

**Civilian Personnel**  
**RECORDING THE USE OF OFFICIAL TIME FOR REPRESENTATIONAL FUNCTIONS**

---

**History.** This is a revised publication in electronic format.

**Summary.** Joint Readiness Training Center (JRTC) and Fort Polk (FP) Regulation 690-15 establishes local policies and procedures for requesting, recording, and reporting the use of official time for representational functions.

**Applicability.** This regulation applies to all units and activities assigned or attached to the JRTC and Fort Polk. The pronouns he, his, and him used in this regulation are intended to include both the masculine and feminine genders. Any exceptions will be so noted.

**Proponent and Exception Authority.** The proponent agency for this regulation is Civilian Personnel Advisory Center (AFZX-CPAC), Fort Polk, Louisiana 71459-5000. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

**Supplementation.** Supplementation and establishment of command publications and local forms are prohibited without prior approval from the Directorate of Information Management (DOIM), Administrative Services Division, Building 330,

Suite 111, 1820 Corps Road, Fort Polk Louisiana 71459-3908.

**Suggested Improvements.** Users of JRTC & FP Regulation 690-15 are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms directly to the Civilian Personnel Advisory Center, AFZX-CP-LMERT, Fort Polk, Louisiana 71459-5000.

FOR THE COMMANDER:

OFFICIAL:                      MICHAEL V. CHURCH  
Colonel, GS  
Deputy Commander

/s/  
PAUL JACKSON  
Director, Information Management

**Distribution.** Distribution of this publication is made in accordance with JRTC & FP Circular 25-30, Distribution Formulas, intended for command level A+; DOIM, Publications Control-4, Stockroom-100; and AFZX-CPAC-10.

---

**Contents (listed by paragraph number)**

Purpose 1  
References 2  
Explanation of Terms 3  
Policy 4  
Responsibilities 5  
Procedures for Recording and Reporting Use of Official Time by Nonunion Employee  
Representatives 6  
Appendixes:  
A - FP Form 125, Official Time Report, Nonunion Employee Representative  
B - FP Form 126, Recap of Official Time Used

---

**\*This regulation supersedes JRTC & FP Reg 690-15, dated 7 July 1982.**

**1. Purpose.** This regulation establishes local policies and procedures for requesting, recording, and reporting the use of official time for representational functions.

**2. References.**

- a. Department of Defense Civilian Personnel Manual, Chapter 711.
- b. Army Regulation (AR) 690-700, Personnel Relations and Services (General), Chapter 711.

**3. Explanation of Terms.** For the purpose of this regulation the following definitions apply:

- a. Official Time. All time granted an employee to perform representational functions, without charge to leave or loss of pay, when the employee would otherwise be in a duty status. Such time shall be

## JRTC & FP Reg 690-15

considered hours of work. This includes time spent during regular duty hours (including regularly scheduled overtime hours), or during a period of irregular unscheduled overtime work, provided an event arises incident to representational functions that must be dealt with during the irregular unscheduled overtime period.

b. **Representational Functions.** Authorized activities undertaken by employees on a behalf of other employees pursuant to their right to representation under statute, regulation, executive order, or the terms of a collective bargaining agreement. This includes activities undertaken by specific individual designation (designation as a representative in a grievance action or an equal employment opportunity (EEO) complaint) as well as activities authorized by a general, collective designation (designation of a labor organization recognized as exclusive representative under Title VII).

c. **Title VII.** That part of Public Law 95-454 commonly called the Civil Service Reform Act of 1978, that defines labor-management relations in the Federal Service.

### 4. Policy.

a. **Use of Official Time by Union Representatives.**

(1) The procedures for requesting, documenting, and reporting the use of official time by union negotiators will be governed by the procedures outlined in the applicable Rules and Procedures to Govern the Negotiations. In this regard, the completed official time reports should also be submitted by supervisors to the Civilian Personnel Advisory Center, ATTN: Labor Relations, not later than Monday of each week.

(2) The procedures for requesting, documenting, and reporting the use of official time by union officers and stewards engaging in approved representational activities resulting from the ongoing labor-management relationship will be governed by applicable Negotiated Agreements. In this regard, the completed official time reports should also be submitted by supervisors to the CPAC, ATTN: Labor Relations, not later than Monday of each week.

b. **Use of Official time by Nonunion Employee Representatives.**

(1) Any employee of this installation, to the extent provided for by applicable statute, regulation, or executive order, may serve as another employee's

representative during the course of a grievance or appeal provided:

(a) A written designation as representative has been submitted.

(b) The representational functions do not constitute a conflict or apparent conflict of interest with his duties.

(c) There is not conflict with the priority needs of the organization.

(d) The representational functions would not give rise to unreasonable costs to the organization.

(e) There is no conflict with the applicable Negotiated Agreements.

(2) An employee representative, if otherwise in a duty status, may request reasonable amounts of official time for preparing or participating in the personal presentation of a grievance or appeal. This includes any hearing held in connection with the grievance or appeal.

(a) The amount of time authorized by the supervisor will necessarily depend upon the facts and circumstances of the individual case (the issues involved, the number and complexity of supporting specifics, the volume of support evidence compiled, the availability of documents, witnesses, assistance at the workplace, and similar considerations).

(b) It is not intended, however, that official time be granted to any one employee for repeated service as a representative when it interferes with the performance of regular duties. Should this condition continue, the employee will be advised to either curtail the representational activities or to perform them in a leave or leave without pay status.

(3) Only one employee may serve as an employee representative on any given case.

(4) The use of official time for employee representational functions will be documented and reported.

(5) The provisions of this regulation do not conflict with the provisions of applicable time and attendance reporting regulations. In this regard, the time and attendance records of employees who engage in approved representational activities and who are otherwise in a duty status should be posted as hours worked.

### 5. Responsibilities

a. **Civilian Personnel Advisory Center (CPAC).** The CPAC will:

(1) Establish and maintain a system for recording the use of official time for representational purposes.

(2) Provide advice and assistance to managers and supervisors regarding the use of official time for representational purposes.

(3) Monitor the use of official time for representational purposes.

(4) Report the use of official time for representational purpose to higher headquarters, as required.

(5) Evaluate the effectiveness of the system for recording and reporting the use of official time for representational purposes.

b. Management Officials and Supervisors. Management officials and supervisors will:

(1) Inform employees of the requirements of this regulation.

(2) Coordinate with the CPAC prior to denying the use of or curtailing official time for representational activities.

(3) Ensure that the use of official time is properly documented and reported, as required by this regulation.

(4) Ensure that reports on the use of official time are submitted to the CPAC, as required by this regulation.

(5) Assist in evaluating the effectiveness of the system for recording and reporting the use of official time, as required.

c. Employees. Employees of this installation will familiarize themselves with the contents of this regulation and comply with its provisions.

## **6. Procedures for Recording and Reporting Use of Official Time by Nonunion Employee Representatives.**

a. The procedures for accounting for the number of hours used by employees on approved representational activities, and how those hours are used, will be as follows:

(1) The Official Time Report, Nonunion Employee Representative (OTR-NUER), FP Form 125 (Appendix A), will be completed by all employee representatives and submitted to their immediate supervisors. The OTR-NUER will detail the amount of time spent on approved representational activities, the specific activity undertaken, the initiator of the request, and the identification of the person(s) contacted.

(2) Employee representatives are expected to complete the OTR-NUER immediately upon their return from a representational activity. Representatives must also check back with their immediate supervisor upon their return to work.

(3) In cases involving extended representational activities, employee representatives will turn in the OTR-NUER no later than the end of each workday. An example of an extended representational activity would be attendance at a Merit Systems Protection Board (MSPB) hearing which lasts more than 1 day.

(4) Employee representatives may retain a copy of the completed OTR-NUER for their own records.

b. Supervisors are expected to submit the completed OTR-NUER to the CPAC not later than Monday of each week.

c. The CPAC will consolidate the amount of official time utilized for representational purposes installation-wide using the FP Form 126, Recap of Official Time Used (Appendix B). The CPAC will also be prepared to report to higher headquarters and other appropriate authorities on the amount of official time used by Fort Polk employees for representational purposes.

**OFFICIAL TIME REPORT**  
**NONUNION EMPLOYEE REPRESENTATIVE**  
*(The proponent of this form is CPAC, LMERT)*

DATE	TIME LEFT	TIME RETURNED	PERSON(S) CONTACTED	REQUEST INITIATED BY
------	-----------	---------------	---------------------	----------------------

APPROVED REPRESENTATIONAL ACTIVITY *(check applicable box)*

	Prepare Grievance (Agency Grievance Procedure)
	Present Grievance (Agency Grievance Procedure)
	Prepare for OCI Inquiry
	Present Grievance During Proceedings Before OCI
	Prepare Response to Disciplinary Action
	Prepare Response During Disciplinary Action Proceeding
	Prepare Employee Appeals
	Prepare Employee Appeals Before MSPB and other third parties
	Prepare EEO Complaints
	Present EEO Complaints to Management
	Present EEO Complaints Before Third Parties (EEOC, MSPB, OCI)
	Prepare Other Complaints and Appellant Actions <i>(*specify in box below)</i>

REPRESENTATIVE SIGNATURE	SUPERVISOR SIGNATURE
--------------------------	----------------------

**RECAP OF OFFICIAL TIME USED**  
*(The proponent of this form is CPAC, LMERT)*

**JRTC & FP Reg 690-15**

CATEGORY 1 - Contract Negotiations

Basic, Renegotiation, or Reopener Negotiations	Hours
Midterm Negotiations	Hours

CATEGORY II - Ongoing Labor-Management Relationship

Grievance and Arbitration Under the Negotiated Agreement	Hours
Grievance and Arbitration Under the Negotiated Agreement	Hours

CATEGORY IV - Travel and Per Diem

Labor-Management Relations	Travel
	Per Diem
	Travel
	Per Diem

All Other
-----------







