



State of Wyoming Military Department

5410 Bishop Boulevard
Cheyenne, Wyoming 82009-3320

MEMORANDUM FOR Col P. Nicole Chavez, HR Officer, WYMD

SUBJECT: Official Time Request

1. In accordance with Chapter 71 of Title 5 U.S.C, Section 7131, I, _____ am requesting excused absence on _____ for official time as a union representative for the purpose of: (Check the purpose that applies)

<u>Purpose</u>	<u>ATAAPS "LN" Purpose Code</u>
Basic Negotiations/Renegotiations	BA
Mid Term Negotiations	BB
Labor Management Relations	BD
Grievance and Appeals	BK

2. Official time is requested for the above date(s) only. The supervisor must concur, unless the mission of the section cannot be accomplished without the presence of that representative. Normal workload will not constitute denial for these purposes.
3. The wear of military uniform is not required. Time card should be coded as "LN – Administrative Leave" during the time used with the applicable purpose and code listed above.
4. The point of contact for this memorandum is Michelle Reed at 307-772-5147.

P. NICOLE CHAVEZ, Colonel, WYMD
HR Officer

Human Resource Specialist