

MEMORANDUM OF AGREEMENT  
BETWEEN  
PUGET SOUND NAVAL SHIPYARD  
AND INTERMEDIATE MAINTENANCE FACILITY  
(PSNS & IMF)  
AND  
INTERNATIONAL FEDERATION OF PROFESSIONAL  
AND TECHNICAL ENGINEERS (IFPTE), LOCAL 12

Subj: COVID-19 VACCINE MANDATE - RELIGIOUS EXCEPTION PROCEDURES

- 1) Purpose. This Memorandum of Agreement (MOA) is completed by and between the IFPTE hereby known as Union and PSNS & IMF hereby known as Employer. The MOA is a result of the Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees.
- 2) Executive Order 14043 allows for employees to seek an exemption to the vaccination requirement based upon a sincerely held religious belief, practice or observance. The Employer and the Union agree to the following process:
  - a) The Employer shall designate the PSNS & IMF Equal Employment Opportunity Department to receive requests for religious exceptions.
    - i) Requests shall be sent electronically to [psns.bem.vax.fct@navy.mil](mailto:psns.bem.vax.fct@navy.mil) or to the Employees Supervisor, Resource Manager or Admin Officer by 8 November 2021.
  - b) The exception request shall be submitted on the form jointly created by the Employer and the Union (attached to this MOU as Appendix A), and shall contain all necessary information to facilitate review for exceptions.
  - c) An employee denied an exception shall have 10 working days to cure the issue for the denial.
    - i) To cure the issue, the employee may correct or provide additional information, file grievance proceedings through the established Collective Bargaining Agreement or file an appeal of the decision through the EEO office in accordance with 29 CFR 1614.
    - ii) During this appeal period, the employee shall not be disciplined for noncompliance.

- d) Once an exception denial has been cured, should an employee have a final decision for denial, the employee will be granted 2 weeks to comply with the vaccination provisions established by the Employer.
  - i) During this compliance period, the employee shall not be disciplined for noncompliance with the Executive Order.
  - ii) At the end of 2 weeks, if the employee has not begun vaccination the employer may begin disciplinary actions.
- e) Exception approvals or denials shall be recorded on form DD 3175.
- f) Should an employee be granted an exception, the employee will be required to follow safety protocols established by the Employer. Safety Protocols are listed in PSNSIMF Note XX

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Captain Mosman  
for the Employer

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Tiera Beauchamp  
for IFPTE Local 12

# Appendix A