



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

IN REPLY
REFER TO J-13

OCT 21 2008

MEMORANDUM FOR MR. TOM SCOTT AND MR. ROBERT J. KING,
CHIEF NEGOTIATORS FOR DEFENSE LOGISTICS
AGENCY (DLA) WARNER ROBINS

SUBJECT: Locally Negotiated Operating Procedure (LOCNOP) for Article 22 between DLA
Warner Robins and American Federation of Government Employees (AFGE)
Local 987

The subject LOCNOP dated October 9, 2008, has 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 LOCNOP is approved this date by both DLA Headquarters and
AFGE Council 169 with the following understandings:

Article 22 Section 3C is approved with the understanding that the language does not
preclude management from exercising its right to discipline employees.

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 Relations
Human Resources

Attachment

cc:
Mr. Frank Rienti, AFGE Council 169



DLA WARNER ROBINS AND AFGE LOCAL 987
LOCALLY NEGOTIATED OPERATING PROCEDURE
ARTICLE 22, ADMINISTRATIVE LEAVE

SECTION 1.

A. All employees will be told the emergency information telephone numbers for inclement weather or emergency conditions. All employees will be notified twice per year of the emergency telephone information numbers. 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.

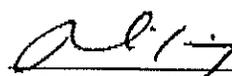
B. When the Employer determines that employees are exposed to unsafe or unhealthy working conditions which cannot be immediately corrected and which are likely to result in illness or injury, the employee will either be assigned work in a safe and healthy area or granted administrative leave.

C. Infrequent tardiness of short duration may be excused when reasons appear to be adequate to the Employer. Normally, disciplinary action will not be taken until the employee has been warned that further tardiness could result in disciplinary action.

For the Union:

 9 Oct 08
TOM SCOTT
Chief Negotiator

For the Employer:

 9 Oct 08
ROBERT J. KING
Chief Negotiator