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

IN REPLY REFER TO J-13

SEP 19 2008

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 13, 24, 25, 30 and 41 between Defense Distribution Depot Susquehanna Pennsylvania and Defense Distribution Center Headquarters and the American Federation of Government Employees (AFGE), Locals 1156 and 2004

The subject LOCNOPs (attached), dated September 4, 2008, have been reviewed pursuant to Article 38, Section 5 of the Master Labor Agreement (MLA) between the Defense Logistics Agency (DLA) and AFGE Council 169. The LOCNOPs are approved this date by DLA Headquarters and AFGE Council 169. The Article 25 LOCNOP is approved with the understanding that the statement in Section D2b about a callback not being required does not preclude a supervisor from calling the employee back to discuss the sick leave request before approving or disapproving it.

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

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

Attachments

cc:
Mr. Frank Rienti, AFGE Council 169

LOCNOP – ARTICLE 24
ANNUAL LEAVE

GENERAL.

1. The Employer will provide appropriate contact information (primary and one [1] alternate) to request scheduled and unscheduled leave. Contact information will be provided to Employees and posted appropriately in the work area.

2. Employees are required to keep track of their annual leave balances to ensure they have sufficient leave to cover scheduled and unscheduled absences.

FORECASTED ANNUAL LEAVE --

1. The projected leave calendar will be for the LEAVE YEAR (e.g. Jan 2009 - Jan 2010). Forecasting procedures for scheduled leave (beginning with the 2009 leave year) are as follows:

    a. Each 1st line supervisor or his/her designee will distribute DLA Annual Leave Schedule by 1 Nov.
    b. Employees complete leave forecasts for the leave year by 1 Dec.
    c. Leave forecasts reviewed, approved and provided to employees by start of leave year (approx. 5 Jan).

2. For forecasting purposes, employees are to identify the days (full days) that they desire to take annual leave. Failure of an employee to submit a leave forecast / schedule will result in his/her request being placed at the bottom of the seniority list, with the exception of unavailability of the employee (e.g. leave, TDY, etc.) The Employer shall resolve all conflicting leave schedules on the basis of seniority (tie-breaker – one-time blind draw). Approved forecasted / scheduled annual leave does not need to be subsequently requested.

3. Employees have the right to report to work on days that they have approved scheduled annual leave and they do not surrender their right to pre-approved status. If they wish not to complete the workday they must notify their supervisor or his/her designee at the beginning of the shift as to when they plan to leave (e.g. afternoon off; two hours during a day for Union meeting). Otherwise, they must request leave IAW unscheduled leave procedures.

SCHEDULED ANNUAL LEAVE --

1. Scheduled annual leave is that leave requested in advance but not forecasted as part of the yearly forecasting process.

2. Scheduling Annual Leave In Advance – For the purpose of this LOCNOP, scheduled in advance is defined to be – a request submitted at least one day in advance of the

required leave date. Employees will submit a properly completed OPM FORM 71 to their immediate supervisor or his/her designated representative for approval. Upon approval / disapproval a signed copy of the OPM FORM 71 noting the decision will be returned to the employee. The Employer will promptly approve or disapprove such annual leave requests, preferably the same day of the request.

UNSCHEDULED ANNUAL LEAVE

1. Unscheduled annual leave is that leave requested less than one day in advance requested to accommodate an unforeseen requirement for time off. The decision to approve or deny unscheduled leave requests will be made on a case by case basis.

2. During a Tour of Duty -- Employees will submit a properly completed OPM FORM 71 to their immediate supervisor or designated representative for approval. Upon approval / disapproval a signed copy of the OPM FORM 71 noting the decision will be returned to the employee. The Employer will make every effort to immediately approve or disapprove the leave request.

3. Unscheduled Annual Leave - Prior to Reporting for a Tour of Duty

    a. Employees may call in to request unscheduled annual leave two hours before but, normally no later than 2 hours after the start of their shift (one hour before shift or w/in one hour after start of shift is encouraged).

    b. Unscheduled annual leave requests may be submitted by telephone / voicemail. The requestor will provide name, date, type and duration of leave requested, contact / call back number, and may provide reason for leave. Incomplete requests or requests provided with inaccurate contact information may not be approved. If the leave request is submitted by voicemail, a call back from the supervisor or designated representative is required to deliver approval / disapproval.

    c. It is the responsibility of the Employee to ensure they are available at the contact number to speak with their supervisor or his / her designated representative to receive the decision for the unscheduled leave requests.

    d. The Employer will make every effort to immediately approve or disapprove the leave request within the first two hours of the start of the shift. In the event a Supervisor is not available, the Supervisor will ensure that a designated representative is identified and / or has access and authority to approve / disapprove leave requests.

4. During periods of Mandatory Overtime – Scheduled annual leave (at least one day in advance) and unscheduled annual leave will be handled on a case by case basis.

EMAIL – Use of e-mail in lieu of telephone / voicemail to communicate annual leave requests and decisions may be established through procedures developed at the work unit level. This may be done on a case by case basis for hearing impaired employees, or for a specific work unit when it has been determined that e-mail would be a suitable means to use. Such arrangements will only apply when put into writing and distributed to the affected employees. Such arrangements will not be put into effect until the union is notified in advance of the intent to do so.

LAURIE J. OSBORNE President AFGE Local 2004 9/4/08	PAT EDGERTON VP AFGE Local 1156 9/4/08	EDWARD R. VISKER Deputy Commander, DDSP 9/4/08