



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

IN REPLY  
REFER TO 13

JUN 4 2008

MEMORANDUM FOR MR. WILLIAM LEMOS, JR. AND MR. JOHN HEUBERGER,  
CHIEF NEGOTIATORS FOR THE DISTRIBUTION  
DEPOTS

SUBJECT: Locally Negotiated Operating Procedures (LOCNOPS) for Article 21  
between Distribution Depots and American Federation of Government  
Employees (AFGE) Council 169

The subject LOCNOP dated May 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.

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





LOCNOPS ARTICLE 21  
OVERTIME ASSIGNMENTS

SECTION 2B. OVERTIME PROCEDURES

- A. Overtime assignments, regardless of duration, shall be distributed among qualified employees fairly, equitably and as equally as practicable, when the need for overtime arises. Overtime will be assigned on a rotational basis except in cases of bona fide emergencies or unexpected situations which require the Employer to hold employees over or call employees in to work without resorting to a rotation roster. Employees held over will not be considered to have worked their rotation and may be offered overtime at the next scheduled opportunity, depending on the rotation.
- B. An overtime roster (See Appendix) will be established and maintained for each work area/center which will include the name of each area employee in seniority order according to service computation date (SCD), title, series, and grade. The roster will be posted in clear view, so employees and the Union representatives will be allowed to review said rosters upon request.

The Employer agrees to make all efforts to minimize employee inconvenience when overtime is scheduled or cancelled on short notice. In the event questions arise as to the reasons for overtime of the above nature, the Employer agrees to discuss the reasons and action taken with the Union in order to promote better understanding and to keep such instances to a minimum. The determination of who will work overtime, however rests with the supervisor who will consider all aspects of the work situation.

- D. Offers of overtime which fall on an employee's regular day off will be made separately for each day (e.g., Saturday is one offer, and Sunday is another offer). Offers of overtime to be performed before and/or after the scheduled work day will be treated as a single offer.
- E. When an employee is scheduled to work overtime, they are expected to be present on the scheduled day and time.

Normally overtime will be scheduled in advance based on workload. An employee may cancel their voluntary overtime 24 hours in advance and if a volunteer cannot be found the employee who volunteered will be mandated to work, unless the supervisor excuses the employee or there is sufficient justification for the declination.

WJH 5-9-08

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- G. Employees will be given a fifteen (15) minute break which includes personal cleanup time prior to the end of the regular shift when working overtime. A fifteen (15) minute break will be granted for every two (2) hours worked thereafter. If an employee works one hour or less beyond the regular shift, the employee is not entitled to a break.
- H. Except in emergency situations, the Employer agrees to make every effort possible to notify qualified and available employees at least twenty-four (24) hours in advance prior to being directed to work overtime. This time limitation and distribution procedure does not apply in the event of emergency or unexpected overtime requirements. Upon request, a qualified employee will be excused from an overtime assignment provided another qualified employee is available for and willing to work the overtime. An employee, so excused, will be considered as having worked for the purpose of determining equitable distribution of overtime. In the event other qualified employees within the work center organizational code are not willing to work overtime, the Employer will attempt to obtain qualified employees from another work center/organizational code that have qualified employees. Absent sufficient, volunteers within the work center/organization, and/or lack of qualified volunteers from another work center/organization, the Employer may require available and qualified employees to work on the basis of inverse seniority each time.
- I. The Employer will make reasonable effort to secure rides for employees who do not have transportation to their home because of required overtime for which they had no opportunity to plan.
- J. The Employer agrees to maintain and post an accurate record of overtime offered and worked.
- K. Employees shall receive at least two (2) hours pay at the applicable overtime rate if they are called back to work on an overtime basis outside of their scheduled hours of work and cannot be utilized for the full two (2) hours.
- L. Refusal to work voluntary overtime will not reflect unfavorably on an employee's good standing, performance, promotion, loyalty or desirability to the organization.
- M. In the case of violations of the Article, the employee deprived of overtime will be paid overtime in accordance with the Back Pay Act the same as if he had worked it, as a resolution or partial resolution to the grievance.

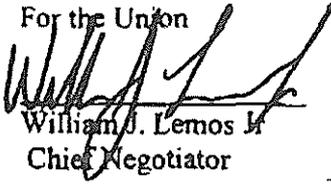
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N. When an employee has been detailed/loaned to the same organization in excess of thirty (30) consecutive days the employee will be removed from the overtime rosters of their assigned organization on the 31<sup>st</sup> day and placed in the appropriate spot on the overtime roster of the organization to which loaned or detailed. Upon return to their permanently assigned organizations, employee's names will be added back to their permanently assigned roster. \_\_

SECTION 5.BEEPERS

A. Both parties agree that it is not necessary for employees to carry beepers outside of normal work hours. If the requirement to carry a beeper changes, the Union will be notified and this provision will be reopened.

For the Union  
  
William J. Lemos  
Chief Negotiator  
5-9-08

For the Employer  
  
John J. Heuberger  
Chief Negotiator