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NAVSUPPACT NAPLES INST 12711.1
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NAVSUPPACT NAPLES INSTRUCTION 12711.1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: JOB ACTION CONTINGENCY PLAN

Ref: (a) SECNAVINST 12711.1A
(b) COMFAIRMEDINST 12711.2B

Encl: (1) General Considerations and Assumptions
(2) Supply Department Contingency Plan
(3) Public Works Department Contingency Plan
(4) Administrative Department Contingency Plan
(5) Comptroller Department Contingency Plan
(6) HRO Contingency Plan
(7) Security Division Contingency Plan
(8) Fire and Emergency Services Division Contingency Plan
(9) Environmental Division Contingency Plan
(10) Occupational Safety and Health Division Contingency Plan
(11) Morale, Welfare and Recreation Department Contingency Plan
(12) Religious Ministries Department Contingency Plan
(13) Fleet and Family Support Center Contingency Plan
(14) Information Systems Department Contingency Plan
(15) Housing Welcome Center Contingency Plan
(16) Operations Department Contingency Plan

1. Purpose. To establish procedures in accordance with references (a) and (b) to be followed aboard the U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples) in the event of a job action.

2. Cancellation. NAVSUPPACT NAPLES INST 3730.1B

3. Discussion. Job actions such as work stoppages, work slow downs, and sick-outs are considered unfair labor practices for U.S. citizen employees. Italian law, however, guarantees Italian citizens the right to strike. Normally the unions are required to inform management of an issue or problem at least

five days in advance of a job action in order to seek a settlement of the issue or problem before a job action begins. This does not mean, however, an employee walk-out/strike could not occur without notification. It is, therefore, imperative for every NAVSUPPACT Naples department head to know the provisions of this instruction so that any job action can be dealt with swiftly and effectively and any adverse effects to mission accomplishment minimized. It is difficult to predict the exact extent of job actions. However, enclosure (1) lists general assumptions and considerations as a starting point to address work stoppages.

4. Action. The following actions will be taken upon determination that a strike or work stoppage is imminent or in progress:

a. Officer of the Day (OOD). Take immediate action to notify the following offices/personnel:

(1) Commanding Officer

(2) Executive Officer

(3) Director, Human Resources Office

(4) Officer of the Day - Marine Barracks

(5) Security Police Headquarters

(6) Prepare OPREP-3 Navy Blue/SITREP reports, as appropriate, to ensure COMFAIRMED, CINCUSNAVEUR, and all other appropriate officials are kept apprised of the job action status.

b. Joint Local Operations Group (J-LOG) will be convened, if considered appropriate by the Commanding Officer, when a job action appears imminent, to serve as the local point of action, coordination, and guidance at the site of any job action. Membership of the J-LOG will consist of the following:

(1) Commanding Officer

(2) Executive Officer

(3) Director, Human Resources Office

(4) Public Affairs Officer

(5) Head, Labor and Employee Relations Division, HRO

(6) Staff Judge Advocate

(7) Security Officer

(8) Depending upon the type and site of the job action, membership will be expanded to include other staff and activity management officials as deemed appropriate.

c. Director, HRO

(1) Serve as the primary point of contact between management and the union(s) involved in the job action

(2) Serve as the intermediary with the unions, and take all other actions deemed appropriate, in an attempt to prevent the job action or bring it to a conclusion.

(3) Disseminate via the Public Affairs Officer appropriate information to the mass media, and/or respond to mass media inquiries.

d. Commanding Officer, Marine Corp Security Force Company

(1) Establish contact with Security Officer and coordinate actions as required by the situation.

(2) Prepare to deploy civil disturbance control force as necessary.

(3) Implement increased security as required by the situation.

e. Security Officer

(1) Implement increased security as required by the situation including buildings outside the NAVSUPPACT Naples compound.

(2) Establish and maintain contact with local police units.

(3) Prepare to deploy Crisis Response Force as required by the situation.

(4) Maintain contact with the Commanding Officer, Marine Barracks and coordinate actions as required by the situation.

(5) Request supplemental assistance or services from the Public Works Officer as required by the situation.

(6) Request supplemental assistance from the Fleet, if in port, and as required by the situation.

f. Public Works Officer

(1) Provide supplemental assistance to the Security Officer as required by the situation.

(2) Request supplemental assistance from the Naval Mobile Construction Battalion Center Detachment as required by the situation.

g. Naval Criminal Investigative Service

(1) Continually monitor overt/covert sources of information before, during, and after strike to ensure collection of all available intelligence. Ensure timely briefings are afforded Commanding Officer, NAVSUPPACT Naples to assist in his/her promulgation of command initiatives.

(2) Maintain continuous communication with NAVSUPPACT Naples Security Department.

h. Department heads will implement provisions of enclosures (1) through (16) as they relate to their particular area.

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GENERAL ASSUMPTIONS AND CONSIDERATIONS

1. Assumptions

a. Military and U.S. civilian personnel are expected to report for duty except in unusual situations. In the event the situation requires limited access to the NAVSUPPACT Naples compound, only military and civilian workforce will be permitted into the base. Escorts may be required in certain situations.

b. Only emergency services will be available.

c. Contract cleaning and trash pickup personnel will not be able to cross picket lines.

d. U.S. Naval Support Activity, Gaeta, will be relatively untouched by a Naples strike.

e. Striking employees will not be permitted access to NAVSUPPACT Naples compound and/or off-base U.S. buildings except to return to work.

2. General considerations

a. Military and U.S. civilian personnel may be required to extend their workdays.

b. Activation of additional bachelor enlisted quarters would be necessary if military personnel augmentation is required. Additional sheets, blankets, pillowcases, etc., would be required.

c. A minimum of one refrigerated truck/van would be required to transship frozen/chill cargo through the air terminal or existing refrigerated storage made operable.

d. Diversion of line haul and drayage services from commercial contractor to military resources would require one 20-ton truck; one 12-ton truck; one 5-ton truck and one refrigerated truck.

e. In the unlikely event the Commanding Officer and/or Executive Officer, NAVSUPPACT Naples, are unable to gain access to the Naval Support Activity compound they will establish a command center at another site.

f. A message will be sent to ships in port advising that unless their presence is requested, all personnel should avoid the NAVSUPPACT Naples compound.

SUPPLY DEPARTMENT CONTINGENCY PLAN

1. General

a. A general work stoppage of civilian personnel would affect 88 local national civilians within the Supply Department. The operational impact of a work stoppage would depend upon:

(1) The type of stoppage, (e.g., hiccup, intermittent, or continuous strike);

(2) The extent of support provided by sympathetic unions to striking workers;

(3) The ability to move cargo, (i.e., hindered or unhindered); and

(4) The duration of the stoppage. Likewise, the method of responding to the stoppage would be dependent on the same factors.

b. Upon determination that a strike is imminent and expected duration warrants, a message notification must be transmitted to MAC; ASCOMED; 21st AF; 435th TAW; NAVMTO; NAVSTA ROTA; NAS SIGONELLA; SIXTHFLT; CINCUSNAVEUR; COMSCMED; COMSERVFORSIXTHFLT; COMFAIRMED; NAVSUPSYSCOM; MTMC Field Office Europe; MTMC Falls Church, VA; MTMCEA Bayonne; NSC Norfolk; and customer activities. The message would address personnel/equipment augmentation, anticipated slowdowns, backlogs, rescheduling requirements, etc. Further, regardless of the type or duration of the strike, military personnel would be required to extend their workdays to twelve vice eight hours.

2. Contingencies

a. Scenario One. Hiccup strikes (several hours intermittent throughout the workday), with or without sympathy and free movement of military cargo: all branches of the department would continue to function with some degradation in the clerical and administrative areas as well as a degradation in customer service and material movement as work gradually begins to backlog. The Personal Property Branch would experience the greatest degradation and would require personnel augmentation in as few as ten workdays. Without five additional military personnel, including two packing inspectors, scheduling of out-bound interviews, counseling and personal property pickups would be severely hampered by intermittent strikes.

Out-bound and in-bound personal property shipments could be delayed and the quality control function diminished. During the peak moving season (May-Oct) the effects of the strike would be greatly magnified and additional augmentation required. An additional consideration during a strike of this nature is the possibility of equipment sabotage during non-strike periods. Should this occur, and repairs beyond this command's capability, additional cargo handling equipment would have to be drawn from intra-Med, shipboard or CONUS assets.

b. Scenario Two. Intermittent strike, e.g., Monday and Friday, with or without sympathy and free movement of military cargo: the ability to function and the performance limits set forth in the hiccup strike are essentially the same. However, administrative backlogs would increase and material movement would be slower.

c. Scenario Three. Continuous strike, without sympathy and without free movement of military cargo:

(1) Control division operations would essentially cease without personnel augmentation. Augmentation required to satisfactorily perform stock control, technical and customer service functions would consist of one SKC, three SK2's, six SK3/SKSN's and one YN3. The majority of these personnel would be supplied from within NAVSUPPACT Naples Supply Department. Diversion of supply detachment reserves from NS Rota and/or NAS Sigonella to NAVSUPPACT Naples and assignment of one SKC and two SK2's from NS Rota or NAS Sigonella for continuity purposes may also be required. Interim augmentation could be provided by the flagship or ships visiting Naples.

(2) Air Terminal operations could be maintained for a period of approximately 10 days without personnel augmentation. Assigned military personnel consist of two officers and twenty-two enlisted men, including MAC personnel. One officer and five enlisted personnel with heavy equipment qualifications would upload/download all regularly scheduled MAC/Navy organic aircraft missions. The remaining personnel would be assigned passenger/freight functions and would be responsible for passenger movement and cargo buildup/movement. Only essential administrative requirements, (i.e., aircraft manifests could be satisfied/revised and aircraft arrival/departure schedules would be required to avoid ramp saturation). In the event a continuous strike exceeds ten days, a CONUS based Cargo Handling Port Group (CHAPGRU) Detachment, Williamsburg, Virginia, consisting of one officer (03) and thirty enlisted personnel and

a reserve cargo handling detachment would be required to maintain operations. Due to lead-time requirements, the CHAPGRU detachment will be notified of the potential need for their services as soon as a job action appears imminent.

(3) Material Division (warehouse and water freight terminal) operations would be seriously impaired. Immediate personnel augmentation would be required on an interim basis from Mediterranean shore based activities and/or homeported/deployed afloat units and from within NAVSUPPACT Naples Supply. However, the preferred method of augmentation would be the deployment of a CHAPGRU detachment consisting of one officer (03), five SKC/SK1's, ten SK2's and eight SK3's or below personnel. Mobilization could be accomplished within 48 to 72 hours. The CHAPGRU detachment would contain qualified forklift operators, personnel experienced in packaging procedures and personnel capable of preparing MILSTAMP documents; however, three additional bilingual personnel would be required to perform customs preparation and liaison functions. Only essential administrative requirements and necessary cargo documentation, (e.g., TCMDs, Cargo Manifests, Customs Documents, etc., could be satisfied).

(4) Material Division (Personal Property) operations would cease without augmentation by military personnel with personal property experience. An eleven-man team, including a minimum of 3 packing inspectors, drawn from European Command (EUCOM) assets would be the preferred source.

(5) Food Service operations could be severely impacted. An augment of twenty E5's and below personnel would be needed to prepare meals and operate the galley. Without food re-supply within thirty days, Disaster Prep stores of Meals Ready to Eat (MREs) would be needed to sustain command until re-supply of provisions.

d. Scenario Four. Continuous strike, support by sympathetic unions, unimpaired movement of military cargo. The ability to function and the performance limits set forth in Scenario three apply with the following additional limitations:

(1) Sympathy by or inability to enter government facilities by AGIP and ESSO fuel trucks would require pickup and delivery of essential fuel requirements by a military vehicle/driver. MAC/ASCOMED would be required to schedule aircraft into Naples without requirement for refuel.

(2) Sympathy by customs brokers would severely reduce cargo movement through the Port of Naples. Use of bilingual military personnel to process customs documents would be slow and uncertain. Continued sympathy by customs workers would require diversion of airworthy cargo to MAC channels.

(3) Personal property shipments would be delayed.

3. General Considerations

a. Diversion of line haul and drayage services from commercial contractor to military resources would require an additional: two eighteen-ton trucks; one five-ton truck; and one refrigerated truck. The Eighth Support Group, Leghorn Army Base, will serve as potential source of needed vehicles.

b. On-hand stocks are sufficient to support operations for a period of approximately two and one half months without replenishment.

c. In the event free passage of military personnel and cargo does not exist, the following additional problems would be encountered:

(1) Fuel delivery to Agnano and Capodichino facilities would not be possible. Aircraft requiring refuel services would be diverted to NAS Sigonella.

(2) Cargo transiting the port of Naples could not be moved. All airworthy cargo would be diverted to the Air Terminal.

(3) A detachment of two CH53 aircraft from NAS Sigonella or from a deployed LPH would be required to establish a vertical aircraft capability between the Air Terminal, NAVHOSP and AFSOUTH. Helicopter landing facilities are available at AFSOUTH and NAVHOSP.

(4) On-hand stocks could be maintained and critical items (e.g. medical supplies, communications, spare parts and consumables) delivery could be accomplished via helicopter.

PUBLIC WORKS DEPARTMENT CONTINGENCY PLAN

1. Assumption. Contract cleaning and trash pickup personnel will not be able to cross picket lines. Tenants must be aware of their responsibilities to keep their own spaces clean and transport trash to a common pickup point. Allowance has been made in personnel requirements for an extended strike condition to provide trash pickup from central trash bins using the Public Works dump truck.

2. Impact

a. Transportation

(1) Services available - three-day strike:

(a) Dispatching, "C" pool (limited)

(b) TLA and CAPO shuttle busses (limited)

(c) Wrecker service

(d) MEDEVAC (possibly at expense of TLA shuttle busses)

(e) Fuel truck (diesel) service (emergency only)

(f) Repairs to emergency equipment (shore power truck, ambulances, shore patrol, etc.)

(2) Services not available - three-day strike:

(a) All commercial contract bus services, including Fleet shuttle bus service via the husbanding agent (port services), base commercial shuttle bus services, and school bus services, will not be available if contractor drivers engage in a sympathy strike.

(b) VIP transportation (military drivers)

(c) Routine stake truck and tractor (semi-operation)

(d) Routine repairs and preventive maintenance of vehicles

(3) Services available - seven-day strike: Same as three-day strike

(4) Services not available - seven-day strike:

(a) Routine preventive maintenance of non-NAVSUPPACT allowance vehicles

(b) Tire repairs (from indications of previous strikes, a rise in tire damage can be expected)

(5) Services available - indefinite strike:

(a) Relatively normal services should resume after approximately three weeks, assuming no problems with repair parts. A critical problem will be tires, should a large number be damaged. Shore Patrol, ambulances, crash/fire equipment, 463L will depend heavily on the availability of parts.

(b) Bus transportation, assuming a sympathy strike by contractor, will not completely resume until six passenger busses of a 37 seating capacity (or larger) can be acquired. In the past, contractor services have continued by phasing Naval Hospital, NAVSUPPACT Naples and NATO out of the scheduled route. School busses would probably continue using this method.

b. Maintenance. Military personnel will be available for emergency requirements.

3. Conclusions

a. Without additional personnel, Public Works will run on emergency requests only. Personnel augment would be requested from the Naval Mobile Construction Battalion (NMCB) Detachment.

b. Fuel will be a difficulty. Coupons may be used for vehicular traffic but boilers and emergency generators must have fuel delivered to them. Emergency generators may be supplied by NAVSUPPACT Naples' fuel truck. Clearance will be required for military personnel to pick up fuel. PPG gas deliveries will stop completely if the contractor is not allowed on base. NAVSUPPACT Naples and surrounding activities have no gas transportation capability. The Naval Hospital is the critical user on this list.

c. ROICC should deduct payment from bills if contractor personnel refuse to cross picket lines.

ADMINISTRATION DEPARTMENT CONTINGENCY PLAN

1. General

a. Administrative divisions employing local nationals are: Central Files and Travel.

b. The Official Mail Section is manned by a U.S. employee. A strike may affect his ability to deliver mail to outlying areas such as Agnano, AFSouth and the Support Site.

2. Contingencies

a. Hiccup strikes (one to two hours per day) would have virtually no effect on this department. Delivery services to outlying commands may be delayed. Inter-command guard mail, order writing for personnel going on TAD/MEDEVAC/Emergency leave, serialization, command tickler and routing of correspondence would be handled by military personnel.

b. Intermittent strikes (one to two days per week). Same as paragraph 2a with the exceptions of:

(1) Possible delay of orders for personnel going on TAD/MEDEVAC/Emergency leave.

(2) Delay in distribution of command directives.

(3) Delay in order and delivery of supplies and equipment for Administration and Special Assistants.

(4) Delay in handling of Italian mail.

c. Long Strike (15+ days). Same as paragraph 2b.

d. If strike is continuous, military assets would be realigned to support mission requirements.

COMPTROLLER DEPARTMENT CONTINGENCY PLAN

1. General

a. A general work stoppage of local national civilian personnel would affect approximately 39 U.S., local national, and military personnel within the Comptroller Department. The impact of a work stoppage would depend upon the duration of the stoppage, and the period of time for which the work stoppage was in effect (i.e., during a pay period, at the end of a fiscal year, etc).

b. Upon determination that a work stoppage is imminent or in progress, Comptroller would determine the stage of work in process and, based on best estimates, would notify local authorities and participating agencies of the areas to be affected.

2. Contingency

a. Scenario One. Hiccup strikes (several hours intermittent throughout the workday).

(1) Payroll - Minimal impact. Payroll currently staffed with five Local National employees and no U.S. civilian employees. Walk-in customer service action most likely would be reduced to appropriate hours during the workday to ensure paychecks would be generated as required.

(2) Accounting - Minimal impact. Accounting currently staffed with two U.S. Civilian billets and nine Local National employees. Level of service would be reduced commensurate with local national work force presence.

(3) Budget - Minimal impact. Budget is currently staffed with five Local National employees and one U.S. civilian. Level of service would be reduced commensurate with local national work force presence.

(4) Commercial Bill Pay Office (CBPO) - Minimal impact. CBPO currently staffed with two U.S. Civilian billets and nine Local National employees. Level of service would be reduced commensurate with local national work force presence.

(5) General Services Fund (GSF) - Minimal impact. GSF currently staffed with three Local National employees. Level of

service would be reduced commensurate with local national work force presence.

b. Scenario Two. Intermittent strikes, two to three days per week.

(1) Payroll - Payroll office would be closed to the public. Phone calls and walk-in customer service would be reduced or eliminated to emergent requirements. Focus would be to ensure priority one mission of paying employees be accomplished.

(2) Accounting - Level of service would be reduced commensurate with local national work force presence and what could be accomplished by two remaining U.S. civilian employees.

(3) Budget - Budget requirements would be prioritized and achieved according to priority order.

(4) Commercial Bill Pay Office (CBPO) - It is anticipated the number of invoice payments required would be less as there would be a smaller workforce to generate bills. Workload would be prioritized and achieved according to priority order.

(5) General Services Fund (GSF) - It is anticipated the number of walk-in customers would be reduced as there would be less workforce to generate customer service needs from housing and MVRO. Workload would be prioritized and achieved according to priority order. Customer service would be provided commensurate with local national work force presence.

c. Scenario Three. Continuous strike.

(1) Payroll - The fully operational processing of LN payroll actions would cease until LN employees return. This would affect all activities serviced by U.S. Naval Support Activity, Naples for Local National Payroll functions. A standard payroll, devoid of overtime, differentials, etc. minus any "strike" time will be prepared for LN employees. Adjustments will be made in the following month. U.S. Naval Station, Rota, Spain is currently NSA Naples Customer Service Representative for U.S. Civilian employees. U.S. Payroll functions would default to NAVSTA Rota to assist with the U.S. Civilian paychecks and concerns. It should be noted that should ingress of employees be impaired whereby timecards cannot be delivered in a timely manner, U.S. payroll will be processed at

a straight 80-hour basis with no computation of overtime, differentials, and possibly leave until a future date. Failure of any command/activity to comply with timecard delivery requirements will, out of necessity, affect all commands/activities serviced by the payroll office.

(2) Accounting -

(a) Other than at the end of the fiscal year, Comptroller anticipates little impact in this area. Services would be reduced. The U.S. workforce of one Lead Accounting Technician would be supplemented with the Accounting Officer and the Financial Management Officer. It would be necessary to recruit a temporary data entry clerk.

(b) Fiscal Year End - If a work stoppage occurred at or near the fiscal year end, between 15 September and 15 October, many of the recommended validations would not be performed, (i.e., outstanding obligations and payables, reimbursable, etc).

(3) Budget - The Budget Division is staffed entirely by Local National employees. Services would be greatly impaired. The Budget responsibilities would be assumed by the Comptroller/Financial Management Officer. There would be a considerable degradation of service.

(4) Commercial Bill Pay Office (CBPO) - Workload would be prioritized and achieved according to priority order. Interest will be accumulated on unpaid invoices.

(5) General Services Fund (GSF) - GSF will close. The two main offices supported by GSF, MVRO and Housing would not be staffed, therefore, requirement to maintain GSF in an operational status would not be required.

3. Comptroller Department relies on external support for ADP services DISA System, Mechanicsburg, PA for both STARS/FL and STARS/FL One Pay, therefore, ADP support will continue through that source.

HUMAN RESOURCES OFFICE (HRO) CONTINGENCY PLAN

1. General. A general work stoppage by local national civilians would not severely hamper this department's operation.

2. Contingencies

a. Labor and Employee Relations Division. Primary efforts would be made to mediate strike.

b. Employment and Classification Division

(1) Hiccup or intermittent strikes, if frequently held, would result in some delays in processing SF-50s. Problems could be minimized through overtime or streamlined processing to payroll without meeting certain regulatory requirements in documentation.

(2) A continuous strike would further slow down the processing of personnel actions. In addition to alternatives identified above for intermittent strikes, consideration would be given to curtailing all non-essential classification actions and making an emergency 30-day appointment for a temporary U.S. citizen hire in order to minimize impact of a long walk-out.

(3) HRO will furnish payroll SF52's or name lists to place newly hired employees on the rolls pending processing of SF50's.

c. Employee Services and Benefits

(1) Hiccup strikes would have a minimal effect on Temporary Quarters Subsistence Allowance (TQSA) and Living Quarters Allowance (LQA).

(2) Intermittent and continuous strikes would primarily impact on TQSA and LQA programs, and the processing of performance appraisals and performance awards. Consideration would be given to curtailing (for the duration of the walk-out) processing actions related to local national programs.

SECURITY DIVISION CONTINGENCY PLAN

1. A local area strike or general work stoppage of U.S. NAVSUPPACT Naples, Italy security local national civilians would result in the loss of 25 local national guards, six local national interpreter/investigators, seven local national Motor Vehicle Registration Office personnel, four local national secretaries and three Pass and ID local national clerks. Security will continue to function, utilizing bilingual military and DOD civilian personnel. This would greatly impact on the work hours required to maintain this capability over an extended period of time (excess of 30 days).

2. The Motor Vehicle Registration Office would be greatly affected, resulting in a dramatic decrease in services offered to the community, (i.e., vehicle customs clearance, registration, issue of Italian translations of driver's license, etc.).

3. The increased patrols required for a strike outside the compound would impact on the securing of certain off-installation, non-critical posts, and a supplement of personnel may be required to remain in this posture for a significant period of time. Off-base patrols will be curtailed, but not completely eliminated.

4. Certain services now being provided by local national investigators, such as liaison, interpreter services for accidents, house break-ins, theft or other individual incidents would be reduced, if not eliminated.

5. In summary, U.S. NAVSUPPACT Naples, Italy security would continue to operate and maintain capability to provide services; however, many of these services would be delayed or possibly curtailed during a strike. Our host nation police services as in the past would continue to assist us in any/all incidents surrounding strike or demonstrations. Security will provide Carabinieri and Polizia timely information concerning strikes and request their intervention.

FIRE AND EMERGENCY SERVICES (F&ES) DIVISION CONTINGENCY PLAN

1. A local area strike or general work stoppage of F&ES Division Italian employees would result in the loss of 47 local national Firefighters. To meet daily manning requirements, 17 local national Firefighters are scheduled, staffing three Structural Pumper Apparatus, and two Airfield Rescue and Firefighting Apparatus. Assuming full participation in any job-action scenario, severe degradation of fire protection capability would occur.

2. Upon notification of an anticipated job action, F&ES Division via Director Public Safety will notify U.S. NAVSUPPACT Naples, Italy Operations Department and U.S. NAVSUPPACT Naples Italy. This notification will address diminished fire protection capability to all affected concerns. In the event that a strike does take place, and it involves 100 percent participation, or otherwise reduces available manning below prescribed levels, notification of the Naval Facilities Engineering Command Area Fire Marshall's Office will take place.

3. When fully staffed, F&ES Division has nine U.S. civilian employees. These personnel would be utilized to staff three structural pumpers. This manning level would only permit initial investigation of alarms, and exterior defensive firefighting operations. Upon arrival at an investigative alarm, personnel would then request the additional engine company(s) to respond if needed. Upon arrival of additional firefighting forces, interior offensive operations could begin, per OSHA and NFPA 2-in-2-out regulations. If the initial alarm indicated an actual fire, the additional companies would be dispatched initially. This would decrease the amount of time required to begin interior offensive operations in accordance with NFPA and OSHA regulations. The other negative impact associated with reduced staffing is that a dedicated Incident Commander is unavailable as required by DoDI, OSHA and NFPA. Due to the sensitivity of this matter, it is not possible to determine what, if any, assistance could be forthcoming from the Italian Fire Department (Vigili Del Fuoco (VDF)). For planning purposes, it is assumed that the VDF personnel would honor any job action by local national Firefighters.

4. If VDF does honor job action, support of U.S. Military Flight Operations would be negatively impacted, as only three personnel would be available at Capodichino. Staffing of ARFF apparatus requires six personnel, which is achieved by cross-

manning personnel from the Structural Company. The reduced staffing associated with a job-action will not enable cross-manning, thus initial attack by a single ARFF company utilizing the aforementioned three on-duty personnel would be insufficient. The reduced manpower would again enable only exterior defensive firefighting operations to occur, until additional resources arrived on scene. As indicated above, a dedicated Incident Commander is unavailable. If at all possible, U.S. Military flights should be diverted to an alternate facility not impacted by subject job action.

5. The staffing and response criterion discussed above is unsustainable over an extended period of time, due to the physical limitations of personnel working 24-hour shifts (with allowances for rest). The other limitation is that historically, F&ES Division has seldom operated at a 100% manning, with positions remaining unfilled due to unexpected changes in rotation dates, and other FTE management problems. If staffing fell below 100 percent, it would be necessary to recommend the closure of one Fire Station. Based on historic vehicle traffic flows between the Agnano, Capodichino, and Support Site facilities, and associated response times of Firefighting apparatus, the closure of Station Three at the Support Site would impact response times, and potential threat to life-safety the least. NOTE: Response times will still be in excess of the DoDI 6055.6 requirements, thus negatively affecting initial company operations. As discussed previously, operations must be limited to an exterior/defensive nature. The final decision on station closure shall be made after consultation with the Commanding Officer, U.S. NAVSUPPACT Naples, Italy. Upon completion of Agnano phase-down, when fire protection resources are located only at Capodichino and Gricignano support site, station closure will not be required. Staffing levels will remain the same, though a single company will be placed out of service, leaving each facility with one fully staffed four-man engine company, and dedicated Incident Commander (Fire Chief) based at Capodichino Station One.

6. If the job action were of a protracted nature, (in excess of 72 Hours) other actions would be necessary. A request via Commanding Officer, U.S. NAVSUPPACT Naples, Italy to other Navy Activities in the region (Sigonella, Rota and Souda Bay) for qualified Navy firefighter/driver operators (generally ABH and DC ratings) currently assigned to Fire Departments at these facilities to be assigned TDY to U.S. NAVSUPPACT Naples, Italy. If a determination is made that full fire protection service is required (recommended by Fire and Emergency Services), it would

be necessary to assign twenty-six personnel, in addition to U.S. civilian personnel. U.S. civilian personnel will act as engine company and crash crew captains, and incident commanders, while U.S. Navy personnel will be utilized as driver-operators and firefighters on all assigned apparatus. These staffing requirements reflect all personnel working a twenty-four hour shift, with a twenty-four hour shift off (two platoon rotation), no provision is made for a "Kelley day" (seventy-two hour off period after six shifts worked).

7. Development of a U.S. NAVSUPPACT Naples, Italy Auxiliary Reserve Firefighting Force structured in a similar manner as the Auxiliary Security Force (ASF) currently utilized by the Force Protection Department of Public Safety should be a command priority. This program would provide an on-board capability that would augment the existing force in time of major fire or similar disaster, and would provide necessary manning in case of a local national job action.

8. Fire prevention inspections of base facilities, and leased economy housing will be cancelled, as Fire Inspection Branch personnel will be assigned firefighting duties.

ENVIRONMENTAL DIVISION CONTINGENCY PLAN

1. Environmental Division employs only one Italian employee. The four U.S. civilian employees would pick up tasks assigned to the Italian employee. There would be an increase in hours worked by the civilians to cover for the loss of the Italian employee. Engineering Field Activity Mediterranean (EFA MED) could be requested to provide additional assistance. Some of the tasks performed by the Italian employee are coordinated with the local Italian base command and also with local Italian authorities. Depending on the length of the strike, we could be forced into a position of non-compliance with certain Italian regulations due to the absence of the Italian employee. EFA MED could be requested to provide additional assistance.

OCCUPATIONAL SAFETY AND HEALTH (OSH) DIVISION CONTINGENCY PLAN

1. The OSH Division employs six Italian nationals. In case of a strike by Italian employees, the division would be run only by U.S. personnel which will result in a reduction of scheduled activities (i.e., annual inspections, respiratory fit tests, material safety data sheets, approval of hazardous materials, project reviews and others). The personnel on duty will respond to emergencies and mishap investigations. There would be minimal effect on daily business.

MORALE, WELFARE AND RECREATION (MWR) SERVICES DEPARTMENT CONTINGENCY PLAN

1. General. MWR has operations at Carney Park, the theaters, child care centers, auto hobby shop, library, warehouse, Capodichino, Pinetamare, and Gaeta. There is an administrative support staff that provides assistance to the above operations. As the situation requires, this staff could be customized to assist in maintaining operations.

2. Contingencies

a. Hiccup strikes. With the exception of the auto hobby shop, hiccup strikes would not significantly impact on MWR operations. The club would remain open with limited bar service provided by management personnel. The auto hobby shop would reduce operations to a self-help program for the duration of the strike. Information, Tours and Travel (ITT) Leisure Travel ticketing and driving services would be affected.

b. Intermittent and continuous strikes would have similar impact and as outlined below:

(1) Carney Park operations would be greatly affected. Maintenance would be affected (grass cutting, maintenance and trash pick-up) as well as athletics curtailed. Four U.S. citizens would attempt to cover operations normally handled by 18 Italian employees.

(2) Club operations would be drastically reduced to limited bar service and sandwich sales. Recruitment of temporary help for a continuous strike would allow more services.

(3) The theater operations would not be affected since they are performed by U.S. citizen personnel. However, cleaning would be impacted.

(4) Child care centers could be minimally affected; however, centers may be closed as required by the situation. Cleaning would be impacted.

(5) Library operations would be affected. Operations would be curtailed to a five-day workweek. Any degradation of services ***may be*** offset through overtime. Consideration would be given to keeping only one library open.

(6) Warehouse operations would be affected, resulting in limited operations with reduced hours.

(7) Office operations would be negatively affected in the accounting function. That, in turn, could further impact on other operations such as Carney Park and the club. Arrangements will be made to complete payroll for U.S. employees.

(8) Fit Zone pool operation will be curtailed.

(9) Much of the Liberty staff is Italian, therefore, hours would be reduced.

(10) Youth sports may be affected dependent upon time of strike (may have greater impact during registrations or league formations).

RELIGIOUS MINISTRIES DEPARTMENT CONTINGENCY PLAN

1. The Religious Ministries Department employs one local national employee. Since back-ups are available, the department would generally be unaffected by a strike.

FLEET AND FAMILY SUPPORT CENTER (FFSC) CONTINGENCY PLAN

1. The FFSC employs seven Italian nationals. In the event of a strike, FFSC would temporarily suspend Intercultural Relations classes. Administrative support would be impaired. Although ISD would continue to repair computers and solve problems with the LAN network, FFSC has a special Management Information System computer program that requires its own server. This system processes statistical reports, stores clinical counseling client data, conducts central registry checks for Family Advocacy, and registers Family Advocacy cases at NPC. It is a specialized system and ISD staff is not familiar with its operation, therefore, any difficulties with the system would impair FFSC operations.

INFORMATION SYSTEMS DEPARTMENT (ISD) CONTINGENCY PLAN

1. General

a. Local national personnel, U.S. civilian personnel and U.S. military personnel are employed in all divisions of this department.

2. Contingencies

a. Hiccup strikes (1-2 hours per day) would have a minimal effect on this department. Minor delays in servicing telecommunications malfunctions due to circuits related to Telecom Italia circuits could be impacted.

b. Intermittent Strike (1-2 days per week) could result in impacts described in 2a above if problems are encountered. Delays could be impacted in procurement of services (IT related) and telephone service (cellular and voice lines). Circuits under Telecom Italia could be impacted as most of the problems are dealt with by Italian employees. Local National Payroll System (Italy) could be impacted by lack of technicians capable of reading and understanding Italian. Vendor assistance could be obtained through U.S. vendors (SAIC and PSC), but at a high cost for such a short duration.

c. A long strike (fifteen or more days) would have the same impact as described in 2a and 2b above. Assistance from contractors would be required to take over the vital programs required over a 15-day period (i.e., WinStars, MVRO, Local National payroll). Additional contract support would be needed.

HOUSING WELCOME CENTER CONTINGENCY PLAN

1. General. The Housing Welcome Center consists of the Community Housing Division, the Facilities Division, and Bachelor Enlisted Housing. The Community Housing Division employs four U.S. civilians and 29 local nationals (LN). The Facilities Division employs three U.S. civilians and 24 local nationals. Bachelor Housing has one U.S. civilian, 11 front desk receptionists working shifts, one LN supply clerk and one LN accounting technician on normal working hours.

2. Community Housing Division Contingencies

a. Hiccup strikes. Hiccup strikes would impact all facets of the Community Housing Division's day-to-day operation. For the hours of the strike, the following work would be suspended: all contract-related work; all dispute mediation; all house tours; all utility company/telephone company issues; and any issues requiring ability to speak, write and understand Italian. The office would be open to take telephone messages and answer general questions.

b. Intermittent strikes. As in the hiccup strike, all facets of the Community Housing Division's day-to-day operations would be affected. The ability to function and perform would be limited as outlined in the hiccup strike.

c. Continuous strike. As in the hiccup and intermittent strikes, all facets of the Community Housing Division's day-to-day operations would be affected, but even more so. A continuous strike would result in a total stoppage of all functions for the Housing Welcome Center. It is conceivable that the office may have to close during the continuous strike and would only be operational for taking telephone calls. Without the presence of Italian speaking employees, the operational ability of the Community Housing Division would be greatly limited.

3. Facilities Division Contingencies

a. Hiccup strikes. Hiccup strikes would impact all facets of the Facilities Division's day-to-day operations. For the hours of the strike, the following work would have to be suspended: all production control inspections; warehouse and self-help functions; all contract-related work; and any issues requiring ability to speak, write, and understand Italian. The trouble desk would be manned with U.S. employees. These

services would be contingent on the actions of the sub-contractors during the course of the strike. Emergency delivery of appliances would be accomplished with the assistance of the Seabees.

b. Intermittent strikes. As in the hiccup strikes, all facets of the Facilities Division's day-to-day operations would be affected. The ability to function and perform would be limited as outlined in the hiccup strike.

c. Continuous strikes. As in the hiccup and intermittent strikes, all facets of the Facilities Divisions' day-to-day operations would be affected, but even more so. A continuous strike would greatly hamper all functions for the Facilities Division. It is conceivable that the Division would have to close during the continuous strike and that it would only be operational for taking telephone calls. Without the presence of Italian speaking employees, the operational ability of the Housing Facilities Division would be greatly limited.

4. Bachelor Enlisted Housing Contingencies

a. Hiccup strikes. There would be temporary disruption of services at the assignment desk due to changeover of personnel. Military personnel would assume the duties. Conducting walk-throughs to common use spaces, escorting maintenance on routine calls and personal contacts, (i.e., checking in and out process of residents and other customer-related services). Work normally performed during the regular work day would be postponed. No significant impact to overall operations.

b. Intermittent strikes. The Bachelor Housing military personnel would adjust their schedules to augment all the affected functions. Routine work would be postponed to a later day. This procedure would bring about minimal disruption to services in terms of resident's' assistance in check-in/out process, and follow-up on customers' maintenance complaints.

c. Continuous strikes. Schedule will be developed to keep the main desk at Capo Inn open during normal hours and keep one desk at BEH1 open with reduced hours. Existing military personnel will man these desks and assist customers. Work normally performed by military personnel will be deferred, such as walk-through inspections and escorting maintenance personnel on routine calls. Reporting will cease until the strike is over. Only necessary accounting will be performed by the Bachelor Housing Manager (GS employee). Operations will

continue to function adequately with minimum impact to customers, depending on the ability of the service contract employees (such as maintenance and cleaning) to access the base.

5. Business Division. This division is manned exclusively by LNs. All of the functions (issuance of funding and payment of bills) would cease during a strike.

OPERATIONS DEPARTMENT CONTINGENCY PLAN

Inbound and outbound aircraft depend on the fire department being operational.

1. Scenario based on a local national strike with contract personnel continuing to work. The following work centers will be affected:

a. Maintenance Division

(1) Support equipment and ground electronics will be effected by supply issue and receipt.

(2) Possible issue could be HAZMAT.

b. Transient Line Division. No effect.

c. Base Operations. No effect.

d. Air Terminal

(1) Cannot turn in or receive cargo from Supply.

(2) A solution to this problem will be to have the recipients pick up and drop off their cargo.

(3) Some required air terminal reports will be delayed.

e. Port Operations

(1) Minimal effect. The only problem would be trucker strikes that halt traffic in the port area. In this case all vital services could be provided by barge from the sea. Trucker strikes are fairly common.

2. Scenario based on a contractor strike with local national personnel continuing to work. The following work centers will be effected:

a. Maintenance Division

(1) If Motorola goes on strike, flag villa security may be returned to ground electronics.

(2) Ground support equipment transfer to and from AIMD Sigonella may be delayed.

b. Transient Line Division. A strike by fuel personnel would have a serious impact on aircraft operations.

c. Air Terminal

(1) Contract has a no-strike clause, however, if a 72 hour notice is given, no major impact will be experienced. The Air Terminal can be augmented by mobile teams from NAVTRANS and AMC.

(2) If no notice is given, services will be limited to passenger operations only for 72 hours until mobility teams can be brought in.

d. Port Operations. Depending on which contractor strikes, the ability to service a ship would be greatly affected. If vital services could not be provided (e.g., CHT, tugs, potable water, garbage, etc.), Port Operations would coordinate with SIXTH Fleet Operations staff to reschedule any affected port visits somewhere else.

3. Scenario based on a contractor and local national strike with military personnel continuing to work. The following work centers will be effected:

a. Maintenance Division

(1) Support equipment and ground electronics will be effected by supply issue and receipt.

(2) Possible issue could be HAZMAT.

(3) If Motorola goes on strike, flag villa security may be returned to ground electronics.

(4) Ground support equipment transfer to and from AIMD Sigonella may be delayed.

b. Transient Line Division. A strike by fuel personnel would have a serious impact on aircraft operations.

c. Air Terminal

(1) Cannot turn in or receive cargo from Supply.

(2) A solution to this problem will be to have the recipients pick up and drop off their cargo.

(3) Some required air terminal reports will be delayed.

(4) Contract has a no-strike clause, however, if a 72 hour notice is given, no major impact will be experienced. The Air Terminal can be augmented by mobile teams from NAVTRANS and AMC.

(5) If no notice is given, services will be limited to passenger operations only for 72 hours, until mobility teams can be brought in.

d. Port Operations. Depending on which contractor strikes, the ability to service a ship would be greatly affected. If vital services could not be provided (e.g., CHT, tugs, potable water, garbage, etc.), Port Operations would coordinate with SIXTH Fleet Operations staff to reschedule any affected port visits somewhere else.