



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

J-13

September 22, 2015

MEMORANDUM FOR COLONEL KENTON RUTHARDT AND MR. TERRY DAY, CHIEF  
NEGOTIATORS AT DLA OKLAHOMA CITY, OKLAHOMA

SUBJECT: Locally Negotiated Agreement for Article 22, Administrative Leave, between the  
Defense Logistics Agency (DLA) Oklahoma City, Oklahoma and the American Federation of  
Government Employees (AFGE) Local 916

The subject local agreement (attached), executed on July 22, 2015, was reviewed  
pursuant to Article 38, Section 5 of the Master Labor Agreement (MLA) between DLA and  
AFGE Council 169 and approved with an understanding on August 14, 2015. Based on  
additional clarification, the local agreement is approved with the following understanding:

The local agreement, specifically Section 5.A., Blood Donation, which states: "When  
workload permits, the employer will approve 4 hours of administrative leave to donate  
blood..." is approved to the extent that management reserves the right to approve or  
disapprove administrative leave for blood donations, subject to management's rights  
under 5 U.S.C. 7106 and consistent with the MLA.

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

A handwritten signature in black ink, appearing to read "D. Roberts", is positioned above the typed name.

DARRYL E. ROBERTS  
Staff Director  
Labor and Employee Relations  
Human Resources

Attachment

cc:  
Mr. Frank Reinti, AFGE Council 169

**DLA OKLAHOMA CITY & AFGE COUNCIL 169 LOCAL 916**  
**LOCAL AGREEMENTS**  
**ARTICLE 22**  
**ADMINISTRATIVE LEAVE**

SECTION 1: GENERAL

- A. All employees covered under this agreement will follow base closure decisions or emergency situation instructions of Tinker AFB. Tinker AFB will utilize local radio and television to inform employees of base closure or emergency situations. Additionally, employees may call the emergency phone number as provided by the Employer and/or access the Tinker AFB public web site. All employees who report for work and whose services are not required, as a result of fires, floods, breakdown of equipment, or other natural phenomenon, will be excused on administrative leave. The DLA site lead will determine appropriate release of all DLA employees at Oklahoma City.
  
- B. When the Employer determines that employees are exposed to unsafe or unhealthy working conditions which cannot be immediately corrected and which are likely to result in illness or injury, the employee will either be assigned work in a safe and healthy area or granted administrative leave.

SECTION 5: BLOOD DONATION

- A. Employees are encouraged to volunteer as blood donors without compensation. When workload permits, the employer will approve 4 hours of administrative leave to donate blood, for recuperation following blood donation, and for necessary travel to and from the donation site. In unusual cases, such as when the employee must travel a long distance or when unusual need for recuperation occurs, up to an additional four hours of sick leave, annual leave or LWOP may be approved. Approval of additional time will be at the division level. The same rules will apply for donation of platelets or plasma with the understanding the frequency will also be the same as for whole blood, except in special need situations. Employees must obtain approval for the time to donate blood in advance from the supervisor, to be granted leave. If release cannot be granted because of workload considerations, the supervisor shall advise the employee when release would be appropriate. Employees, upon their return to work, must furnish original documentation, signed by an official of the institution receiving the donation, showing the date, time and place of the donation for verification by the supervisor.
  
- B. If an employee reports to donate blood but is rejected as a donor, the employee will report back to work or request leave from their supervisor for any duty time after they are rejected.

  
Carter A. Richards 7/22/15  
For Management

  
Terry R. Jones 7-22-15  
For the Union