



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

JUL 16 2009

IN REPLY
REFER TO 9-13

MEMORANDUM FOR: MS. BARBARA L. SIMBRO, AND WILLIAM J. LEMOS, JR.,
CHIEF NEGOTIATORS FOR DEFENSE LOGISTICS
AGENCY (DLA) OGDEN UTAH AND AMERICAN
FEDERATION OF GOVERNMENT EMPLOYEES (AFGE)
LOCAL 1592

SUBJECT: Locally Negotiated Operating Procedures (LOCNOPS) for Articles 5, 6, 13, 15, 20,
21, 24, 25, 29, 30, 31, and 41.

The subject LOCNOPS dated July 14, 15 and July 16, 2009, have been reviewed pursuant to Article 38, Section 5 of the Master Labor Agreement between the DLA and AFGE Council 169. The subject LOCNOPS are approved this date by both DLA Headquarters and AFGE Council 169 with the following understanding:

Article 21 Section 2.B.K is approved with the understanding that an employee who works overtime that is a continuation of the basic tour of duty is entitled only to the amount of overtime actually worked, not a two-hour minimum.

Articles 5, 6, 13, 15, 20, 24, 25, 29, 30, 31, and 41 are approved with no additional understandings.

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 OGDEN UTAH AFGE LOCAL 1592
LOCALLY NEGOTIATION OPERATING PROCEDURES
ARTICLE 24
ANNUAL LEAVE

ANNUAL LEAVE PROCEDURES

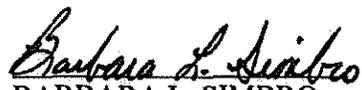
- A. Employer will provide employees with a Leave Vacation Schedule (Yearly Leave Planner) not later than 15 January. Employees will submit their proposed annual leave requests for the year not later than 31 January. Supervisor will review and approve/disapprove leave requested NLT 15 February. Failure to do so will constitute an approval of requested leave. Employer agrees Service Computation Date (SCD) will prevail in resolving conflicting requests submitted by the employees affected. If the Service Computation Date (SCD) is the conflict and cannot be resolved mutually by the employees affected, the tie-breaker will be the last three (3) digits of their social security account number with lowest number prevailing. If an employee submits a request for leave on his/her birthday on the Leave Planner, it will be approved if birthday is on employee's regular duty day. An employee whose Leave Vacation Schedule was not approved is permitted to resubmit a revised Leave Vacation Schedule within five (5) workdays of notification of disapproval. Supervisor will review and approve/disapprove the leave requested on revised schedule within five (5) workdays. Failure to do so will constitute an approval of requested leave. Employer reserves the right to cancel previously scheduled or requested annual leave in accordance with appropriate laws and regulations when mission and workload necessitates such action.
- B. Employer agrees to consider annual leave requests by an employee to observe a religious holiday associated with his/her faith. Leave shall be granted to attend services in the event of the death of a coworker mission and workload permitting.
- C. Should mission and workload necessitate cancellation of previously approved scheduled Annual Leave, Employer will provide written notice to affected Employees; as soon as need becomes known to management. Supervisor will make every effort to approve rescheduled leave. Special consideration shall be given to employees that furnish sufficient proof that deposits for accommodations may be lost as a result of cancellation of leave, and that deposits were obligated prior to notice of the cancellation of leave.
- D. Employee will notify supervisor or designated representative within two (2) hours after the start of scheduled shift to request unscheduled Annual Leave. Employee will complete an SF-71 prior to or immediately upon return to duty when using unscheduled leave. Requests for unscheduled Annual Leave from Employee representative will not be accepted unless unusual circumstances exist. Requests for unscheduled annual leave are granted on a first request basis. However, the granting of such leave requests will not interfere with the leave previously scheduled and approved for other employees.
- E. In extreme circumstances where the employee is actually unable to personally make the contact, another individual (e.g. spouse) may contact the employee's supervisor.

F. In the case of hearing impaired, use of e-mail, Relay Service or another individual (e.g. spouse) may be used to communicate request for leave.

For the Union

 7-15-09
WILLIAM J. LEMOS, JR.
Chief Negotiator

For the Employer

 15 Jul 09
BARBARA L. SIMBRO
Chief Negotiator