



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

IN REPLY
REFER TO J-13

MAY 7 2009

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

SUBJECT: Locally Negotiated Operating Procedures (LOCNOPS) for Articles 5 and 22
between Defense Distribution Depot Susquehanna Pennsylvania,
and the American Federation of Government Employees (AFGE),
Locals 1156 and 2004

The subject LOCNOPS, dated March 3, 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 LOCNOPS are approved this date by DLA Headquarters and AFGE Council 169, with the following understandings:

The Article 5 LOCNOP is approved with the understanding that the local parties may only negotiate those matters for which they have received a delegation to bargain from DLA Headquarters and AFGE Council 169, pursuant to Article 38, Section 1 of the MLA.

The Article 22 LOCNOP is approved with the understanding that the last sentence in Section 3, paragraph 3 does not preclude management from exercising its right to discipline employees.

If there are any questions on this matter, Mr. Neil Glenicki may be reached at (703) 767-3404 or DSN 427-3404.

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

Attachments

cc:
Mr. Frank Rienti, AFGE Council 169



LOCNOP – ARTICLE 22
ADMINISTRATIVE LEAVE

REF. SECTION 2 – Registration and Voting – per MLA.

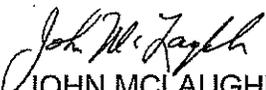
REF. SECTION 3 – Inclement Weather and Emergency Conditions

1. All employees will be told of the depot emergency information telephone number for inclement weather or emergency conditions. All employees will be notified twice per year of the emergency telephone information number. The Employer will be responsible for making sure the emergency information telephone message is updated as necessary. The Employer will utilize the established emergency information telephone number. All employees who report for work and whose services are not required, as a result of fires, floods, breakdown of equipment, or other natural phenomenon, will be excused on administrative leave.
2. When the Employer determines that Employees are exposed to unsafe or unhealthy working conditions which cannot be immediately corrected and which are likely to result in illness / injury, the Employee will either be assigned work in a safe and healthy area or granted administrative leave.
3. If inclement weather or other unforeseen / emergency conditions affects travel to the duty station, the employer may grant excused absence on a case by case basis, provided that the employee presents to the supervisor a reasonably acceptable explanation and / or documentation related to the emergency. Normally, disciplinary action will not be taken until the employee has been warned that further tardiness could result in disciplinary action.

REF. SECTION 4 – Veterans Participating in Military Funeral Ceremonies – per MLA

REF. SECTION 5 – Blood Donation – per MLA. Employees are authorized two (2) hours of Administrative Leave for the purpose of on-site blood donation. Administrative leave must be approved in advance by the employee's supervisor or designated representative.

REF. SECTION 6 – Emergency Rescue or Protective Work – per MLA.


JOHN MCLAUGHLIN
President AFGE Local 2004


PAT EDGERTON
VP AFGE Local 1156


EDWARD R. VISKER
Deputy Commander,
DDSP