RECORD OF OFFICIAL TIME

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice OPM/GOVT-1 General Personnel Records (June 19, 2006, 71 FR 35342). **AUTHORITY:** 5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, 9830, and 12107. **PRINCIPLE:** Current and former Federal employees as defined in 5 U.S.C. 2105 (Volunteers, grantees, and contract employees on whom the agency maintains records may also be covered by this system). **PURPOSE:** Records in this system have various uses by agency personnel offices, including screening qualifications of employees; determining status, eligibility, and employee's rights and benefits under pertinent laws and regulations governing Federal employment; computing length of service; and other information needed to provide personnel services. **ROUTINE USE:** Any employee of the agency in his or her official capacity. **DISCLOSURE:** Required for compensation.

SECTION A

COMMAND:	DATE:
NAME OF MANAGEMENT OFFICIAL APPROVING USE OF OFFICIAL TIME:	SIGNATURE:
NAME OF OFFICE/SHOP:	WORK CENTER:

SECTION B

NAME OF EMPLOYEE FOR WHOM OFFICAL TIME WAS AUTHORIZED:		UNION TITLE/POSITION:	
DATE ON WHICH OFFICIAL TIME WAS USED:	AMOUNT AUTHORIZED	LEFT _____ RETURNED _____	TOTAL USED:

SECTION C - PURPOSE OF OFFICIAL TIME (Check Appropriate Block (s))

CATEGORY IA	☐ MASTER LABOR AGREEMENT NEGOTIATIONS
CATEGORY IB	☐ MID-TERM OR LOCAL SUPPLEMENT BARGAINING
CATEGORY IIA	☐ FORMAL DISCUSSION
	☐ REPRESENTATION DURING QUESTIONING (WEINGARTEN)
	☐ PREPARE/PRESENT REPLY TO A PROPOSED DISCIPLINARY ACTION
	☐ OTHER *(Specify)*
CATEGORY IIB	☐ PARTICIPATE IN FLRA PROCEEDINGS (ULP HEARING/INVESTIGATION)
CATEGORY IIIA	☐ PREPARE AND PRESENT GRIEVANCE UNDER HGP
	☐ PREPARE AND PRESENT ARBITRATION CASE
CATEGORY IIIB	☐ PREPARE AND PRESENT MSPB APPEAL
	☐ OTHER APPEAL *(Specify)*

SECTION D

DESTINATION OF EMPLOYEE (REMARKS)

INSTRUCTIONS

1. FILL OUT FORM FOR EACH USE OF OFFICIAL TIME BY A UNION REPRESENTATIVE.
2. IF MORE THAN ONE PURPOSE IS CHECKED IN SECTION C, INDICATE IN SECTION D THE AMOUNT OF OFFICIAL TIME SPENT ON EACH PURPOSE.
3. TURN IN FORMS TO CPD AT END OF THE MONTH.
4. KEEP A COPY FOR YOUR OWN RECORDS

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