

**UNITED STATES FORCES KOREA/EIGHTH UNITED STATES ARMY
REQUEST FOR OFFICIAL TIME FOR UNION ACTIVITIES
(USFK REG 690-1)**

TO (<i>Supervisory Official</i>):	FROM (<i>Union Officer</i>) (<i>Name, union title and duty location</i>):
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I. PURSUANT TO ARTICLE 5 OF THE COLLECTIVE BARGAINING AGREEMENT, OFFICIAL TIME IS HEREBY REQUESTED AS FOLLOWS:

DATE AND TIME REQUESTED:	TOTAL HOURS ANTICIPATED:	ACTIVITY TO BE PERFORMED *: <input style="width: 50px;" type="text"/> (<i>Fill in blank or specify</i>)
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PLACE OF CONTACT/PHONE NUMBER: _____
 NAME, TITLE AND DUTY LOCATION OF ANY EMPLOYEE BEING REPRESENTED: _____

IF THIS INFORMATION IS NOT PROVIDED, EXPLAIN WHY: _____

II. ENDORSEMENT BY SUPERVISOR: _____
 THE ABOVE REQUESTED OFFICIAL TIME IS: APPROVED DENIED (*Retain two copies-return one copy to request*)

III. FINAL ENDORSEMENT AS RECORDED ON TIME AND ATTENDANCE REPORT:

ACTUAL TIME BEGAN:	ACTUAL TIME RETURNED TO DUTY:	FOR DATE:	TOTAL HOURS/MINUTES:
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USFK FORM 256-E, 1 MAR 02

*(AFTER COMPLETION OF ITEM III, FORWARD A COPY TO APPROPRIATE CPAC MER) * (See Reverse)*

INSTRUCTIONS

TRANSACTION CODES	TYPE OF OFFICIAL TIME
BA	Basic Negotiations, Renegotiations or Reopened Negotiations.
BD	On-going Labor-Management Relationship, Regular Duty Hours.
BK	Representation During Grievances, ULPs, Appeals, etc. Regular Duty Hours (including travel time)

Employee/Supervisors: Enter appropriate Transaction Code at Section I on the front side of this form.

Timekeepers: Enter the appropriate Transaction Code for all union time used on the Time and Attendance Report.

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