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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 5200.1D**Effective Date: June  
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30, 2018[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

## Subject: Industrial Labor Relations Manual (Revalidated April 10, 2013, with admin. changes)

**Responsible Office: Logistics Management Division**[| TOC](#) | [| Preface](#) | [| ChangeHistory](#) | [| Chapter1](#) | [| Chapter2](#) | [| Chapter3](#) |  
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## Appendix D: Notification of Reserve Gate Procedures

The attached letters are written in a suggested format. However, they may be revised if necessary, provided there is no substantive change that may invalidate the purpose of the notification. If revision is necessary, please ensure that the major points are included.

The purpose of these letters is to convey to the union and to the contractor that NASA intends to establish a reserve gate procedure and that their cooperation is required. The language used in the letters should be clear and firm but also invite their cooperation. Normally at this juncture, both parties are somewhat sensitive, so keep this in mind when preparing letters.

In some instances, the reserve gate may be used by all other contractor and NASA personnel. This does not change the purpose of the reserve gate, which is to restrict the struck contractor's access to the Center through the specific gate(s). In other cases, the NLRB may feel that it is necessary that the reserve gate(s) be used exclusively by the struck contractor (this practice will vary from area to area). In cases in which the reserve gate(s) is to be used exclusively by the struck contractor, other contractor/civil service personnel must be notified that they cannot use the reserve gate(s). See, sections 4.2.1c and 4.2.1f(3) of this manual.

### D.1 Letter to the Union

*Note: Send copy to Company*

We are informed that a labor dispute exists  
between \_\_\_\_\_ Local Union Number and Name of  
Union and the \_\_\_\_\_ Contractor Company

It is recognized that this dispute may result in strike action by the Union.

In the event of picketing activity in connection with this dispute, the following procedures are being instituted regarding entry to and departure from \_\_\_\_\_ NASA Center for the duration of such picketing activity and shall be rigidly enforced.

1. All employees, officials, representatives, and suppliers of the Contractor Company\*\* entering or leaving the NASA Center shall be restricted to gate(s)\* Number; spell out highway, North/South, or name of street.
2. Security measures have been taken to ensure access only through the designated gate(s). Special alternate gate badges will be issued to personnel restricted to these gates.
3. Any picketing, demonstrating, or other overt activity in connection with this dispute must be confined to these locations. All such activity at any other point of entry shall be prohibited.
4. This procedure shall become effective immediately upon placement of pickets and will continue in effect for the duration of such activity. Upon removal of picket lines, these restrictions will be withdrawn.
5. Institution of these procedures is in accordance with decisions of the NLRB and the Courts.
6. This action is deemed to be in the best interest of the U.S. Government in order to ensure the uninterrupted performance of vital activities in connection with the Nation's space program \_\_\_\_\_ and defense programs, if applicable
7. It is hoped that the issues in dispute are resolved, eliminating any necessity for the enforcement of these procedures. We trust that all the parties involved in this matter will understand the necessity for taking these steps and cooperate fully in their implementation.

Questions regarding the above procedures should be directed to the \_\_\_\_\_ Contractor Labor Relations Officer, telephone \_\_\_\_-\_\_\_\_-\_\_\_\_\_.

\_\_\_\_\_ Signed by NASA Center Director or Designee

\_\_\_\_\_ Also, if appropriate, jointly signed by Military Commander or Designee

Send copy to Company.

\*If it is absolutely necessary, two gates may be designated; if so, then make appropriate references in the following body of the letter.

\*\*In cases in which struck work has been subcontracted, such subcontractor employees and suppliers must use the reserve gate and are subject to the same procedures as the struck contractor employers and suppliers.

## **D.2 Letter to the Company**

*Note: Send copy to Union*

We are informed that a labor dispute exists between Local Union Number and Name and the Contractor Company.

It is recognized that this dispute may result in strike activity by the union.

In the event of picketing activity in connection with this dispute, the following procedures are being instituted regarding entry to and departure from NASA Center for the duration of such picketing activity and shall be rigidly enforced.

1. All employees, officials, representatives, and suppliers of the Contractor Company entering or leaving the NASA Center shall be restricted to gate(s)\* number; spell out highway, North/South, or name of street.
2. Security measures have been taken to ensure access only through the designated gate(s). Special alternate gate badges will be issued to personnel restricted to these gates.

3. Any picketing, demonstrating, or other overt activity in connection with this dispute must be confined to these locations. All such activity at any other point of entry shall be prohibited.
4. This procedure shall become effective immediately upon placement of pickets and will continue in effect for the duration of such activity. Upon removal of picket lines, these restrictions will be withdrawn.
5. Institution of these procedures is in accordance with decisions of the NLRB and the Courts.
6. This action is deemed to be in the best interests of the U.S. Government in order to ensure the uninterrupted performance of vital activities in connection with the Nation's space program \_\_\_\_\_.
7. It is hoped that the issues in dispute are resolved, eliminating any necessity for the enforcement of these procedures. We trust that all the parties involved in this matter will understand the necessity for taking these steps and will cooperate fully in their implementation.

Please advise in writing, if possible, all of your employees, officials, representatives, and suppliers of these procedures. They should be informed that in the event of picketing activity, relative to this dispute, they must use the designated gate(s) during the labor dispute. Also, their regular access badge/car decal must be collected, and special badges/decals will be issued. There can be no exceptions concerning either entering or leaving NASA Center for the above listed personnel.

Questions regarding the above procedure should be restricted to the NASA CENTER's Contractor Labor Relations Office, telephone \_\_\_\_-\_\_\_\_-\_\_\_\_.

\_\_\_\_\_ Signed by NASA Center Director or Designee

\_\_\_\_\_ Also, if appropriate, jointly signed by Military Commander or Designee

Send copy to Union.

\*If it is absolutely necessary, two gates may be designated; if so, then make appropriate references in the following body of the letter.

\*\*In cases in which struck work has been subcontracted such subcontractor employees and suppliers must use the reserve gate and are subject to the same procedures as the struck contractor employers and suppliers.

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