

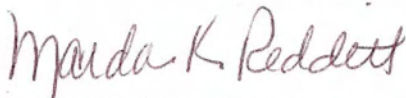
**LOCALLY NEGOTIATED OPERATING PROCEDURE  
FOR DLA ACTIVITIES AT HDI FEDERAL CENTER, BATTLE CREEK, MI  
LOCAL ADMINISTRATIVE LEAVE  
ARTICLE 22-01**

**DATED: 09 January 2008**

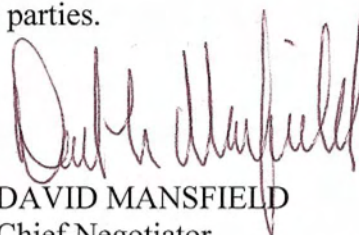
The LocNOP supersedes all previous policies, guidance, past practices or agreements on this subject. Any new or modified policies or guidance that the Employer intends to issue will first be negotiated with AFGE Local 1626 prior to implementation.

1. Building Closure/Delayed Opening – If it becomes necessary to close the building or delay opening, the Employer will notify the employees via public announcements on the radio, television stations, HDI MWR Website and toll free call-in number as early as practicable.
2. On those days when the employer decides it is necessary for safety reasons to delay opening the HDI Federal Center, all employees will be on the standard tour of duty (to mirror standard duty hours specified in Article 20 LocNOP). Excused absence will be given to employees not on scheduled leave from the standard tour of duty start time until the time designated by the employer for all employees to report to duty. Employees are not to report to duty/start work prior to the time specified by the employer. Employees who may otherwise arrive early will be provided an area within the HDI Federal Center to wait until the announced opening/start time. If a specific time is not set and management later wants employees to report for duty, a reasonable time for travel will be allowed, based on individual circumstances.
3. Mission critical personnel will follow specific instructions in the announcement(s), as provided in paragraph 1 above.
4. For building closures, the Employer shall provide an area for employees to locate until they can make arrangements to leave the premises.

This constitutes the full understanding of the parties.



MARDA K. REDDITT  
Chief Negotiator  
AFGE Local 1626



DAVID MANSFIELD  
Chief Negotiator  
Representing DLA Activities  
Located at the HDI Federal  
Center, Battle Creek, MI

DATE: 9 January 2008

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