



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

IN REPLY  
REFER TO J-13

SEP 9 2008

MEMORANDUM FOR MR. FREDERICK BAILLIE AND MS. NANCY DIBBLE,  
CHIEF NEGOTIATORS FOR THE NATIONAL CAPITAL  
REGION

SUBJECT: Locally Negotiated Operating Procedures (LOCNOPS) for Article 24  
between Defense Logistics Agency (DLA) National Capital Region and  
American Federation of Government Employees (AFGE) Local 2449

The subject LOCNOP dated August 27, 2008, has been reviewed pursuant to Article 38,  
Section 5 of the Master Labor Agreement between DLA and AFGE Council 169. The subject  
LOCNOP is 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.

A handwritten signature in black ink that reads "Karen D. Hilliard".

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

Attachment

cc:  
Mr. Frank Rienti, AFGE Council 169



## AFGE 2449 Local Operating Procedures

### Article 24 – Annual Leave

Annual leave is normally requested and approved in advance using the Application For Leave, SF-71. The form may be downloaded at [www.opm.gov/forms/pdf\\_fill/opm71.pdf](http://www.opm.gov/forms/pdf_fill/opm71.pdf).

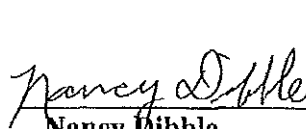
When advanced planning is not possible, the employee must contact his/her supervisor or designated representative normally within two hours after the start of the employee's scheduled hour of duty and request annual leave. The parties agree that advance planning is preferable but not always practicable. Should unforeseen circumstances arise, such as irregular late arrival due to traffic or weather, the use of unplanned annual leave is an option available to supervisors and employees not under leave restrictions, to accommodate such occurrences.

Unless otherwise instructed, employees who are unable to personally speak with their supervisor or designee will leave a message by phone or email with a return phone number where they can be reached. Supervisors are encouraged to return the call as soon as practicable to acknowledge receipt of the employee's call and to notify the employee of their request decision. Unreturned phone calls by supervisors will constitute approval of the leave request. An application for leave must be completed upon the employee's return. Employees under leave restrictions will adhere to the requirements of the restriction letter.

Employees will be provided the opportunity to schedule annual leave for the leave year. Supervisors are encouraged to approve annual leave requests except in situations that impact the mission. Supervisors will respond promptly to requests for leave so that employees may plan accordingly. A copy of the approved/disapproved leave request will be returned to the employee within five work days. Should the supervisor disapprove the requested leave, a written statement of denial will be provided to the employee along with the disapproved SF-71 within two work days.

Supervisors will make every effort not to cancel approved annual leave, especially in situations where employees have incurred costs related to their approved leave. In the event an employee may be needed for mission requirements during a period of scheduled leave, supervisors and employees will discuss alternatives such as short periods of telework or the use of electronic devices during the leave period to avoid leave cancellation when costs have been incurred.

  
Frederick Baillie  
HQ Chief Negotiator

  
Nancy Bibble  
AFGE 2449 Local President

8/27/08