



# The Right2Work CONNECTION

Vol. 1 No. 2

Sharing Updates and Successes to Connect the R2W Family

*December 2025*

R2W Executive Leaders

**Founder and CEO**

Katy Moon

**Operations Manager**

Patricia Fifer, BA-PM, BA-CBM

**Asst. Operations Manager**

Timothy Gaston, BBA, BCS

**Administrative Assistant**

Aleia Burley, A.S., ITIL

**Project Managers**

*FAA Hilliard*

Chris Hardnett, AS, BS

*Ft. Benning Commissary*

Britt Butler, CPM

*Mayport NAS Commissary*

Joe Bradford, BA, CAPM

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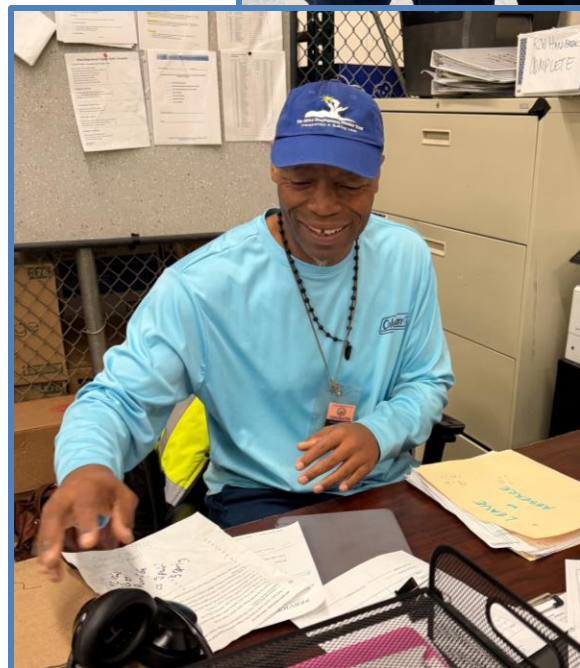
## Board Member Visits Mayport *Irvin Discovers Details to Successful Project Operations*

Patricia Fifer, R2W Operations Manager, recently took R2W Board Member Stephanie Irvin on an educational tour of the Right 2 Work (R2W) Commissary Project at Mayport NAS. Irvin had expressed an interest in touring the facilities to observe the employees in action and the procedures set up to capture the most efficient and seamless methods of keeping commissary goods available on the shelves for purchase.

With the whole purpose of the R2W platform being to give jobs to those with various disabilities, the R2W manager, who is Joe Bradford, is responsible for determining where each employee is



Patricia Fifer, right, talks with DECA officer Greg Dooley. Left: Joe Bradford, R2W manager, at work.



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# Safety First

## Training Spotlight

A safe workplace depends on immediate action, accurate reporting, and consistent documentation. The Right 2 Work Corporation requires that all incidents—injuries, accidents, near-misses, or unsafe conditions—be reported immediately.

### 1. Immediate Response

- Provide or arrange appropriate medical care.
- Call 911 for emergencies.
- Transport to urgent care for non-emergencies.
- Provide first aid for minor injuries.
- Refer to the approved physician panel list posted on the Employee Notice Board for authorized medical providers.

### 2. Required Reporting Within 24 Hours

#### Employee Responsibilities:

- Complete Form 001 – Employee Report of Accident, Injury, or Illness.

#### Supervisor's Responsibilities:

- Discuss the incident.
- Complete Form 002 – Incident/Accident/Injury Report.
- Investigate the site, gather statements, photos, and witness information.
- Submit forms to Corporate Office within 24 hours (Fax: 904-353-3932 | Email: info@theright2work.com).

### 3. Corporate Review (Within 7 Days)

- Evaluate all submitted documentation.
- Conduct follow-up interviews.
- Determine if claim should be filed with Travelers Insurance.

### 4. Insurance Process & Documentation

- Travelers contact employees regarding doctors, IME, and drug tests.
- Corporate receives claim numbers and provides updates.
- All documentation must be kept in a separate Workers' Compensation file.

### 5. Important Deadlines

- 24 Hours: Forms 001 & 002 submitted.
- 7 Days: Corporate review completed.
- 30 Days: Final documentation submitted for insurance review.

### 6. Reporting Hazards

- Any unsafe condition must be reported immediately.

## Wise Thoughts...

'Gratitude can transform common days into thanksgivings, turn routine jobs into joy, and change ordinary opportunities into blessings.' – William Arthur Ward

# Board Member Visits Mayport

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best suited to be assigned depending on the type of skills needed for restocking various products and placements. For example, someone with limited lifting ability would not work on restocking higher shelves, or someone more affected by cold temperatures would not restock freezer items.

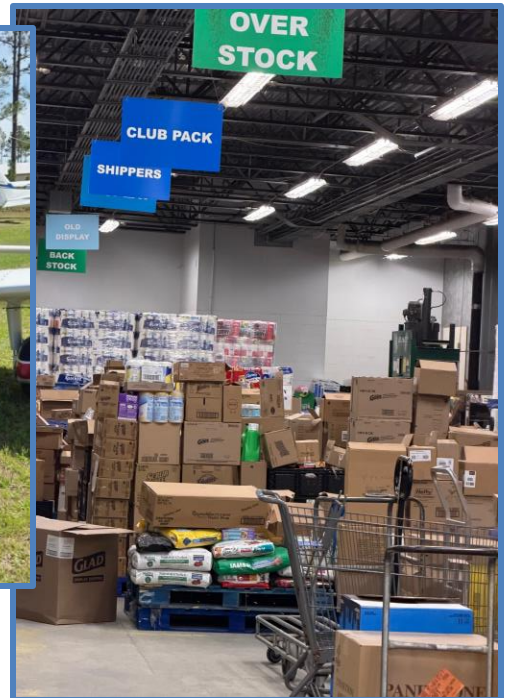
"I was very impressed with Bradford's abilities to manage the various areas and duties needed while ensuring the R2W employees were where they can perform their best," said Irvin. In turn, Bradford works closely with the DECA officer, Gregory Dooley, and they run an efficient mission.

Irvin observed how the operation works as follows: when the truck arrives, products are placed on pallets, identified per aisle placement, and numbered, so employees know exactly where products will go when they leave the receiving area to be put in the store. At the same time, both the commissary (DECA) and R2W each have their employees who are responsible for restocking in their assigned areas of the store. Throughout each day, employees are also monitoring to ensure products are fully stocked.

There are two parts to this project including restocking and janitorial



*Board Member Stephanie Irvin, above, who is a pilot, Marine and aircraft mechanic, stands with her Piper Cherokee 180.*



*Mayport Commissary*

work. The manager must keep track of who is doing what as payment differs depending on the type of work. In a typical day, someone who would normally be stocking may be asked to help out with clean-up if their stocking area is waiting on supplies to arrive. That is why the R2W manager is on-his-toes throughout the day tracking various duties and possibly unforeseen occurrences. The janitorial employees not only keep the inside

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# Getting-to-Know Right 2 Work Leadership

In 2008, **Founder and CEO Katy Moon**, established The Right 2 Work Corporation, a nonprofit 501(c)(3) and AbilityOne-participating organization, as a compliment to her company, Trusted Hand Service. The over-arching purpose has been to provide meaningful employment opportunities for individuals with significant disabilities while delivering reliable, compliant, and cost-effective service solutions in the functions of custodial, facility maintenance, commissary support, and operational services. These services are provided to federal, state, and military agencies.



**Katy Moon**

It goes without saying that along with overseeing the company, over-the-years, Moon has performed the duties and responsibilities of Senior Operations Manager, Business Developer and Direct Line Supervisor for Project Managers and Site Supervisors, as well as many other tasks.

As the R2W **Senior Operations Manager and Business Developer, Patricia Fifer**, provides enterprise-level leadership, overseeing all corporate operations and supervising the performance of corporate employees to ensure alignment with organizational objectives. She drives business development initiatives, identifying growth opportunities, cultivating strategic partnerships, and positioning the company competitively in the marketplace.

Patricia manages contract administration, ensuring compliance with regulatory requirements, negotiating terms, and maintaining strong client relationships throughout the contract lifecycle. As the organization's lead proposal writer, she develops persuasive, compliant, and value-driven

proposals that secure new business and reinforce client confidence. Her role integrates strategic planning, operational oversight, and executive decision-making to deliver sustainable growth and operational excellence across all projects. She holds degrees from Cambridge College (Great Britain) with a BA in Personnel Management & Industrial Relations and a BA in Communications, Business & Management.

As the R2W **Assistant Operations Manager and Direct Line Supervisor for Project Managers and Site Supervisors, Timothy Gaston**, provides direct oversight and leadership to all Project Managers and Site Supervisors, ensuring operational consistency and adherence to organizational standards across multiple projects. He drives performance management, enforces compliance with contractual and regulatory requirements, and facilitates cross-site coordination to optimize resource utilization.

Timothy monitors project execution, resolves escalated issues, and implements strategic initiatives that enhance efficiency and service quality. His role is pivotal in aligning frontline operations with corporate objectives while maintaining a strong focus on workforce development and client satisfaction. He holds BA degrees in Human Resource & Management and in Pastoral Leadership.

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**Patricia Fifer**



**Tim Gaston**

# Getting-to-Know Right 2 Work Leadership

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**Hubbert Christopher Hardnett Jr., R2W Project Manager for the FAA Air Traffic Control Center**, oversees custodial and janitorial operations for the center, ensuring compliance with federal safety and sanitation standards. This means he manages project scope, schedules, and resource allocation to maintain a secure and hygienic environment critical to air traffic operations.

Hardnett's responsibilities include supervising teams, implementing quality control measures, and leveraging technology-driven solutions to optimize workflows and meet stringent regulatory requirements. He holds an AS degree in Computer Networking and a BS degree in Information & Cyber Security.

Custodial Supervisor: **Susan Dean**  
Floor Tech/Custodial Supervisor: **Jeffery Mckinney**  
Custodial Supervisor: **Brenda White**

**Joseph Bradford is the R2W Project Manager for the Mayport Commissary** leading all operational functions of this institution.

This includes stocking, custodial services, and Retail Safety and Handling (RSHA). He drives process efficiency, ensures compliance with federal and organizational standards, and manages resource allocation to maintain optimal service delivery. Bradford oversees cross-functional teams, implements quality assurance protocols, and leverages performance metrics to achieve operational excellence and customer satisfaction. He holds a Bachelor's Degree in Technical Management.

**Mayport Commissary Teams (Stocking, Custodial, RSHA)**

- **Bruce Lee** – RSHA Supervisor  
Bruce enforces retail safety and handling protocols.
- Custodial Supervisor – **Tangala Copeland**  
Tangala manages Custodial Operations, Meat

Room Cleaning, maintaining facility cleanliness and regulatory compliance.

- Day Stocking Supervisors – **Ida Mafra, Larry Kennon**  
Ida and Larry coordinate daytime inventory replenishment, ensuring product availability and accuracy.
- **Wayne Lynch** – Night Shift Supervisor  
Education: B.S. in Business Administration  
Wayne manages night shift operations, optimizing workflows and maintaining service standards.

**Britt Butler, R2W Project Manager**, leads all custodial and stocking operations for the **Ft. Benning Commissary**, ensuring seamless execution of service delivery and compliance with contractual standards. He develops and implements project plans, manages staffing and resource allocation, and monitors performance metrics to maintain operational excellence.

Butler drives process improvements, mitigates risks, and ensures that all activities align with client expectations and organizational objectives. His leadership ensures efficiency, quality assurance, and adherence to timelines across all commissary operations. He holds a Project Management Certification.

- **Leroy Jordan** – Custodial Supervisor  
Leroy directs custodial teams to uphold sanitation and safety standards.
- Night Shift Stocking Supervisors – **Junior Faumuina, Marvin Taylor, Delaina Holmes, N'Ktavrius Floyd**  
These supervisors manage overnight stocking operations, ensuring inventory integrity and operational efficiency.
- **Elizabeth Seay** – Day Shift Supervisor  
Elizabeth oversees daytime stocking activities, ensuring timely replenishment and compliance with merchandising standards.

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# Getting-to-Know Right 2 Work Leadership

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## FDOT & State Projects

### FDOT Trout River

- **Danol Williams** – Supervisor  
Education: Floor Tech Certification  
Danol manages custodial and floor maintenance operations, ensuring adherence to safety and quality benchmarks.

### FDOT Florida Highway Safety Patrol

- **Danol Williams** – Supervisor  
Education: Floor Tech Certification  
Danol oversees custodial services for highway safety facilities, maintaining operational readiness and compliance.

### FDOT District 7 (Groundskeeping / Custodial / Maintenance)

- **Richard Haney** – Site Supervisor  
Education: Certified Leadership & Crew Management  
Richard directs groundskeeping and maintenance teams, ensuring operational efficiency and environmental compliance.

## Holiday Safety

-  Keep your tree hydrated! Check the tree stand water level every other day.
-  Beware of overloaded electrical outlets and extension cords which are major fire hazards.
-  Common holiday plants (poinsettias, holly berries, mistletoe or pine needles) can make your pets sick.
-  Don't leave burning candles unattended.
-  Burning wrapping paper in the fire place can cause flash fires.
-  Check smoke alarms to ensure they are working.
-  Stay in the kitchen when you are frying, boiling, grilling or broiling food to prevent a fire.
-  Keep a cell phone and portable charger with you at all times while traveling in case of emergency.
-  Keep extra cold weather gear, food, water, warm clothing, a flashlight, an ice scraper, blankets and medications in your vehicle in case of emergency.

Warm Wishes for a Safe and Happy Holiday and a Meaningful New Year





R2W Project Manager Britt Butler recently awarded accomplished employees for: Employee of the Quarter, Highest Cases Stocked, Fastest Stocker and Custodian of the Quarter. Congratulations and keep up the great work!

# Recognizing Achievement at Fort Benning Commissary



# Dedication at FAA Hillard

Chris Hardnett, Project Manager at FAA Hillard wants to feature his employees for their dedication. These are the team members of the Right2Work custodial team at FAA Hilliard who are responsible for all custodial, Floor Tech, and internal cleaning of the Air Traffic Control Center. Keep up the great work!



Many thanks to hard-working employees Zacharia Kise, Susan Deen, Patricia Hearn and Brenda White.

## Special Awards for FDOT District 7

Right: Shout out to our FDOT District 7 Groundskeeping and Custodial Contract employees: Samantha Briscoe, Jimmy Hawthorne, Ernie Thomas and Richard Haney (Site Supervisor). Recently, Respect of Florida awarded each of them a \$50 gift card for the outstanding work they provided during the month of October. Congratulations!



# Board Member Visits Mayport

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clean but also specified exterior areas around the commissary as well.

After a few hours of observing the operations, it was evident that the R2W program is more involved and needed than the average person would expect. "I am glad Fifer was kind enough to take time out of her busy schedule to show me the inner workings of the operations," said Irvin. "It was a pleasure to see the cooperation between the DECA commissary officer, the R2W commissary manager, and their employees. It was impressive to see how intricate the whole process really is."



## Right2Work Mission Statement and Core Values

### Mission

To create meaningful employment opportunities for individuals with significant disabilities and veterans while delivering the highest quality services.

### Core Values

Safety | Excellence | Inclusion | Teamwork



*We are  
making a  
difference  
in giving  
the  
disabled  
and  
veterans  
their  
dignity  
back.*

*James Martin, right, stocks meats in the freezer at Mayport while Angia stocks the dairy case.*