

DEPARTMENT OF HOMELAND SECURITY
Transportation Security Administration

UNION REPRESENTATIVE OFFICIAL TIME REQUEST

INSTRUCTIONS: Union representatives must use this form consistent with current [Collective Bargaining Agreement \(CBA\)](#), Article 6: *Official Time* Section E.1. A single form may be used to request official time for recurring activities covered by the same transaction code during a single pay period. Failure to complete the form may result in the inability to process the request for official time and its subsequent denial. This form should be submitted to the designated management official as far in advance of the activity as possible. If the matter for which official time was requested and approved consumes less time than is authorized, the union representative must report in a timely manner to their immediate supervisor for instructions. Official time is only available for authorized activities that are performed while otherwise in a duty status. Official time may be approved for appropriate activities in accordance with the Administrator's December 30, 2022, Determination on Transportation Security Officers and Collective Bargaining ("[Determination](#)") and current CBA.

SECTION I. Union Representative Information

Employee Name: Airport Code:

Date(s) of Single Activity: Specific or Approximate Time Requested: Hours: from to
Dates of Recurring Activity (within one pay period):

Regular Duty Hours: How many of the requested hours will be used for travel? Hours Mins.
from:
to: Expected return date/time:

Location where activity for which official time is requested will take place (e.g., DCA Administrative Office):

Is official time requested to provide union representation? Yes ☐ No ☐
Name of Employee Requesting Representation:

Is official time requested for a 50% Official Time Representative to attend Union Training? Yes ☐ No ☐

Provide a detailed description of the purpose of the official time request:
☐ Union training ☐ Third-party proceeding ☐ Other (Explain):

Transaction Codes:
☐ 35 – Union Contract Negotiation
☐ 36 – Union Mid-Term Negotiation
☐ 37 – Union/Ongoing LMR (e.g., Formal Discussions, Union Representation During Investigatory Interviews, Authorized Committees)
☐ 38 – Union/Grievance/Appeal/Rep (e.g., Merit Systems Protection Board, Grievance and Arbitration)

Employee Acknowledgement
By signing below I certify that the information provided is true and correct.

Employee Name (print) Employee Signature Date and Time

(continued on Page 2)

SECTION II. Management Official Approval

☐ Approved - total number of hours authorized for single activity:
☐ Approved – total number of hours authorized for recurring activity:
☐ Approved alternate time and/or date:
☐ Disapproved: (provide reason)

Management Official Name and Title (print) Management Official Signature Date

PRIVACY ACT STATEMENT: AUTHORITY: 49 U.S.C. § 114(n). **PRINCIPAL PURPOSE(S):** To obtain information necessary to process your request for official time as a union representative. **ROUTINE USE(S):** This information may be shared with an agency, organization, or individual for the purpose of performing audit or oversight operations as authorized by law, or for other routine uses identified in the Department of Homeland Security's system of records notice, DHS/ALL-019 Department of Homeland Security Payroll, Personnel, and Time and Attendance Records, and TSA system of records notice, DHS/TSA-022, National Finance Center Payroll Personnel System. **DISCLOSURE:** Voluntary; failure to furnish the requested information may result in an inability to process your request for official time.