



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

IN REPLY
REFER TO J-13

MAY 20 2009

MEMORANDUM FOR COLONEL KELLY J. LARSON, USAF, AND MR. GEORGE STEDMAN, CHIEF STEWARD, AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE) LOCAL 916, CHIEF NEGOTIATORS FOR DEFENSE LOGISTICS AGENCY – OKLAHOMA CITY (DLA-OC), DEFENSE DISTRIBUTION DEPOT OKLAHOMA CITY, OKLAHOMA (DDOO), DEPOT LEVEL REPAIRABLES (DLR), and DEFENSE SUPPLY CENTER RICHMOND (DSCR), FORWARD PRESENCE AND AFGE LOCAL 916

SUBJECT: Locally Negotiated Operating Procedures (LOCNOPS) for Articles 5, 6, 13, 15, 21, 22, 24, 25, 29, 30, 31, and 41 between DLA-OC, DDOO, DLR, and DSCR Forward Presence and American Federation of Government Employees (AFGE) Local 916

The subject LOCNOPS received April 24, 2009 and May 20, 2009, have been reviewed pursuant to Article 38, Section 5 of the Master Labor Agreement (MLA) between Defense Logistics Agency (DLA) and AFGE Council 169. The subject LOCNOPS are approved this date by both DLA Headquarters and AFGE Council 169 with the following understandings:

Article 5 is approved with the understanding that Article 38, Section 1 of the MLA requires that a delegation to bargain from DLA Headquarters and AFGE Council 169 be requested and granted prior to engaging in local negotiations;

Article 6, Section 1.D.D: The term “full internet access” does not authorize union officials to visit websites that are prohibited by DOD and DLA regulations such as gambling websites or those which display pornography. Internal security regulations applicable to DLA computers are equally applicable to those computers being used by union officials;

Article 6, Section 2.B.A: It is understood that Article 6, Section 2.B.A refers to health and fitness centers that are available at the work site or installation fitness facility and not those in the local community based on prior agreements with AFGE Council 169.

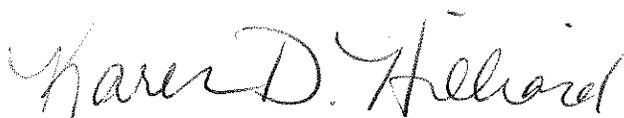
Article 6, Section 2.B.D is approved with the understanding that Article 38, Section 1 of the MLA requires that a delegation to bargain from DLA Headquarters and AFGE Council 169 be requested and granted prior to engaging in local negotiations; and,



Article 21, Section 2.B.H is approved with the understanding that the call back minimum is two (2) hours, and does not apply to overtime that is a continuation of work at the end of the regularly scheduled shift. Overtime before the regularly scheduled shift may be scheduled as needed, and may be scheduled for less than two hours. However, if it is scheduled for two hours or more and its duration is less than two hours, the two-hour call back minimum will apply.

Articles 13, 15, 22, 24, 25, 29, 30, 31, and 41 are approved with no additional understandings to be noted.

If there are any questions on this matter, you may contact Mark Reichenbacher at (703) 767-5598 or DSN 427-5598.



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

Attachment

cc:

Mr. Frank Rienti, AFGE Council 169

DLA-OC, DDOO, DLR and DSCR Forward Presence and AFGE Local 916

LOCALLY NEGOTIATED OPERATING PROCEDURE

ARTICLE 24, ANNUAL LEAVE

SECTION 1. ANNUAL LEAVE PROCEDURES

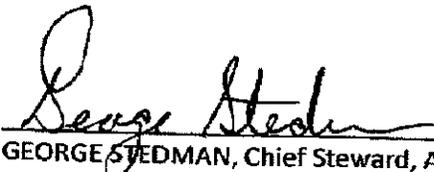
- A. All annual leave will be charged in fifteen (15) minutes increments.
- B. The Employer will provide employees with a Leave Vacation Schedule (Yearly Leave Planner) not later than January 15. Employees should submit their proposed annual leave requests for the year (Yearly Leave Planner) not later than January 31. The supervisor will review and approve/disapprove the leave requested on the Leave Vacation Schedule by February 15. Failure to do so will constitute an approval of the requested leave, unless the supervisor subsequently informs the employee that the leave is disapproved. The Employer agrees that seniority order will prevail in resolving conflicting requests submitted by the employees affected. If the Service Computation Date – Leave is the conflict and cannot be resolved mutually by the employees affected, the tie-breaker will be the last three (3) digits of their social security number with the lowest number prevailing. If an employee submits a request for leave on his/her birthday on the Leave Planner, it will be approved. The Employer reserves the right to cancel previously scheduled or requested annual leave in accordance with appropriate laws and regulations when workload necessitates such action.
- C. An employee whose Leave Vacation Schedule was not approved will be allowed to resubmit a revised Leave Vacation Schedule within five (5) workdays of notification of disapproval. The supervisor will review and approve/disapprove the leave requested on the revised Schedule within five (5) workdays. Failure to do so will constitute an approval of the requested leave. The Employer reserves the right to cancel previously scheduled or requested annual leave in accordance with appropriate laws and regulations when workload necessitates such action.
- D. Subsequent requests for annual leave may be submitted by an employee on an OPM 71. Copies of the OPM 71s will be retained in accordance with all applicable laws, rules, and regulations. Supervisors will return the completed OPM 71 to the employee by the end of the work shift when submitted by the employee within the first two (2) hours of the work shift. Failure to do so will constitute an approval of the requested leave. The Employer reserves the right to cancel previously scheduled or requested annual leave in accordance with appropriate laws and regulations when workload necessitates such action. Should the supervisor deny the leave request, a written statement will be provided to the requesting employee supporting the denial.
- E. Requests for unplanned annual leave will be granted on the first request basis, when more than one (1) employee requests leave for the same day(s) and submitted their requests on the same date. The request of the senior employee (by service computation date) will normally be granted. However, the granting of such leave requests will not interfere with the leave previously scheduled and approved for other employees.
- F. Leave will be granted to attend services in the event of the death of a coworker unless there is mission impact.

G. If scheduled annual leave must be cancelled due to adverse impact upon the mission, the Employer will provide written notice to affected employees, when requested by the employee, and/or the Union as soon as it becomes known to management. The supervisor will make every effort to approve the rescheduled leave. Special consideration shall be given to employees that furnish sufficient proof that deposits for accommodations may be lost as a result of the cancellation of the leave, and that deposits were obligated prior to the notice of the cancellation of the leave.

H. Supervisors will brief all employees on call-in procedures and provide a copy of procedures to be acknowledged by signature of employee and placed in their employee folder. Employees or someone on their behalf should request emergency leave at the beginning of or as soon as possible after the start of their regular shifts and provide reasons for the request. Except in rare circumstances, requests for emergency leave will be made no later than two hours after the shift begins (flextime employees' two-hour period will start at the beginning of their flex period). If the supervisor and the designee are unavailable to accept the request, the employee must leave a message with the person accepting the call identifying the anticipated duration of the absence, and telephone number where the employee can be reached. If the requested duration of leave is for one complete work shift or less, the supervisor will contact the employee within one hour of the telephone call if the leave cannot be granted (if the supervisor does not call the employee, the employee may assume approval of the leave for the period requested). If the requested duration of leave exceeds one complete work shift, the supervisor will contact the employee within two hours of the telephone call if the leave cannot be granted (if the supervisor does not call the employee, the employee may assume approval of the leave for the period requested up to a period of three workdays. If a request for unscheduled annual leave is denied, an employee may submit an OPM-71, on which the supervisor will state the reasons for the denial and return it to the employee within one workday after receipt by the supervisor.

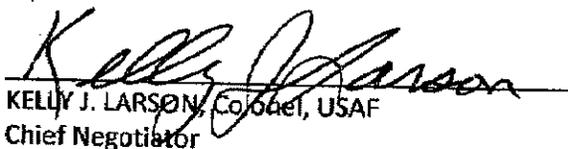
I. The Employer agrees that annual leave requested by the employee to observe a religious holiday associated with his faith will be considered.

For the Union:



GEORGE STEDMAN, Chief Steward, AFGE Local 916
Chief Negotiator

For the Employer:



KELLY J. LARSON, Colonel, USAF
Chief Negotiator

APR 24 2009