

Memorandum of Agreement  
Between  
Defense Logistics Agency Aviation  
And  
International Association of Machinist and Aerospace Workers  
(IAM&AW) Local Lodge 2297

Administrative Furlough

This Memorandum of Agreement (MOA) establishes procedures and describes actions the Agency will take in the event of a furlough of 30 days or less in accordance with applicable law, Government-wide rule or regulation for "furloughs" of a non-emergency basis (administrative furloughs), to include such furloughs resulting from "Sequestration" under the Budget Control Act (BCA) of 2011:

1. The Agency will determine those positions to be "excepted" in the event of a furlough in accordance with established DoD guidance. In general, exceptions will be based on position requirements and will be limited based on the determination of the DLA Director. Where organizations will have multiple employees performing essentially identical functions but only a portion of them will be excepted from the furlough, the exception of individual employees will be based on seniority using the Reduction In Force (RIF) SCD. As soon as practicable and after approval by the appropriate authorities, the Agency will furnish the employee representative, IAM&AW Local Lodge 2297, a copy of the list of excepted bargaining unit positions.
2. To the extent practicable employees will serve furloughs of equal length.
3. DLA Employees subject to furlough will be placed on a five (5) day, eight (8) hour work week, with flexible start/end time. Furlough days will be discontinuous and will be either the first or last day of the work week. Employees will submit their desired furlough day (first or last day of their work week) to their immediate supervisor. In those instances where there is conflict from multiple employees requesting the same furlough day and all requests cannot be accommodated, ties will be broken by the supervisor applying the RIF SCD. In considering employee requests within the above parameters, supervisors will ensure sufficient staffing to meet curtailed mission requirements. Those employees who currently have an alternative work schedule with a scheduled regular day off will have the option of retaining their current day off as their weekly furlough day. For furlough days that fall on a holiday, the next business day will serve as the furlough day.
4. Furlough days will be discontinuous and will be served on either the first or last day of the employee's work week. Employees who currently have a Sunday as part of their basic work schedule will not be required to be furloughed on Sunday. In those instances the supervisor and the employee will work together to determine an alternative furlough day.

5. Employees who were working any type of alternative work schedule will return to such work schedule effective the first full pay period following the end of the furlough period.
6. Supervisors will work with part-time employees to define a set schedule for duration of the furlough period. Based on this established schedule supervisors will compute a pro-rated number of furlough hours per pay period commensurate with that part-time schedule.
7. Employees who are hired or transferred into the bargaining unit after the furloughs begin will serve a proportionate number of days on furlough.
8. If the Parties determine the scheduling procedures outlined in this MOA are not appropriate for DLA distribution operations, the Parties agree to reconvene and discuss reasonable alternatives prior to the issuance of employee notices.
9. Employees will be provided a 30-day written notice of the furlough. The notice will include a description of the reason for the furlough, applicable rights to appeal, and a proposed date for the furlough to be effected.
10. All provisions of the Labor Contract will be applicable during the furlough. In the case where any existing provision(s) are in conflict with this memorandum of agreement the provisions in the Labor Contract shall apply. In the case where any existing provision(s) are in conflict with laws related to furlough actions the law shall apply.
11. For the purposes of timeframes for grievances and ADR, furlough days will be treated as non-work days.
12. Should the Department's situation change so that furloughs can be shortened, the Agency will act promptly to cancel additional furlough days. The President of IAM&AW Local Lodge 2297 will be notified immediately in such case. Employees will be notified of the cancellation of additional furlough days as soon as practicable; this will include multiple communication vehicles including public media.
13. Employees on an approved telework agreement who are not furloughed on their scheduled telework day may continue to telework. Those employees who are furloughed on their telework day may request to change their telework day during the furlough period. Requests for additional telework in accordance with current procedures may be considered, subject to mission and workload requirements.
14. DLA will pursue reducing fees associated with DLA operated child development centers to the extent practicable during the period of the furlough.

