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

IN REPLY
REFER TO J-13

AUG 1 2 2008

MEMORANDUM FOR MR. DAVID MANSFIELD AND MS. MARDA REDDITT,
CHIEF NEGOTIATORS AT HDI FEDERAL CENTER,
BATTLE CREEK, MI

SUBJECT: Locally Negotiated Operating Procedure (LOCNOP) for Article 24 between
Defense Logistics Agency (DLA) Activities Located at the Hart-Dole-Inouye
Federal Center and American Federation of Government Employees (AFGE),
Local 1626

     The subject LOCNOP dated July 30, 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.

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

Attachment

cc:
Mr. Frank Rienti, AFGE Council 169

LOCALLY NEGOTIATED OPERATING PROCEDURE
FOR DLA ACTIVITIES AT HDI FEDERAL CENTER, BATTLE CREEK, MI
LOCAL ANNUAL LEAVE
ARTICLE 24-01

DATED: 30 July 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. Employees projecting one (1) or more consecutive weeks of scheduled annual vacation shall prepare their request, with a time frame identified no later than 15 February of each year. Employees may project annual vacation using email or OPM Form 71, Request for Leave or Approved Absence, dated Jun 01. Emails will contain Dates, Types of Leave, and Number of Hours (times if less than 8 hours) requested. Whenever more employees request leave for a particular time period than can be spared due to workload conditions as determined by the Employer, or there is a conflict in requests for leave, 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.

2. Employees may submit requests for annual leave after 15 February, including initial requests for one (1) consecutive week or more. Such requests will be considered by the supervisor. Approval will be contingent upon the workload, available staff and alternate methods of accomplishing mission needs in a timely manner. Leave may not be approved if it impacts already scheduled and approved leave of other employees. This also applies to request for change in already scheduled and approved leave.

3. Employees may request leave at other times for personal reasons. Such requests should normally be made at least 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) dated Jun 01. Emails will contain Dates, Types of Leave, and Number of Hours (times if less than 8 hours) requested. 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.

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 an update of the status of their request within two (2) workdays of the employees contact.

5. Employees are responsible for managing their leave balances.

This constitutes the full understanding of the parties.

Marda K Redditt

MARDA K. REDDITT
Chief Negotiator
AFGE Local 1626

DATE: 7-30-2008

DAVID MANSFIELD
Chief Negotiator
Representing DLA Activities
 Located at the HDI Federal
 Center, Battle Creek, MI
DATE: 30 Jul 08