



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

IN REPLY
REFER TOJ-13

NOV 6 2008

MEMORANDUM FOR MR. DAVID ANDREWS AND MR. DAVID MANSFIELD,
CHIEF NEGOTIATORS FOR DEFENSE REUTILIZATION
MARKETING SERVICE (DRMS) FIELD ACTIVITIES

SUBJECT: Locally Negotiated Operating Procedures (LOCNOPS) for Articles 6, 13, 24,
and 25 between DRMS Field Activities and American Federation of
Government Employees (AFGE)

The subject LOCNOPS dated November 4, 2008, have been reviewed pursuant to Article 38, Section 5 of the Master Labor Agreement (MLA) between the Defense Logistics Agency (DLA) and AFGE Council 169. The subject LOCNOPS are approved this date by both DLA Headquarters and AFGE Council 169.

If there are any questions on this matter, you may contact me at (703) 767-6412 or DSN 427-6412.

KAREN D. HILLIARD
Staff Director
Labor and Employee Relations
Human Resources

Attachment

cc:
Mr. Frank Rienti, AFGE Council 169



**LOCALLY NEGOTIATED OPERATING PROCEDURE
FOR DRMS CONUS FIELD ACTIVITIES AND GUAM
(Excluding the DRMS HQ at Battle Creek, MI and DRMO Hawaii)**

This LOCNOP supersedes all previous policies, guidance, past practices or agreements on this subject. Any new or modified policies or guidance that the Employer intends to issue will first be negotiated with AFGE Council 169 representing the Defense Reutilization and Marketing Services Field Offices (collectively), prior to implementation.

DATED: 04 November 2008

**LOCAL SICK LEAVE
ARTICLE 25-01**

1. When possible, scheduled sick leave requests should normally be made two (2) work days in advance. These requests may be made verbally to the supervisor with written follow up before the leave is taken (using email or OPM Form 71 (Request for Leave or Approved Absence). Emails will contain Dates, Types of Leave, and Number of Hours (times if less than 8 hours) requested. If the Employer denies the sick leave request, alternate periods for use of leave will be discussed with the employee.

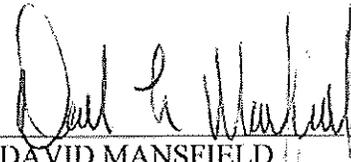
2. For unscheduled/emergency sick leave requests, verbal approval is sufficient.

This constitutes the full understanding of the parties.



DAVID ANDREWS
Chief Negotiator
DRMS Vice President
AFGE Council 169

DATED: 04 Nov 08



DAVID MANSFIELD
Chief Negotiator
Representing DRMS HQ
located at the HDI Federal
Center, Battle Creek, MI

DATED: 04 Nov 08