

**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
<b>BA</b>	Basic Negotiations, Renegotiations or Reopened Negotiations.
<b>BD</b>	On-going Labor-Management Relationship, Regular Duty Hours.
<b>BK</b>	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.