

APPENDIX A

REQUEST FOR OFFICIAL TIME

Commander, Navy Region, Naval District Washington
and
Fraternal Order of Police

I, _____, hereby request official time to perform a representational duty.
Official time is requested from _____ hours to _____ hours on the date(s) of
_____ to meet with _____.

Location – Where Representative is going _____

Specific Nature of Business to be transacted _____

This time is requested for the purpose of:

____ Term Negotiations (SDLCADA Category BA)

____ Mid term Negotiations (SDLCADA Category BB)

____ Dispute Resolution (SDLCADA Category BK) Grievances and Appeals (including arbitration) Off time used to process grievances up to and including arbitration and to process appeals of bargaining unit employees to administrative agencies such as MSPB, FLRA and EEOC.

____ General Labor-Management Relations (SDLCADA Category BD) All other Labor/Management Relations activities not covered by other Off time used for : meeting to discuss issues such as general conditions of employment L/M meetings, union participation in formal meeting and investigation interviews.

Representative Name

Date

I hereby approve/deny this request:

____ Approved / ____ Denied

If denied, reason for that decision: _____

Agency Approving Official

Date