



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

IN REPLY
REFER TO J-13

APR 2 2009

MEMORANDUM FOR MR. EDWARD VISKER, MR. JOHN MCLAUGHLIN, AND
MS. PAT EDGERTON, CHIEF NEGOTIATORS AT DEFENSE
DISTRIBUTION DEPOT, SUSQUEHANNA, PA

SUBJECT: Locally Negotiated Operating Procedures (LOCNOPS) for Articles 6 and 15
between the Defense Distribution Depot, Susquehanna, PA and the American
Federation of Government Employees (AFGE), Locals 1156 and 2004

The subject LOCNOPS dated March 17, 2009, have been reviewed pursuant to Article
38, Section 5 of the Master Labor Agreement 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 with the following understandings:

Article 6, Section 1.D.3: The term "full internet access" does not authorize union
officials to visit websites that are prohibited by DOD and DLA regulations such as gambling
websites or those which display pornography. Internal security regulations applicable to DLA
computers are equally applicable to those computers being used by Union officials.

Article 6, Section 2.B.1: The language does not include commercial health and fitness
centers; Health and fitness centers must be on site or at the work location.

The Article 15 LOCNOP is approved as submitted.

If there are any questions on this matter, you may contact Ms. Pam Molloy at
(703) 767-5401 or DSN 427-5401.

Karen D. Hilliard
Staff Director
Labor and Employee Relations
Human Resources

Attachment

cc: Mr. Frank Rienti, AFGE Council 169



LOCNOP – ARTICLE 15
SAFETY AND HEALTH

SECTION 2 – PROTECTIVE CLOTHING, EQUIPMENT AND TOOLS:

A. The Employer will supply the employees with safety equipment i.e., gloves, coveralls, safety glasses/goggles, prescription safety glasses (includes eye exams), safety shoes, aprons, raingear, cold weather equipment and ear protection, at no cost to the employee when it determines that such equipment is necessary for the work to be done safely.

B. SAFETY SHOES –

1. The Employer will determine the designation of work areas as “foot hazardous,” “eye hazardous,” etc... and will further determine the types of personal protective equipment to be worn by employees working in those areas. A fixed amount will be allotted to all bargaining unit employees each year for the purchase of safety shoes, if required in the performance of their duties. The amount to be allotted will be adjusted each fiscal year by using the Department of Labor’s “Table 4. Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W): U.S. City Average, by expenditure category and commodity and service group” which can be found on the internet at <http://www.stats.bls.gov/news.release/cpi.to4.htm>.
2. The unadjusted percent change to November of that year from November of the previous year for the expenditure category “footwear” will be used to calculate the percent of increase or decrease in the allotment amount. This will be done by taking the previous year’s allotment and multiplying it by this percent change. The result will be rounded off the nearest whole dollar (using absolute values), with fifty cents or more being rounded up, and less than fifty cents being rounded down. This amount will be added to the previous year’s allotment if the percent change is a positive number, and subtracted from it if it is a negative number. This final result will be the new allotment, and will go into effect January 1 of that fiscal year.
3. Employees will purchase footwear during off-duty hours.
4. Disbursement for only one pair of shoes is authorized annually, except in case where shoes have been permanently and irreparably damaged during the course of the employee’s duties, as determined and approved by the employee’s supervisor. Once approved, the employee is authorized to purchase another pair of ANSI approved safety shoes. The employee will then submit a copy of the purchase receipt for reimbursement for the actual cost, up to but not exceeding the amount of the annual allotment.
5. Employees are responsible for purchasing the proper ANSI approved shoes as required by their position/work area.

6. Special protection footwear (safety shoes) that are required based on a medical prescription will be handled separately. The employee will present the prescription to his/her supervisor. The shoes may then be purchased either by a disbursement of a check for the required amount from the Agency to cover the cost, or by use of a government credit card from the employee's organization.
7. Forms for safety shoe allotments shall normally be completed, have appropriate management approval, and be forwarded to the organization responsible for processing them by the end of the second full week in January of each fiscal year. It is the responsibility of management to initiate requests for disbursement in sufficient time for the deadline to be met. If an employee is hired into a position requiring safety shoes, and any other PPE (i.e. prescription safety glasses, coveralls) purchased after this initial deadline, a disbursement request will be initiated immediately upon acceptance of the position by the employee.

SECTION 10 HEAT STRESS AND COLD WEATHER POLICY –

The parties recognize that temperature conditions in and around work area have a direct bearing on employee comfort, morale, productivity, health and safety. It is agreed that work conditions and accommodations such as extra breaks for the employee to get hydrated in hot temperatures and warm up periods in cold weather are necessary and will be permitted based on local weather conditions and applied equitably to all affected work areas. The supervisor in the individual areas will use good judgment when approving / disapproving these types of relief breaks. The importance of maintaining the employees' health and well-being will be the primary consideration.


JOHN MCLAUGHLIN
President AFGE Local 2004


PAT EDGERTON
VP AFGE Local 1156


EDWARD R. VISKER
Deputy Commander,
DDSP

3/17/09