



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

JAN 01 2015


MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)
ATTN: DIRECTOR, ESS FINANCE MISSION AREA

SUBJECT: Request for Quarterly Electronic Leave & Earning Statement (eLES) Sweep for the
Defense Logistics Agency (DLA)

This memo serves as our formal request for DFAS to perform quarterly sweeps with an objective of converting all manual LES and eLES. This applies to all DLA employees who have accessed myPay, per your reports, within the last four pay periods. Confirmation of requested action is in accordance with the attached Memorandum of Agreement, dated December 04, 2014, between DLA and the American Federation of Government Employees Council 169.

Manual LES statements will be enabled as a standard for all new employees. New employee manual LES statement will become part of the quarterly sweep when the new hires have demonstrated access to myPay. Request this action be effective January 11, 2015 for all DLA employees bargaining and non-bargaining unit employees.

Point of contact for this action is Ms. Lisa St. Peter, Staff Director, DLA Finance J84 (703) 767-7483, DSN 427-7483, or email: lisa.stpeter@dla.mil.


J. ANTHONY POLEO
Director, DLA Finance
Chief Financial Officer


Attachments:
As Stated

MEMORANDUM OF AGREEMENT
BETWEEN THE
DEFENSE LOGISTICS AGENCY (DLA)
AND THE
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE), COUNCIL 169

Leave and Earning Statements

This document outlines the procedures that will be followed when DLA turns off the mailed Leave and Earnings Statement (LES) for those employees who have demonstrated use of the MyPay system for access to their LES and continue to receive a mailed copy of the LES.

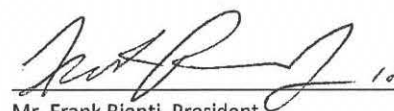
1. Employees who have demonstrated they are able to access MyPay within the last four pay periods will have their mailed LES turned off.
2. DLA will notify those employees who have their mailed LES turned off of this action via the email identified by the employee in the MyPay system. This email will be reviewed prior to distribution by the President, AFGE Council 169, and will include a statement that the employee has the right to turn the mailed copy back on via the MyPay system if they chose to continue to receive the mailed copy. This email will also include instructions on how to turn the mailed copy of the LES back on.
3. Employees will be granted duty time to view and/or print a copy of their LES based on operational requirements. They may use the kiosk or computer lab available to employees that do not have computer access based on their position of record.
4. If required employees will be provided assistance accessing MyPay by their supervisor or other appropriate employee.
5. This process will be repeated every 90 days.



Mr. Brad Bunn, Director
DLA Human Resources

12/4/14

Date

 12-4-14

Mr. Frank Rienti, President
AFGE Council 169

12-4-14

Date