion, those employees shall not be regarded as working under or governed by the terms of this Agreement while occupying such positions. Employees so transferred or promoted shall retain and accrue seniority for a period of thirty-one (31) calendar days from the date transferred or promoted out of any of the bargaining units. If those employees transferred or promoted under and subject to this Section 8.3 return to any of the bargaining units, they shall be allowed to exercise seniority as retained and accrued under this Section 8.3. The seniority of those returning employees will be adjusted and re-established based upon (a) the retained and accrued seniority under this Section 8.3 and (b) the interruption in seniority and no-seniority accrual while so transferred or promoted to the non-bargaining unit positions or job classifications. The Company shall provide a list to the Union at the time of transfer.

Section 8.4 – Recall.

(a) Order of Recall. If the Company determines to fill a vacancy in a seniority pool from which employees are laid off, such employees shall be recalled in the reverse order of layoff from that seniority pool, provided that they are qualified to satisfactorily perform the duties of the job in the classification or seniority pool which is being recalled and are also available for immediate return to work for the Company on the date specified for recall.

(b) Notice of Recall. The Company will forward notice of recall by certified mail to the last known address of the employee reflected on Company records. A copy of such notice shall also be sent by regular mail to the Union. The employee must, within five (5) calendar days of delivery or attempted delivery of the notice of recall, notify the Company of the employee's intent to return to work on the date specified for recall and, thereafter, return to work on such date. If the employee does not respond as required by this Section 8.4(b), the next employee may be recalled and the notified employee will be terminated from employment with the Company. If no qualified employee remains, a new employee may be hired.

(c) Failure of an employee to keep the Company advised in writing of the employee's current and correct address shall relieve the Company of any obligations under this Article 8.

Section 8.5 – Assignments, Transfers, Promotions, and Filling of Vacancies.

(a) Temporary Assignments. In order to provide maximum stability, to ensure efficient operations and the security of all employees, and to minimize the possibility of layoffs, the Company may temporarily assign employees to other assignments on the contract with the U.S. government for no longer than ninety (90) calendar days. An employee temporarily assigned by the Company's management to another job position shall be paid in accordance with Section 9.4 of this Agreement for the hours spent actually working in that position.

(b) Posting Notice of Vacancy. When the Company determines to fill a job classified vacancy within the bargaining unit, the Company will post a notice of the vacancy or job openings on employee bulletin boards within twenty (20) days of that decision for seven (7) work days. Such notice shall contain the following information:

- (1) Job classification.
- (2) Department
- (3) Specific initial shift assignment.
- (4) Qualification requirements as established by the Company, including physical, certification, technical, skill, and experience requirements.
- (5) Wage rate.
- (6) Required reporting date and time.
- (7) Date and time after which bids will no longer be accepted for the job.

The Company shall furnish a copy of the job posting at the time of posting to the union steward for the area in which the job is located. The Company may, at its option, temporarily fill a job vacancy by assignment pursuant to Section 8.5(a) or until it is filled through the notice and bidding procedures under this Article 8, whichever is earlier.

(c) Bidding. Subject to the provisions of Section 8.5(f), any employee may submit a bid for the job on the company's electronic website. Employees who complete the application process on the electronic website receive an email confirmation of their submittal. The employee will provide their email application confirmation to the onsite Human Resources (HR) representative who will then provide a copy to the Chief Steward. Bids received after the closing date shall not be considered. The Company reserves the right to cancel the posted bid or withdraw its filling of the vacancy prior to the successful bidder assuming the duties thereof.

(d) Selection.

- (1) From among employees who submit bids for the posted job, the Company will award the job to the senior employee who is most qualified for that job. If no employees who submitted bids are qualified for the posted job, the Company may fill the job from any source. An employee awarded a job vacancy shall be reclassified to the job classification as of the first day of work on the job. The Company will make its best efforts to award the job vacancy within twenty (20) working days after the posting of the notice of vacancy.
- (2) Qualifications. In application of the principles of seniority as provided in this Agreement, consistent with applicable federal and state laws and regulations, the employee must have the qualifications to be performed in the work involved. For purposes of Sections 8.4 and 8.5(e), the terms "qualifications" and "qualified" mean that the employee meets the requirements of the job classification and description and has the physical and technical abilities, as applicable, to perform the work and duties involved as determined by the Company. For all other purposes, the terms "qualifications" and "qualified" mean that the employee meets the requirements of the job classification and description and has the physical and technical abilities, as applicable, to perform the work and duties involved.

(3) Qualifications Program. It is the intent of the Company and the Union to cooperate and to develop and implement together a qualifications program to enhance qualifications of employees and to serve as a standard for selections to job classifications and promotions.

(e) Restrictions on Bidding. An employee, who is awarded a job for which the employee bid, must accept it. If, immediately prior to being awarded a posted job, the designated job classification of a full-time employee who was awarded the posted job was in the same labor grade as the posted job, or a higher paid labor grade than the posted job, the full-time employee may not bid for another job for a period of twelve (12) months after being awarded the job. Nevertheless, if the Company, pursuant to Section 8.5(d), cancels the posted bid or withdraws its filling of the vacancy prior to when employee, as the successful bidder, assumed the duties thereof, the twelve (12)-month bidding restriction in this Section 8.5(f) shall not apply. An employee must have been employed by the Company for twelve (12) months in order to bid. The parties agree that this restriction for new employees may be waived for individuals by mutual agreement.

(f) Disqualification of Bidder. An employee who is unable to perform the job to which he bid to the satisfaction of the Company within sixty-four (64) work days after being awarded the job shall be returned to the job classification the employee held at the time of submitting the bid. An employee so returned shall not be eligible to bid again for the same job from which the employee returned for a period of twelve (12) months.

(g) Transfers for Training. As determined by the Company, bargaining unit employees may be transferred to other assignments within the bargaining unit for the purpose of direct training of employees. Sufficiently competent employees within a classification will be considered for training in accordance with the Company's and Government requirements. If an employee is transferred by the Company for direct training purposes to a job paying a higher rate, the employee will continue to receive the pay rate being paid the employee prior to the date of the assignment. The Company will determine the need and the number of employees to include SEI's to be so trained and will arrange such direct training with the Government. Prior to hiring an outside SEI candidate internal employees will be canvassed to determine interest.

Section 8.6 – Termination of Seniority. An employee's seniority shall be terminated and the employee's rights under this Agreement forfeited for the following reasons:

(a) Discharge for just cause, quitting, retirement, or resignation;

(b) Failure to give notice of intent to return to work after recall within the time period specified in Section 8.4(b) of this Agreement, or failure to return to work on the date specified for recall, as set forth in the written notice of recall;

(c) A time lapse of twenty-four (24) months, or for a period equal to the employee's seniority (whichever is less), since the last day of actual work for the Company, regardless of reason (this provision does not apply to layoff or for a leave period under the workers compensation laws of Maryland, under the Family and Medical Leave Act taken pursuant to Section 13.1 of this agreement) or for any reasonable accommodations for any employee on leave under the Americans with Disabilities Act.

(d) Failure to return to work upon expiration of an approved leave of absence; and

(e) Failure to be recalled from layoff for a period of twenty-four (24) months or for a period equal to the employee's seniority, whichever is less, but may be extended by mutual agreement.

Section 8.7 – Return of Personnel to the Bargaining Unit. A person, who, after transfer or promotion out of the bargaining unit, remains in the continuous employ of the Company at its facilities located at Joint Base Andrews, Maryland, may be transferred to any designated job classification in the bargaining unit in accordance with the job vacancy, bidding, and selection process under this Article 8.

Section 8.8. Nothing in this Agreement shall be construed to prevent an employee from performing work that is below his or her classification when required to do so by the Company. Under those circumstances, the employee will be paid in accordance with the terms of Section 9.4 of this Agreement.

Section 8.9 – Employment and Conflicts with Other Employers. Employees are free to participate in off-duty employment or to seek or obtain employment with any employer other than the Company as the employee may desire, subject to the following restrictions:

(a) Off-duty employment or any activities related thereto must not interfere with the employee's performance of job duties attendance with the Company.

(b) Employees involved in any purchasing or procurement activities, tasks, or actions for the Company shall not own or be employed during off-duty hours by businesses that are current or potential vendors of the Company.

(c) Employees are prohibited from using any Company identification, documents, or records to gain access to any government installation or facility to perform any non-Company business or activities.

(d) For employees hired after the start date of this agreement, prior to starting such employment, the employee must notify the Company in writing by completing and returning the Company's secondary employment notification form.

ARTICLE 9 – WAGE AND TRAINING COSTS

Section 9.1 – Definition of “Designated Job Classification”. The job classification to which an employee is assigned at the time of initial employment shall be the employee's "designated job classification" and shall remain the employee's designated job classification unless the employee moves to another job classification in accordance with the procedures set forth in Sections 8.2 or 8.3 of Article 8 of this Agreement, in which case, the job classification to which the employee moves shall become the employee's designated job classification. Job classifications are listed in Appendix 1. The “Fuels” classification i.e. Fuels Ops., Fuels Op-YW, Fuels Op Lead, Fuels Op-YW Lead (the parent classifications) and the “Supply” classification i.e. Supply Technician, Supply Technician Lead and Warehouse Specialist (the parent classifications) identifies sub-classifications that contain specific duties performed by employees in these classifications. The sub classifications under the parent classifications are not intended to be subject to individual wage negotiations but rather will continue to be paid at the rate of the parent classification.

Section 9.2 – Straight Time Rate of Pay. Except as otherwise specified in this Agreement, an employee shall be paid the straight-time rate of pay for the employee's designated job classification for all time for which the employee is entitled to compensation pursuant to a provision of this Agreement. The straight-time rate of pay for each job classification set forth in Appendix I hereto shall be the hourly rate specified for that job classification.

Section 9.3 – Overtime.

(a) Rate of Pay. For all hours worked, in excess of forty (40) hours in a workweek, an employee shall be paid one and one-half (1.5) times the employee's straight-time rate of pay for that workweek; provided, however, that the employee shall not work any overtime nor be paid for working any overtime that has not been directed by and authorized by the proper supervisory personnel of the Company before the overtime is worked. The following paid leaves will be counted as time worked for obtaining the forty (40) hour overtime threshold pursuant to the Articles regarding: PTO, Holidays, Bereavement Leave, Voting Leave, and Court Leave.

(b) Distribution of Overtime. The difficulties of distributing overtime on an equal basis is recognized by the Union and the Company; however, the managers in charge, consistent with and in accord with the operational demands and requirements of the Company and its obligations under contracts with the United States government, will endeavor to distribute necessary and available overtime work as equally as possible among the employees, in their respective job classifications at each work center.

Section 9.4 – Rate of Pay for Temporarily Transferred Employees. For the hours of actual work performed by an employee, whose designated job classification is listed in Appendix I and who is temporarily transferred to another job classification listed in Appendix I with a different straight-time rate of pay than the straight-time rate of pay for the employee's designated job classification, the employee shall be paid the greater straight-time rate between the job classification to which the employee is transferred and the employee's designated job classification.

Section 9.5 – Pay Day. By the close of business on the Friday of the calendar week immediately following the close of the pay period, employees will receive their pay checks in the form of direct deposit to an individual financial institution account designated by the employee.

Section 9.6 – Shift Differential Pay. A shift employee is an employee who is regularly scheduled to work shifts other than the regular working hours of 7:30 a.m. to 4:30 p.m. for Supply day shift) or 6:00 a.m. to 2:30 p.m. (for Fuels A shift and 1st Heli Supply Employees) in any work day (as defined in Section 10.4). The Supply employee designated to lock up Bldg. 3066 regular work hours will be between 8:00 a.m. and 5:00 p.m. In addition to the applicable straight-time rate of pay, a shift differential of eighty-five cents (\$.85) per hour will be paid to employees for B and C shift work during the week, and also to any A shift employee who works on an off-shift beyond their normal hours. For example, if an employee works A shift which is 6:00 a.m. to 2:30 p.m. but works until 5:00 p.m., the employee will get 2.5 hours with the shift differential. For employees who work the weekend shifts (Wacky Weekenders (WWE)), the shift differential will be paid after 2:00 p.m. for the Day shift WWE. In addition, an employee working the night shift WWE will be paid a shift differential for all hours worked.

Section 9.7 – Reporting Pay. An employee who reports for regularly scheduled work will be allowed to work two (2) hours or alternatively will be paid two hours compensation at the employee's applicable straight-time rate of pay unless the employee either is notified not to report to work or could not be notified after reasonable effort and attempts to do so had been accomplished by the Company.

Section 9.8 – Call-back Pay. An employee who is scheduled for call-back duty shall receive a minimum of ten (10) hours compensation at the employee's applicable straight-time rate of pay for the week the employee is scheduled for call-back duty. If an employee actually performs any call-back work during the employee's scheduled call-back duty period, all call-back hours worked shall be included in computing overtime compensation pursuant to Section 9.3. Employees on call-back duty will be expected to answer their phone and will make every effort to respond to customer priority requests within one hour of receiving the call. If issues arise with customer's that can't be readily resolved, contact your Manager(s) for guidance and recommendations. Employees who fail to answer and / or respond to customer priority request will forfeit two (2) hours of call-back compensation for each time they fail to respond. If an employee experiences an issue that will require them to transfer their responsibility to another employee during their call-back duty week, they will notify their Manager(s) of the change and period of change required.

Section 9.9 – Costs of Training. The costs of any training of employees required by the Company shall be borne by the Company, including travel and lodging expenses reasonably associated with or reasonably incurred by the employee to accomplish the required training. The Company will pay an employee's costs associated with the renewal and retention of a job-related and required commercial driver's licenses and hazardous materials certifications and licenses.

Section 9.10 – No Duplication or “Pyramiding” of Overtime and Other Premium Pay. For each period of time for which an employee is entitled to compensation pursuant to a provision of this Agreement, the employee shall be paid in accordance with that pay formula set forth in this Agreement that entitles the employee to the greatest amount of compensation, but the employee shall not be entitled to compensation pursuant to any other pay formula set forth in this Agreement. Time for which an employee is compensated pursuant to the preceding sentence at a premium rate shall not be counted to enable the employee to receive compensation pursuant to another provision of this Agreement.

Section 9.11 – Certified to Carry Firearms. An employee who has been trained, certified and appointed to carry firearms for their particular work duties will receive in addition to their applicable straight-time rate of pay, an additional one dollar (\$1.00) per hour for all hours worked in the Mobility Element.

Section 9.12 – New Technology. In the event that new technology is introduced that affects the work performed by bargaining unit employees, the Company will train those employees who at the time perform duties that will be affected by the new technology. If the union believes that additional employees work with the technology, the company agrees to meet and confer with the union regarding the training of those additional employees.

Section 9.13 – Lead Pay. If a working Lead employee is not present in their assigned section, shift or area of responsibility, the Company will offer too day rate the senior most qualified employee to function as the working Lead. If the senior most qualified employee refuses the Company will ask the next senior most qualified employee in line until there is acceptance by a qualified employee. If no qualified employee accepts the Company will not be responsible to fill the opening.

ARTICLE 10 HOURS OF WORK

Section 10.1 – Purpose of Article. The sole purpose of this Article is to provide a basis for the computation of straight time and overtime, and nothing contained in this Agreement shall be construed as a guarantee or commitment by the Company to any employee of a minimum or maximum number of hours of work per day, per week, or per year. The Company's pay records, practices, and procedures shall govern the payment of all wages.

Section 10.2 – Workweek. The workweek shall consist of seven (7) days, which currently begins immediately after midnight on Sunday and ends at midnight the following Sunday. The Company retains the right to change the days or times, or both, of the beginning and end of the workweek as may be required by the Company's operational needs, obligations, and commitments under applicable contracts with the United States government.

Section 10.3 – Regular Workweek. The regular workweek shall consist of forty (40) hours of work within the workweek.

Section 10.4 – Workday. A workday is a period of twenty-four (24) consecutive hours beginning at the start of a calendar day and ending at midnight of that day.

Section 10.5 – Regular Workday. A regular workday for employees other than shift employees (as defined in Section 9.6 of this Agreement) shall consist of eight (8) consecutive hours of actual work (including the two rest periods) in a workday, exclusive of a lunch break.

Section 10.6 – Schedule. The Company retains the right to change the schedule for employees' work to suit varying conditions of the business and operations of the Company or special circumstances for the individual and the government. The Company and Manager will give employees, who are affected by a work schedule change seven (7) days' notice unless mutually agreed to between the Parties. Schedules will be changed only if circumstances beyond the control of the Company occur, such as, the operational needs and mission requirements.

Section 10.7 – Rest and Meal Periods. There shall be one (1) unpaid meal period and two (2) fifteen (15) minute paid rest periods during the course of a regular workday. The Company shall permit the employee to take a fifteen (15) minute rest period, which may be taken without loss of pay, at a time scheduled by the employee's manager that does not interrupt or delay the work performed during each half of the work schedule. Employees scheduled to work four (4) or more hours of overtime shall be entitled to a fifteen (15) minute rest period prior to the start of the overtime period and any scheduled rest periods every two (2) hours.

Section 10.8 – Overtime Work. Subject to the provisions of this Section 10.8 and consistent with Section 9.3(b) of this Agreement, the Company shall determine when and by whom overtime will be worked. An employee who is not excused by the Company from performing assigned overtime and who fails to report for such overtime will be subject to appropriate discipline.

Section 10.9. If circumstances or conditions arise that are beyond the control of the Company and that require the Company to give employees the option to be assigned to other work or to take time off, the employees so

affected who elect to take time off also shall have the option to use their earned and available personal time off time or take leave without pay.

Section 10.10 Shift Preference. An employee may make a formal request to the Company to change shifts provided they have been on their respective shift a minimum of six (6) months. The Company will canvass for volunteers in the same classification on the shift the employee is requesting to be moved. If an employee on the requested shift volunteers to move the two (2) employees will switch shifts. If more than one (1) employee on the shift volunteers to move the most senior employee will be the one to switch shifts. If there are no volunteers the employee holding the same classification with the lowest seniority on the requested shift will be required to change shifts with the requesting employee provided the requesting employee has greater seniority than the employee who would be replaced. No employee with less than one (1) year seniority may request to change shifts or be bumped to another shift. Once an employee moves on a shift preference they will be ineligible to make another shift preference application for a period of 12 months from the date they are moved to their new shift. Moves will take place no later than the second pay period from the date the application is received by Human Resources.

ARTICLE 11 HOLIDAYS

Section 11.1 – Holidays Celebrated. The following ten (10) days are designated as holidays:

New Year's Day
Martin Luther King Jr.'s Birthday
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Annually, but no later than September 30 of each year, the Union may notify the Company that the employees have agreed to select, for application in the following year, one (1) of the holidays listed above to be replaced and substituted by another day during the following year to be observed as a holiday. The Union shall inform the Company which holiday is to be replaced and the date to be observed as the substituted holiday. The replaced holiday will be scheduled as a regular work day, and the substituted holiday will be scheduled as a holiday. In the event the Federal Government and / or Joint Base Andrews declare an additional Federal holiday(s) in excess of current holidays per Article 11.1, such new declared holiday(s) will be granted to the employees covered by this agreement.

Section 11.2 – Eligible Employees. Each full-time and part-time employee who has actually worked during the seven (7) day period immediately preceding the date observed as a holiday or who was on personal time off during that seven (7) day period, and who actually works his or her last scheduled workday before and first scheduled workday after the date observed as the holiday, shall be eligible for the benefits set forth in this Article. An employee, who is not a full-time or part-time employee, shall not be eligible for the benefits set forth in this Article.

Section 11.3 – No Work on the Holiday. An eligible employee who is not required to work on the day observed as a holiday, which date is normally a scheduled work day for the employee, shall receive eight (8) hours pay at that employee's straight-time rate of pay for that holiday.

Section 11.4 – Work on the Holiday. The Company reserves the right to require employees to work on a holiday; however, the Company will make every effort to schedule as many employees as possible off from work on holidays. An eligible employee who is required to work a shift that begins during the calendar day observed as the holiday shall receive one and one-half times his or her straight-time rate of pay for all hours worked, during that shift, in addition to eight (8) hours pay at the employee's straight-time rate of pay. An employee who is required to work a shift that begins on the calendar day observed as a holiday and who does not report to work shall be ineligible for benefits under this Article for that holiday.

Section 11.5 – Holiday During a Scheduled Day Off or Personal Time Off Period

(a) If a holiday is observed on a scheduled personal time off day of an eligible employee, the holiday will be treated as an observed holiday under this Article not as a personal time off day, and the employee will receive pay only for the holiday.

(b) If a holiday is observed on a scheduled day off (other than a personal time off day) of an eligible employee, the employee will receive pay for the holiday in accordance with the provisions of this Article.

(c) Employees who are on leave without pay or who have been laid off are not eligible employees under this Article.

Section 11.6 – Overtime Credit. Any hours that an employee does not work but for which the employee is compensated pursuant to Section 11.3 or Section 11.4 shall not be considered hours worked for the purposes of computing overtime eligibility under Section 9.3 of this Agreement.

Section 11.7 – Holiday Observances. The holidays designated in Section 11.1 above will be observed on the same days that those designated holidays are observed by military and government personnel assigned to Joint Base Andrews, Maryland.

**ARTICLE 12
PERSONAL TIME OFF**

Section 12.1 – Eligible Employees.

(a) An employee, who has completed the probationary period under Section 1.3 of this Agreement, shall be eligible for paid personal time off based on the employee's continuous length of service, measured from the employee's original date of hire by the Company or by the Company's predecessor private sector contractors (that is, not government employers) at Joint Base Andrews, Maryland, who were providing and performing the same services as the Company was performing as of February 10, 2005, from its facilities located at Joint Base Andrews, Maryland, under its contract with the United States Department of the Air Force.

(b) "Continuous length of service with the Company", for purposes of this Article 12, is defined as service that is uninterrupted by termination of employment with the Company (or by termination of employment with the Company's predecessor private sector contractors [that is, not government employers] at Joint Base Andrews,

Maryland, who were providing and performing the same services as the Company was performing as of February 10, 2005, from its facilities located at Joint Base Andrews, Maryland, under its contract with the United States Department of the Air Force.).

Section 12.2 – Personal Time Off Allotment and Accrual.

(a) The amount of personal time off to which an employee shall be entitled during any year shall be determined by the employee's number of years of continuous service with the Company, measured from the employee's hiring date to the employee's anniversary date of hire for the current year, as follows:

- (1) From the commencement of the first (1st) year of continuous service with the Company until the end of the fifth (5th) year of continuous service with the Company, an employee will earn a maximum of 136 hours of personal time off per year to be accrued at the rate of 11.33 personal-time-off hours per month.
- (2) From the commencement of the sixth (6th) year of continuous service with the Company until the end of the tenth (10th) year of continuous service with the Company, an employee will earn a maximum of 176 hours of personal time off per year to be accrued at the rate of 14.67 personal-time-off hours per month.
- (3) From the commencement of the eleventh (11th) year of continuous service with the Company, an employee will earn a maximum of 216 hours of personal time off per year to be accrued at the rate of 18.00 personal-time-off hours per pay month.
- (4) From the commencement of the twentieth (20th) year of continuous service with the Company, an employee will earn a maximum of 240 hours of personal time off per year to be accrued at the rate of 20.00 personal-time-off hours per pay month.

(b) Employees who are working less than thirty-five (35) hours per work week, who are hired for a specified period of time with no guaranteed hours, or who do not work full time under the Service Contract Act will receive a pro-rated amount of personal time off based on the number of Service Contract Act hours worked divided by 2,080 hours and applied as a percentage to the personal time off accrual rates specified above in Paragraph 12.2(a).

(c) The amount of personal time off leave shall be deemed earned when accrued, and it will be accrued on the last day of each calendar month according to Section 12.2(a) above.

Section 12.3 – Personal Time Off Scheduling.

(a) Personal time off requests in excess of eight (8) hours shall be submitted by employees to the employee's manager at least ten (10) work days before the commencement of a personal time off period and must be approved by the Project Manager, or the designee of the Project Manager, before any personal time off is taken. Personal time off in increments of eight (8) hours or less shall be submitted to and approved by the employee's manager at least five (5) work days in advance. As practical and consistent with the operational requirements of the Company and the government/customer, employees will be granted their requested personal time off. If a scheduling conflict exists, the Project Manager will determine which employee shall have first choice of personal time off. Personal time off will be taken in increments of one-quarter (0.25) of an hour or more except as modified in other sections of this Agreement.

(b) Unscheduled personal time off not covered by Section 12.3(a) may be approved by and within the discretion the employee's manager, upon request made by the employee. As practical and consistent with the operational requirements of the Company and the government/customer, employees will be granted the personal time off requested under this Section 12.3(b).

Section 12.4 – Use of Personal Time Off.

(a) An employee's accrued personal time off balance shall not exceed two times the employee's annual entitlement under Section 12.2 above (hereinafter referred to "personal time off limit"). An employee's eligibility to accrue personal time off shall be suspended whenever the employee's personal time off balance reaches the personal time off limit. The employee's eligibility to accrue personal time off will be reinstated when the employee's personal time off balance falls below the personal time off limit. An employee shall not receive pay in lieu of personal time off.

(b) An employee who has completed one year's continuous service with the Company will be paid for personal time off hours accrued but not used at the time of termination of employment, regardless of the nature of the termination, at the employee's straight-time rate of pay at the time of the employee's termination.

(c) If an employee is taking sick leave or is taking leave pursuant to the Family and Medical Leave Act, the employee may elect to receive personal time off pay in lieu of time off without pay.

(d) An employee, who is returning from personal time off but is scheduled to be otherwise off from work on the day or days immediately preceding the employee's scheduled return-to-work date, shall be the last employee called to work on any such day or days for which the employee is scheduled to be off, unless an emergency situation necessitates that the employee be called in and required to report to work.

Section 12.5 – Rate of Pay.

(a) An employee, whose designated job classification is listed in Appendix 1 of this Agreement, shall be compensated for personal time off at the straight-time rate of pay for the employee's designated job classification at the time the personal time off is taken.

(b) Paid days of personal time off will not be considered as time worked for the purpose of computing overtime.

ARTICLE 13 LEAVES OF ABSENCE

Section 13.1 – Family and Medical Leave. Section. The Company will offer family and medical leaves pursuant to the provisions of the Family and Medical Leave Act of 1993, as amended from time to time. An eligible employee will be eligible for unpaid family or medical leave in accordance with the Act.

(a) Benefits Coverage During Leave. An employee who takes family or medical leave will not lose any employment benefits, but those benefits, such as personal time off, will not continue to be accrued during the leave.

(b) Restoration to Employment. An employee who completes a family or medical leave will be returned to the same position held when the leave began or to a position equivalent in pay, benefits, and other terms and conditions of employment. The Company cannot guarantee that an employee will be returned to his or her same former job.

(c) Return from Leave. An employee taking a family or medical leave is required to report to the Project Manager every two weeks on the employee's status and intent to return to work upon completion of the leave. Employees returning from a medical leave for a serious health condition are required to provide certification from a health care provider indicating that the employee is able to resume work and can perform the essential functions of the employee's job. Employees who do not return to work upon the expiration of a family or medical leave will be treated as having voluntarily terminated; however, the Company in its sole discretion may allow the employee to return to work or to be reinstated.

Section 13.2 – Accrued Personal Time Off While On a Leave. An employee requesting a leave without pay (LWOP) shall use his or her accrued personal time off (and therefore receive accrued personal time off pay) prior to being placed on the status of a leave of absence without pay. Employees taking leave for union business which is compensated by the union shall be eligible to take LWOP regardless of any accrued PTO balance.

Section 13.3 – Court Leave

(a) An employee who is required to report for jury duty shall be entitled annually to be paid up to twenty (20) scheduled work days' pay at the employee's day shift straight-time rate of pay for scheduled work hours lost as the result of such actual jury service requiring an appearance and attendance in court, after the employee provides the employee's manager with a copy of the jury summons and proof of service for jury service by the court or government.

(b) Upon receiving a summons or notification for jury duty, the employee shall inform his or her manager as soon as possible for scheduling the time off. Additionally, after the first day of jury service, if the employee is to serve any additional days on a jury, the employee will notify his or her manager as soon as possible by telephone call and/or voice mail message of the additional service, so the work scheduled can be modified to accommodate the employee's absence.

(c) An employee who reports for such service, and who is either excused there from or completes the service during the period of normally scheduled work, shall immediately contact his or her immediate manager and report for work, if requested.

(d) If an employee is required to remain on jury duty in excess of twenty (20) work days, the employee may elect to either take the additional period away from work as from his or her balance of personal time off or as leave without pay.

(e) Employees who work other than day shift shall be deemed to be on day shift during the period of jury service and shall be returned to their regular shift as of the start of that shift on the calendar day following the conclusion of jury service.

Section 13.4 – Military Leave.

(a) The Company will comply with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

(b) Employees who are members of the active reserve services of the United States Armed Forces or members of the National Guard, shall furnish the Company a copy of their military orders in a timely manner upon receipt. Such leave is unpaid, except that the Company will pay a Full-time non-probationary employee up to eight (8) hours a day, for days that they were scheduled to work, at their straight time rate without differentials, for up to two (2) weeks / ten (10) days for their required annual training per year. This paragraph applies to the annual two (2) week training requirement and does not apply to weekend training that occurs once a month.

(c) All eligible employees will be granted a leave of absence without loss of position for active duty in accordance with the Uniformed Services Employment and Reemployment Rights Act, as it may be amended. Returning employees will be reinstated with accrued personal time off in effect at the time of their separation from the Company.

Section 13.5 – Bereavement Leave. An employee shall be allowed time off, with pay, in the event of a death in their immediate family as follows:

(a) Thirty-two (32) work hours at the employee's base rate of pay, in the event of the death of the employee's father, mother, spouse, sister, brother, children, grandchildren, grandparents, and step relationships to included child, mother, father, brother or sister. Children includes a foster child who dies while in the employee's home by a state Agency.

(b) Sixteen (16) work hours at the employee's base rate of pay, in the event of the employee's brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, aunt, or uncle. An unpaid leave of absence may be granted if the above two (2) days are insufficient.

Section 13.6 – Voting Leave. If voting polls are not open before or after an employee's regular duty hours and the employee's work schedule does not otherwise allow sufficient time for voting, the employee may be excused by his or her manager for a reasonable time up to two (2) hours with pay for the sole purpose of voting in national, state, local, or other official civil elections that occur in the county in which the employee lives and is a registered voter. Such paid time off for voting, however, will not be given or paid if the employee has had sufficient time to know in advance the work schedule for the election or voting day and failed to obtain an absentee ballot for voting purposes.

Section 13.7 – Requests for Leave, Return from Leave, and Hours of Leave.

(a) Requests for leave without pay must be made at least thirty (30) days in advance of the date leave is requested to commence, unless a shorter notice period is allowed by this Agreement or by the Project Manager. The Company may approve leave without pay when a request is given less than thirty (30) days in advance of the leave date if the employee demonstrates to the Company, and the Company determines, that circumstances exist which constituting an emergency, precluding earlier notice. Unless otherwise provided in this Agreement, the granting of requests for leave of absence is at the discretion and option of employee's manager or the

Project Manager, or both, as applicable, based on the Company's operational needs, obligations, and commitments under its contracts with the United States government.

(b) If the employee does not return to work upon expiration of the leave, the employee shall be terminated from employment with the Company.

(c) Hours of leave shall not be deemed hours of work for the purpose of computing overtime under this Agreement.

**ARTICLE 14
HEALTH AND WELFARE BENEFITS**

Section 14.1 – General.

(a) Employees, who are deemed eligible for benefits under this Article 14, will be provided a combination of flexible benefits credits ("H&W benefits credits") as specified below. These credits will be provided on a pre-tax basis under Internal Revenue Code Section 125. Employees may use these credits to purchase insurance coverage for themselves and eligible dependents from any of the Company offered Group Insurance Plans, including Medical, Dental, Vision, Life, and Short Term Disability. Pre-tax credits may not be used to purchase Dependent Life insurance. The Company shall allocate its payment for H&W benefit credits to the Health and Welfare Liability Account designated for each employee based on a calculated monthly benefit credit per employee per hour paid (up to 40 hours paid per week) during the term of this Agreement at the following rates in effect on the following effective the first full pay period in October 2020, 2021 and 2022.

	<u>October 2020</u>	<u>October 2021</u>	<u>October 2022</u>
H&W Benefit:	\$6.70	\$6.95	\$7.20

(b) The Company will calculate monthly the H&W benefits credit allocation to the Health and Welfare Liability Account designated and accrued for each eligible employee. The cost to each employee for any coverage purchased for the employee alone will be deducted from that calculation and any remaining H&W benefit credit dollars designated to an employee will be applied to the costs or contributions for other H&W benefits under this Agreement elected by the employee. After H&W benefits under this Agreement are elected by the employee or if there remains a balance of H&W benefit credit dollars designated to an employee after allocation for payment of the employee's insurance benefits and any other H&W benefits the employee has elected, those remaining H&W benefit credit dollars will be distributed to the employee in his or her paycheck.

(c) Employees may participate in supplemental insurance offerings such as LTD and supplemental life programs, subject to eligibility criteria and payment of plan premiums.

Section 14.2 – Medical/Health Care and Other Insurance

(a) Employee Insurance Benefits. An employee will be eligible under this Article 14 to purchase insurance benefits, which will comprehensively include medical/health, dental, life, short term disability and vision insurance benefits (hereinafter referred to as insurance benefits).

(b) Dependent Coverage. An eligible employee may elect to purchase, at the employee's own expense or using available H&W benefit credits, the insurance benefits coverage under any plan offered under this Article 14 for the employee's spouse and/or dependents, subject to that plan's eligibility criteria. The employee's payment

of additional premiums for spouse and/or dependent coverage shall be made through payroll deductions on a pre-tax basis or as otherwise required by law.

(c) Insurance Plan Benefits. The benefits and design of any insurance benefits plan provided under this Article 14 are subject to annual renewals and changes (including but not limited to modifications to costs, coverage, levels, design, co-payment amounts, and deductibles), except as provided in Article 14.3. While the Company is obligated for payment of the insurance benefits under this Article 14 for the eligible employee's own insurance benefits coverage, such payments will be limited during the term of this Agreement to the extent of the H&W benefits credit allocation amounts in the employee's Health and Welfare Liability Account based on the rates set forth in Section 14.1 above. Nevertheless, payments for any other additional insurance benefits, which an employee may elect, will be made and distributed by the Company from any balance in the employee's Health and Welfare Liability Account after payment for the employee's own insurance benefits to the extent allowed by and in accordance with Section 14.1(b) above.

Section 14.3 – Insurance Plan Limitations. The Company shall brief and explain any other insurance options thirty (30) days prior to any enrollment period dealing with the selection of insurance coverage.

Section 14.4 – 401(k) Plan. Employees may elect and are eligible to participate in the Company's 401(k) plan, pursuant to that plan's terms and conditions. This plan is a Company plan, and any eligibility, participation, withdrawals, matching funds, vesting, or other actions or transactions under that plan are at all times subject to the plan terms and conditions, which may be amended from time to time.

Section 14.5 – IAM National Pension Fund. The employer shall contribute to the I.A.M. National Pension Fund, National Pension Plan for each hour/day or portion thereof for which the Employees in all job classifications covered by this Agreement are entitled to receive pay under this Agreement effective the first full pay period in October 2020, 2021 and 2022.

	<u>October 2020</u>	<u>October 2021</u>	<u>October 2022</u>
IAM National Pension Fund	\$1.30	\$1.30	\$1.30

The Employer shall continue contributions based on a forty (40) hour workweek while an Employee is off work due to PTO or paid holidays. The Employer shall also make contributions whenever an Employee receives severance pay, PTO pay at termination, or PTO pay in lieu of time off.

Contributions for a new, probationary, or full-time Employee are payable from the first day of employment.

The I.A.M. Lodge and Company adopt and agree to be bound by, and hereby assent to, the Trust Agreement, dated May 1, 1960, as amended, creating the I.A.M. National Pension Fund and the Plan rules adopted by the Trustees of the I.A.M. National Pension Fund in establishing and administering the foregoing Plan pursuant to the said Trust Agreement, as currently in effect and as the Trust and Plan may be amended from time to time.

The parties acknowledge that the Trustees of the I.A.M. National Pension Fund may terminate the participation of the Employees and the Company in the Plan if the successor Collective Bargaining Agreement fails to renew the provisions of this pension Article or reduces the contribution rate. The parties may increase the contribution rate and/or add job classification or categories of hours for which contributions are payable.

This Article contains the entire agreement between the parties regarding Pensions and Retirement under this Plan and any contrary provisions in this Agreement shall be void. No oral or written modification of this Agreement shall be binding on the Trustees of the I.A.M. National Pension Fund. No grievance procedure, settlement or arbitration decision with respect to the obligation to contribute shall be binding upon the Trustees of the said Pension Fund."

ARTICLE 15 SAFETY

Section 15.1 – Safety Plan. All employees of the Company must have a complete understanding of the Company's Safety Plan for the Joint Base Andrews Project (hereinafter referred to as "the Company's Safety Plan"). All employees of the Company shall adhere to and comply with the Company's Safety Plan. A copy of the Company's Safety Plan is appended hereto and incorporated herein in Appendix 3.

Section 15.2 – Safety and Health Committee

(a) A Safety and Health Committee shall be formed consisting of: (1) the Company's Safety Manager at the Company's facilities at Joint Base Andrews, Maryland; (2) managers or non-bargaining unit employees designated by the Project Manager; and (3) one (1) to two (2) employees selected by the Union from each of the Company's work areas designated in Section 2A.1(a) above.

(b) The Safety and Health Committee shall work to ensure a safe environment at all work sites and shall meet as often as necessary, but not less than monthly, to evaluate safety conditions and recommend actions to the Company.

Section 15.3 – Work Safety.

(a) Any employee becoming aware of an unsafe working condition or an accident will immediately report the condition or accident to the employee's immediate supervisor and also will record and submit a written report of the unsafe working condition or accident to the employee's immediate supervisor within the same work day. If it is impossible to submit the written report within the same work day, the written report will be submitted by the employee within 24 hours of the initial verbal report. If the employee needs assistance with writing the report, the Company's Safety Manager shall assist the employee. Failure to report an unsafe working condition or an accident will result in discipline, up to and including termination. Employees who feel that a work assignment is unsafe have the right to refuse to perform the work without fear of discipline, pending review of the unsafe condition by an active safety committee member and a member of management.

(b) The Company Safety Manager will present any submitted reports to the Safety and Health Committee at its next meeting. If further investigation of the matter is determined by the Company or the Safety and Health Committee to be necessary, the Safety and Health Committee shall conduct a thorough investigation and report in writing to the Company its findings, conclusions, and recommendations, if any.

(c) An employee who has engaged in an unsafe work practice, fails to follow established safety procedures, fails to use required or provided safety equipment or protective clothing, commits unsafe acts, or has failed to notify the employee's supervisor of an unsafe condition or accident may be subject to coaching, counseling or

disciplinary action, up to and including discharge. Any employee who willfully or intentionally engages in such misconduct may be immediately discharged, and if discharged, the discharge shall be deemed and regarded by the parties as for just cause. The question of whether an employee willfully or intentionally engaged in such misconduct shall be subject to grievance and arbitration under Articles 6 and 7 of this Agreement.

Section 15.4 – Legal Compliance and Revisions. The Company's Safety and Health Plan and associated rules, regulations, and policies will be in compliance with applicable local, state, and federal laws, rules, and regulations. The Company is authorized to amend the Company's Safety and Health Plan and associated rules, regulations, and policies from time to time, so they will be maintained current with the applicable laws, rules, and regulations. The Company recognizes that its operations are governed and otherwise regulated by specific OSHA laws, rules and/or regulations. The Company is committed to complying with all applicable federal, state and local laws, rules and regulations, including those set forth by OSHA that apply to the operations performed under this contract.

Section 15.5 – Injuries on the Job. An employee injured on the job, who is taken off the job for treatment will receive pay for the remainder of his scheduled work day if the employee's injury is serious enough to preclude his return to work that day. Where necessary, the Company will furnish transportation as soon as possible for an injured employee to receive medical treatment.

ARTICLE 16 DISCHARGE AND DISCIPLINE

Section 16.1 – Discharge.

(a) The Company may discipline or discharge any employee for just cause. The parties agree that some offenses may be grounds for immediate termination as set forth in section (b) below. If an employee receives a written coaching, counseling, warning, or disciplinary report or notice from the Company, a copy of that report or notice will also be provided to the union steward and the Union Business Representative.

(b) Just cause for immediate discharge of an employee by the Company shall include the following:

- (1) Willful dishonesty, deceit, and making false or fraudulent representations.
- (2) Intentionally making false statements, concealing facts, or fabricating falsehoods in records or documents, such as time sheets and employment applications, or forgery.
- (3) Intoxication during working hours.
- (4) Any violations of the Company's Substance Abuse Program, Article 18 of this Agreement, for which termination of or discharge from employment is designated in the Company's Substance Abuse Program and policy as the sole disciplinary or administrative action to be taken for such violation.
- (5) Fighting while on the Company's premises or while performing work or duties for the Company.
- (6) Not reporting to work for three (3) consecutive workdays or over staying an authorized leave of absence, without notifying the Company and informing the Company the reason for the absence and when the employee is intending to return to work.

- (7) Unauthorized possession of firearms or explosives within Joint Base Andrews, Maryland; Company work areas or facilities; or on Company jobs or assignments.
- (8) Deliberately damaging property or equipment, assault, or battery.
- (9) Being restricted by the Government from entering the installation and facilities at Joint Base Andrews, Maryland, and as provided in Section 19.2(d) of this Agreement.
- (10) Unlawful gambling, while working or on the premises of the Company or government installations and facilities in violation of law or governmental regulations.
- (11) Engaging in lewd, lascivious, or indecent conduct on the premises or while working or performing the duties assigned by the Company.
- (12) Insubordination.
- (13) Refusal or intentional failure to perform lawful assignments, tasks, and directions of the Company.
- (14) Vending, soliciting, or collecting contributions for any purpose whatsoever at any time on Joint Base Andrews, Maryland and Company premises or while working or performing the duties assigned by the Company, unless authorized in writing by the Company and proper officials of Joint Base Andrews, Maryland.
- (15) Leaving an assigned work area without authority and without notifying the supervisor during working hours.
- (16) Sleeping on the job during working hours.
- (17) Use of abusive language to a customer, government employee or representative, a supervisor, a Company or Union representative or official, or a fellow employee.
- (18) Willful violation of Company or government safety rules and regulations while at work.
- (19) Defacing, altering, or writing over (without authority) any general notices or bulletins, or posting unofficial notices (or bulletins) that are vulgar, profane, or offensive.
- (20) Theft, embezzlement, or misappropriation of Company or government property.
- (21) Intentionally not reporting accidents or injuries.

Section 16.2 – Suspensions and Discharges.

(a) An employee shall be permitted to grieve and appeal to arbitration pursuant to Articles 6 and 7 of this Agreement any suspension or discharge from employment with the Company, except the grievance must commence

at the Final Step with the timely filing of a written grievance in accordance with Sections 6.2(c) and 6.3 of this Agreement.

(b) Upon the Company's decision to suspend or discharge an employee, a written notice of the decision to suspend or discharge will be furnished to the employee, with a copy either delivered or mailed to the steward in the employee's work area. If the notice of suspension or discharge cannot be personally ("by hand delivery") served or furnished to the employee after an attempt has been made to so serve the employee, the notice of suspension or discharge shall be deemed served and furnished to the employee on the date such notice is placed in the United States mail by certified mailing.

(c) A written notice of the decision of suspension or discharge, as required under Section 16.2(b), shall state the nature of the action taken by the Company, the effective date of the action, and, if the action is suspension, the duration thereof. The notice of suspension or discharge will specify the date, time, and place (if applicable) and nature of the violation or misconduct charged. The notice will be signed by the Project Manager of the Company or other representative authorized by the Company to so sign in the absence of the Project Manager.

(d) The time for filing a written grievance shall accrue commencing on the date the notice of suspension or discharge is served or furnished to the employee in accordance with paragraph (b) of this Section 16.2.

Section 16.3 – Absences for Work. Employees shall not be absent from work without prior permission from their manager except in cases of unforeseen illness, injury, or reasons beyond the control of the employee. Giving a false reason for an absence shall be cause for disciplinary action, up to and including discharge. It is the duty of every employee who, for any reason, will be absent from work on a scheduled work day, or who expects to report for work late, to notify the employee's manager of the reasons therefore and when the employee is returning to work, in accordance with the procedures outlined in this Section 16.3. The employee shall notify the employee's manager that the employee will be late or absent by telephone at the manager's Company office telephone number (and extension, if applicable) and/or cellular telephone number and/or cellular telephone text message. The employee shall speak with the manager personally, or if the manager is unavailable at both telephone numbers, the employee shall leave a voice mail message at those telephone numbers with the notification information. Both the employee's notice of absence from work and the employee's notice of reporting late to work shall be given to the employee's manager no later than one (1) hour before the employee's scheduled reporting time. If the employee is unable to contact their Manager(s) by telephone or text they are to notify the Project Manager. Lastly, if an employee does not have good cause for failing to report for work, or for failing to report on time, or for failing to report the reason therefore as provided herein, any such failure shall be considered cause for disciplinary action, up to and including discharge.

Section 16.4 – Rules and Regulations.

(a) The Company has the right to establish reasonable work rules and regulations, not in conflict with the terms of this Agreement, and is allowed to make such additions and revisions to those rules and regulations which the Company deems proper or necessary. Employees shall be subject to and shall comply with those rules and regulations in existence and in effect on the effective date of this Agreement. Any violations of those rules and regulations by an employee shall be just cause for disciplinary action. The extent or appropriateness of the penalty levied or remedial action given to an employee for a violation of the rules and regulations will be subject to and reviewable through the grievance and arbitration procedure.

(b) If the Company intends to implement any revisions to the rules and regulations or to establish a new rule or regulation, the Company shall notify the Union of the need for any new or revised rules and regulations. The parties will promptly meet to discuss any new or revised rules and regulations and will attempt in good faith to reach agreement on the new or revised rules or regulations. If the parties are unable to reach agreement, the Company may put into effect and implement the new or revised rules or regulations.

ARTICLE 17 JOB DESCRIPTIONS

Section 17.1 - Incorporation. The job descriptions for job classifications applicable and subject to this Agreement (listed in Appendix 1) and in existence and in effect on the effective date of this Agreement are incorporated by reference herein and attached hereto as Appendix 4.

Section 17.2 - Requests for Copies. Upon written request by the Business Representative of the Union to the Project Manager, the Company will provide the Union, within 15 days of receipt of the Union's written request, with a copy of the job description of any job described in Appendix 1 to this Agreement.

Section 17.3 - Revisions and Amendments. If the Company intends to implement revisions to any job description or to establish a new job description, the Company shall notify the Union of the need for any new or revised job description. The parties will promptly meet to discuss and review any new or revised job description and will attempt in good faith to reach agreement on the new or revised job description. If the parties are unable to reach agreement, the Company may put into effect and implement the new or revised job description; however, the Union may not grieve or arbitrate in accordance with Articles 6 and 7 of this Agreement the implementation of the new or revised job description. The Union reserves the right, however, to grieve and arbitrate the contents of the new or revised job description.

ARTICLE 18 SUBSTANCE ABUSE PROGRAM

Section 18.1 - Issuance and Enforcement. The Company has the right to issue and enforce reasonable rules, regulations, and policies for the purpose of developing and implementing a Substance Abuse Program, violations of which may subject an employee to disciplinary action and through which the Company can require as terms and conditions of employment and continued employment, among other things, substance, drug and alcohol testing; participation in an Employee Assistance Program; and substance abuse rehabilitation and medical treatment.

Section 18.2 - Incorporation of Current Substance Abuse Program. Employees shall be subject to and shall comply with the Substance Abuse Program, and rules, regulations, and policies applicable thereto in existence and in effect on the effective date of this Agreement (hereinafter collectively referred to as "the current Substance Abuse Program"). The current Substance Abuse Program is incorporated by reference into this Agreement and is attached hereto as Appendix 5.

Section 18.3 - Legal Compliance and Revisions. Substance Abuse Program, rules, regulations, and policies will also be in compliance with applicable local, state, and federal laws, rules, and regulations. The Company is authorized to amend the Substance Abuse Program, rules, regulations, and policies from time to time, so they will be maintained current with the applicable laws, rules, and regulations.

ARTICLE 19 OBLIGATIONS IMPOSED BY THE FEDERAL GOVERNMENT AND LAWS

Section 19.1 – Recognition of Obligations. The Union recognizes that the Company is a contractor to the United States government and that the Company is required at all times to meet its contractual obligations. Nothing in this Agreement is intended to prevent, nor will any provisions of the Agreement prevent the Company from meeting its obligations and responsibilities as a contractor. The Union and the Company recognize that the United States government may impose various demands or obligations upon the Company and its employees. If a written demand is made and provided to the Company that affects the parties' obligations under this Agreement, a copy of the demand will be furnished by the Company to the Union's Designated Business Representative. If such action requires, the Company and the Union agree to comply with the requirements to the degree necessary.

Section 19.2 – Government Security.

(a) The Company, all representatives of the Union having access to the Company premises and Joint Base Andrews, Maryland, and all employees are required to comply with applicable United States government security regulations. The Company and the Union agree that classified information will be revealed only to persons properly cleared and having need for access to such information as defined by applicable regulations.

(b) The Union recognizes that the Company has certain obligations in its contract with the government pertaining to security, and that security is vital to the Company and the Union in carrying on their part in the defense effort. Therefore, in the event that the United States government, the Department of the Air Force, or the Department of Defense, through their duly authorized representatives concerned with security, advise or have advised the Company that any employee in the bargaining unit covered by this Agreement is denied work on or access to classified information or material, it is mutually agreed between the Company and Union that such employee shall be subject to being reassigned to a job for which a vacancy exists and for which the employee is qualified. If no vacancy exists, the employee will be laid off for a period not to exceed eighteen months. Employees who obtain a security clearance within eighteen months of lay off will be eligible to reapply, with seniority, for an open vacancy for which they are qualified. Employee's continuous service and recall rights pursuant to Section 8.4 of this agreement will be recognized.

(c) It is further understood and agreed by the parties that where a security clearance is required for an employee to perform work in any area covered by this bargaining unit, the issuance and retention of such security clearance shall be a condition of continued employment for that employee in that area. If a required security clearance is an essential function and qualification of the employee's job classification, the failure of the employee to be able to hold or retain that security clearance will result in the employee being laid off for a period not to exceed eighteen months. Such employee shall be subject to investigation for security clearance under regulations prescribed by the Department of Defense or any other authorized and appropriate agency of the United States government and the employee shall be required to cooperate fully with representatives of said agencies during

the conduct of investigations. Failure by the employee to comply with this investigation and cooperation requirement will be deemed just cause for discharge, and the employee may be discharged.

(d) The parties acknowledge that all employees are working on a United States government installation and are subject to all regulations and rules of the installation and the United States government. If any bargaining unit employee covered by this Agreement is denied entry or permission to work on the installation, such employee shall be laid-off until such time as entry may subsequently be permitted. If entry or permission to work on the installation is denied to an employee by the installation commander or if the employee is not permitted to re-enter the installation within thirty (30) work days after being denied permission or entry to the installation, such employee may be subject to discharge, and the Company is authorized to hire a person in the vacated position formerly held by the employee. This Section 19.2(d) is not subject to the grievance and arbitration procedures in Articles 6 and 7 of this Agreement.

(e) New hire employees will be required to submit their security application form within fourteen (14) days of hire. New hire employees who fail to submit their application within fourteen (14) days, or receive notice of security clearance denial will be terminated. New hire employees who receive an interim clearance and are under full investigation will remain employed until or when security clearance is denied. New hire employees who are denied an interim security clearance and are still under full investigation will be retained for a maximum of six (6) months, at which time they will be laid off. If new hire employee's security clearance is denied, all provisions in 19.2 (b) apply.

ARTICLE 20 UNIFORM AND TOOLS

Section 20.1 – Issuance of Uniforms. An employee required by the Company to wear a uniform or particular clothing at work shall be issued and provided with those uniforms and clothing at the Company's costs. On an annual basis the Company will provide employees working in Material Management Flight and Fuels Management Flight five (5) navy blue tee shirts with the Company name and logo. Tee shirts are expected to be worn only in employee's immediate work area, to include the flight line. Care and maintenance of the tee shirts are the responsibility of the employee. Placement of any insignia or ornaments on such required uniforms or clothing shall only be as may be authorized by the Company. Employees shall comply with all government requirements for the wearing of uniforms and identification badges. Employees shall wear safety clothing, footwear, and accessories as provided by the Company in accordance and in compliance with OSHA standards, rules, and regulations. Employees are expected to convey a professional appearance at all times.

Section 20.2 – Maintenance of Uniforms. The Company shall offer to provide maintenance, repair, cleaning, and laundering of uniforms or clothing required by the Company and issued to an employee by the Company, or alternatively employees may maintain, repair, clean, and launder these uniforms or clothing at the employee's own expense.

Section 20.3 – Uniform Loss and Replacement. The Company shall be responsible for monitoring employees' uniforms that are turned in for maintenance, repair, cleaning, and laundering of the uniforms or clothing as required in Section 20.1. The Company shall replace as needed uniforms or clothing as required under Section 20.1 because of normal wear. Uniforms and/or clothing requiring replacement due to deliberate neglect or abuse by the employee shall be the responsibility of the employee. Employees departing employment with the Company

are required to return to the Company all uniforms and clothing as required by Section 20.1 in their possession. The cost of replacing any uniforms not returned by the employee upon a termination of employment will be reimbursed by a charge against and deduction from the employee's final pay, as agreed in the issuance documents.

Section 20.4 – Uniform Disposition Upon Termination of Employment. If an employee is terminated from employment with the Company, for any reason (including retirement, resignation, or involuntary discharge), the employee's uniforms shall be returned to the Company.

Section 20.5 – Safety Shoes. Notwithstanding any other provision of this Article 20, if an employee's job duties require the wearing of safety shoes or boots, the Company's obligations with respect to the furnishing, repair, replacement, or maintenance of any such safety shoes or boots shall be limited to payment of a safety shoe or boot allowance to the employees working in Fuels Management Flight and Material Management Flight up to \$150 per year of this contract. All other employees will receive up to \$100.00 every other year. All safety shoes or boots purchased and to be worn for work with the Company shall be ANSI approved. The amount of safety shoe payments as allowed under this Section 20.5 will be paid and be based upon the employee's presentation to the Company of the receipt for the purchase price and a proof of purchase of ANSI-approved shoes or boots.

Section 20.6 – Issuance of Tools. An employee required by the Company to use tools in the performance of the employee's job shall be issued and provided with the necessary tools by the Company. Tools requiring replacement because of normal wear will be replaced by the Company as needed. An employee who has been issued tools shall be responsible for the replacement costs of any lost tools necessitated by the gross neglect or abuse by the employee. Tools provided by the Company to employees shall not be removed from Joint Base Andrews except in cases where employees are directed by the Company to travel to off-base work sites using Company or government-provided vehicles. If an employee is terminated from employment with the Company for any reason (including retirement, resignation, or involuntary discharge), the tools issued by the Company to the employee shall be returned to the Company. The costs of replacing any tools not returned by the employee upon a termination of employment will be reimbursed by a charge against and deduction from the employee's final pay, as agreed in the issuance documents, and, if that charge or deduction is inadequate to reimburse the Company, from direct recovery from the employee through appropriate and necessary legal recourse.

(a) Cell phones are considered tools of the trade for safety, and emergency response. The minimum cell phone made available by the company shall be (3ea) for the Fuels Department: Lab stand-by, Bulk Storage, and the RCC expeditor. Base supply shall receive (2ea) for: Mobility and Customer Service stand-by. If requested by the Union, the Company will provide a Memorandum of Agreement on the issuance of the cell phones.

ARTICLE 21 WEATHER ISSUES

Employees covered under this agreement are considered mission essential personnel to the operations of Joint Base Andrews, MD. As a result they are required to report to work even in inclement weather. In the event of snow the Company will make its best efforts to have the parking lots used by employees cleared, although it is ultimately subject

to the determination of base personnel in what order lots will be cleared. In addition, during severe inclement weather, including base closures due to weather, the Company will attempt to obtain access to the base mess hall for employees who are working. In these situations the Company will allocate the employee a \$10.00 meal stipend if an employee is held after their normal shift due to the inclement weather. When base command provides lodging to individuals working on base during such weather emergencies, the Company will attempt to obtain authorization from base command to offer lodging for its employees working on the base. The Company will pay the cost of the lodging.

The Company and the Union will meet annually to review both the Fuels and Supply Weather Plans and make appropriate adjustments as required.

ARTICLE 22 SCOPE OF AGREEMENT

Section 22.1 – Duration. This Agreement shall become effective October 01, 2020 and shall continue in full force and effect through midnight of September 30, 2023. Thereafter, it shall automatically renew itself and continue in full force and effect from year to year unless written notice of election to terminate or modify any provision of this Agreement is given by one party, and received by the other not later than sixty (60) days before the normal expiration of this Agreement.

Section 22.2 – Separability. If any term or provision of this Agreement is, at any time during the life of this Agreement, adjudged by a court or administrative body of competent jurisdiction to be in conflict with any law or declared to be in violation of state or federal law, or shall, through action of Congress or any state legislature, become unlawful or invalid, such term or provision of this Agreement shall become invalid and unenforceable, and, notwithstanding the provisions of Section 22.3 of this Agreement, the Company and the Union shall meet to negotiate a clause to replace the clause adjudged in conflict with law or invalid. Neither party shall be required to meet with the other for the purpose of negotiating a replacement clause until after thirty-five (35) calendar days have expired from the issuance of the decision or order of the court or administrative body and adjudging a clause as in conflict with law or invalid, or from the date that such decision or order becomes final and non-appealable. Neither party's failure to reach agreement on a replacement clause nor the invalidity or unenforceability of the clause adjudged to be in conflict with law or invalid shall impair or affect any other term or provision of this Agreement.

Section 22.3 – Waiver of Bargaining Rights and Amendments to Agreement.

(a) During the negotiations resulting in this Agreement, the Company and the Union each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter as to which the National Labor Relations Act imposes an obligation to bargain. Except as specifically set forth elsewhere in this Agreement, the Company expressly waives its right to require the Union to bargain collectively, and the Union expressly waives its right to require the Company to bargain collectively over all matters as to which the National Labor Relations Act imposes an obligation to bargain, whether or not: (1) such matters are specifically referred to in this Agreement; (2) such matters were discussed between the Company and the Union during the negotiations that resulted in this Agreement; or (3) such matters were within the contemplation or knowledge of the Company or the Union at the time this Agreement was negotiated and executed.

(b) As used in this Section 21.3, the waiver of the right to "bargain collectively" includes the waiver of the right to require the other party to negotiate pertaining to the matters specified in Section 22.3(a) above.

(c) This agreement contains the entire understanding, undertaking, and agreement of the Company and the Union, after exercise of the right and opportunity referred to in the first sentence of this Section 22.3, and finally determines all matters of collective bargaining for its term. Changes in this Agreement, whether by addition, waiver, deletion, amendment, or modification, must be reduced to writing and executed by both the Company and the Union.

APPENDICES

APPENDIX 1 – Wages

APPENDIX 2 – Checkoff Authorization Form

APPENDIX 3 – Safety Plan

APPENDIX 4 – Job Descriptions

APPENDIX 5 – Substance Abuse Program

**APPENDIX 1
HOURLY WAGE RATES**

All hourly wage rate adjustments will be effective the first full pay period in October 2020, 2021 and 2022.

<u>Classification</u>	<u>Current Rate</u>	<u>3% Increase October 2020</u>	<u>3% Increase October 2021</u>	<u>2.50% Increase October 2022</u>
Fuels Op (FDSO) FDSO FISC FDSO Fuels Accountant FDSO VMT FDSO Lab FDSO Cryogenic Technician	\$31.44	\$32.38	\$33.35	\$34.19
Fuels Op-YW FDSO FISC YW FDSO Fuels Accountant YW FDSO VMT YW FDSO Lab YW FDSO Cryogenic Technician YW	\$33.36	\$34.36	\$35.39	\$36.28
Fuels Op Lead FDSO FISC Lead FDSO VMT Lead FDSO Lab Lead FDSO Training & Safety (T&S) Lead	\$34.58	\$35.62	\$36.69	\$37.60
Fuels Op YW Lead FDSO FISC YW Lead FDSO VMT YW Lead FDSO Lab YW Lead	\$36.52	\$37.62	\$38.74	\$39.71
Fuels OP. COMP/ENV.	\$32.85	\$33.84	\$34.85	\$35.72
FDSO Comp/Env YW	\$34.86	\$35.91	\$36.98	\$37.91

**APPENDIX 1
HOURLY WAGE RATES**

All hourly wage rate adjustments will be effective the first full pay period in October 2020, 2021 and 2022.

<u>Classification</u>	<u>Current Rate</u>	<u>3% Increase October 2020</u>	<u>3% Increase October 2021</u>	<u>2.50% Increase October 2022</u>
Supply Tech/ Computer Op IV	\$37.61	\$38.74	\$39.90	\$40.90
Supply Tech	\$37.61	\$38.74	\$39.90	\$40.90
Supply Tech 811 OSS & Heli				
Supply Tech Document Control				
Supply Tech Equipment Management				
Supply Tech Flight Service Center / MRSP				
Supply Tech Hazmat Pharmacy				
Supply Tech Individual Equipment Element				
Supply Tech Inventory Section				
Supply Tech MICAP				
Supply Tech Mobility / IPE				
Supply Tech Procedures / Readiness / QA				
Supply Tech Receiving & Inspection				
Supply Tech Research / Records Maintenance				
Supply Tech Stock Control				
Supply Tech Vehicle Maintenance Support				
Supply Tech Training and Analysis				
Supply Tech Lead	\$41.41	\$42.65	\$43.93	\$45.03
Supply Tech Lead 811 OSS & Heli				
Supply Tech Lead Customer Service				
Supply Tech Lead Equipment Management				
Supply Tech Lead Hazmat Pharmacy				
Supply Tech Lead Individual Equipment Element				
Supply Tech Lead Material Storage & Distribution				
Supply Tech Lead Mobility / IP				
Supply Tech Lead Receiving & Inspection				
Supply Tech Lead Training & Accountability				
Truck Driver	\$29.24	\$30.12	\$31.02	\$31.80
Warehouse Spec.	\$25.95	\$26.73	\$27.53	\$28.22
Warehouse Spec. Central Storage				
Warehouse Spec. Mobility / IPE				

**INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS
MEMBERSHIP APPLICATION AND/OR CHECK-OFF AUTHORIZATION**

Name _____ Date _____ Card no. _____
 (Mailing) Address _____ M F Date of birth _____
 City _____ State/Province _____ Zip/Postal code _____
 SS no. _____ Email _____ Phone _____ Hire date _____
 Employer _____ Hourly wage _____
 Class of work _____ Years experience _____ Shift 1 2 3

Membership Application. Check here: To the Officers and Members of Lodge No. _____ (the "Lodge" or "Union"), I hereby tender my application for membership in the International Association of Machinists and Aerospace Workers (IAM). I understand that while I may be required to tender monthly fees to the Union, I am not required to apply for membership or be a member as a condition of employment and that this application for membership is voluntary. As a member, I agree to obey the Constitution of the IAM and the by-laws of my Lodge and to support the principles of trade unionism, and I authorize the IAM and/or its designated affiliate to act as my representative for collective bargaining.

If former member of IAM: Card no. _____ Lodge no. _____ Location _____ Last dues paid _____

Check-Off Authorization. Check here: I authorize my Employer to deduct from my wages and forward to the Union: (1) monthly membership dues or an equivalent service fee; and (2) any required initiation or reinstatement fee as set forth in the collective bargaining agreement between the Employer and the Union and the by-laws of the Lodge. This authorization shall be irrevocable for one (1) year or until the termination of the collective bargaining agreement between my Employer and the Union, whichever occurs sooner. I agree that this authorization shall be automatically renewed for successive one (1) year periods or until the termination of the collective bargaining agreement, whichever is the lesser, unless I revoke it by giving written notice to my Employer and Union not more than twenty (20) and not less than five (5) days prior to the expiration of the appropriate yearly period or contract term. I expressly agree that this authorization is independent of, and not a quid pro quo, for union membership, but recognizes the value of the services provided to me by the Union. It shall continue in full force and effect even if I resign my Union membership, except if properly revoked in the manner prescribed above.

Important Notice. I have examined and acknowledge receipt of the attached "Notice to Employees Subject to Union Security Clauses" (on back of pink sheet). I also understand that IAM members have certain rights and privileges as set forth in the IAM Constitution and in various Federal laws, like the Labor Management Reporting and Disclosure Act (LMRDA). Copies of the IAM Constitution and the LMRDA may be obtained by contacting the IAM General Secretary-Treasurer, 9000 Machinists Place, Upper Marlboro, MD 20772. Union membership dues and agency fees are not deductible as charitable contributions for Federal income tax purposes. Dues and agency fees, however, may be deductible in limited circumstances subject to various restrictions imposed by the Internal Revenue Code.

(Your signature) (Date)

FORM NO. MR0001-14 This copy to be retained by Local Union No. _____

For Official Use Only

Proposed by _____ Date _____

We, the undersigned Committee, report _____
(Favorable or Unfavorable)

Committee: _____

Amount paid \$ _____ Date _____

Balance of Fee Paid \$ _____ Date _____

Initiated Reinstated Date _____

Classification		Gender
_____ Journeyman	_____ Helper	_____ Male
_____ Specialist	_____ Apprentice	_____ Female
_____ Production Worker	_____ Technician	
_____ Service Worker		

NOTICE TO EMPLOYEES SUBJECT TO IAM SECURITY CLAUSES

Employees working under collective bargaining agreements containing union security clauses are required, as a condition of employment, to pay amounts equal to the union's monthly dues and applicable initiation and reinstatement fees and, for those under the Railway Labor Act, assessments. This is their sole obligation to the union, regardless of the wording of the clauses. Individuals who join the IAM as members pay monthly dues and applicable fees. For individuals who decide not to be members, such amounts represent "agency fees" for their receipt of representation services. Initiation refers to the fee that is normally collected when a member or nonmember first becomes subject to a security clause. Reinstatement refers to the fee that is normally collected when a member or nonmember falls two months behind in satisfying his or her monthly obligations.

Nonmembers also have a legal right to file objections to funding expenditures that are "nongermane to the collective bargaining process." Nonmembers who choose to file such objections should follow the procedures set forth below. When considering these matters, individuals should be aware that the union security clause contained in their collective bargaining agreement was negotiated by their fellow employees so that everyone who benefits from the collective bargaining process shares in its cost. The working conditions of all bargaining unit employees are improved immeasurably when the union gains higher wages, better health care and pensions, fairness in the disciplinary system, overtime pay, vacations, and many other improvements in working conditions at the bargaining table. And while individuals may choose to meet their financial obligations as nonmember agency fee payers, before electing agency fee payer status individuals should be aware of the additional benefits of union membership they will give up.

Among the many opportunities available to IAM members are the right to attend and participate in union meetings; the right to nominate and vote for candidates for union office and the right to run for union office; the right to participate in contract ratification and strike votes; the right to participate in the formulation of IAM collective bargaining demands; the right to run for delegate to the International Union convention; the right to participate in the development and formulation of IAM policies; and the right to enjoy the many benefits of the Union Privilege Benefits Program, including low-interest union credit cards, prescription drug cards, life insurance, legal and travel services.

Individuals who nevertheless elect to be nonmember agency fee payers may object to funding expenditures nongermane to the collective bargaining process and support only chargeable activities. Examples of expenditures germane to the collective bargaining process for which objectors may be charged are those made for the negotiation, enforcement and administration of collective bargaining agreements; meetings with employer and union representatives; proceedings on behalf of workers under the grievance procedure, including arbitration; internal union administration; and litigation related to the above activities. Expenditures from the union's strike fund are chargeable because nonmembers have the same right to strike benefits as members if they meet the applicable requirements.

Expenditures nongermane to the collective bargaining process and, thus, nonchargeable to objectors, are those which are not directly related to collective bargaining. Examples of such expenditures are those made for efforts on behalf of retirees, for general organizing activities; for general community services; for certain affiliation costs; and for legislative activities.

IAM objectors must file objections in accordance with the following procedures:

1. Beginning on November 1, 2013 and ending on November 30, 2013, or during the first 30 days in which an objector is required to pay agency fees to the union, that objector may request that his/her initiation fee, if applicable, and monthly fee payment be reduced so that he/she is only bearing the costs of representational activities. Agency fee reductions will be based on prior audited figures of the IAM Grand Lodge and on a sample of prior audited figures from the IAM's District and Local Lodge levels. For the calendar year 2014, the percentage reduction in monthly Grand Lodge per capita payments will be 30.64 percent, plus a 16.49 percent reduction in district lodge per capita and a 19.28 percent reduction in local lodge fees. For objectors represented by TCU/IAM lodges, there will be a reduction during calendar year 2014 of 30.64 percent in Grand Lodge per capita and a reduction of 16.49 percent in the remainder.

2. A request must be in the form of a letter, signed by the objector and sent to the General Secretary-Treasurer of the International Association of Machinists and Aerospace Workers, 9000 Machinists Place, Upper Marlboro, MD 20772-2687, postmarked during the period described in paragraph 1 above. The request shall contain the objector's home address and local lodge number, if known.

3. Upon receiving a proper request from an objector, the General Secretary-Treasurer shall notify such objector that the request is perfected and provide a summary of major categories of expenditures showing how the reduction is calculated. The Grand Lodge maintains an escrow account that contains sufficient monies to cover any challenges to expenditures that may reasonably be in dispute.

4. Upon receiving the General Secretary-Treasurer's notice of the calculation of chargeable expenditures, an objector shall have 30 days to file a challenge with the General Secretary-Treasurer if he or she has reason to believe that the calculation of chargeable activities is incorrect.

5. If an objector chooses to challenge the calculation of the advance reduction, there shall be an expeditious appeal before an impartial arbitrator chosen through the American Arbitration Association's (AAA) Rules for Impartial Determination of Union Fees.

a. Any and all appeals shall be consolidated and submitted to the AAA. The presentation to the arbitrator will be either in writing or at a hearing, as determined by the arbitrator. If a hearing is held, any objector who does not wish to attend may submit his/her views in writing by the date of the hearing, or may participate by telephone. If a hearing is not held, the arbitrator will set the dates by which all written submissions will be received and will decide the case based on the evidence submitted.

b. The IAM shall pay the costs of the arbitration. Challengers shall bear all other costs in connection with presenting their appeal (travel, witness fees, lost time, etc.). Challengers may, at their expense, be represented by counsel or other representative of choice.

c. A court reporter shall make a transcript of all proceedings before the arbitrator if a hearing is held. The transcript shall then be the official record of the proceedings.

d. The union shall bear the burden of justifying their calculations.

e. The union shall be bound by the decision of the arbitrator.

6. Objectors may choose to renew their requests for an advance reduction annually in compliance with the above-described procedures, or they may indicate in their letter to the General Secretary-Treasurer that they want their objection to be treated as continuing in nature.

7. A person who was a member of the IAM at the time set forth in paragraph 1, but who subsequently resigns from membership, may request objector status for the remainder of the year. Said former member may, within the first thirty days after the effective date of resignation, write to the IAM General Secretary-Treasurer, as set forth in paragraph 2.

Akima Logistics Services
Site-Specific Health, Safety, and Environment Plan
Joint Base Andrews / Naval Air Facility Washington
Fuel & Supply Services
Joint Base Andrews, Maryland

30 July 2020

Implemented by

Akima Logistics Services, LLC
3066 East Perimeter Road - Joint Base Andrews, MD 20762

A. INTRODUCTION

One of the major responsibilities of each of us, and a critical element in every operation is safety. Safety and health are every bit as important in this organization as productivity and quality. In fact, they go hand in hand. We expect all employees, at all times, to work safely and be aware of their surroundings (situational awareness). Of course, the best reason for you to observe these policies is because it's in your own self-interest to do so. Conscientiously following them can help you stay safe, healthy, and able to work, play, and enjoy life to its fullest.

Akima Logistics Services, LLC goal is a workplace that is safe for all employees, customers and visitors as well as an environment that is free of safety hazards and nourishes a zero-accident culture. Our Safety program's purpose is to prevent workplace injury and illness by eliminating their causes through a proactive approach to safety. This is our safety philosophy and the elements which are the foundation to our Safety Program.

Employees are responsible for adhering to and complying with all applicable safety regulations as set forth in the Company Safety Policies, the Collective Bargaining Agreement (CBA), this site Safety Plan and government laws and regulations. A periodic review of this material will be performed to ensure that the information presented is current. When necessary, new specific procedures and policies will be developed and implemented.

C. RESPONSIBILITIES

Our goal is to protect all employees from injuries and illness while working on the project site. It is the responsibility of everyone to work safely while performing their duties. The duties and responsibilities of all personnel under our health and safety program are in the following:

Management

1. Familiar with health and safety regulations related to this project site and administers all aspects of the occupational health and safety program.
2. Conducts inspections to identify unhealthy or unsafe conditions or work practices and then takes action to eliminate any potential safety hazards.
3. Ensures that serviceable safety equipment is available, maintained, used, and stored correctly.
4. Ensures all employees are instructed and trained in job health and safety requirements.
5. Assists Leads in the health and safety training of employees.
6. Requires all employees supervised to use individual protective equipment and safety devices.
7. Recommends programs and activities that will develop and maintain incentives for and motivation of employees in health and safety.
8. Investigates all mishaps and near misses and takes action to eliminate any safety hazards.
9. Immediately reports all accidents/incidents to upper management. Reports to OSHA within eight (8) hours of occurrence, those accidents that result in an occupational fatality or five (5) or more hospitalized workers. Reports all other safety incidents within 24 hours with a full incident report within two (2) business days.
10. Ensures arrangements for prompt medical attention after a work-related incident, to include transportation, communication, and emergency telephone numbers.
11. Provides “Lessons Learned” and additional training as required after the post-mishap investigation in order to prevent future occurrences.
12. Maintains a log and reports Department of Transportation (DOT) recordable accidents as required by the Federal Motor Carrier regulations.
13. Ensures the following information is posted in places where employees can see them on each job: the current state health and safety poster, emergency telephone numbers, OSHA Form 300A, and other notices required by Workers' Safety.

Admin

1. Maintains records and reports, (i.e. Mishap Incident file, OSHA 300 Injury/Illness Log, OSHA 300A Injury/Illness Summary, safety and environmental reports and audits) concerning all mishaps that have taken place during company operations in accordance with company practice and policy.
2. Track recordable incidents that include medical treatment beyond first aid, restricted work cases, lost workday cases, and fatalities as well as non-recordable incidents and near misses.
3. Maintains all medical documentation, evaluations and exposure monitoring records until the end of Joint Base Andrews project site contract. All company records will be maintained at the Corporate Site when the project site contract has expired.

D. HOUSEKEEPING

1. Proper housekeeping is the foundation for a safe work environment. Following good housekeeping habits leads to the prevention of accidents and fires, as well as creating a professional appearance in the work area.
2. Material will be piled or stored in a stable manner so that it will not be subject to falling.
3. Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.
4. Stairways, walkways, exit doors, electrical panels, or access to firefighting equipment will be kept clear of materials, supplies, trash, and debris.

E. SAFETY RULES

All company safety policies and procedures must be followed.

Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job. Persons with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work-related problems with the manager/employer.

No one knowingly shall be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness, or other causes that might expose the individual or others to injury.

Horseplay, scuffling and other acts which tend to endanger the safety or well-being of employees are prohibited. Fighting or instigating fights will not be tolerated.

- **Safety Briefings**

Managers disseminate Safety information on a daily, weekly, monthly basis and conducts monthly briefings as needed.

- **Health and Welfare Training**

Employees are our most valuable asset and their health and welfare is our top priority. Training and dissemination of information will be provided on numerous health and welfare topics.

- **Personal Protective Equipment**

Managers and Leads will identify and verify the requirements for any safety equipment needed. Personal protective equipment (PPE) required for employees to do the job without causing occupational injury or illness to themselves will be provided and each employee will receive instruction on the proper use and wear of the PPE in their respective work area.

- **Base Disaster Preparedness**

Base provides training, performs inspections and conducts exercises for natural disasters, man-made disasters, and fire evacuation drills, etc. Building Evacuation plans will be posted in prominent locations throughout each of our buildings.

- **Motor Vehicles and Mechanized Equipment**

Forklift Training: One or more individuals will be designated as the Powered Industrial Truck Trainer by the Project Manager. Forklift training certification consists of the classroom portion and a forklift driving test. Re-Certification will be accomplished every three years.

Vehicle Safety Training: All drivers will receive driving safety training. All drivers who access the flight line will receive classroom training and testing. All flight line drivers will receive a day and nighttime orientation ride from an ALS certified trainer and will be given a color vision test. Once completed the individual receives a 483 card, Certificate of Competency for flight line driving that must be renewed annually as long as the employee is in a position that requires it.

All employees are instructed NOT to use a cell phone on Joint Base Andrews except with a hands-free device and must limit radio traffic to only essential communications while operating any vehicle or forklift.

Tab# 2-a Job Safety Training Outline (JSTO) – Fuels

Tab# 2-b Job Safety Training Outline (JSTO) – Materiel Management

G. SAFETY OBSERVATION AND INCENTIVE PROGRAM

JBA ALS implements a Safety Incentive Program designed to recognize those employees who contribute through their safe performance of their assigned tasks and promote Akima Logistics Services, LLC Safety Program.

I. RECORDS

The company shall only maintain employee information needed to conduct business and safeguard the confidentiality of employee records.

Managers or designated representative will ensure the accuracy and maintenance of all records related to the safety program including Material Safety Data Sheets (MSDS), Mishap Reports, and the OSHA Log and Summary. MSDSs will be maintained for accessibility to each employee.

Managers or designated representative will ensure recordable injuries or illnesses are entered on the OSHA 300 Log within 24 hours of acknowledge of the incident.

J. DISCIPLINARY GUIDELINES

Akima Logistics Services, LLC Andrews Support Division strives to create a safe and healthy workplace for all employees. To achieve this objective will require the cooperation of everyone. All employees must follow and adhere to all company safety policies and procedures.

Working safely is a condition of employment. Our safety policies are based on past experiences and current standards and are also an integral part of the company's personnel policies. This means that compliance with these policies is a condition of employment and must be taken seriously. Failure to comply is sufficient grounds for disciplinary action up to and including termination of employment.

Management will be advised of any infraction and take part in the expected course of action. All safety mishaps and violations will be thoroughly investigated, documented, and each record of events and findings will be maintained. All participants and witnesses will provide written statements and will be interviewed. An investigation report will result noting the specific problem(s) and presenting a detailed/clear course of action(s) expected for improvement.

Any employee, who has failed to follow any company safety policy, fails to follow established safety guidelines, fails to use required or provided safety equipment, commits unsafe acts, or has failed to notify the employee's manager of an accident or unsafe condition will result in disciplinary action, up to and including termination of employment. Any disciplinary warning letters, suspension letter or termination letter will be retained in the employee's personnel file and a copy given to the employee.

Incidents that involve imminent danger, or in the opinion of management, show a complete disregard for safety, shall be immediately referred to corporate management for appropriate action. The Company reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

Akima Logistics Services
Site-Specific Health, Safety, and Environment Plan
Joint Base Andrews / Naval Air Facility Washington
Fuel & Supply Services
Joint Base Andrews, Maryland

APPENDICE

TAB 1(a) Wing Safety Vision Memo

Implemented by
Akima Logistics Services, LLC
3066 East Perimeter Road - Joint Base Andrews, MD 20762



316 WG Safety Vision



Tyler Schaff, Colonel, USAF
Commander, 316th WG and Joint Base Andrews

Military Readiness, a top priority of the Air Force, requires a trained, healthy force and functioning equipment to sustain operations in high-risk environments. As such, a strong safety culture ensures this readiness by accepting no more risk than is necessary to successfully complete a given mission or task. Whether in training or operations, all Airmen need to know the risks associated with their given task and have the tools and procedures to eliminate or mitigate those risks to the lowest level possible, and where risk still exists, decisions to proceed need to be made at the appropriate level to those risks.

I have no greater responsibility than the safety and security of our Airmen, our families, and our resources. All members of the 316th Wing, our mission partners, and contractors across the National Capital Region have a critical role in promoting a positive safety culture rooted in the fundamentals of risk management. We must endeavor to eliminate preventable mishaps both on and off-duty by empowering everyone to proactively identify operational and environmental risks and find solutions to eliminate them. Sustaining our high operations tempo while restoring readiness means that we cannot afford the loss or injury of any of our highly trained and exceptional Airmen.

Great wingmen take action before someone else takes unnecessary risk. If you see a problem, speak up, bring it to the attention of the on-scene supervisor and chain of command. If, for some reason this is not possible, anyone for any reason, can identify a problem through the Airman Safety Action Program at <https://asap.safety.af.mil> (This does not require a CAC and your input can remain anonymous).

My POC is Colonel Joshua Pyers, 316 WG/SE, Chief of Safety, and can be reached at DSN 612-6380.

**WEAPONS
SAFETY**
(240) 612-5975

**GROUND
SAFETY**
(240) 612-6380

**FLIGHT
SAFETY**
(240) 612-5974

Akima Logistics Services
Site-Specific Health, Safety, and Environment Plan
Joint Base Andrews / Naval Air Facility Washington
Fuel & Supply Services
Joint Base Andrews, Maryland

APPENDICE

TAB 1(b) Safety & Health Committee Representatives Memo

Implemented by
Akima Logistics Services, LLC
3066 East Perimeter Road - Joint Base Andrews, MD 20762



23 June 2020

MEMORANDUM FOR RECORD

FROM: Akima Logistics Services LGR-PM

SUBJECT: Safety and Health Committee Representatives for Supply and Fuels

1. The following employees are designated as Safety and Health Committee Representatives for their particular work areas. They are responsible for adhering to and complying with all applicable safety regulations as set forth in the Company Safety Policies, the Collective Bargaining Agreement (CBA), the Site Safety Plan, and government laws and regulations. As a member of the committee these individuals shall work to ensure a safe working environment by evaluating safety conditions and recommending actions to the Company.

<u>NAME</u>	<u>BRANCH/WORK AREA</u>	<u>DUTY #</u>
Jarryl Jenkins	Fuels QA	981-5681
Gary Collins	Fuels- West side	981-6712
Joseph Gould	Fuels- East side	981-2618
Orlando Browder	Materiel Mgmt QA	981-4778
Vincent Coston	Materiel Mgmt – East side	981-6597
Eugene Jemison	Materiel Mgmt – West side	981-3440
Linda Ayala	Materiel Mgmt Operations Manager	981-5120/2501
William Woods	Materiel Mgmt Flight Manager	981-0705
John Neiffer	Fuels Flight Manager	981-5689
Susan Hitte	HR Admin	981-2503
Philip Waring	Project Manager	981-2512

2. The committee members will meet as often as necessary, but not less than monthly, according to the CBA Section 15.2(b).

3. The Point of Contact is Philip Waring at 301-981-2512.

WARING.PHILIP.FRAN Digitally signed by
WARING.PHILIP.FRANCIS.1015317694
Date: 2020.06.23 12:50:22 -04'00'
CIS.1015317694
PHILIP F. WARING, Project Manager
316 LRS/Akima Logistics Services
Fuels & Supply

Cc: Each Individual

Akima Logistics Services
Site-Specific Health, Safety, and Environment Plan
Joint Base Andrews / Naval Air Facility Washington
Fuel & Supply Services
Joint Base Andrews, Maryland

APPENDICE

**TAB 2(a) Job Safety Training Outline (JSTO) –
Fuels Flight**

Implemented by
Akima Logistics Services, LLC
3066 East Perimeter Road - Joint Base Andrews, MD 20762

Akima Logistics Services/Fuels Flight

JOB SAFETY TRAINING OUTLINE



Wing Safety personnel will provide technical assistance in developing a training guide to meet AFI requirements as required. This JSTO guide will be submitted to safety inspectors during the annual safety inspection.

Additionally, the Fuels Safety Representatives will maintain an electronic copy of each work center's job safety training guide, to ensure continuity and compliance. This electronic copy should be emailed to usaf.jbanafw.afdw-staff.mbx.11-wg-seg-ground-safety@mail.mil. A master copy with the signature of the FMT maintained on file in Bldg. 5014. Each AKIMA Fuels Lead will retain a paper copy of the document that will be used to facilitate Job Safety Training.

Job Safety Training Outline

Table of Contents

Mandatory items that will be briefed to all personnel.

1. Hazards of the job and specific safety guidance that applies to their workplace.
2. Hazards of the work area environment to include but not limited to, awareness of identified confined spaces (permitted and unpermitted), recognition of danger and caution tags, and Hazcom requirements, i.e., Employee's Right to Know.
3. Proper personal lifting techniques—refer: AFI91-203.
4. Location of medical facilities and procedures for obtaining treatment.
5. Location and use, as appropriate, of emergency and fire protection equipment.
6. Emergency procedures that apply to the workplace, including evacuation, fire reporting, emergency numbers, alarm and extinguisher location(s).
7. Requirements and procedures for reporting mishaps, occupational injury and occupational illness.
8. Reporting unsafe equipment, conditions or procedures to Shift Leads/FMT immediately.
9. Requirements of Air Force Traffic Safety Program, including mandatory use of seat belts and helmets, speed limits, local traffic hazards, personal risk management and cell phone prohibition while operating an AKIMA or Private Vehicle on base. If applicable, discuss motorcycle safety training requirements before riding a motorcycle.
10. Purpose and location of AF Form 457, *USAF Hazard Report*.
11. Location and content of Air Force Visual Aid (AFVA) 91-209, *Air Force Occupational Safety and Health Program*.
12. Purpose of the AF Form 1118, *Notice of Hazard*.
13. CA 10, *What a Federal Employee Should do When Injured at Work*
14. Fetal Protection Program Awareness. Reference: AFI 48-101.

- Slips, Trips, and Falls. AFI 91-203
 - Proper Lifting Techniques. AFI 91-203
 - Office Safety. AFI 91-203
-

2. Hazards of the work area environment to include awareness of the Hazard Communication Program requirement

In this section, outline the ENVIRONMENTAL hazards that may be encountered in the workplace. These can often be the same as the hazards of the Job or Tasks to be done. (An example of this would be the electrician who works on electrical parts/equipment; yet the employee and others in the workplace work AROUND high energy electrical parts and cabinets and may be at risk. Another example would be an employee who handles compressed gas cylinders (Job/Task-related) and those who work in the vicinity where one could possibly explode or leak fumes (Work area). Employees may operate vehicles while others may have to walk in those areas of operation. The KEY word is —"Environmental."

Walking/Working Surfaces, Slips, trips, and falls

- Electrical cords, equipment, and storage containers and furniture can cause personnel to trip and fall
- Store equipment and containers so as NOT to present a tripping hazard
- Be aware of your surroundings
- Spilled liquids must be cleaned up immediately
- Inclement weather can cause slippery conditions

Industrial Areas

- Ensure you wear steel/safety toed shoes/boots when working in these areas to protect your feet

Noise exposure

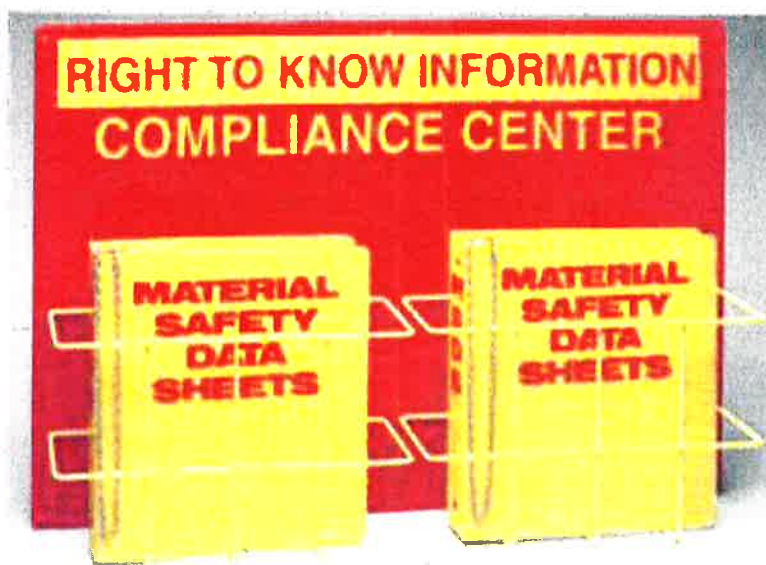
- Always wear hearing protection when in high noise areas. All areas exposed to high levels of noise have hearing protection provided for your use

Driving

- Be aware of your surroundings and local conditions
- Use good defensive driving technics
- Leave appropriate following distances and obey posted speed limits

Heat/Cold exposure

- Some duties will take you outside, ensure you dress accordingly



3. Proper personal lifting techniques

Strains, sprains, hernias, fractures, bruises, and lacerations may result from poor manual material handling and lifting practices. The greater sizes and quantities of equipment and materials being used throughout the Air Force in recent years has contributed to an increase in injuries associated with manual material handling and lifting operations. Lifting, carrying, dropping, and lowering are the common physical acts responsible for these injuries. Sprains account for approximately 30 percent of the lost time injuries in the Air Force. Many strains are the direct result of improper lifting techniques, lifting with no assistance, or failure to use required and available manual material handling equipment. Influencing factors when manually lifting materials include the size, shape, and weight of the object to be lifted (and distance to be moved). Proper lifting techniques are as important as the weight of the object to be lifted. Heavy weights or awkward positions may require mechanical assistance or team lifting to be used

STEP 1: Start in a safe position

Before you lift a heavy object, think through your task. Decide where you'll place the object and how you'll get it there. **If an object is too heavy to lift safely, find someone to help you.**



To lift an object from the floor, stand as close to the object as possible. Then kneel, resting one knee on the floor. Don't lift from a standing position with your waist bent or your knees locked.

4. Location of medical facilities and procedures for obtaining treatment

AKIMA is committed to having the safest work environment for all its employees through the practice of safe work habits, training and empowerment. Only a diligent effort on everyone's part will prevent injuries.

Each employee has the responsibility to immediately report to their manager all work-related mishaps, injuries and illness, no matter how minor. Prompt notification is essential to ensure employees receive proper immediate medical attention and to immediately eliminate any potential hazards.

All injuries will be assessed to determine the seriousness and nature of the injury and the best way to address whether it is "first aid" or whether the injured employee(s) will be transported by management or designated representative to the authorized medical facility for further evaluation and/or treatment.

Call 911 immediately for any potentially life-threatening situation.

Medical Facilities

Occupational injury/illness during normal work hours:

Patient First – Clinton
9000 Woodyard Rd
Clinton, MD 20735
Phone: 240-546-3428
Hours: M-Su 8:00 am - 10:00 pm

Concentra Emergent Care
9141 Alaking Ct. Suite 112
Capitol Heights, MD 20743
T 301-499-4655 / F 301-499-0902
Hours: M-F 7:00 am - 5:00 pm

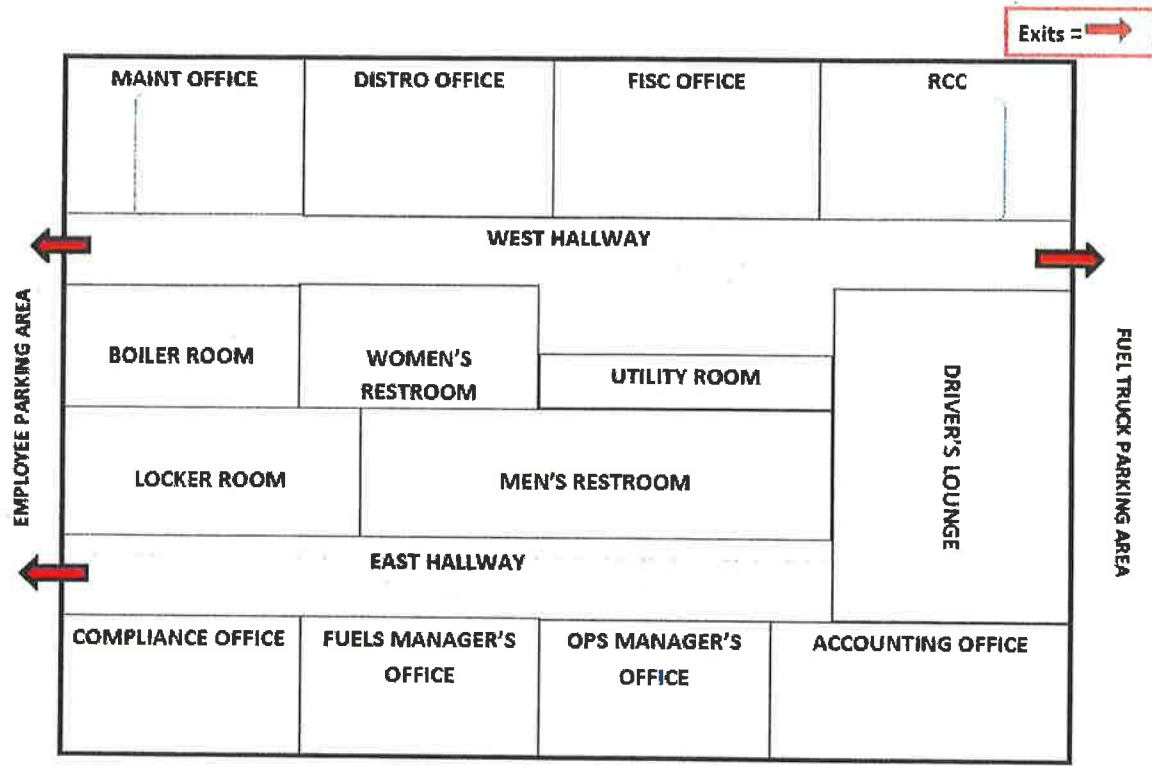
Occupational injury/illness after normal work hours and emergencies

Southern Md. Hospital Center
7503 Surrats Road
Clinton, Md 20735
(301) 868-8000
Available 24 hours

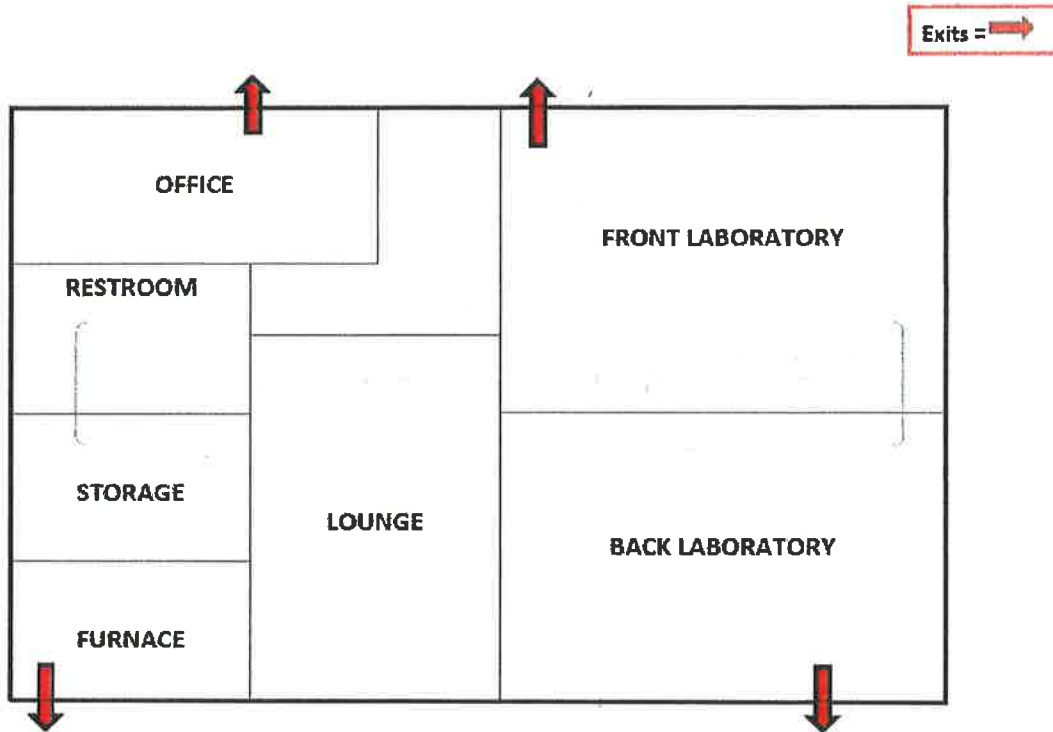
Life and death emergencies only
Malcolm Grow Medical Center
1050 W. Perimeter Rd.
Joint Base Andrews, Md 20762
#240-857-2333

After treatment the employee is responsible for providing to management the Doctor's release and a list of any restrictions or limitations the employee may have in performing their work duties. The returning employee must follow the doctor's prescribed medical treatment.

All follow-up doctor visits are mandatory and the employee's responsibility. The employee will provide the necessary doctor's release with any instructions back to the manager or Human Resources office.



FIRE EVACUATION ROUTE



FIRE EVACUATION ROUTE

7. Requirements and procedures for reporting mishaps, occupational injury and occupational illness

The key to **MISHAP REPORTING** is timely notification. Don't delay reporting. If you can't locate an individual, proceed to the next step.

All Accidents/Injuries/Mishaps, no matter how minor, must be reported to the appropriate Manager and Project Manager immediately. Management will verbally notify the corporate Risk Analyst or HSE Director within 30 minutes. Prompt notification is essential to ensure employees receive proper immediate medical attention, to immediately eliminate potential hazards, and to conduct effective accident investigations as required by OSHA and the contract.

The Manager and the affected employee(s) are responsible for completing the appropriate Mishap Reports as soon as possible after the incident. These forms can be found in the Incident reporting Packet located within the flight work centers and Project Manager's admin office.

The Manager is responsible to hand-carry these completed reports as well as brief the Project Manager about the mishap, root-cause analysis, and the corrective and preventive actions taken.

Any employee involved in a mishap resulting in personal injury and or property damage will be required to complete a post-accident drug and alcohol test within three hours in accordance with our Project Drug-Free Workplace Plan and DOT regulations. An appropriate Manager or representative will accompany the employee to the testing facility.

The Fuels Management Team will be required to complete an investigation on all mishaps.

Unit Safety Representative:

John Neiffer, Fuels Flight Manager, 301-981-5689 or Cell #253-592-8704

Stephen Yoder, Fuels Operations Manager, 301-981-5688 or Cell #540-604-1622

Jarryl A. Jenkins Quality Assurance, 301-981-5681

8. Reporting unsafe equipment, conditions or procedures to supervisor immediately

All employees have the authority and responsibility to stop work on any activity that poses an imminent danger to safety or the environment. You are responsible to immediately report all unsafe conditions in your work area (i.e. equipment, procedure, or situation) to your manager. If you see something that's unsafe

to secure children age 7 and under in a child restraint device. Additionally, drivers must place rear-facing child restraint devices in the back seat of the car. If the car does not have a back seat, the driver can place the device in the front seat if the car does not have a passenger side air bag or if the airbag is deactivated.

HELMETS:

For personnel riding motorcycles and ATVs in the United States, helmets **shall** be certified to meet Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, or Snell Standard M2005. All helmets shall be properly fastened under the chin.

Maryland State Law: Motorcycle operators and passengers are required to wear U.S. DOT approved helmets. Operators must wear eye protection as well.

District of Columbia Law: Get with Motorcycle Safety Rep for requirements

Commonwealth of Virginia Law: Get with Motorcycle Safety Rep for requirements

SPEED LIMITS:

No person shall drive a vehicle on a street, highway, or roadway at a speed greater than the posted speed limit or than is reasonable and prudent for existing road/weather conditions and will have regard for the actual and potential hazards that exist. The speed limits specified in this paragraph will be the maximum lawful speeds allowed on Andrews AFB regardless of the situation.

- On base (unless otherwise posted or herein specified) - 25 MPH
- Family quarter's area, entrance to installation gates - 15 MPH
- Parking lots, alleyways, industrial areas - 10 MPH
- Flight Line/Taxi ways:
 - General purpose vehicles - 15 MPH
 - Special purpose vehicles - 10 MPH
 - Within 50 feet of parked aircraft - 10 MPH
 - Within 25 feet of parked aircraft - 5 MPH
 - Inside warehouses, hangars, etc. - 5 MPH
- "FOLLOW ME" vehicles on the flight line are authorized to exceed the speed limits to accommodate the optimum safe taxiing speed of aircraft.
- Speed limit for emergency vehicles responding to incidents will not exceed 10 mph over posted speed-limit.
- Motorcades will follow the posted speed limit except in emergency situations. If an emergency exists, motorcades will not exceed 10 mph over the posted speed-limit.
- GOV LSVs will follow the posted speed limits and abide by the same rules and regulations as all other special purpose vehicles. GOV LSVs will operate no less than 50 feet behind other vehicles. Vehicles following a GOV LSV will operate no less than 100 feet behind. GOV LSVs must be properly equipped (operational head/tail lights, turn signals and horn) to be operated during hours

Reportable hazards include unsafe procedures, practices, or conditions. AFI 91-202 explains the hazard-reporting program in detail.

Hazard Reporting Procedures:

- Report hazards to the responsible supervisor or local agency. If the hazard is eliminated on the spot, no further action is required unless it applies to other similar operations or to other units or agencies.
- If the hazard presents imminent danger, the supervisor or individual responsible for that area must take immediate action to correct the situation or apply interim control measures.
- Report hazards that can't be corrected at lower levels to the safety office via AF Form 457, *USAF Hazard Report*, or by telephone or in person. You may submit reports anonymously.

AF Form 457 is available through normal Publication Distribution (PDO) channels, Form Flow, and Electronic Forms via the Internet (<http://www.af.mil/library/>).

An Important Note on Hazard Reporting: Supervisors must ensure blank hazard reports are kept readily available to workers and workers know where the forms are located. Workers should never have to “ask” for the forms. They should be readily available so a worker can grab it and submit it *anonymously* if they choose.

Federal Law prohibits reprisal to any employee who submits a hazard report or reports a hazardous condition.

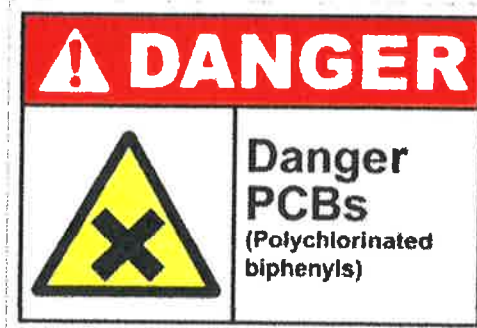
11. Location and content of Air Force Visual Aid (AFVA) 91-307, *Air Force Occupational Safety and Health Program*.

See Safety Board

14. Fetal Protection Program Awareness. Reference

Fetal Protection Program AFI 48-145, *Occupational & Environmental Health Program.*

Many metals, including aluminum chloride, cadmium chloride, chromium trioxide, and nickel carbonyl have produced damaging effects in animal embryo studies. In addition, the effects of the heavy metals, lead and mercury, are well documented in humans. Increased numbers of abortions and stillbirths among female workers exposed to excessive lead levels have long been recognized. In addition, high concentrations of lead have been demonstrated in the placenta, liver, and brain of infants stillborn to lead workers. Mercury poisoning is quite similar. Infants born to women who ingested food contaminated with methyl mercury have damaged central nervous systems, kidneys, and other organs. Infants were found to be affected even when the mothers showed no evidence of clinical toxicity. In some breast-fed infants, ingestion of mercury-contaminated mother's milk adds to the intra-uterine exposure. A little later, we will discuss mothers occupationally exposed to hazardous materials and nursing.



Many of the acrylic compounds such as styrene, and vinyl chloride used in the production of plastics have been shown to cause fetal deformities in animal studies. Likewise, the solvents benzene, methylene chloride, methyl ethyl ketone, tetrachloroethylene, trichloroethylene, toluene, and xylene are widely used in industrial environments and have shown varying toxic effects on fetuses. The sterilizing agents ethylene oxide and formaldehyde, commonly used in Air Force medical facilities, and the polychlorinated biphenyl (PCB), which are among the most common environmental contaminants, may also be dangerous to the developing fetus.

HARMFUL EFFECTS CHEMICALS MAY HAVE ON FETUS: Miscarriage, slower growth and birth defects may occur. Some chemicals can find their way into breast milk and a child can be exposed. During the first three months of pregnancy the organs and limbs are being formed. This is the period when the fetus is most sensitive to chemicals which cause birth defects. During the last six months of pregnancy, exposures to harmful chemicals can slow down the growth of the fetus or affect brain development. Effects on brain development may appear as slow learning ability, hyperactivity, coordination problems or in severe cases, mental retardation. A woman may not know that she is pregnant during the first three months, it is important for her to find out about workplace hazards before she gets pregnant.

WHAT MAKES A CHEMICAL HAZARDOUS: Whether the fetus is affected depends on several things. The most important are what chemicals are in use, how much, how often, how long you are exposed, and whether the chemical gets into your body and reaches the fetus. To harm the fetus, a chemical must get into your body, be absorbed into your blood and reach the fetus. Chemicals can enter your body through the air you breathe, through contact with your skin or through your digestive system if you accidentally swallow them. If you are concerned ask your supervisor for the Material Safety Data Sheets (MSDS) for the products you use. The MSDS list the hazardous ingredients in a product.

2. Lockout/Tagout

LOTO kits will be maintained in buildings 5014 and 3014, to control unexpected startup of hazardous energy sources. All LOTO locks and tags provide a positive means to isolate and prevent uncontrolled release of hazardous energy from equipment such as fuel pumps.

In accordance with AKIMA safety and Health Manual, Appendix 1-5, all employees are authorized to immediately stop a work activity that is believed to endanger employees in the performance of their job. Therefore, all fuels personnel are authorized to place a lock or tag when unsafe condition is present. However, it must be immediately communicated to the FSC Controller and to their supervisor or lead. Release authority is FMT, Lead or the person that initiated the lockout/tagout. Local LOTO processes and procedures will remain consistent with AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, para. 21.3, "Specifications for Lockout/Tagout (LOTO)"

3. Hazard Communication

Every AKIMA fuels personnel has a right to know the hazards, if any, the chemicals, products and/or fuels they may come in contact with or handle poses. It is important for you to know the location of the Standard Data Sheets for your work section of AKIMA Fuels. If you can't locate an SDS for the chemical, product or fuel that you are working around or working with, notify your lead or supervisor. Fuels personnel can access AFPET's home page and can find a link to SDSs for countless products, chemicals and fuel types that may be encountered in your work area.

4. Hearing Conservation

AKIMA Fuels personnel are provided annual hearing test by AKIMA Technical Solutions at no cost. Personnel are provided ear plugs and headsets that exceed industry standards at no cost. Everyone encountering hazardous noise areas i.e. pumphouses with operating pumps, operating aircraft engines, operating support equipment and operating aircraft power units (APUs) are to possess and utilize hearing protection.

5. Confined Space

All AKIMA Fuels Personnel will accomplish confined space familiarization annually on permit-required and non-permit required confined spaces. This will be documented on the Air Force Form 55 by applicable section lead. Fuel work areas have identified confined spaces, Leads will inform personnel, by ensuring posted danger signs or by any other equally effective method of the existence and location of and the danger posed by the permit spaces. Confined space training's intent is to ensure personnel operate safely in and around confined spaces.

10. Laboratory Job Specific safety Topics:

- PPE: Nitrile Gloves, Leather Gloves, Eye Protections, Face shields, Goggles, Aprons, safety Toed Shoes
- Hazards of Hydrocarbon Fuels
- Spill containment, spill clean-up, spill reporting procedure
- Chemical spills, Poisonous effects
- Fire hazards
- Freeze hazards (Dry Ice)
- Characteristics of Jet Fuels, Fuels Vapor Intoxication or Asphyxiation
- House-keeping
- Grounding and Bonding
- First Aid

11. Maintenance Job Specific Safety Topics:

- Always be aware of your surroundings!
- Use appropriate PPE when performing your duties, wear leather gloves when handling tools while doing maintenance on a truck and nitrile gloves when dealing with fuel and chemicals.
- If under truck doing maintenance put safety pads down to lay on.
- When using the air compressor, be aware of air lines so you don't trip and fall.
- Use hearing protections when around loud noise environments.
- Never be on your phone when working.

Akima Logistics Services
Site-Specific Health, Safety, and Environment Plan
Joint Base Andrews / Naval Air Facility Washington
Fuel & Supply Services
Joint Base Andrews, Maryland

APPENDICE

**TAB 2(b) Job Safety Training Outline (JSTO) –
Materiel Management Flight**

Implemented by
Akima Logistics Services, LLC
3066 East Perimeter Road - Joint Base Andrews, MD 20762

Akima Logistics Services/Materiel Management

JOB SAFETY TRAINING OUTLINE



The Flight Manager Annual Review		
Name	Signature	Date
Linda Ayala	AYALA.LINDA.M.1017849154 <small>Digitally signed by AYALA.LINDA.M.1017849154 Date: 2020.07.30 19:08:18 -0400'</small>	30 July 2020

Job Safety Training Outline

Table of Contents

Mandatory items that will be briefed to all personnel.

1. Hazards of the job and specific safety guidance that applies to their workplace.
2. Hazards of the work area environment to include awareness of the Hazard Communication Program requirement (“Employee’s Right to Know”).
3. Proper personal lifting techniques—AFI91-203.
4. Location of medical facilities and procedures for obtaining treatment.
5. Location and use, as appropriate, of emergency and fire protection equipment.
6. Emergency procedures that apply to the workplace, including evacuation, fire reporting, emergency numbers, alarm and extinguisher location(s).
7. Requirements and procedures for reporting mishaps, occupational injury and occupational illness.
8. Reporting unsafe equipment, conditions or procedures to management immediately.
9. Requirements of Air Force Traffic Safety Program, including mandatory use of seat belts and helmets, speed limits, local traffic hazards, personal risk management and cell phone prohibition while operating a GMV or PMV on base. If applicable, discuss motorcycle safety training requirements before riding a motorcycle.
10. Purpose and location of AF Form 457, *USAF Hazard Report*.
11. Location and content of Air Force Visual Aid (AFVA) 91-209, *Air Force Occupational Safety and Health Program*.
12. Purpose of the AF Form 1118, *Notice of Hazard*.
13. CA 10, *What a Federal Employee Should do When Injured at Work* (N/A)
14. Fetal Protection Program Awareness. Reference: AFI 48-101.

2. Hazards of the work area environment to include awareness of the Hazard Communication Program requirement

In this section, is an outline of the ENVIRONMENTAL hazards that may be encountered in the workplace. These can often be the same as the hazards of the Job or Tasks to be done.

Potential Hazards of the Work Area			
Dust/Dirt/Debris	Hazardous Chemical Exposure (Inhalation, Ingestion, Absorption)		Chemical Burns
Noise	Flammables/Combustibles, Acids/Corrosives, Vapors, Dust/Fumes		Temperature Extremes
Slippery Surfaces	Hazardous Materials (Asbestos, Lead, Fiberglass, PCBs, Silica, etc.)		Asphyxiation
Fire Hazards	Electrical Shock/Electrocution	Falling Overhead Objects	Slip/Trip/Fall Hazards
Entanglement	Mechanical/Structural Hazards	Compressed Gases	Heavy Falling Object
Impact Hazards	Vehicle Operations/Traffic	Uneven Surfaces	Housekeeping Issues
Insufficient Lighting	Shifting/Collapsing Materials	Adverse Weather Conditions	Equipment Malfunction
Glare/Eye Strain	Pinch Points/Moving Parts	Human Bodily Fluid Exposure	Reduced Visibility
Explosion	Metal/Wood Chips	Vertical/Steeply Inclined Stairs	Prolonged Standing
Puncture Hazards	Sharp/Rough Objects	Mold, Mildew and Pollen Exposure	Hand/Power Tool Malfunction
Toxic Materials	Falling Materiel	Musculo-Skeletal Stress/Strain	Fire Extinguishing Agents

Walking/Working Surfaces, Slips, trips, and falls

- Electrical cords, equipment, and storage containers and furniture can cause personnel to trip and fall
- Store equipment and containers so as NOT to present a tripping hazard
- Be aware of your surroundings
- Spilled liquids must be cleaned up immediately
- Inclement weather can cause slippery conditions

Industrial Areas

- Ensure you wear steel/safety toed shoes/boots when working in these areas to protect your feet

Driving

- Be aware of your surroundings and local conditions
- Use good defensive driving technics
- Leave appropriate following distances and obey posted speed limits

Heat/Cold exposure

- Some duties will take you outside, ensure you dress accordingly

File Cabinets, Desk Drawers, and chairs

- Store heavier items in the lower drawers



3. Proper personal lifting techniques

Strains, sprains, hernias, fractures, bruises, and lacerations may result from poor manual material handling and lifting practices. The greater sizes and quantities of equipment and materials being used in recent years has contributed to an increase in injuries associated with manual material handling and lifting operations. Lifting, carrying, dropping, and lowering are the common physical acts responsible for these injuries. Sprains account for approximately 30 percent of the lost time injuries in the Air Force. Many strains are the direct result of improper lifting techniques, lifting with no assistance, or failure to use required and available manual material handling equipment. Influencing factors when manually lifting materials include the size, shape, and weight of the object to be lifted (and distance to be moved). Proper lifting techniques are as important as the weight of the object to be lifted. Heavy weights or awkward positions may require mechanical assistance or team lifting to be used.

STEP 1: Start in a safe position

Before you lift a heavy object, think through your task. Decide where you'll place the object and how you'll get it there. **If an object is too heavy to lift safely, find someone to help you.**



To lift an object from the floor, stand as close to the object as possible. Then kneel, resting one knee on the floor. Don't lift from a standing position with your waist bent or your knees locked.

STEP 2: Maintain the natural curve in your lower back

With one knee resting on the floor, tighten your core muscles — including the muscles in your abdomen, back and pelvis — and lift the object between your legs. Maintain the



Each employee has the responsibility to immediately report to their manager all work-related mishaps, injuries and illnesses, no matter how minor. Prompt notification is essential to ensure employees receive proper immediate medical attention and to immediately eliminate any potential hazards.

All injuries will be assessed to determine the seriousness and nature of the injury and the best way to address whether it is "first aid" or whether the injured employee(s) will be transported by management or designated representative to the authorized medical facility for further evaluation and/or treatment.

Call 911 immediately for any potentially life-threatening situation.

Medical Facilities:

Occupational injury/illness during normal work hours:

Patient First – Clinton
9000 Woodyard Rd
Clinton, MD 20735
Phone: 240-546-3428
Hours: M-Su 8:00 am - 10:00 pm

Concentra Emergent Care
9141 Alaking Ct. Suite 112
Capitol Heights, MD 20743
T 301-499-4655 / F 301-499-0902
Hours: M-F 7:00 am - 5:00 pm

Occupational injury/illness after normal work hours and emergencies:

Southern MD Hospital Center
7503 Surratts Road
Clinton, MD 20735
(301) 868-8000
Available 24 hours

Life/Death emergencies only
Malcolm Grow Medical Center
1050 W. Perimeter Rd
Joint Base Andrews, MD 20762
240-857-2333

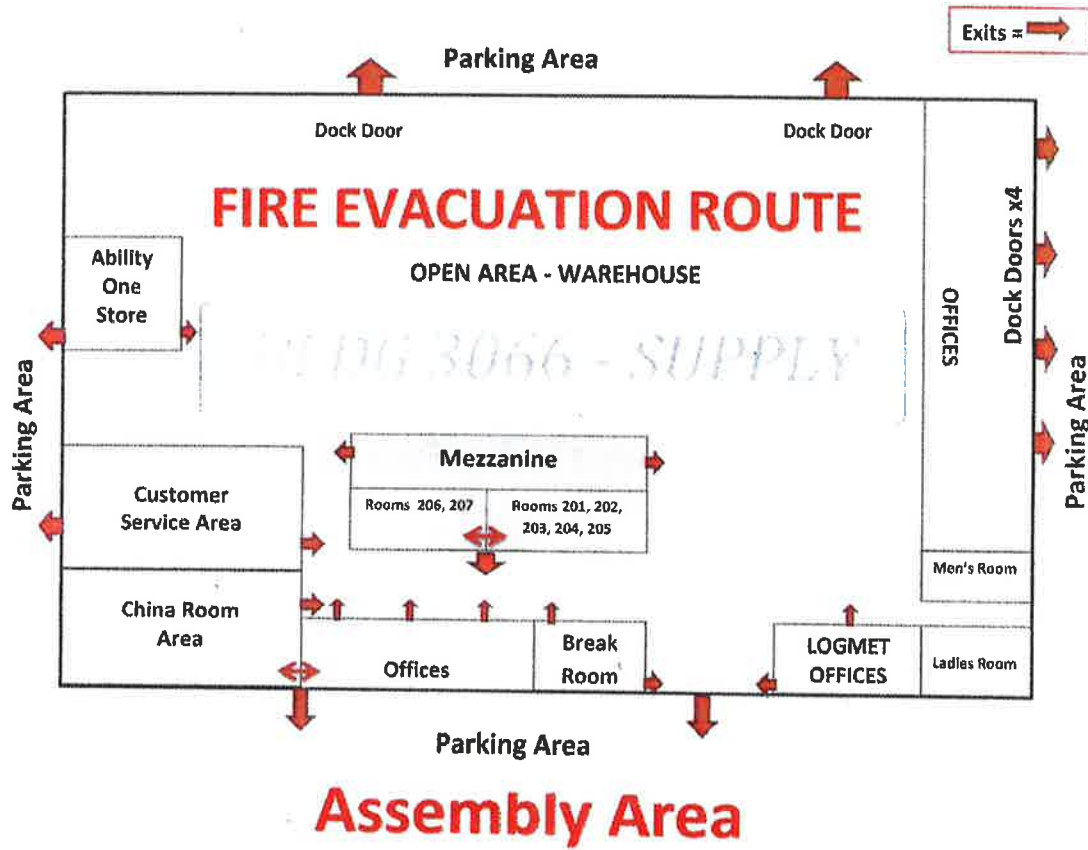
After treatment the employee is responsible for providing to management the Doctor's release and a list of any restrictions or limitations the employee may have in performing their work duties. The returning employee must follow the doctor's prescribed medical treatment.

All follow-up doctor visits are mandatory and the employee's responsibility. The employee will provide the necessary doctor's release with any instructions back to the manager or Human Resources office.

If an employee sees their own physician regarding a work related incident and has not coordinated it through management or the corporate safety office, these expenses may not be covered under workman's comp and out-of-pocket expenses to the employee could be incurred.

Emergency Action Plan:

If there is an emergency follow the prescribe route of escape.



UNIT SAFETY REPRESENTATIVES:

FUELS:

John Neiffer, Fuels Flight Manager
301-981-5689 or Cell: 253-592-8704

Stephen Yoder, Fuels Operations Manager
301-981-5688 or Cell: 540-604-1622

Jarryl Jenkins, Fuels Quality Assurance
301-981-5681

MATERIEL MANAGEMENT:

William W. Woods, Materiel Mgmt Flight Manager
301-981-0705 or Cell: 240-636-2013

Linda Ayala, Materiel Mgmt Operations Manager
301-981-2501 or Cell: 302-450-6580

Orlando Browder, Materiel Mgmt Quality Assurance
301-981-4778

Philip Waring, Project Manager
301-981-2512 or Cell: 571-205-6526

The Manager and the affected employee(s) are responsible for completing the appropriate Mishap Reports as soon as possible after the incident. These forms can be found in the Incident Reporting Packet located within the flight work centers and Project Manager's admin office.

The Manager is responsible to hand-carry these completed reports as well as brief the Project Manager about the mishap, root-cause analysis, and the corrective and preventive actions taken.

Any employee involved in a mishap resulting in personal injury and or property damage will be required to complete a post-accident drug and alcohol test within three hours in accordance with our Project Drug-Free Workplace Plan and DOT regulations. An appropriate Manager or representative will accompany the employee to the testing facility.

The Management Team will be required to complete an investigation on all mishaps.

8. Reporting unsafe equipment, conditions or procedures to supervisor immediately

All employees have the authority and responsibility to stop work on any activity that poses an imminent danger to safety or the environment. You are responsible to immediately report all unsafe conditions in your work area (i.e. equipment, procedure, or situation) to your manager. If you see something that's unsafe don't overlook it and hope someone else sees it and fixes it. Get involved! Assess the condition/situation. If the condition does not pose an imminent danger, the condition can be corrected immediately, and the employee has the resources and training to correct the condition then correct the hazard. Do not attempt to repair any equipment you're not qualified on - leave these to an expert. Inform your manager of the situation and restart the activity or operation. Remember *SAFETY* is **EVERYONE'S** responsibility!

Standard 22-05, British Standard 6658, or Snell Standard M2005. All helmets shall be properly fastened under the chin.

Maryland State Law: Motorcycle operators and passengers are required to wear U.S. DOT approved helmets. Operators must wear eye protection as well.

District of Columbia Law: Get with Motorcycle Safety Rep for requirements

Commonwealth of Virginia Law: Get with Motorcycle Safety Rep for requirements



SPEED LIMITS: No person shall drive a vehicle on a street, highway, or roadway at a speed greater than the posted speed limit or than is reasonable and prudent for existing road/weather conditions and will have regard for the actual and potential hazards that exist. The speed limits specified in this paragraph will be the maximum lawful speeds allowed on Andrews AFB regardless of the situation.

- On base (unless otherwise posted or herein specified) - 25 MPH
- Family quarter's area, entrance to installation gates - 15 MPH
- Parking lots, alleyways, industrial areas - 10 MPH
- Flight Line/Taxi ways:
 - General purpose vehicles - 15 MPH
 - Special purpose vehicles - 10 MPH
 - Within 50 feet of parked aircraft - 10 MPH
 - Within 25 feet of parked aircraft - 5 MPH
 - Inside warehouses, hangars, etc. - 5 MPH
- "FOLLOW ME" vehicles on the flight line are authorized to exceed the speed limits to accommodate the optimum safe taxiing speed of aircraft.
- Speed limit for emergency vehicles responding to incidents will not exceed 10 mph over posted speed-limit.
- Motorcades will follow the posted speed limit except in emergency situations. If an emergency exists, motorcades will not exceed 10 mph over the posted speed-limit.
- GOV LSVs will follow the posted speed limits and abide by the same rules and regulations as all other special purpose vehicles. GOV LSVs will operate no less than 50 feet behind other vehicles. Vehicles following a GOV LSV will operate no less than 100 feet behind. GOV LSVs must be properly equipped (operational head/tail lights, turn signals and horn) to be operated during hours of daylight. GOV LSVs not properly equipped cannot be operated during hours of darkness or reduced visibility.

Hazard Reporting Procedures:

- Report hazards to the responsible manager, Project Manager or local agency. If the hazard is eliminated on the spot, no further action is required unless it applies to other similar operations or to other units or agencies.
- If the hazard presents imminent danger, the Flight Manager or individual responsible for that area must take immediate action to correct the situation or apply interim control measures.
- Report hazards that can't be corrected at lower levels to the safety office via AF Form 457, *USAF Hazard Report*, or by telephone or in person. You may submit reports anonymously.

AF Form 457 is available through normal Publication Distribution (PDO) channels, Form Flow, and Electronic Forms via the Internet (<http://www.af.mil/library/>).

An Important Note on Hazard Reporting: Flight Managers must ensure blank hazard reports are kept readily available to workers and workers know where the forms are located. Workers should never have to “ask” for the forms. They should be readily available so a worker can grab it and submit it *anonymously* if they choose.

Federal Law prohibits reprisal to any employee who submits a hazard report or reports a hazardous condition.

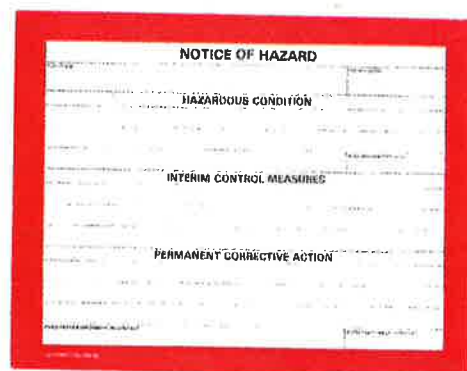
11. Location and content of Air Force Visual Aid (AFVA) 91-307, *Air Force Occupational Safety and Health Program.*

See Safety Board

12. Purpose of the AF Form 1118, *Notice of Hazard.*

Purpose: To alert employees of a hazardous condition, any interim control measures in effect, and permanent corrective actions underway or programmed.

AF Form 1118, *Notice of Hazard*, is a danger sign used to permanently identify the existence of a hazardous condition that could result in death, disability, or a lost workday mishap - Risk Assessment Code (RAC) 1 through 3. Standard colors for these signs are black letters on a white background with a red border. Refer to AFI 91-202 for detailed instructions on the use of this sign.



Many of the acrylic compounds such as styrene, and vinyl chloride used in the production of plastics have been shown to cause fetal deformities in animal studies. Likewise, the solvents benzene, methylene chloride, methyl ethyl ketone, tetrachloroethylene, trichloroethylene, toluene, and xylene are widely used in industrial environments and have shown varying toxic effects on fetuses. The sterilizing agents ethylene oxide and formaldehyde, commonly used in Air Force medical facilities, and the polychlorinated biphenals (PCB), which are among the most common environmental contaminants, may also be dangerous to the developing fetus.

HARMFUL EFFECTS CHEMICALS MAY HAVE ON FETUS: Miscarriage, slower growth and birth defects may occur. Some chemicals can find their way into breast milk and a child can be exposed. During the first three months of pregnancy the organs and limbs are being formed. This is the period when the fetus is most sensitive to chemicals, which cause birth defects. During the last six months of pregnancy, exposures to harmful chemicals can slow down the growth of the fetus or affect brain development. Effects on brain development may appear as slow learning ability, hyperactivity, coordination problems or in severe cases, mental retardation. A woman may not know that she is pregnant during the first three months, it is important for her to find out about workplace hazards before she gets pregnant.

WHAT MAKES A CHEMICAL HAZARDOUS: Whether the fetus is affected depends on several things. The most important are what chemicals are in use, how much, how often, how long you are exposed, and whether the chemical gets into your body and reaches the fetus. To harm the fetus, a chemical must get into your body, be absorbed into your blood and reach the fetus. Chemicals can enter your body through the air you breathe, through contact with your skin or through your digestive system if you accidentally swallow them. If you are concerned, ask your supervisor for the Material Safety Data Sheets (MSDS) for the products you use. The MSDS list the hazardous ingredients in a product.

MUTAGEN AND TERATOGEN: A mutagen is an agent (mustard gas, or various radiations) that tends to increase the frequency or extent of alteration in hereditary material. A teratogen is an agent (chemicals, drugs, common solvents, and physical factors such as X-rays or viruses) that causes developmental malformations. Effects of these agents on the fetus is determined by the ability of the toxin or agent to alter normal processes, intensity of the exposure, susceptibility of target tissues, and your individual resistance to the agent. In addition, the stage and development of the fetus and the duration of exposure is also a determinant.

Akima Logistics Services
Site-Specific Health, Safety, and Environment Plan
Joint Base Andrews / Naval Air Facility Washington
Fuel & Supply Services
Joint Base Andrews, Maryland

APPENDICE

TAB 3(a) Mishap Reporting and Response Procedures

Implemented by
Akima Logistics Services, LLC
3066 East Perimeter Road - Joint Base Andrews, MD 20762

A mishap / incident is an unplanned occurrence that resulted or could have resulted in injury to people; damage to property, equipment or the environment. When a mishap is reported promptly, injured persons receive timely medical care and unsafe conditions are quickly corrected. Failure of the employee to report the injury immediately could result in loss of worker's compensation coverage and result in possible administrative action taken against the employee.

Work related incidents are investigated to identify incident trends, effectiveness of current safety programs, and to prevent similar incidences from occurring.

All Accidents/Injuries/Mishaps, no matter how minor, must be reported to Management immediately who will then report to upper management and the corporate Risk Analyst or HSE Director.

THE FOLLOWING ARE THE PROCEDURES THAT ALL AKIMA LOGISTICS SERVICES EMPLOYEES MUST FOLLOW IN REPORTING A MISHAP:

Initial Response

1. Ensure appropriate first aid and/or medical treatment is rendered.
 - a. Call 911 immediately for any potentially life-threatening situation. Nearest hospitals are:

Malcolm Grow Medical Center	Southern MD Hospital Center
1050 W. Perimeter Rd	7503 Surratts Road
Joint Base Andrews, MD 20762	Clinton, MD 20735
(240) 857-2333	(301) 868-8000
 - b. When non-life threatening injury occurs call Coventry Nurse Triage Line 855-310-4544. A medical professional will evaluate the severity of injury and will provide guidance on first aid onsite care or recommend offsite medical clinic evaluation to the injured employee. A release form must be signed by the employee and faxed to Coventry (877-439-6572) in order to have the supervisor on the call with them.
 - c. If medical treatment beyond first aid is necessary, ensure that the employee is safely transported to the hospital or clinic with the necessary paperwork. The following are the company assigned medical facilities:

Patient First – Clinton	Concentra Emergent Care
9000 Woodyard Rd	9141 Alaking Ct. Suite 112
Clinton, MD 20735	Capitol Heights, MD 20743
Phone: 240-546-3428	T 301-499-4655 / F 301-499-0902
Hours: M-Su 8:00 am - 10:00 pm	Hours: M-F 7:00 am - 5:00 pm

The state of Maryland allows the employee to choose the initial threatening provider.

Ensure a complete job description is provided to the health care professionals with the knowledge that a Return to Work Program is available whereby management will make every reasonable effort to enable the injured employee(s) return to work on limited duty, if available, in coordination with their physician's restrictions.

- d. A drug and alcohol test will be performed on employee(s) involved in an incident where there is personal injury involving more than first aid, or property damage or a near miss with a high severity potential where it is possible that drugs/alcohol could have been a contributing factor.

Incident Reporting by Management

1. Submit initial online incident report (Short Form) within 24 hours for all incidents.
 - System automated to complete chain of command reporting.
2. Follow-up email to the following:
 - Safety –Lindsey Loehner
 - Risk Analyst-Felicia Nelson
 - Operations Director – Scott Sieger

The subject line on the e-mail message must indicate: Incident Report: Employee Name, Date of Incident, Severity (example: Incident Report: Jane Doe, 4-01-11, On-Site First Aid)
Important so that any employee injury can be reported to the workers compensation insurance carrier.
3. Complete full incident report within 2 business days.
 - System automated to complete chain of command reporting.
 - Incident report can be updated, including additional attachments, at any time.
4. If OSHA recordable, the OSHA Form 300, Log of Work-Related Injuries & Illnesses will be updated.

Doctor's Release

1. If an employee is sent for medical treatment, the employee is responsible for providing to management the written physician's release form. No injured employee will return to work until written documentation, signed by the medical provider has been provided.
2. If the employee has any restrictions or limitation in performing their work duties, then the employee must provide to their manager or HR representative the completed Physical Capabilities Worksheet or the medical clinic's substitute form that specifically lists the employee's limitations / restrictions.
3. Management will make every reasonable effort to enable the injured employee(s) to return to work on limited duty, if available, in coordination with their physician's restrictions.
4. The employee must follow the doctor's prescribed medical treatment.
5. All follow-up doctor visits are mandatory. It is the employee's responsibility to go to all prescribed doctor's appointments and to provide the required Physical Capabilities Worksheet or the medical clinic's substitute form back to management or HR representative until the employee has been released for full duty without any work restrictions.

Akima Logistics Services
Site-Specific Health, Safety, and Environment Plan
Joint Base Andrews / Naval Air Facility Washington
Fuel & Supply Services
Joint Base Andrews, Maryland

APPENDICE

TAB 3(b) Nurse Triage 24 / 7

Implemented by
Akima Logistics Services, LLC
3066 East Perimeter Road - Joint Base Andrews, MD 20762

Nurse Triage
Manager Training

Registered Nurses Available 24 hours per day/7 days per week



Frequently Asked Questions



Will they have enough nurses to answer our calls?

Yes. The average response time in the Call Center is 30 seconds or less with occasional delays with a short wait – although those occasions are very rare.

How long will the call take?

Each call is unique. The average call time is approximately twenty minutes. However, our nurses are trained to evaluate all key information and supply the employee with the information necessary to fully understand the recommended course of action, or the instructions on self-care or self-medication.

Who should talk to the nurse?

Preference is to speak directly with the injured employee. The nurse will ask personal, medically-directed questions including: past medical history, any current medical problems and medications, allergies, and the patient's perception of their own symptoms in a private environment. Supervisors/manager may remain on the call once the nurse has confirmed the employee has provided a signed release. This release will need to be faxed to (877) 439-6572. If the supervisor has any questions they can speak with the nurse after the discussion with employee has completed.

What if the employee calls a day or two after their injury occurred?

The nurses will document the date of the injury and the date of the call. In addition they will document why the employee waited to report the injury if that information is needed.

What if the employee is taken to a hospital or seeks treatment on his own?

Manager should follow the current Work Reporting Process

Can the employee call the nurse back if they have additional questions or symptoms?

Yes. The nurses encourages the patient to contact the nurse for any questions about on-going health care decisions related to their injury. In some instances, the nurse may follow-up with the employee. During the triage process, the nurse will ask permission from the employee to call back, as necessary, and gather appropriate contact information. For all emergent as well as self-care calls where a change in condition is expected the nurse will attempt to complete a call back.



Date: _____

To: Coventry Nurse Triage (Fax Form to (877) 439-6572)

I _____, an employee of _____ agree to

my supervisor _____ being present in the room and to listening to the call I am placing with Coventry Nurse Triage regarding my potential work place injury.

(Employee Signature)

(Date Signed)

Fuels Distribution System Operator Lead

Summary: A Fuels Distribution System Operator (FDSO), Lead is responsible to Fuels Management Team (FMT) and the Project Manager for satisfactory accomplishment of all assigned tasks to include but not limited to accountability, security, safety, and task performance within their designated area of responsibility (AOR). This individual will be a technical expert on all equipment and system operations within their AOR. A Lead will perform duties within Fuels Operations to include issue, receive, store, account for, quality check, and dispense aviation fuel, de-icing fluid, gasoline, cryogenic fluids/gases, compressed natural gas, heating oil, and diesel fuel using a variety of fixed facilities and mobile fuel handling equipment. Responsible for the daily task coordination of fuels personnel and resources, in consultation with FMT, to ensure all mission requirements are met. Performs duties as a flightline expeditor and/or refueling unit operator, as necessary. This is a working Lead position.

Duties/Responsibilities:

- Perform all assigned duties and functions as is directed by AFI 23-101, AFM 23-122 and AFI 23-201, applicable Technical Orders, and other publications.
- Perform all duties/responsibilities of a FDSO.
- Assigns FMT Management tasks to all fuels personnel within their AOR.
- Ensures all FDSO daily tasks are completed by assigned fuels personnel.
- Performs Fuels related task training and certification, if qualified.
- Researches, validates, and submits purchases orders within assigned area of responsibility.
- Provides expert technical advice to FMT on operational issues, as required.
- Review work projections (e.g. flying schedules) to ensure sufficient employee coverage.
- Maintain facilities, grounds and equipment within their scope of responsibility in a clean, safe, and neat manner including housekeeping, cleanliness, and general appearance.
- Provide fuel support for the 24 hour, 7-day Joint Base Andrews, Maryland no-fail missions.
- Accountable for meeting safety performance standards and completing all work safely.
- Responsible for the timely reporting of accidents, injuries and near miss & hazardous situations.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statement.
- Perform Facility Manager duties, if assigned.
- Perform all contract/fuels related additional duties and tasks as assigned.

Qualifications:

- U.S. Citizenship.
- High School diploma or equivalent.
- Minimum of 5 years of verifiable fuel handling experience (e.g. with petroleum tank farm, flightline refueling operations, commercial tank truck petroleum experience).
- Must have an "Acceptable" driving record for the past 3 years and currently have at least a Class B Commercial Driver's License with tanker, air brake, and HAZMAT endorsements on the license or the ability to obtain one within 90 days of reporting to work.
- Ability to lift 40 lbs. of weight in the performance of duties.
- Ability to work rotating shifts, including nights and weekends.
- Knowledge of governing fuels regulations, procedures, and instructions, including but not limited to: AFI 23-201, TO 00-25-172, TO 37-1-1, TO 42B-1-1, AFOSH standards, and more, or other similar DOD / military service / civilian fuel directives.
- Customer services-oriented, possessing good communication and mathematical skills.
- Ability to obtain a DOD security clearance. Possession of DOD secret clearance is a plus.
- Military experience in the Fuels career field is a plus.
- Working knowledge and a willingness to learn the ever-changing DOD electronic or computerized fuels management system(s) in use at Joint Base Andrews, Maryland is a plus.
- Working knowledge of the Fuels Manager Defense (FMD) is a plus.

Fuels Distribution System Operator

Summary: A Fuels Distribution System Operator is responsible to Fuels Management Team (FMT) and the Project Manager for satisfactory accomplishment of all assigned tasks to include but not limited to accountability, security, safety, and task performance within their designated area of responsibility. Will perform duties within Fuels Operations to include issue, receive, store, account for, quality check, and dispense aviation fuel, de-icing fluid, gasoline, cryogenic fluids/gases, heating oil, and diesel fuel using a variety of fixed facilities and mobile fuel handling equipment. Perform duties as a flightline expeditor, as necessary.

Duties/Responsibilities:

- Perform all assigned duties and functions as is directed by AFI 23-101, AFM 23-122 and AFI 23-201, applicable Technical Orders, and other publications.
- Perform assigned duties as directed by FMT and assigned by the FDSO Lead within Fuels Operations to include receive, store, account for, quality check, and dispense aviation fuel, de-icing fluid, gasoline, cryogenic fluids/gases, heating oil, and diesel fuel using a variety of fixed facilities and mobile fuel handling equipment.
- Climb above ground fuel storage tanks, perform facilities and equipment inspections, sign off facilities and mobile fuel handling equipment.
- Perform maintenance, as necessary, on mobile fuel handling equipment.
- Conducts Fuels related task training and with FMT authorization conducts task certifications.
- Perform preventive maintenance, services, and checks on Fuel's facilities and mobile refueling equipment/vehicles.
- Maintain facilities, grounds, and equipment within their scope of responsibility in a clean, safe, and neat manner including housekeeping, cleanliness, and general appearance.
- Provide fuel support for the 24-hour, 7-day Joint Base Andrews, Maryland operations.
- Accountable for meeting safety performance standards and completing all work safely.
- Responsible for reporting of on-duty accidents, injuries, near misses, and hazardous situations in accordance with company policy.
- If assigned and meet the qualifications, perform tasks related to Fuels Air Force Special Experience Identifiers.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statement.
- Perform all contract/fuels related additional duties and tasks as assigned.

Qualifications:

- U.S. Citizenship.
- High School diploma or equivalent.
- Minimum of 2 years of verifiable fuel handling experience (e.g. with petroleum tank farm, flightline refueling operations, commercial tank truck petroleum experience).
- Must have an "Acceptable" driving record for the past 3 years and currently have at least a Class B Commercial Driver's License with tanker, air brake, and HAZMAT endorsements on the license or the ability to obtain one within 90 days of reporting to work.
- Ability to lift 40 lbs. of weight in the performance of duties.
- Ability to work rotating shifts, including nights and weekends.
- Knowledge of governing Fuels regulations, procedures, and instructions.
- Customer services-oriented, possessing good communication and mathematical skills.
- Ability to obtain a DOD security clearance. Possession of a DOD secret clearance is a plus
- Military experience in the Fuels career field is a plus.
- Working knowledge and a willingness to learn the ever-changing DOD electronic or computerized fuels management system(s) in use at Joint Base Andrews, Maryland is a plus.
- A basic knowledge of hand and power tools for various maintenance services & checks processes is a plus.

Fuels Compliance and Environmental Coordinator

Summary: The Fuels Compliance and Environmental Coordinator is responsible to Fuels Management Team (FMT) and the Project Manager for the overall management of Fuels Compliance and Environmental and Safety Programs for satisfactory accomplishment of all assigned tasks to include but not limited to, accountability, security, safety, and task performance within their designated area of responsibility. Perform duties as a flight line expeditor and/or Fuels Distribution System Operator, as necessary.

Duties/Responsibilities:

- Perform all assigned duties and functions as is directed by AFI 23-101, AFM 23-122, AFI 23-201, and all other applicable Technical Orders and other publications.
- First point of contact to resolve disparities and questions about compliance issues.
- Trains and certifies employees, if qualified, within their area of responsibility.
- Conducts semi-annual evaluations on all Fuel sections and reports findings to FMT.
- Provides environmental and safety topics, materials and technical order familiarization references, as required.
- Performs safety inspections and security checks, as needed.
- Conducts Tank Custodian Training IAW AFI 23-204.
- Works closely and coordinates duties with the 89th Civil Engineering Environmental Flight, especially the Underground/Above Ground Storage Tank Manager.
- Performs duties within Fuels Operations to include issue, receive, store, account for, quality check, and dispense aviation fuel, de-icing fluid, gasoline, cryogenic fluids/gases, compressed natural gas, heating oil, and diesel fuel using a variety of fixed facilities and mobile fuel handling equipment.
- Climb above ground fuel storage tanks, perform facilities and equipment inspections and perform minor maintenance tasks on facilities as well as maintenance as necessary on mobile equipment.
- Maintain facilities, grounds and equipment within their scope of responsibility in a clean, safe, and neat manner including housekeeping, cleanliness, and general appearance.
- Provide fuel support for the 24 hour, 7-day Joint Base Andrews operations.
- Accountable for meeting safety performance standards and completing all work safely.
- Responsible for timely reporting of accidents, injuries and "near miss" and hazardous situations.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statements.
- Perform all contract/fuels related additional duties and tasks as assigned

Qualifications:

- U.S. Citizenship.
- High School diploma or equivalent.
- Minimum of 5 years of verifiable fuel handling experience (e.g. with petroleum tank farm, flightline refueling operations, commercial tank truck petroleum experience).
- Must have an "Acceptable" driving record for the past 3 years and currently have at least a Class B Commercial Driver's License with tanker, air brake, and HAZMAT endorsements on the license or the ability to obtain one within 90 days of reporting to work.
- Ability to lift 40 lbs. of weight in the performance of duties.
- Ability to work rotating shifts, including nights and weekends.
- Deep knowledge of governing Fuels regulations, procedures, and instructions.
- Customer services-oriented, possessing good communication and mathematical skills.
- Ability to obtain a DOD security clearance. Possession of a DOD secret clearance is a plus
- Military experience in the Fuels career field is a plus.
- Working knowledge and a willingness to learn the ever-changing DOD electronic or computerized fuels management system(s) in use at Joint Base Andrews, Maryland is a plus.
- A basic knowledge of hand & power tools for various maintenance services & checks processes is a plus.
- Working knowledge of the Fuels Manager Defense (FMD) is a plus.

Fuels Accountant

Summary: This serves to summarize duties performed by Fuel Distribution System Operator (FSDO) employees who have the duties associated with the sub-classification of Fuels Accounting. In addition to the duties of an FSDO, a person performing these duties is responsible to Fuels Management Team (FMT) and the Project Manager for satisfactory accomplishment of all assigned tasks to include accountability, security, safety, and task performance within their designated area of responsibility. Will perform duties under the direction of the Responsible Officer/Terminal Manager (RO/TM) for the accurate accounting and processing of aviation, diesel fuel, gasoline, heating oil, cryogenic and deicing fluid transactions to local Department of Defense (DOD) systems. The Fuels accountant works directly for the RO/TM concerning all matters dealing with the Fuels account.

Duties/Responsibilities:

- Perform all assigned duties and functions as is directed by AFI 23-101, AFM 23-122, AFI 23-201, DOD4140.25M and all other applicable Technical Orders and other publications.
- Maintains accounting system journals and ledgers.
- Reviews invoices, shipping documents and departmental forms for accuracy and completeness.
- Reconciles accounts to include researching and correcting discrepancies and billing errors, and as required reports.
- Process daily fuels transactions utilizing the Fuels Manager Defense (FMD) & Enterprise Business Systems.
- Files auditable documents and “stages” records for long-term storage.
- Perform all duties of a FSDO, as required.
- Performs Fuels Accounting related task training and certification, if qualified.
- Maintain facilities, grounds, and equipment within their scope of responsibility in a clean, safe, and neat manner including housekeeping, cleanliness, and general appearance.
- Provide fuel support for the 24-hour, 7-day Joint Base Andrews operations.
- Accountable for meeting safety performance standards and completing all work safely.
- Responsible for the timely reporting of accidents, injuries and “near miss” and hazardous situations.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statements.
- Perform all contract/fuels related additional duties and tasks as assigned.

Qualifications:

- U.S. Citizenship.
- High School diploma or equivalent.
- Must possess Air Force SEI 040 or other military service equivalent.
- Minimum of 2 years of verifiable fuel handling experience (e.g. with petroleum tank farm, flight line refueling operations, commercial tank truck petroleum delivery experience).
- Must have an "Acceptable" driving record for the past 3 years and currently have at least a Class B Commercial Driver's License with tanker, air brake, and HAZMAT endorsements on the license or the ability to obtain one within 90 days of reporting to work.
- Ability to lift and sustain 40 lbs of weight suspended in the air.
- Ability to work rotating shifts including nights and weekends.
- Knowledge of governing Fuels regulations, procedures, and instructions.
- Customer services oriented and possess good communication and mathematical skills.
- Ability to obtain a DOD security clearance. Preferential consideration will be given to individuals who currently hold a DOD secret clearance.
- Military experience in the career field is a plus.
- Working knowledge of the Fuels Manager Defense (FMD) is a plus.

Cryogenic Technician

Summary – This serves to summarize duties performed by Fuel Distribution System Operator (FSDO) employees who have the duties associated with the sub-classification of Cryogenic Technician. In addition to the duties of an FSDO, a person performing these duties is responsible to the Fuels Management Team (FMT) and the Project Manager for satisfactory accomplishment of all assigned tasks to include accountability, security, safety, and task performance within their designated area of responsibility. Responsible for ensuring all cryogenic products received, stored, and issued at Joint Base Andrews (JBA) confirm to strict military specifications. Perform duties as a flight line expeditor, as needed.

Duties/Responsibilities –

- Perform all duties and functions as is directed by AFI 23-101, AFI 23-122 and AFI 23-201 and all other applicable technical orders, other publications, and reference materials.
- Perform all required/periodic inspections of the Cryogenic Storage Area.
- Perform maintenance on cryogenic tanks and associated equipment.
- Coordinate receipt, storage, and inventory of all cryogenic liquids.
- Perform cryogenic operations which include but not limited to TMU-70 operations, operating mobile nitrogen generators, and issuing liquid oxygen from cryotainers.
- Perform Cryogenic Quality Control functions IAW with applicable technical orders.
- Perform Cryogenic task related training and certification, if qualified.
- Perform all duties of a FSDO, as required.
- Maintain facilities, grounds, and equipment within their scope of responsibility in a clean, safe, and neat manner including housekeeping, cleanliness, and general appearance.
- Accountable for meeting safety performance standards and completing all work safely.
- Responsible for reporting of on-duty accidents, injuries, near misses, and hazardous situations in accordance with company policy.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statements.
- Perform all Contract/Fuels-related additional duties and tasks, as assigned.

Qualifications:

- U.S. Citizenship.
- High School diploma or equivalent.
- Must possess Air Force SEI 036 or other military service equivalent.
- Minimum of 2 years of verifiable fuel handling experience (e.g. with petroleum tank farm, flight line refueling operations, commercial tank truck petroleum delivery experience).
- Ability to obtain US Navy ABO Analyzer certification.
- Must have an "Acceptable" driving record for the past 3 years and currently have at least a Class B Commercial Driver's License with tanker, air brake, and HAZMAT endorsements on the license or the ability to obtain one within 90 days of reporting to work.
- Ability to lift 40 lbs. of weight in the performance of duties.
- Ability to work rotating shifts, including nights and weekends.
- Knowledge of governing fuels/cryogenic regulations, procedures, and instructions.
- Customer services-oriented, possessing good communication and mathematical skills.
- Ability to obtain a DOD security clearance. Possession of a current DOD secret clearance is a plus.
- Military experience in the Fuels career field is a plus.
- Working knowledge and a willingness to learn the ever-changing DOD electronic or computerized fuels management system(s) in use at Joint Base Andrews, Maryland, is a plus.
- A basic knowledge of hand and power tool use for fuel assets minor preventive maintenance services and check processes.

Fuels Lab Technician

Summary: This serves to summarize duties performed by Fuel Distribution System Operator (FSDO) employees who have the duties associated with the sub-classification of Fuels Lab Technician. In addition to the duties of an FSDO, a person performing these duties is responsible to Fuels Management Team (FMT) and the Project Manager for satisfactory accomplishment of all assigned tasks to include accountability, security, safety, and task performance within their designated area of responsibility. Responsible for ensuring all petroleum products received, stored, and issued at Joint Base Andrews (JBA) conform to strict military specifications. Perform duties as a flight line expeditor, as necessary.

Duties/Responsibilities:

- Perform all assigned duties and functions as is directed by AFI 23-101, AFM 23-122 and AFI 23-201, and all other applicable Technical Orders, other publications, and reference materials.
- Perform all duties of a FSDO, as required.
- Able to respond within one hour to all sampling requests while on duty or on standby.
- Determines the chemical and physical characteristics as well as the composition of solids, liquid or gas material contamination, and/or other foreign substances in each fuel sample.
- Sets up, adjusts, calibrates, and maintains laboratory equipment and crashed aircraft sampling kit.
- Maintains, monitors, and updates all sample data in the Fuels Automated System (FAS) quality control module on all facilities and mobile equipment that contain petroleum products.
- Forwards correlation samples to the area fuels Laboratory at Wright-Patterson AFB, Ohio each quarter and as otherwise directed by the FMT or higher authority.
- Maintain facilities, grounds, and equipment within their scope of responsibility in a clean, safe, and neat manner including housekeeping, cleanliness, and general appearance.
- Provide fuel support for the 24 hour, 7-day Joint Base Andrews operations.
- Accountable for meeting safety performance standards and completing all work safely.
- Responsible for timely reporting of accidents, injuries and "near miss" and hazardous situations.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statements.
- Perform all contract/fuels related additional duties and tasks as assigned.

Qualifications:

- U.S. Citizenship.
- High School diploma or equivalent.
- Must possess Air Force SEI 039 or other military service equivalent.
- Certified for B-1 & B-2 fuel tests by the US Army Quartermaster Course.
- Minimum of 2 years of verifiable fuel handling experience (e.g. with petroleum tank farm, flight line refueling operations, commercial tank truck petroleum delivery experience).
- Must have an "Acceptable" driving record for the past 3 years and currently have at least a Class B Commercial Driver's License with tanker, air brake, and HAZMAT endorsements on the license or the ability to obtain one within 90 days of reporting to work.
- Ability to lift and sustain 40 lbs of weight suspended in the air.
- Ability to work rotating shifts including nights and weekends.
- Knowledge of governing supply regulations, procedures, and instructions.
- Customer services oriented and possess good communication and mathematical skills.
- Must be able to obtain a Top Secret, Yankee White security clearance. Preferential consideration will be given to individuals who currently hold this security clearance.
- Military experience in the career field is a plus.
- Working knowledge of the Fuels Manager Defense (FMD) is a plus.

Fuels Lab Technician Lead

Summary: This serves to summarize duties performed by Fuel Distribution System Operator (FSDO) employees who have the duties associated with the sub-classification of Fuels Lab Technician. In addition to the duties of an FSDO, a person performing these duties is responsible to Fuels Management Team (FMT) and the Project Manager for satisfactory accomplishment of all assigned tasks to include accountability, security, safety, and task performance within their designated area of responsibility. This individual will be a technical expert on all equipment and system operations. Responsible for ensuring all petroleum products received, stored, and issued at Andrews Air Force Base (AAFB) conform to strict military specifications. Perform duties as a flight line expeditor and/or refueling unit operator as necessary. This is a working lead position.

Duties/Responsibilities:

- Perform all duties and functions as is directed by AFI 23-101, AFM 23-122 and AFI 23-201, and all other applicable Technical Orders, other publications and reference materials.
- Conducts training to ensure personnel are familiar with procedures set forth in Air Force directives.
- Able to respond within one hour to all sampling requests while on duty or on standby.
- Determines the chemical and physical characteristics as well as the composition of solids, liquid or gas material contamination, and/or other foreign substances in a given fuel sample.
- Sets up, adjusts, calibrates, and maintains laboratory equipment and crashed aircraft sampling kit.
- Maintains, monitors, and updates all sample data in the Fuels Automated System (FAS) quality control module on all facilities and mobile equipment that contain petroleum products.
- Forwards correlation samples to the area fuels Laboratory at Wright-Patterson AFB, Ohio each quarter and as otherwise directed by the FMT or higher authority.
- Perform duties within Fuels Operations to include issue, receive, store, account for, quality check, and dispense aviation fuel, de-icing fluid, gasoline, compressed natural gas, heating oil, and diesel fuel using a variety of fixed facilities and mobile fuel handling equipment.
- Climb above ground fuel storage tanks, perform facilities and equipment inspections and perform minor maintenance tasks on facilities as well as maintenance as necessary on mobile equipment.
- Maintain facilities, grounds and equipment within their scope of responsibility in a clean and neat manner including housekeeping, cleanliness, and general appearance.
- Provide fuel support for the 24 hr, 7-day Joint Base Andrews operations.
- Accountable for meeting safety performance standards and completing all work safely.
- Responsible for timely reporting of accidents, injuries and "near miss" and hazardous situations.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statements.

Qualifications:

- U.S. Citizenship
- High School diploma or equivalent
- Graduate of the Air Force Fuels Quality Control Course
- Certified for B-1 & B-2 fuel tests by the US Army Quartermaster Course
- Minimum of 2 years fuel handling experience
- Must have an "Acceptable" driving record for the past 3 years and currently have at least a Class B Commercial Driver's License with tanker, air brake, and HAZMAT endorsements on the license or the ability to obtain one within 90 days of reporting to work.
- Ability to lift and sustain 40 lbs of weight suspended in the air.
- Ability to work rotating shifts including nights and weekends.
- Knowledge of governing supply regulations, procedures, and instructions.
- Customer services oriented and possess good communication and mathematical skills.
- Requires a Top Secret, Yankee White security clearance. Preferential consideration will be given to individuals who currently hold this security clearance.
- Military experience in the career field is highly desirable.
- Working knowledge of the Fuels Manager Defense (FMD) is a plus.

Fuels Information Service Center, Lead

Summary: This serves to summarize duties performed by Fuel Distribution System Operator (FSDO) employees who have the duties associated with sub-classification of Fuels Information Service Center (FISC). In addition to the duties of an FSDO, a person performing these duties is responsible to Fuels Management Team (FMT) and the Project Manager for satisfactory accomplishment of all assigned tasks to include accountability, security, safety, and task performance within their designated area of responsibility. This individual will be a technical expert on all equipment and system operations. Responsible for the daily coordination of fuels personnel and resources to ensure all mission requirements are met. Performs duties as a flightline expeditor and/or refueling unit operator as necessary. This is a working lead position.

Duties/Responsibilities:

- Perform all duties and functions as is directed by AFI 23-101, AFM 23-122 and AFI 23-201, applicable Technical Orders, and other publications.
- Conducts training to ensure personnel are familiar with procedures set forth in Air Force directives.
- Reviews aircraft flying schedules and coordinates with Operations Manager so that all quality standards have been met.
- Reviews daily and monthly fuel reports for accuracy and to identify significant trend patterns.
- Provides current inventory status of all products and other pertinent information on receipts, storage, and issue transactions and ensures stock availability to support peacetime operating stock and bulk petroleum war reserve stock.
- Manages the selling of aviation products to contract, charter and civil aircraft.
- Flight Land Mobile Radio (LMR) Monitor.
- Technical Order Monitor managing flight T.O. accounts IAW Joint Base Andrews technical order distributing office requirements and the files maintenance program.
- Perform duties within Fuels Operations to include issue, receive, store, account for, quality check, and dispense aviation fuel, de-icing fluid, gasoline, compressed natural gas, heating oil, and diesel fuel using a variety of fixed facilities and mobile fuel handling equipment.
- Climb above ground fuel storage tanks, perform facilities and equipment inspections and perform minor maintenance tasks on facilities and maintenance as necessary on mobile equipment.
- Maintain facilities, grounds and equipment within their scope of responsibility in a clean and neat manner including housekeeping, cleanliness, and general appearance.
- Provide fuel support for the 24 hr, 7-day Joint Base Andrews operation.
- Accountable for meeting safety performance standards and completing all work safely.
- Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statements.

Qualifications:

- U.S. Citizenship
- High School diploma or equivalent
- Minimum of 2 years fuel handling experience
- Must have an "Acceptable" driving record for the past 3 years and currently have at least a Class B Commercial Driver's License with tanker, air brake, and HAZMAT endorsements on the license or the ability to obtain one within 90 days of reporting to work.
- Ability to lift and sustain 40 lbs of weight suspended in the air.
- Ability to work rotating shifts including nights and weekends.
- Knowledge of governing supply regulations, procedures, and instructions.
- Customer services oriented and possess good communication and mathematical skills.
- Ability to obtain a DOD security clearance. Preferential consideration will be given to individuals who currently hold a DOD secret clearance.
- Military experience in the career field is highly desirable.
- Working knowledge of the Fuels Manager Defense (FMD) is a plus.

Fuels Vehicle Maintenance Technician Lead

Summary: This serves to summarize duties performed by Fuel Distribution System Operator (FSDO) employees who have the duties associated with the sub-classification of Vehicle Maintenance Technician Lead. In addition to the duties of an FSDO, a person performing these duties is responsible to Fuels Management Team (FMT) and the Project Manager for satisfactory accomplishment of all assigned tasks to include accountability, security, safety, and task performance within their designated area of responsibility. Will be the primary point of contact for the overall maintenance of all mobile equipment and commercial vehicles to include those that fall under Department of Transportation (DOT) regulations. Perform duties as a flight line expeditor and/or refueling unit operator as necessary. This is a working lead position.

Duties/Responsibilities:

- Perform all duties and functions as is directed by AFI 23-101, AFM 23-122 and AFI 23-201, and all other applicable Technical Orders and other publications.
- Conducts training to ensure personnel are familiar with procedures set forth in Air Force directives.
- Works closely with the Vehicle Control Officer (VCO) or fills in as needed, to ensure adequate fleet in commission rates are maintained to perform the daily mission.
- Works closely with the Fuels Distribution Systems Lead to ensure adequate manpower and resources are available to perform all required work.
- Establishes, executes, and monitors a preventive vehicle maintenance program, ensuring all DOT maintenance inspections and requirements are compliant and properly recorded.
- Performs internal self-inspections on the fleet and the assets under element's control.
- Performs light and medium duty maintenance on the fleet.
- Perform duties within Fuels Operations to include issue, receive, store, account for, quality check, and dispense aviation fuel, de-icing fluid, gasoline, compressed natural gas, heating oil, and diesel fuel using a variety of fixed facilities and mobile fuel handling equipment.
- Alternate Foreign Object Damage (FOD) Monitor - monitors FOD programs, briefs personnel on FOD issues and makes recommendations towards program quarterly award winner(s).
- Climb above ground fuel storage tanks, perform facilities and equipment inspections and perform minor maintenance tasks on facilities as well as maintenance as necessary on mobile equipment.
- Maintain facilities, grounds and equipment within their scope of responsibility in a clean and neat manner including housekeeping, cleanliness, and general appearance.
- Provide fuel support for the 24 hr, 7-day Joint Base Andrews operations.
- Accountable for meeting safety performance standards and completing all work safely.
- Responsible for timely reporting of accidents, injuries and "near miss" and hazardous situations.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statements.

Qualifications:

- U.S. Citizenship
- High School diploma or equivalent
- Minimum of 2 years fuel handling experience
- Must have an "Acceptable" driving record for the past 3 years and currently have at least a Class B Commercial Driver's License with tanker, air brake, and HAZMAT endorsements on the license or the ability to obtain one within 90 days of reporting to work.
- Ability to lift and sustain 40 lbs of weight suspended in the air.
- Ability to be certified as a DOT brake inspector and DOT vehicle inspector.
- Ability to work rotating shifts including nights and weekends.
- Knowledge of governing supply regulations, procedures, and instructions.
- Customer services oriented and possess good communication and mathematical skills.
- Ability to obtain a DOD security clearance. Preferential consideration will be given to individuals who currently hold a DOD secret clearance
- Military experience in the career field is highly desirable.
- Working knowledge of the Fuels Manager Defense (FMD) is a plus.

Training & Safety Fuels Distribution System Operator, Lead

Summary: This serves to summarize duties performed by Fuel Distribution System Operator (FSDO) employees who have the duties associated with the sub-classification of Training & Safety Fuels Distribution System Operator (T&S FDSO), Lead. In addition to the duties of an FDSO, a person performing these duties is responsible to Fuels Management Team (FMT) and the Project Manager for satisfactory accomplishment of all assigned tasks to include Occupational Safety & Health (OSHA) management oversight of Fuels and ensure compliance with local, state, federal, USAF, Akima Technical Solutions standards, policies, procedures and regulations. Lead is responsible for developing and maintaining all Fuels related training to include the Akima Fuels on the Job Training Standard, required special training items associated with the Fuels AF Form 55 and the Fuels AF Form 1098. Responsible for inspecting all training records, & attending safety meetings. Perform duties as a flight line expeditor and/or refueling unit operator as necessary. This is a working lead position.

Duties/Responsibilities:

- Perform all duties and functions as is directed by AFI 23-101, AFM 23-122 and AFI 23-201, and all other applicable Technical Orders and other publications.
- Manage the project safety resources, provide guidance, direction and establish priorities for implementing safety & health policies, standards and procedures.
- Formulate, recommend and evaluate policies, procedures, and standards to ensure project safety practices are consistent with prescribed laws, standards and Akima Technical Solution goals.
- Research occupational safety information to assure the best available methods and equipment are adopted to minimize the hazards in the workplace.
- Conduct independent reviews and surveys of project operations and facilities to ensure safe workplaces, conditions and practices.
- Develop lesson plans as necessary for Fuel Operations.
- Updates, as necessary, all flight lesson & power point formalizations training files.
- Updates and maintains the FDSO read file.
- Works with other Fuel Leads to balance the Rotational Training Program within the Fuels elements.
- Fuels POC for the FMT Akima Quality Enhancement Program. Completes reports as necessary.
- Inspects training records when the elements receive their semi-annual inspections.
- Perform duties within Fuels Operations to include issue, receive, store, account for, quality check, and dispense aviation fuel, de-icing fluid, gasoline, compressed natural gas, heating oil, and diesel fuel using a variety of fixed facilities and mobile fuel handling equipment.
- Climb above ground fuel storage tanks, perform facilities and equipment inspections and perform minor maintenance tasks on facilities and maintenance as necessary on mobile equipment.
- Maintain facilities, grounds and equipment within their scope of responsibility in a clean and neat manner including housekeeping, cleanliness, and general appearance.
- Provide fuel support for the 24 hr, 7-day Joint Base Andrews operations.
- Accountable for meeting safety performance standards and completing all work safely.
- Responsible for timely reporting of accidents, injuries and “near miss” and hazardous situations.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statements.

Training & Safety Fuels Distribution System Operator, Lead

Qualifications:

- U.S. Citizenship
- High School diploma or equivalent
- Minimum of 2 years fuel handling experience
- Must have an "Acceptable" driving record for the past 3 years and currently have at least a Class B Commercial Drivers License with tanker, air brake, and HAZMAT endorsements on the license or the ability to obtain one within 90 days of reporting to work.
- Ability to lift and sustain 40 lbs of weight suspended in the air.
- Ability to assist personnel on shifts to include nights and weekends.
- Knowledge of governing fuel regulations, procedures, and instructions.
- Ability to obtain a DOD security clearance. Preferential consideration will be given to individuals who currently hold a DOD secret clearance.
- Military experience in the career field is highly desirable.
- Working knowledge of the Fuels Manager Defense (FMD) is a must.

Fuels Vehicle Maintenance Technician

Summary: This serves to summarize duties performed by Fuel Distribution System Operator (FSDO) employees who have the duties associated with the sub-classification of Vehicle Maintenance Technician. In addition to the duties of an FSDO, a person performing these duties is responsible to Fuels Management Team (FMT) and the Project Manager for satisfactory accomplishment of all assigned tasks to include accountability, security, safety, and task performance within their designated area of responsibility. Will perform duties within Fuels Operations under the section lead's direction to maintain all mobile equipment and commercial vehicles to include those that fall under Department of Transportation (DOT) regulations. Perform duties as a flight line expeditor and/or refueling unit operator as necessary.

Duties/Responsibilities:

- Perform all duties and functions as is directed by AFI 23-101, AFM 23-122 and AFI 23-201, and all other applicable Technical Orders and other publications.
- Assists and performs duties to ensure adequate fleet in commission rates are maintained to perform the daily mission and to ensure adequate manpower and resources are available to perform all required work.
- Assists in establishing, executing, and monitoring a preventive vehicle maintenance program, ensuring all DOT maintenance inspections and requirements are compliant and properly recorded.
- Performs vehicle "check point" inspections on all refueling equipment daily or at FMT's discretion.
- Performs light and medium duty maintenance on the fleet.
- Perform duties within Fuels Operations to include issue, receive, store, account for, quality check, and dispense aviation fuel, de-icing fluid, gasoline, compressed natural gas, heating oil, and diesel fuel using a variety of fixed facilities and mobile fuel handling equipment.
- Climb above ground fuel storage tanks, perform facilities and equipment inspections and perform minor maintenance tasks on facilities as well as maintenance as necessary on mobile equipment.
- Maintain facilities, grounds and equipment within their scope of responsibility in a clean and neat manner including housekeeping, cleanliness, and general appearance.
- Provide fuel support for the 24 hr, 7-day Joint Base Andrews operations.
- Accountable for meeting safety performance standards and completing all work safely.
- Responsible for timely reporting of accidents, injuries and "near miss" and hazardous situations.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statements.

Qualifications:

- U.S. Citizenship
- High School diploma or equivalent
- Minimum of 2 years fuel handling experience
- Must have an "Acceptable" driving record for the past 3 years and currently have at least a Class B Commercial Driver's License with tanker, air brake, and HAZMAT endorsements on the license or the ability to obtain one within 90 days of reporting to work.
- Ability to lift and sustain 40 lbs of weight suspended in the air.
- Ability to work rotating shifts including nights and weekends.
- Knowledge of governing supply regulations, procedures, and instructions.
- Customer services oriented and possess good communication and mathematical skills.
- Ability to obtain a DOD security clearance. Preferential consideration will be given to individuals who currently hold a DOD secret clearance
- Military experience in the career field is highly desirable.
- Working knowledge of the Fuels Manager Defense (FMD) is a plus.

Supply Technician Lead

Summary: A Supply Technician Lead is responsible to the Supply Manager & Project Manager as the technical expert on all supply related matters within their Area of Responsibility (AOR). The Lead is responsible for satisfactory accomplishment of all assigned tasks to include but not limited to accountability, security, safety, and task performance within their designated area AOR. This individual will be the point person and technical expert on all operations, procedures, and reports within their AOR. Will perform duties within Supply Operations to include determining requirements, requisitions, receive, inspect, store, distribute and issue, account, research and maintain records, provide customer service, conduct training, and process shipments. Responsibilities include all duties of a Supply Technician and the daily task coordination of supply personnel and resources, in consultation with the Supply Manager, to ensure all mission requirements are met. In addition, the contractor shall provide required administration and management quality control and off-line support capability. This is a working lead position.

Duties/Responsibilities:

- Perform assigned duties and functions as directed by AFI 23-101, AFH 23-123, and AFM 23-122, applicable Technical Orders, and other publications.
- Assigns Supply Management tasks to supply personnel within their AOR.
- Ensures all Supply daily tasks are completed by assigned supply personnel.
- Performs Supply related task training and certification.
- Researches, validates, and submits purchases orders within assigned area of responsibility.
- Provides expert technical advice to Supply Management on operational issues, as required.
- Performs in-depth research and analysis when discrepancies are identified because of physical inventories, warehouse refusals, Reports of Survey or customer complaints.
- Develops recommendations for new procedures which correct or prevent errors.
- Ensure materials are ordered, received, stored, issued, and delivered in sufficient time to allow completion of work within contract specifications, as applicable.
- Resolve customer (internal and external) problems & complaints regarding warehouse functions.
- Ensure non-conforming materiel is correctly processed to prevent re-use.
- Follows established USAF Supply procedures and recommends changes where necessary.
- Operate material handling equipment.
- Accountable for meeting safety performance standards and completing all work safely.
- Responsible for the timely reporting of accidents, injuries, near miss and hazardous situations.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statements (PWS).
- Perform After-Hours Support when scheduled.
- Subject to assisting the main mobility element for exercises and mission support.
- Perform other duties and tasks as assigned.

Qualifications:

- U.S. Citizenship.
- High School diploma or equivalent.
- Minimum of 5 years verifiable supply experience.
- Military experience in the Supply career is desirable.
- Knowledge of governing supply regulations, procedures, and instructions.
- Ability to lift at least 40 lbs.
- Requires a valid Class C driver's license with an "Acceptable" driving record.
- Customer service oriented and possess good communication and mathematical skills.
- Must be able to obtain and maintain secret security clearance.

Supply Technician

Summary: A Supply Technician is responsible to the Supply Manager and the Project Manager for satisfactory accomplishment of all assigned tasks/duties to include but not limited to accountability, security, safety, and task performance within their area of responsibility (AOR) under the Section Lead's direction. The Supply Technician shall provide supplies and equipment support to authorized customers through the systems and processes of the USAF Standard Base Supply Systems. In performing the basic functions of a Base Supply activity, the Supply Technician shall determine requirements, requisition, receive, inspect, store, distribute, issue, account, research, maintain records, provide customer service, conduct training and process shipments.

Duties/Responsibilities:

- Perform all assigned duties and functions as directed by AFI 23-101, AFH 23-123, and AFM 23-122, applicable Technical Orders, and other publications.
- Perform assigned duties as directed by the Supply Manager and assigned by the Supply Lead.
- Responsible for inventory control of expendable supplies and equipment assets through various sources of Supply.
- Ensure inventory remains accurate and adjustments minimized.
- Performs in-depth research and analysis when discrepancies are identified as a result of physical inventories, warehouse refusals, Reports of Survey or customer complaint.
- Ensure materials is properly received and issued from the main and remote warehouse.
- Resolve customer (internal and external) problems and complaints regarding warehouse functions.
- Ensure non-conforming material is correctly processed to prevent re-use.
- Operate material handling equipment.
- Knowledge of Supply Systems; ILS- Supply, ILS-Mobility, Asset Management, and LIMS EV, as required.
- When assigned, responsible for War Consumables Distribution Objective (WCDO) items and NWRM IAW AFM 23-122.
- Responsible for the timely reporting of accidents, injuries and near miss and hazardous situations.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statements.
- Perform After-Hours Support when scheduled.
- Subject to assisting the main mobility element for exercises and mission support.
- Perform other duties and tasks as assigned.

Qualifications:

- U.S. Citizenship.
- High School diploma or equivalent.
- A minimum of 2 years military experience is a plus.
- Knowledge of governing supply regulations, procedures, and instructions.
- Military experience in the Supply career field is highly desirable.
- Ability to lift at least 40 lbs.
- Requires a valid Class C driver's license with an "Acceptable" driving record.
- Customer services oriented and possess good communication and mathematical skills.
- Must be able to obtain and maintain a secret security clearance.

SUPPLY TECHNICIAN / COMPUTER OPERATOR IV

Summary: A Supply Technician / Computer Operator is responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks. Will perform duties under the Section Lead's direction. Handles orders that involve making judgments such as choosing which specific product from the establishment's product lines will satisfy the customer's needs. Adapts to a variety of nonstandard problems that require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). The contractor shall provide supplies and equipment support to authorized customers through the systems and processes of the USAF Standard Base Supply System. In performing the basic functions of a base supply activity, the contractor shall determine requirements, requisition, receive, store, distribute and issue, account, research and maintain records, provide customer service, conduct training, make shipments, and perform required administrative and management quality control and off-line support capability. In addition, the contractor shall respond to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems.

Duties/Responsibilities:

- Perform all duties and functions as directed by AFI 23-101 and AFM 23-122
- Monitor Supply Inventory
- Ensure proper stock is available in correct quantities to minimize disruption to operations
- Ensure backordered materials are ordered, received, stored, issued and delivered in sufficient time to allow completion of work within contract specifications
- Ensure inventory remains accurate and adjustments are minimized
- Ensure materials are properly received and issued from the main and remote warehouses
- Resolve customer (internal and external) problems and complaints regarding warehouse functions
- Ensure non-conforming material is correctly processed to prevent re-use
- Select appropriate material vendors from approved material supplier list
- Follow established purchasing procedures and recommends changes where necessary
- Purchase materials to ensure the best value is obtained and that operational criteria are met
- Purchase equipment as directed by management
- May require operation of lightweight motor vehicle and forklift
- Operate the Enterprise-Supply Solutions (ES-S) under SBSS IAW AFI 23-101 , AFM 23-122, and AFH 23-123, Vol. 2, Part 1-4
- Manage ES-S users request for passwords, TRIC requests in accordance with applicable directives
- Manage the Automated Inventory System and any replacement system in accordance with applicable directives
- Monitors and accounts for Supply and Fuels ADPE inventory
- Provide computer support as necessary to Finance Material Section
- Develop local programs to manage AF Form 2011 (SBSS ADPE Work Request)
- Act as the single point of contact for all microcomputer functions – IT systems lifecycle management, COTS software lifecycle management, and Enterprise desktop management
- Use Storefront for Phone activation, Email account activation/deactivation, CSRD requests, AFWAY equipment purchase request, Network connectivity of hardware, and Desktop refresh
- Perform database maintenance functions; diagnose and resolve technical hardware and software issues
- Accountable for meeting safety performance standards and completing all work safely
- Responsible for the timely reporting of accidents, injuries and “near miss” and hazardous situations
- Perform all essential tasks as related to directives in contractual Performance Work Statement
- Assist the main mobility element for exercises and mission support

SUPPLY TECHNICIAN / COMPUTER OPERATOR IV

Qualifications:

- U.S. Citizenship
- High School diploma or equivalent
- A minimum of 2 years Standard Base Supply experience
- Knowledge of governing supply regulations, procedures, and instructions
- General understanding of website functionality and related technologies
- General knowledge of Microsoft operating systems and current network fundamentals
- Ability to lift at least 40 lbs
- Requires a valid Class C driver's license with an "Acceptable" driving record
- Customer services oriented and possess good communication and mathematical skills
- Must be able to obtain a DOD security clearance. Preferential consideration will be given to individuals who currently hold a DOD secret clearance

Truck Driver

Summary: The Driver Position is responsible to the Project Manager and the Supply Manager for satisfactory accomplishment of all assigned tasks. Will perform duties under the Supply Manager's direction for materiel handling, pickup and delivery, and related operational procedures pertaining to the processing, care and protection of all supplies and equipment for which the Project Manager has storage responsibility.

Duties/Responsibilities:

- Perform all duties and functions as directed by AFI 23-101 and AFM 23-122.
- Perform daily vehicle inspection, interior/exterior, to ensure all discrepancies are annotated on AF Form 1800/1810
 - Reports all discrepancies to the attention of the Supply Manager for correction
 - Maintain and clean assigned trucks as needed
 - Maintain their assigned truck and ensure all maintenance actions are documented
- Pick-up serviceable and unserviceable materials, to include DIFM assets, from the customer.
- Deliver items to authorized customers.
- Maintain a clean and orderly delivery storage area.
- Ensure that authorized individuals receipt for items requiring signature.
- Must utilize the technology available to clear all documents in their area of responsibility.
- Coordinate the use of material handling equipment (MHE) if needed for pick-up & delivery of heavy or bulky items.
- Deliver items for all on-base maintenance activities.
- Comply with appropriate safety performance standards and for completing all work safely.
- Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations to the Supply Manager.
- Must be able to perform all essential tasks as related to directives in the Performance Work Statement.
- Subject to assisting IPE for exercises and mission support.
- Performs other duties as required.

Qualifications:

- U.S. Citizenship.
- High School diploma or equivalent.
- Must have an "Acceptable" driving record for the past 3 years and currently have or obtain a Class A Commercial Driver's License within 90 calendar days of reporting to work.
- Ability to lift at least 40 lbs.
- Knowledge of governing supply regulations, procedures, and instructions is highly desirable.
- Customer services oriented and possess good communication and mathematical skills.
- Must be able to obtain and maintain a secret security clearance.
- Military experience is highly desirable.

Warehouse Specialist

Summary: Position is responsible to the Project Manager and the Supply Manager for satisfactory accomplishment of all assigned tasks. Responsible for proper issue, storage, warehousing, material handling techniques, pick-up and delivery, and related operational procedures pertaining to the processing care and protection of all supplies and equipment IAW the Performance Work Statement. Provides Customer Support to the 459th Airlift Wing, 11th Wing, and National Capital Region (NCR) personnel. Other duties include cycle counting, physical inventories, safety, and housekeeping including normal and pallet recycling. Handling of stock with utmost care, accurately verifying put away, preventing damage to the assets, and accuracies in inventory counts.

Duties/Responsibilities:

- Perform all duties and functions as directed by AFI 23-101 AND AFM 23-122.
- Responsible for processing customer requests and receipts using ILS-S Supply, ILS-S Mobility, LIMS-EV, and other applicable USAF Standard Base Supply Systems as required; move property to storage areas and to the delivery area for distribution.
- Provide secure storage and handling of classified, pilferable, mobility, and sensitive items.
- Accurately initiates inputs to add, change or delete warehouse locations on item record.
- Maintain the central locator listing; performs and documents annual inventories of assigned warehouse assets, as required; Validate warehouse locations and assisting the inventory element with cycle inventories.
- Requires operation of lightweight motor vehicle and forklift.
- Must verify shipments, issue, any movement of assets with the utmost accuracy.
- Accountable for meeting safety performance standards and completing all work safely.
- Must be able to perform all essential tasks as related to directives in Contractual Performance Work Statements addressed by the Supply Manager.
- When assigned, monitors and maintains gas mask serviceability, to include leak testing and sanitizing and ensures gas masks are tested every 2 years from initial inspection date and documented DD Form 1574.
- Assigns and maintains permanent (primary) warehouse locations for each serviceable item stocked IAW AFMAN 23-210, and may establish temporary reserve locations as required.
- Initiates warehouse refusal procedures IAW AFMAN 23-122.
- Ensures the correct item and quantity are selected prior to shipment, and ensures proper custody chain of controlled materiel is maintained.
- Operate material handling equipment such as forklifts and stock selectors to locate and move materials.
- Subject to assisting the main Mobility Element for exercises and mission support.
- Responsible for the timely reporting of accidents, injuries and “near miss” and hazardous situations.
- Practices good housekeeping and safety at all times.
- Other duties as required.

Qualifications:

- Must have a minimum of 2 years Supply Knowledge; USAF Supply is preferred.
- Must possess a U.S. Citizenship; Must have a High School diploma or equivalent.
- Knowledge of governing supply regulations, procedures, and instructions is desired.
- Must have the ability to lift at least 40 lbs.
- Requires a valid Class C driver’s license with an “Acceptable” driving record.
- Must be customer services oriented and possess good communication and mathematical skills.
- Must be able to obtain and maintain a secret security clearance.

POSITION TITLE: Supply Technician

WORKCENTER: Training and Analysis (Materiel Management Flight)

SUPERVISOR: Materiel Management Flight Manager

DUTIES/RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Customer Support Section/Training and Analysis, Materiel Management Branch. This individual is the technical expert on all operations in Training and Analysis. Will be responsible for processing customer requests and provides supplies and equipment support using Integrates Logistics Supply Systems (ILS-S) and other applicable USAF Standard Supply Systems.

Maintains the ALS training program, to include conducting training to ensure personnel are familiar with procedures set forth in Air Force directives and Contractual Performance Work Statements (PWS) and evaluates employees progress on training. Works closely with Management in developing tailored training plans for other Supply employees, as necessary. Ensures all new hires are trained in classroom and on-the-job training, and recurring training for current employees as required. Coordinates training requirements for Supply employees and ensures documentation is validated upon completion. Schedules annual UTA training for the 459th Airlift Reserve Wing (ARW) personnel. Ensures that all necessary training record documentation of assigned workers is properly completed. Monitors daily, monthly, and quarterly management reports and listings. Provides daily and monthly supply metrics to management for Contractor Officer Representatives (COR), and 316th LRS Command Staff. Perform semi-annual analyses to include, Inventory, Customer Service, and Supply Discrepancy Reports (SDRs). Provides historical data as requested. Coordinates with the Inventory Supply Technician in preparing the M10 report. Monitors the reject program. Practices good housekeeping and safety at all times. Responsible for the timely reporting of accidents, and injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in the PWS. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of light weight motor vehicle and forklift. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a DOD Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: 811 OSS & Heli Support (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the 811 OSS & Helicopter Support Branch. This individual is responsible for maintaining supply support within the 811 OSS & Heli Support working area and performs duties under the Section Lead's direction. Will be responsible for processing customer request and providing supplies and equipment support using Enterprise Solution-Supply (ESS), the Integrated Maintenance Data System (IMDS), and other applicable USAF Standard Base Supply Systems.

Monitors the High Priority Mission Support Kit (HPMSK) assets. Works closely with the Supply Technician Lead to determine requirements, requisition, receive, store, issue, inventory, ship and maintain records of all HPMSK assets. Assist with monitoring Due-in From Maintenance (DIFM) assets daily to ensure items are promptly turned-in and annotated in the Supply System. Upon request, researches technical data for maintenance and repair of assigned aircraft and associated equipment. In addition, this individual shall provide required administration and management quality control and off-line support capability when necessary. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, conducts training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: Document Control (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of Document Control, Customer Support Liaison Element. This individual is responsible for maintaining supply support in the Document Control work center and performs duties under the Section Lead's direction. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Maintains the Automated Document Control System (ADS). Ensures auditable documents will be maintained in a secure location, and disposed in accordance with AFRDS. Removal of documents will be controlled via AF Form 614, *Charge out Record*. Process all delinquent documents and maintain IAW AFRIMS. Performs quality control checks on all documents to include legible signatures, shipping documents, warehouse change notices, turn-ins, receipts, organization refusals, and DLADS transfers. Process all Record Reversal actions (RVP) when the control record and source document do not match. Researches F080 and I306 Management notices for shipment receipts on the Transportation Tracer Listing. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, provides training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: Equipment Management (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Equipment Accountability Element. This individual is responsible for maintaining supply support in the Equipment Accountability work center and performs duties under the Section Lead's direction. Will be responsible for processing customer request and providing supplies and equipment support using Enterprise Solution-Supply (ESS), the Air Force Equipment Management System (AFEMS), and other applicable USAF Standard Base Supply Systems

Coordinates and directs deployment and redeployment Class VII assets. Manages Communication (COMSEC), Cryptographic (CCI), and small arms weapons reconciliation. Assists equipment custodians on all equipment transactions to include equipment transfers and redistribution orders, and prepares and records all equipment turn-ins. Completes the quarterly Equipment Authorization and On Hand Balance Reconciliation. Maintains CA/CRL Jacket Files. Validates allowance change requests, and annual configuration data review. Ensures Unique Item Identifier (UII) and application for equipment managed items are input in the materiel management IT system is IAW MIL-STD-130N, *Identification Marking of U.S. Property*). Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, conducts training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: Flight Service Center/MRSP (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Flight Service Center (FSC), Asset Management Section. This individual is responsible for maintaining supply support in the Flight Service Center work center and performs duties under the Section Lead's direction. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Process Due-In From Maintenance (DIFM) cycle returns for all material in FB/FE accounts. Monitors and reviews multiple DIFM indicator, and initial issue requests from customers. Manages the base level Time Compliance Technical Order (TCTO) program, and Supply Point Accounts. Operates and monitors the Awaiting Parts Program (AWP). Manages the Product Quality Deficiency Report (PQDR) program following procedures outlined in TO 00-35D-54. Processes and monitors Turnarounds and expedited turnarounds for maintenance activity, and all Found on Base assets (FOB). Manages MRSP for the 459th LRS, to include receiving incoming assets to replenish shortfalls and inventory assets to ensure positive fill rates. Perform annual reconciliation to load, change, or delete authorizations directed by MAJCOM. Prepare RSP for deployment and return. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, conduct training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: Hazardous Material Pharmacy (Material Management Flight)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Hazmat Pharmacy, Asset Management Section. This individual is responsible for maintaining supply support in the work Hazmat Pharmacy work center and performs duties under the Section Lead's direction. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), Enterprise Environment Safety and Occupational Health Management Information System (EESOH-MIS), and other applicable USAF Standard Base Supply Systems.

Manages the Receipt, Storage, ISU, Inspection, and Distribution of all Hazardous Material. Ensures all procedures are documented and complied with IAW Environmental Management Systems. Tracks and barcodes all hazardous assets in EESOH-MIS. Conducts research on customer requests to determine if an NSN is available for the requested material, and verify prior authorizations. Assists customers in identifying stock numbers or part numbers and appropriate MSDS's. Maintains a Master Catalog of all Safety Data Sheets (SDS's). Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 100 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, conducts training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance.

POSITION TITLE: Supply Technician

WORKCENTER: Individual Equipment Element (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Individual Equipment Element (IEE), Asset Management Section. This individual is responsible for maintaining supply support in the IEE work center and performs duties under the Section Lead's direction. Will be responsible for providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Provides supply support to other federal agencies, tenant units and off-base NCR AF customers, as outlined in Memorandums of Agreements (MOA's), Memorandums of Understanding (MOU's) and support agreements IAW AFI 23-101. Responsible for stocking, storing, issuing, managing, inventorying, shipping, and inspecting DOD supplies and equipment. When necessary, uses special measurement procedures to obtain DLA Troop Support on AF clothing and footwear items. Verifies all Retail Outlet assets to determine if items are available for shipment. Signs all organizational refusal on IEE items. Contacts Customer for pickup of backordered items. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, conducts training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: Inventory Section (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of Inventory Section, Material Management Branch. This individual is responsible for maintaining supply support in the Inventory work center and performs duties under the Section Lead's direction. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Prepares annual inventory schedules for all categories of property. Conducts physical inventories of all supplies and equipment. Performs research on all inventory discrepancies, and ensure inventory adjustments are minimized. Prepares the monthly Consolidate Inventory Adjustment Document Register, M10 to reflect adjustments that are being made. Assigns and deletes item record freeze codes. Conducts Complete, Special, Semi-annual COMSEC, and Weapons inventories. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, provides training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: MICAP (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the MICAP Section, Customer Support Liaison Element. This individual is responsible for maintaining supply support in the MICAP work center and performs duties under the Section Lead's direction. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Contacts the appropriate Maintenance Production Superintendent and verifies that a MICAP condition exists. Performs a thorough search for available resources, and if none found establish a MICAP backorder, and documenting pertinent data to include; part number, TO, figure, index, VIIN, make, model, and manufacturer. Tracks aircraft status through the G081 System to ensure MICAP rates are within standards. Maintains and briefs a daily MICAP Status board for updates. Main focal point for customer feedback and support. Processes customer priority and routine issue requests. Resolves rejects and management notices. Research's stock and part number inquiries utilizing the D043 System. Tracks backordered items through the Defense Logistics Agency. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, provides training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: Mobility/IPE (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Mobility/IPE Element, Asset Management Section. This individual is responsible for maintaining supply support in the Mobility/IPE work center and performs duties under the Section Lead's direction. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Responsible for the storage, inventory, inspection, and issue of Mobility Bags (A, B, & C), mobility small arms/light weapons, Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) IPE, and Individual Body Armor (IBA). Ensures accuracy of internal records under their control. Provides Mobility Customer Support to the 459th Airlift Wing, 11th Wing, and National Capital Region (NCR) personnel. Performs and documents annual inventories of all IPE Assets. Maintain shelf life program for expired mobility bag requirements. Monitors and maintains gas mask serviceability to include leak testing and sanitizing. Redistributes serviceable assets upon MAJCOM approval. Process all Mobility transactions (e.g., issues, receipts, shipments, turn-ins, and records maintenance) into the ES-S Mobility IT System. Review and validate overdue assets, monthly. Provides secure storage for small arms/light weapons. Controls access to the vault to authorized personnel only. Coordinates with Combat Arms (CA) to ensure serialized inventories are synchronized with CA inspections. Performs semi-annual weapons inventory. Supports Sam Fox, National Capital Region Readiness Deployments. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must possess a current Air Force M9 qualification, and a validated DD Form 2760 (Lautenberg Amendment). Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, conducts training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: Procedures/Readiness/ QA (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of Procedures Section, Material Management Branch. This individual is responsible for maintaining supply support in the Procedures work center and performs duties under the Section Lead's direction. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Responsible for performing weekly, monthly, and yearly quality assessments, including random visits, IAW the Performance Work Statement (PWS). Oversees and manages the Supply Self Inspection Program. Manages the "Air Force Innovative Development through Employee Awareness Program" (IDEA). Shelter-In-Place Primary Manager for Building 3066, Base Supply. Inspects and reviews the Mobility Munitions and ammunition area. Responsible for performing Special and Cycle inventories. Reviews and coordinates with the 11th LRS on any Supply related issues IAW AFI 10-403, Deployment Planning and Execution. Primary coordinator for "Supply Random Anti-Terrorism Measures" (RAM) with the 11th LRS Command Operations Center. Reviews Statement of Work (SOW) and Supply appointment letters for validity, compliance, and updates. Reviews and updates all Supply regulations AFM23-122, AF123-101, and AFH23-123. End of Year Degraded Operation Team member. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, provides training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: Receiving & Inspection (Material Management Flight)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Receiving and Inspection Element, Asset Management Section. This individual is responsible for maintaining supply support in the Receiving and Inspection work center and performs duties under the Section Lead's direction. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), and other applicable USAF Standard Base Supply Systems.

Processes all receipts for accountable property and local purchase items received by the Inbound Property Section of Transportation. Forwards notice to stock items to Central Storage, or Due-Out Release notices to the Delivery Section for further processing. Verifies the material receipt TCN corresponds with the source document and annotates any packaging or mishandling discrepancies via, SF-364 Report of Discrepancy Report. Maintains an SDR suspense log until closed. Processes receipt overages, shortages, and misidentified property. Validates identity changes. Ensures receipts are processed within established timeframes based on priority. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: Research/Records Maintenance (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of Research and Records Maintenance, Customer Support Liaison Element. This individual is responsible for maintaining supply support in the Research and Records Maintenance work center and performs duties under the Section Lead's direction. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Process and update records for all items managed in the ILS-S, to include loading, changing, and deleting stock number and part number records. Research non-catalogued items and manually prepare a DD Form 1348-6, Non-NSN requisition. Manage and process all indicative data codes on all local stock numbers including miscellaneous data, unit price, unit of issue, and unit pack. Assigns all controlled item codes and ensures all item phrases are loaded on the item record. Loads and maintains shipping destination records to the stock record account code. Loads, changes, or deletes type cargo phrase records and exception phrase records on local exception codes. Manage delivery destination records, repair cycle records, and Repairable Item Movement Control System (RIMCS). Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, provides training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: Stock Control (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of Stock Control, Customer Support Section. This individual is responsible for maintaining supply support in the work center and serves as the point person and technical expert on all operations, procedures and reports within the Customer Support working area. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Processes, distributes, and tracks the weekly D18 Priority Monitor Report and the Monthly M30/M09 Validation Program. Manages local purchase requests for Blankets Purchase agreements for Presidential and Vice Presidential Aircraft. Processes all serviceable and unserviceable shipments to include shipments to repair facilities and to local DLADS. Assists customers with Base initiated Adjusted Stock Levels requests, Supply Difficulty, and Supply Assistance requests. Process all customer due-out upgrades or cancellations. Requisition special measurement clothing, Air Force Flags, streamers, and guidons. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, conducts training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician

WORKCENTER: Vehicle Maintenance Support (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of Vehicle Maintenance Support, Asset Management Section. This individual is responsible for maintaining supply support in the work center and serves as the point person and technical expert on all operations, procedures and reports within the Vehicle Maintenance Support working area. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Verifies and inputs all MICAP priority conditions for Vehicle Maintenance. Maintains a storage area for MICAPs, deferred vehicle parts, and shop supplies. Processes all vehicle maintenance customer supply requests to include issues and turn-ins. Maintains all Due-In from Maintenance (DIFM) items generated for Vehicle Maintenance. Returns all excess and unserviceable assets to base supply for processing. When requested by VM&A supervisor, provides overview to newly assigned personnel on ES-S functions and procedures to include AF Form 2005 processing for MICAPS, priority/routine issue requests, inquiry processing, DIFM turn-in, and monitoring of the D23, D04, and D18 Reports. Responsible for ensuring that periodic internal self-inspections are performed on processes and assets under the element's control. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, conducts training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician, Lead

WORKCENTER: 811 OSS & Heli Support (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the 811 OSS & Helicopter Support Branch. This individual is responsible for maintaining supply support in the work center and serves as the point person and technical expert on all operations, procedures and reports within the 811 OSS & Heli Support working area. Will be responsible for processing customer request and providing supplies and equipment support using Enterprise Solution-Supply (ESS), the Integrated Maintenance Data System (IMDS), and other applicable USAF Standard Base Supply Systems. This is a working lead position, with skills in organizing and prioritizing multiple tasks.

Manages the High Priority Mission Support Kit (HPMSK) assets. HPMSK management includes, but is not limited to determining requirements, requisitioning, receiving, storing, issuing, inventorying, shipping and maintaining records of all HPMSK assets. Manages Due-in From Maintenance (DIFM) assets daily to ensure items are promptly turned-in and annotated in the Supply System. Prepares and forwards weekly Mission Capable (MICAP) and DIFM status updates to Maintenance and attends required meetings to brief Maintenance of any issues, irregularities, or status changes of the MICAP and/or DIFM assets. Retrieves, analyzes, and provides End-of Month stats and historical report data to both the Contractor and Government. In addition, this individual shall provide required administration and management quality control and off-line support capability when necessary. Serves as the alternative Reusable Container Monitor-provides end-to-end container tracking of reusable containers-monitors and tracks items to ensure they are received, issued, stored and shipped in their proper containers.

Responsible for ensuring that periodic internal self-inspections are performed on processes and assets under the element's control. When necessary, conducts training to ensure personnel are familiar with procedures set forth in Air Force directives and Contractual Performance Work Statements (PWS). Ensures that all necessary training record documentation of assigned workers is properly completed. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician, Lead

WORKCENTER: Customer Support (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Customer Support Liaison Element, Customer Support Section . This individual is responsible for maintaining supply support in the work center and serves as the point person and technical expert on all operations, procedures and reports within the Customer Support working area. Will be responsible for processing customer request and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems. This is a working lead position, with skills in organizing and prioritizing multiple tasks.

Responds to all customer logistics concerns and proactively anticipates problems and finds solutions in fulfilling mission requirements. Interfaces with AFMC SCM-R and provides guidance to work center supervisors on utilization of supply management products. Coordinates Base-Level Supply Customer Training Block I (general indoctrination) and Block II A/B (bench stock/Repair Cycle), COMSEC and IUID training. Conducts quarterly visits to work centers. Provides guidance for maintenance to maintain bench, operating, and shop stock, and assist users in resolving any material management related problems. Conduct Annual Supply procedural surveillance visits to maintenance work centers. Coordinate material management related training for decentralized material support personnel. Acts as focal point for customer feedback.

Responsible for ensuring that periodic internal self-inspections are performed on processes and assets under the element's control. When necessary, conducts training to ensure personnel are familiar with procedures set forth in Air Force directives and Contractual Performance Work Statements (PWS). Ensures that all necessary training record documentation of assigned workers is properly completed. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable

POSITION TITLE: Supply Technician, Lead

WORKCENTER: Equipment Management (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Equipment Accountability Element. This individual is responsible for maintaining supply support in the work center and serves as the point person and technical expert on all operations, procedures and reports within the Equipment Management working area. Will be responsible for processing customer request and providing supplies and equipment support using Enterprise Solution-Supply (ESS), the Air Force Equipment Management System (AFEMS), and other applicable USAF Standard Base Supply Systems. This is a working lead position, with skills in organizing and prioritizing multiple tasks.

Schedule annual visits on all organizational equipment accounts to ensure custodians are performing accountability procedures. Coordinates and directs deployment and redeployment Class VII assets. Manages Communication (COMSEC), Cryptographic (CCI), and small arms weapons reconciliation. Assists equipment custodians on all equipment transactions to include equipment transfers and redistribution orders, and prepares and records all equipment turn-ins. Completes the quarterly Equipment Authorization and On Hand Balance Reconciliation. Maintains CA/CRL Jacket Files. Validates allowance change requests, and annual configuration data review. Provides Block III, COMSEC, and Item Unique Identification (IUID) training to custodians, and attends base deployment concept briefings to identify organizations deploying/transferring equipment. Ensures Unique Item Identifier (UII) and application for equipment managed items are input in the materiel management IT system is IAW MIL-STD-130N, *Identification Marking of U.S. Property*).

Responsible for ensuring that periodic internal self-inspections are performed on processes and assets under the element's control. When necessary, conducts training to ensure personnel are familiar with procedures set forth in Air Force directives and Contractual Performance Work Statements (PWS). Ensures that all necessary training record documentation of assigned workers is properly completed. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician, Lead

WORKCENTER: Hazardous Material Pharmacy (Material Management Flight)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Hazmat Pharmacy, Asset Management Section. This individual is responsible for maintaining supply support in the work center and serves as the point person and technical expert on all operations, procedures and reports within the Hazmat Pharmacy working area. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), Enterprise Environment Safety and Occupational Health Management Information System (EESOH-MIS), and other applicable USAF Standard Base Supply Systems. This is a working lead position, with skills in organizing and prioritizing multiple tasks.

Manages the Receipt, Storage, ISU, Inspection, and Distribution of all Hazardous Material. Ensures all procedures are documented and complied with IAW Environmental Management Systems. Tracks and barcodes all hazardous assets in EESOH-MIS, and conducts research on customer requests to verify prior authorizations. Performs monthly shelf life inspections and reports all excess quantities for reutilization or disposal, minimizing hazardous waste. Maintains a Master Catalog of all Safety Data Sheets (SDS's). Works closely with the Time Compliance Technical Order (TCTO) monitor to ensure all HAZMAT contained in the kits is properly identified and controlled. Attends monthly environmental meetings IAW AFI 32-7086. Maintains service, inspection, and fill requirements on multiple Government-Owned Gas Cylinders through BPA Contract FA2860-14-A-0004. Assigns Issue Exception Code 9 (IEX) to all item records that have been designated as hazardous.

Responsible for ensuring that periodic internal self-inspections are performed on processes and assets under the element's control. When necessary, conducts training to ensure personnel are familiar with procedures set forth in Air Force directives and Contractual Performance Work Statements (PWS). Ensures that all necessary training record documentation of assigned workers is properly completed. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance.

POSITION TITLE: Supply Technician, Lead

WORKCENTER: Individual Equipment Element (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Individual Equipment Element (IEE), Asset Management Section. This individual is responsible for maintaining supply support in the IEE work center and serves as the point person and technical expert on all operations, procedures and reports within the IEE working area. Will be responsible for providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems. This is a working lead position, with skills in organizing and prioritizing multiple tasks.

Provides supply support to other federal agencies, tenant units and off-base NCR AF customers, as outlined in Memorandums of Agreements (MOA's), Memorandums of Understanding (MOU's) and support agreements IAW AFI 23-101. Responsible for stocking, storing, issuing, managing, inventorying, shipping, and inspecting DOD supplies and equipment. Provides services in a responsive and timely manner as specified in applicable directives, while coordinating with the Accountable Officer. Issues items to include, but are not limited to, common flight gear items, special clothing, field equipment, cold weather gear, as well as sized items of personal and survival equipment. When necessary, uses special measurement procedures to obtain DLA Troop Support on AF clothing and footwear items. Operates a central warehouse for on-base issue, storage, and return intake point for Class II items.

Responsible for ensuring that periodic internal self-inspections are performed on processes and assets under the element's control. When necessary, conducts training to ensure personnel are familiar with procedures set forth in Air Force directives and Contractual Performance Work Statements (PWS). Ensures that all necessary training record documentation of assigned workers is properly completed. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician, Lead

WORKCENTER: Material Storage and Distribution (Material Management Flight)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Storage and Issue, Asset Management Section. This individual is responsible for maintaining supply support in the work center and serves as the point person and technical expert on all operations, procedures and reports within the Storage and Issue working area. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), and other applicable USAF Standard Base Supply Systems. This is a working lead position, with skills in organizing and prioritizing multiple tasks.

Oversees all the working functions of the Storage and Issue Section, Flight Service Center, and Delivery Element. Maintains control and storage of all supply and equipment assets with a warehouse location. Secures all Pilferable items in appropriate locations, and protects all material located in outside storage. Monitors the Delinquent Document Listings. Appointed as Alternate Chief Inspector for warehouse operations IAW AFJMAN 23-210, Section VI. Verifies shipments to ensure proper identification, marking, and tagging are accomplished IAW MIL-STD129P. Ensures warehouse validations are conducted prior to an inventory start date. Resolves discrepancies on item identity or condition. Reviews and coordinates transportation of serviceable and unserviceable assets to DLADS.

Responsible for ensuring that periodic internal self-inspections are performed on processes and assets under the element's control. When necessary, conducts training to ensure personnel are familiar with procedures set forth in Air Force directives and Contractual Performance Work Statements (PWS). Ensures that all necessary training record documentation of assigned workers is properly completed. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician, Lead

WORKCENTER: Mobility/IPE (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Mobility/IPE Element, Asset Management Section. This individual is responsible for maintaining supply support in the work center and serves as the point person and technical expert on all operations, procedures and reports within the Mobility/IPE working area. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Responsible for the storage, inventory, inspection, and issue of Mobility Bags (A, B, & C), mobility small arms/light weapons, Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) IPE, and Individual Body Armor (IBA). Ensures accuracy of internal records under their control. Provides Mobility Customer Support to the 459th Airlift Wing, 11th Wing, and National Capital Region (NCR) personnel. Performs and documents annual inventories of all IPE Assets. Maintain shelf life program for expired mobility bag requirements. Monitors and maintains gas mask serviceability to include leak testing and sanitizing. Redistributes serviceable assets upon MAJCOM approval. Process all Mobility transactions (e.g., issues, receipts, shipments, turn-ins, and records maintenance) into the ES-S Mobility IT System. Review and validate overdue assets, monthly. Provides secure storage for small arms/light weapons. Controls access to the vault to authorized personnel only. Coordinates with Combat Arms (CA) to ensure serialized inventories are synchronized with CA inspections. Performs semi-annual weapons inventory. Supports Sam Fox, National Capital Region Readiness Deployments. Attends base concept briefing for all mobility exercises.

Responsible for ensuring that periodic internal self-inspections are performed on processes and assets under the element's control. When necessary, conducts training to ensure personnel are familiar with procedures set forth in Air Force directives and Contractual Performance Work Statements (PWS). Ensures that all necessary training record documentation of assigned workers is properly completed. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must possess a current Air Force M9 qualification, and a validated DD Form 2760 (Lautenberg Amendment). Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, conducts training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Supply Technician, Lead

WORKCENTER: Receiving & Inspection (Material Management Flight)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Receiving and Inspection Element, Asset Management Section. This individual is responsible for maintaining supply support in the work center and serves as the point person and technical expert on all operations, procedures and reports within the Receiving and Inspection working area. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), and other applicable USAF Standard Base Supply Systems. This is a working lead position, with skills in organizing and prioritizing multiple tasks.

Appointed as Chief Inspector for all warehouse operations IAW AFJMAN 23-210, Section VI. Responsible for identifying, monitoring, testing, protecting, and preserving warehouse stock. Coordinates with maintenance to determine if items suspected as damaged should be repaired or disposed. Qualified in the use of TO's, stock lists, parts catalog, and specification. Processes condition code and identity changes. Serves as Shelf Life Monitor on policies and procedures IAW DOD 4140-27M, Shelf Life Management Program, and identifies how many months a new item may remain in storage before being reconditioned or condemned. Monitors the material suspect code listing, and the Functional Check Program.

Responsible for ensuring that periodic internal self-inspections are performed on processes and assets under the element's control. When necessary, conducts training to ensure personnel are familiar with procedures set forth in Air Force directives and Contractual Performance Work Statements (PWS). Ensures that all necessary training record documentation of assigned workers is properly completed. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Warehouse Specialist

WORKCENTER: Mobility/IPE (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of the Mobility/IPE Element, Asset Management Section. This individual is responsible for maintaining supply support in the Mobility/IPE work center and performs duties under the Section Lead's direction. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Provides Mobility Customer Support to the 459th Airlift Wing, 11th Wing, and National Capital Region (NCR) personnel. Performs and documents annual inventories of all IPE Assets. Monitors and maintains gas mask serviceability to include leak testing and sanitizing. Ensures Gas Masks are tested every 2 years from initial inspection date and document DD Form 1574. Redistributes serviceable assets upon MAJCOM approval. Process and receive shipments into the ES-S Mobility IT System. Supports Sam Fox, National Capital Region Readiness Deployments. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, conducts training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

POSITION TITLE: Warehouse Specialist

WORKCENTER: Central Storage (Material Management Branch)

SUPERVISOR: Material Management Flight Manager

DUTIES AND RESPONSIBILITIES:

Responsible to the Flight Manager and the Project Manager for satisfactory accomplishment of all assigned tasks in accordance with AFI 23-101, AFM 23-122 and other applicable instructions in support of Central Storage, Asset Management Section. This individual is responsible for maintaining supply support in the Central Storage Element work center and performs duties under the Section Lead's direction. Will be responsible for processing customer requests and providing supplies and equipment support using Enterprise Solution-Supply (ESS), LIMS-EV, and other applicable USAF Standard Base Supply Systems.

Responsible for storing supply and equipment items, to include classified and sensitive items and War Consumables Distribution Objective (WCDO) items and NWRM IAW AFI 20-110. Assigns and maintains permanent (primary) warehouse locations for each serviceable item stocked IAW AFJMAN 23-210, and may establish temporary reserve locations as required. Conducts and validates warehouse locations for inventory. Validates warehouse change documents and zero balance locations. Selects and moves assets for issue on routine and expedite customer requests. Initiates warehouse refusal procedures IAW AFMAN 23-122. Ensures the correct item and quantity are selected prior to shipment, and ensures proper custody chain of controlled material is maintained. Identifies all condition discrepancies on warehouse property. Practices good housekeeping and safety at all time. Responsible for the timely reporting of accidents, injuries and "near miss" and hazardous situations.

QUALIFICATIONS:

Must have a minimum of 2 years Standard Base Supply Knowledge (SBSS). Must possess a U.S. Citizenship. Must have a High School diploma or equivalent. Must have knowledge of governing supply regulations, procedures, and instructions and be able to perform all essential tasks as related to directives in Contractual Performance Work Statements. Must have the ability to lift at least 40 lbs. Requires a valid Class C driver's license with an "Acceptable" driving record. Requires operation of lightweight motor vehicle and forklift. Upon request, provides training. Must be customer services oriented and possess good communication and mathematical skills. Must be able to obtain and maintain a Secret security clearance. Military Supply experience is highly desirable.

104 – Drug and Alcohol-Free Workplace

Doc. Type:	Policy	Approval:
Org:	Human Resources	
Date:	February 1, 2019	
Author:	Human Resources	

1. APPLICABILITY

- 1.1. This policy applies to all employees of Akima Logistics Services, LLC, including affiliates, subsidiaries, and successor companies; hereafter referred to as "Akima Logistics Services, LLC", "Company" or "Akima Logistics Services, LLC Companies".
- 1.2. This policy also applies to independent contractors, subcontractors, employees from temporary agencies, and others working with the Company in support of its goals and objectives. Such persons/companies will be so informed of the Company's policy at the time of their engagement.

2. PURPOSE

- 2.1. The Company prohibits use of illegal drugs as well as the misuse of drugs (including over the counter medication) and alcohol by employees. In addition to undermining safe, healthy, and efficient working conditions for all personnel, drug and alcohol abuse affects employee qualifications to work under the Company's contracts, and impairs the reputation and integrity of the Company as well as its personnel. Drug and alcohol abuse that is not unlawful may nonetheless raise issues of safety, performance, and liability. The Company is committed to a policy of "zero tolerance". The goal of this policy is to provide maximum discretion to management for preventing substance abuse, subject only to any federal or state laws that clearly limit the Company's discretion.

In accordance with its federal contracts, the Company complies with the federal Drug-Free Workplace Act of 1988. Consistent with that Act, the Company (1) strictly prohibits manufacture, use, possession, sale, purchase, transfer, or being under the influence of illegal drugs at any time on company premises, and (2) requires employees to notify the Company of any criminal conviction for a drug-related violation, within 24 hours of the conviction or as required by the specific contract/project that the employee supports.

This policy is not intended to prohibit lawful use of prescription or over the counter medication, nor is it intended to prohibit moderate consumption of alcohol during travel time or personal time off. However, to the degree that off-duty consumption affects the employee's work, work relationships or the Company's image, or is evident during working hours, the Company will take remedial action.

3. DEFINITIONS

- 3.1. **Drug.** A drug is any substance (including alcohol) that can affect or impair the judgment, reflexes, or mental acuity of a user.
- 3.2. **Illegal Drug.** An illegal drug is any "controlled substance," as defined in Section 802(6) of Title 21 of the United States Code, excluding drugs used pursuant to a prescription valid under federal law or used as otherwise authorized by federal law.

3.3. **Substance Abuse.** Substance abuse is defined as:

- 3.3.1. The use of alcohol or other drugs on or off Company property where usage affects or impairs an employee's ability to do his/her job; or
- 3.3.2. The manufacture, distribution, dispensing, possession, or use of an illegal drug.
- 3.3.3. Intoxication or impairment of a person's ability to do any aspect of his/her job, including operation of Company equipment or vehicles, completion of work products, or appropriate interaction with other individuals in the workplace, as a result of use of a drug, legal or illegal, on or off the job.

3.4. **Reasonable Suspicion.** Reasonable suspicion occurs when someone in the organization observes the behavior of an employee that indicates that the employee may be under the influence of drugs or alcohol. Such observable behaviors could include, but are not limited to: slurred speech, inability to walk straight, incoherent speech, dilated pupils, or other demonstrated, observable behaviors that are clearly outside of acceptable workplace behavior norms.

3.5. **Sensitive Position.** A sensitive position is a) one in which an employee is granted access to information classified at the Public Trust security level or above, b) one the Company determines relates to national security, health or safety, or c) one requiring a high degree of trust and confidence.

4. POLICY

4.1. **General.** A summary of the major elements of the Policy are highlighted below:

- All employees will be provided a copy of the Company's Drug and Alcohol-Free Workplace policy at their time of hire and charged with reading and understanding it.
- Employees will not possess or use alcohol or drugs on Company property at any time or off Company property where usage influences their ability to do their jobs.
- Employees will not manufacture, distribute, dispense, possess, or use illegal drugs (see Definitions) at any time.
- Employees will not use any drug or alcohol in a manner that results in intoxication in the workplace.
- Employees will cooperate in all required testing for drugs and/or alcohol, and comply with the Drug and Alcohol-Free Workplace policy.
- The Company will:
 - Implement an awareness program for all employees regarding the dangers of drugs and alcohol abuse.
 - Train managers to recognize indications of drug and alcohol abuse to objectively conclude whether reasonable suspicion exists to test an employee in accordance with this policy.

- Employees who are convicted of a violation of any criminal drug statute shall notify the Program Manager or Project Manager within 24 hours after the conviction. The Program Manager or Project Manager in turn will immediately notify the Human Resources Department. Failure to provide notice on a timely basis will result in disciplinary action, up to and including termination. The Company will notify the applicable contracting agency within ten (10) days of notice by the employee or receipt of actual notice of conviction.
- 4.2. **Continual Behavioral Observation.** All employees, particularly managers, are to be observant of behavior that may jeopardize the safety and security of employees or that could affect responsiveness to Company or project requirements, and to report their concerns to management or to their Human Resources Manager. When there is reasonable suspicion an employee is under the influence of drugs or alcohol, the Program Manager or Project Manager, Department Head or their management designee shall contact their Human Resources Manager to request removal of the individual from the work site, and to have employee complete a drug and alcohol test. Positive test results will result in corrective action up to and including dismissal.
- 4.2.1. Employees who are involved in an accident while operating a company vehicle or machinery may be required by the contract they support to complete a post-accident testing for drugs and/or alcohol.
- 4.2.2. Dilute negative test results will require a second testing. Second testing will be done under observation and if a dilute negative is returned it is considered negative.
- 4.3. **Employees Working on Certain Contracts.** Certain contracts may impose requirements respecting drug and alcohol testing which exceed those referenced herein. The Company will comply with requirements specific to the contract/project. At a minimum, the Company will remove any employee found to be using illegal drugs, pending disciplinary action.
- 4.4. **Disciplinary Action.**
- 4.4.1. **Inappropriate / Illegal Use of Drugs or Alcohol.** Employees who are observed in possession of, test positive for, or are under the influence of drugs or alcohol, or are convicted of violating a criminal drug statute will be subject to disciplinary action, up to and including termination. Such determination must be approved by the Company President or General Manager, and in consultation with the Chief Human Resources Officer and Legal Counsel.
- 4.4.2. **Use of Drugs as Part of a Prescribed Medical Treatment Program.** Employees may not be impaired or intoxicated while on the job or conducting company business. Employees who must take prescribed drugs that result in impairment must consult with their medical providers and cooperate with the Company to eliminate such impairment. As appropriate, such employees may be referred to the Employee Assistance Program or placed on a leave of absence. Employees who are inappropriately or illegally using/ or abusing prescribed medication or controlled substances will be considered to have violated this policy and subject to disciplinary action, up to and including termination.
- 4.5. **Rehabilitation.** Employees, who have a problem with drugs or alcohol, are encouraged to secure treatment by utilizing the company provided Employee Assistance Program or other resources. Self-disclosure by an employee to HR or management for the purpose of securing assistance with such a problem, prior to the employee having any knowledge of an imminent random test and prior to engaging in any actions that could trigger a post-accident or reasonable

suspicion test will not result in discipline. Following self-disclosure, the Company will work with the employee and the employee's treatment provider in furtherance of the employee's treatment program, consistent with the requirements of the employee's job. Such efforts may include but not be limited to the granting of a leave, reassignment, and return to duty / post treatment testing.

Under appropriate circumstances, the Company may require that the employee participate in a drug abuse assistance or rehabilitation program. In order for the employee to return to work or to remain at work after or during rehabilitation, a mandatory fitness for duty statement from an appropriate medical entity and return to duty testing will be required. If the employee has either rejected assistance or demonstrated a lack of serious commitment to overcoming the problem and achieving a satisfactory level of performance, attendance, or behavior; then formal disciplinary action shall proceed. An employee actively involved in an approved treatment program will not be dismissed without the approval of the Company President or General Manager, in consultation with the Chief Human Resources Officer and Legal Counsel.

Participation in a treatment program will not insulate an employee who tests positive for drugs or alcohol as the result of a test performed in accordance with this policy.

- 4.6. **Reinstatement.** Current employees dismissed for failure to comply with any aspect of the Drug and Alcohol-Free Workplace policy will not be considered eligible for re-employment for at least twelve (12) months following the event that caused their dismissal. Rehire of such candidates must be approved in advance by the Chief Human Resources Officer.

5. RESPONSIBILITIES

5.1. **Related responsibilities will be shared:**

- The President & CEO is accountable for ensuring a drug and alcohol-free workplace and for providing an environment conducive to optimum operating efficiency and productivity.
- Each member of management is responsible for executing the tenets of this policy with the employees for whom they are directly responsible.
- The Chief Human Resources Officer and Director of HR Compliance will provide overall guidance, interpretation, and coordination of the implementation of this policy.
- The Human Resources Department will oversee the implementation of this policy, ensuring that all candidates for employment and current employees are informed of its contents, and provide training to managers, as required.

6. PROCEDURES

- 6.1. **Pre-Employment Testing.** All job applicants are subject to pre-employment drug and/or alcohol testing to the extent such testing is required by the contract on which the applicant is to be employed and as required by law or regulations, e.g. employees required to have a Commercial Driver's License and those subject to FAA requirements. Job applicants who refuse to test or test positive for drugs will not be hired.
- 6.2. **Random Testing.** Where required by contract or by law or regulation, e.g. employees required to have a Commercial Driver's License and those subject to FAA requirements, random drug testing of employees will be performed on a periodic, unannounced basis. Employees subject to

random testing must cooperate with such drug testing requirements or be subject to disciplinary action up to and including dismissal. See also section 6.6. below.

- 6.3. **Post-Incident Testing.** Where required by contract or by law or regulation, e.g. employees required to have a Commercial Driver's License and those subject to FAA requirements, employees involved in a work-related accident or incident, as applicable, will be required to complete a drug and/or alcohol test. All work-related accidents or such incidents must be reported immediately, in accordance with the Company's Health, Safety and Environment manual.
- 6.4. **Reasonable Suspicion Testing.** When there is reasonable suspicion that an employee is or may be using, or is or may be under the influence of drugs or alcohol such employees will be tested for drugs and alcohol.
- 6.5. **Return-to-Duty Testing.** If an employee voluntarily discloses their drug or alcohol abuse, the employee will be placed on mandatory leave of absence to obtain a substance abuse evaluation and to participate in and complete a formal treatment program for substance abuse. Prior to returning to duty following successful participation in a treatment program, the employee must take and pass a drug and alcohol test.
- 6.6. **Employees Testing Positive.** Any employee who tests *positive* will be subject to disciplinary action, up to and including dismissal. Employees who refuse to take a drug or alcohol test when so directed or who otherwise interfere with or attempt to thwart the testing process will be deemed to have tested positive and subject to dismissal. In such cases, the Company has no obligation to prove that the employee was in fact impaired, violated Company policy, or that the Company possessed "just cause" or a particular amount of evidence before requesting the test.
- 6.7. **Security Clearance.** Human Resources will notify the Facility Security Officer (FSO) within 24 hours of any employee holding a security clearance whose drug test results are positive. The FSO will make a determination regarding continued access to classified material, and will submit a report to the Defense Industrial Security Office and/or other agencies as required.
- 6.8. **Reinstatement/Rehire.** Employees dismissed for testing positive for drugs or alcohol will not be eligible for consideration of re-employment for a minimum period of twelve (12) months following the date employment is terminated. The Chief Human Resources Officer must review all rehire decisions in advance.
- 6.9. **Files.** Test results and related documentation will be retained in separate files under the control of the Corporate HR Compliance Manager or their designee, and will be limited to those within the HR, Legal, HSE, and Security Departments with "***need to know.***" Those obtaining unauthorized access to these files will be subject to disciplinary action, which may include dismissal.
- 6.10. **Confidentiality.** No reference to alcohol or other drug problems as a medical diagnosis will appear in personnel files. This does not, however, preclude documenting behavior such as slurred or incoherent speech, inability to respond to questions, stumbling, smelling of alcohol, associated lapses in performance, observation of possession or use of alcohol or other drugs, etc.

7. RELATED POLICIES AND PROCEDURES

211 Employment - Performance Improvement/Conduct
212 Employment – Termination of Employment
406 Benefits – Family and Medical Leave Act Leave of Absence (FMLA LOA)
Department of Defense Regulations (48 CFR 223.75 – Drug-Free Work Force)
Federal Acquisition Regulations (Subpart 23.5 – Drug-Free Workplace)
Akima Logistics Services, LLC Code of Conduct
Akima Logistics Services, LLC Signature Authority Policy and Procedure

8. EXHIBITS

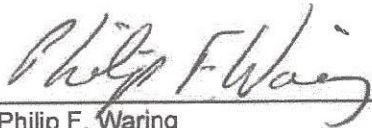
HR-035, Request for LOA Form
Employee Assistance Program (EAP)

This Agreement shall be effective October 01, 2020, and shall continue in full force and effect through midnight on September 30, 2023 and therefore be automatically renewed from year to year unless Party desiring termination of modification or the agreement serves written notice, by certified mail, upon the other party at least sixty (60) days prior to the expiration date of the agreement.

In witness whereof, the parties have caused this agreement to be executed by their authorized representative on September 21, 2020.

Company:

Akima Logistics Services (ALS), LLC



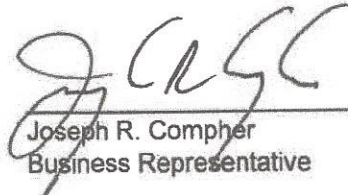
Philip F. Waring
Project Manager, Joint Base Andrews



Steve W. Friedle
Labor Relations, Akima LLC

Union:

International Association of Machinists
and Aerospace Workers ALF-CIO
District Lodge 4 Local Lodge 24



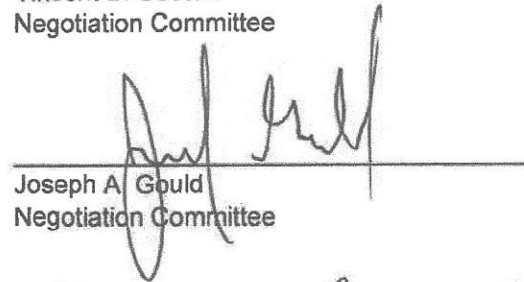
Joseph R. Compher
Business Representative



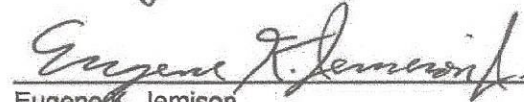
John H. Stillwell
Business Representative



Vincent B. Coston
Negotiation Committee



Joseph A. Gould
Negotiation Committee



Eugene K. Jemison
Negotiation Committee



Gary K. Collins
Negotiation Committee