



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 08

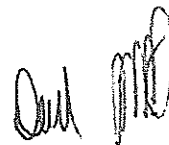
**LOCAL ANNUAL LEAVE
ARTICLE 24-01**

1. Employees may submit requests for annual leave 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. Approval will be contingent upon the workload, available staff and alternate methods of accomplishing mission needs in a timely manner. Such 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). In an emergency, verbal approval is sufficient until written documentation is completed. Supervisors shall approve such requests unless mission needs preclude release of the employee. Alternate periods for use of leave will be discussed with the employee in such instances.

2. Employees projecting one (1) or more consecutive weeks of scheduled annual leave to be taken during high demand times [in conjunction with popular holidays, spring break, Easter, summer vacations, etc] of the leave year may prepare their request no later than 15 February of each year. Whenever more employees request leave for a particular time period than can be spared due to workload conditions as determined by the Employer, the employees will attempt to resolve the conflict. If the employees cannot resolve the conflict a final decision will be made by the supervisor using service computation date (highest SCD to lowest) as one of the factors in reaching a decision, not later than 15 March of that year.

3. The granting of annual leave requests will not interfere with annual leave previously scheduled and approved to accommodate leave requests of other employees.

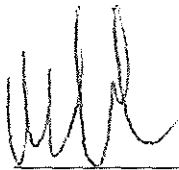
4. When an employee requests **advanced** leave beyond their current balance, the employee will submit OPM Form 71 (Request for Leave or Approved Absence) to the Supervisor. The Employer shall contact the employee with at least an update on the request within two (2) workdays, with a decision rendered within five (5) workdays of submission.

Two handwritten signatures in black ink, one appearing to be 'Dul' and the other 'MD'.

LOCAL ANNUAL LEAVE
ARTICLE 24-01

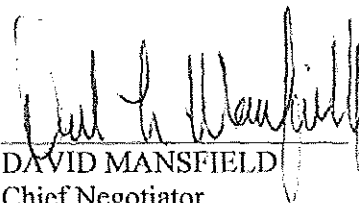
5. Employees are responsible for managing their leave balances.

This constitutes the full understanding of the parties.



DAVID ANDREWS
Chief Negotiator
DRMS Vice President
AFGE Council 169

DATED: 11/04/08



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

DATED: 04 Nov 08