DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

BORDER PATROL REQUEST FOR OFFICIAL TIME FOR UNION BUSINESS

1. Name of Supervisor (Last, First, MI)	2. Union Official (Last, First, MI, Title, Duty Station)

Pursuant to Article 7A - Official time is requested as follows:

3. Date/Time of Request	4. Date(s) Requested	5. Total Number of Hours Expected

6. Activity Performed

7. Updated Phone Number	8. Duty Location of Employee(s) being represented (Name/Title if formal action has been initiated)

9. Endorsement by Supervisor	10. Date/Time	11. (Select one) ☐ Approved ☐ Denied (If denied explain below)

12. To the best of my knowledge this time will be/was used in accordance with Article 7A of the CBA.	13. Date/Time
_____ (Signature of Union Official)	

14. Final Endorsement as recorded on Time and Attendance Report:	15. Charge to Activity Code(s)

16. Date(s)	17. Total hours Used

18. Remarks (Explain denial etc.)