

## AFGE - DHA Request for Official Time

This form is provided for bargaining unit employees and Union representatives  
to request the use of ad-hoc Official Time (OT)

**ONE FORM PER USE**

REQUESTER'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_ ATAAPS Code: \_\_\_\_\_

<b>ATAAPS CODE (Choose One)</b>	
<b>BA</b>	Term Negotiations: official time used by Union Representatives to prepare for and negotiate a basic collective bargaining agreement or its successor.
<b>BB</b>	Mid-Term Negotiations: Official time used to bargain over issues raised during the life of a term agreement.
<b>BD</b>	General Labor/Management Relations: Official time used for activities not included in the other three categories. Examples of such activities include meetings between labor and management officials to discuss general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.
<b>BK</b>	Dispute Resolution: Official time used to process grievances up to and including arbitrations and appeals of bargaining unit employees before various third parties, such as the MSPB, FLRA, EEOC and the courts.

**NOTE: Enter hours in ATAAPS as RG type hours, then add the appropriate NtDiff/Haz/Oth code: BA, BB, BD, or BK.**

Location of Union business: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved

Denied

If denied, state reason and provide a mutually agreeable alternative time: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date