



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

IN REPLY
REFER TO J-13

January 2, 2008

MEMORANDUM FOR MR. FREDERICK BAILLIE AND MS. NANCY DIBBLE,
CHIEF NEGOTIATORS AT DEFENSE LOGISTICS AGENCY
(DLA) HEADQUARTERS

SUBJECT: Locally Negotiated Operating Procedure (LOCNOP) for Article 6 between DLA
Sites defined as the National Capital Region and American Federation of
Government Employees (AFGE) Local 2449

The subject LOCNOP dated January 2, 2008, has been reviewed pursuant to Article 38,
Section 5 of the Master Labor Agreement between the 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 Relation
Human Resources

Attachment

cc:
Mr. Frank Rienti, AFGE Council 169



1/2/08

AFGE 2449 Local Operating Procedures

Article 6 Use of Official Facilities and Services

The Employer and Local 2449 agree to the following:

- a. Use of all facilities and services shall be for the representation functions as stated in Article 3, Section 3A2 of the Master Labor Agreement (MLA).**
- b. Office Space. The Employer will provide to Local 2449, the private office space in Room 4534 with all existing services and in addition all services and equipment as stated in Article 6, Section 1 of the MLA. This space will be readily accessible to bargaining unit employees.**
- c. Bulletin Boards: The Employer agrees to provide Local 2449 one third of a bulletin board section on each kiosk display station located throughout the HQC for posting information to employees. The sections will be divided and identified with an AFGE Local 2449 display and will be maintained exclusively by the Local. The Employer agrees to provide Local 2449 with three 2 glass door lockable bulletin boards. Material suitable for posting on kiosks and bulletin boards includes, but not limited to, notices concerning Local organizational information, membership applications, recreational and social activities, Union elections and appointments, AFGE newsletter and training information.**

The Employer agrees to permit Local 2449 to post general information in the HQC Bulletin, newsletters, and on the DLA cable channel.


The distribution of AFGE Local 2449 Newsletters will take place on non-duty time.


- d. Employer shall provide Local 2449 with a functional web page on the Employer's intranet website. Local 2449 will be responsible for the content of information posted and will ensure no inappropriate, unprofessional, or derogatory material will be posted.**
- e. The Employer agrees to permit the use of the Agency's unclassified electronic mail system to include encryption capability for delivery of mail associated with official Union business. The Local will be permitted to use the HQC mail center for internal and external distribution of mail associated with official Union business. The regularly established delivery route will be used.**

1/2/08

- f. The Employer will provide space for conferences, meetings and other approved functions outside of regular working hours. Such requests shall be submitted at least five working days in advance. The Union may request space for meetings during working hours, however, provisions for such space will be at the Employer's discretion and will be provided only when readily available and does not conflict with another management need. The Local agrees that the use of such meeting facilities after normal working hours is subject to security regulations. The Union is responsible for preparation and clean-up of the facility after each use.

- g. The Employer will provide Local 2449 with four reserved parking spaces marked, "Reserved at All Times", near the Local Union office. These reserved spaces do not include the two required disability spaces already assigned.


Frederick Baillie
Chief Negotiator
DLA-HQ


Nancy Dibble
Chief Negotiator
President, AFGE Local 2449