



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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FORT BELVOIR, VIRGINIA 22060-6221

JUN 25 2010

IN REPLY  
REFER TO J-13

MEMORANDUM FOR MR. SEAN EDWARDS AND MR. ANTHONY SIMPSON,  
CHIEF NEGOTIATORS FOR DEFENSE LOGISTICS  
AGENCY ENTERPRISE SUPPORT, SAN JOAQUIN

SUBJECT: Locally Negotiated Operating Procedures (LOCNOPs) for Articles 15,  
15C, 15E, 15F, 20 (Fire Inspectors), 24, and 24A

The subject LOCNOPs, dated May 26, 2010, have been reviewed pursuant to Article 38, Section 5 of the Master Labor Agreement (MLA) between the Defense Logistics Agency (DLA) and American Federation of Government Employees (AFGE) Council 169. Those articles are hereby approved by both DLA Headquarters and AFGE Council 169 with the following understandings:

In Article 15C, Training, Sections 1 and 2, it is understood that the education opportunities and training will be provided as the employer determines necessary.

It is understood that the provisions in Article 15E, Safety, are unique to DDJC firefighters. In the last paragraph it is understood that the paragraph applies to the extent that the Employer has control over the maintenance process.

In Article 20, Fire Inspectors, Section 3, approval is granted with the understanding that the fire inspectors do perform work in warehouse inspections that results in them getting dirty.

It is understood that the provisions of Article 24, Annual Leave Picks, are unique to DDJC firefighters because of minimum staffing requirements that require advance planning and scheduling.

The parties agree that Article 29, Reassigning Permanent Stations, is withdrawn and will be re-submitted at another time.

If there are any questions on this matter, please contact me at (703) 767-6412 or DSN 427-6412.

*Margaret E. Winstan*  
for PAMELA S. MOLLOY  
Staff Director  
Labor and Employee Relations  
Human Resources

cc:  
Mr. Frank Rienti, AFGE Council 169

## ARTICLE 24

### FIRE DEPT. ANNUAL LEAVE

#### SECTION 1 ANNUAL LEAVE PROCEDURES

- A. In order to expedite the amount of time it takes to complete annual leave picks the employer to the extent of its authority, will provide employees a leave vacation calendar no later than the first work week in November of each year.
- B. Employees shall receive the leave calendar in seniority order according to service comp date. Normally the employee shall submit His/her leave calendar no later than three (3) days after receiving the leave vacation calendar. The employee may lose his/her opportunity to schedule annual leave, for that round, according to his/her seniority order if that employee fails to turn in the leave calendar within the time limits provided in section 1B.
- C. The employer, to the extent of its authority, will approve or disapprove all scheduled annual leave by the first work week in January.

#### SECTION 2 LEAVE PICKS

- A. The employer agrees that there will be at least three (3) rounds of annual leave picks.
- B. The first and second round of leave picks will be done by two (2) week intervals not to exceed one-hundred and forty-four (144) hours.
- C. The third and or final round of leave picks shall be done by random order not to exceed one-hundred and forty-four (144) hours.
- D. An employee whose leave vacation calendar was not approved will be allowed to resubmit Their leave pick. In accordance with Article 24 of the Defense Distribution Depot San Joaquin, AFGE Local 1546 LOCNOP Section 1(c).

#### SECTION 3 REQUESTS FOR UNPLANNED ANNUAL LEAVE (SPOT LEAVE)

- A. Request for unplanned annual leave (spot leave) shall be submitted on the standard SF-71 to the Employer or his/her designee within two (2) hours after the start of the shift. The employee will make a note at the top of the SF-71 the time the leave request was submitted. In the event there is more than one (1) leave request submitted on the same day for the same date(s) then that employee having the earliest time of submittal shall be granted the requested leave.
- B. Supervisors will return the submitted SF-71 to the employee, approved or disapproved, no later than two (2) hours before the effected time of leave if the request for leave is for the same day the leave was submitted. Supervisors shall return the submitted SF-71 to the employee, approved or disapproved, before the end of the shift when the requested leave is for a different date from the day of submittal. Should the supervisor deny the leave request, a

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written statement will be provided on the SF-71 to the requesting employee supporting the denial.

- C. For the purpose of staffing, employees are encouraged to give advanced notice before canceling annual leave.